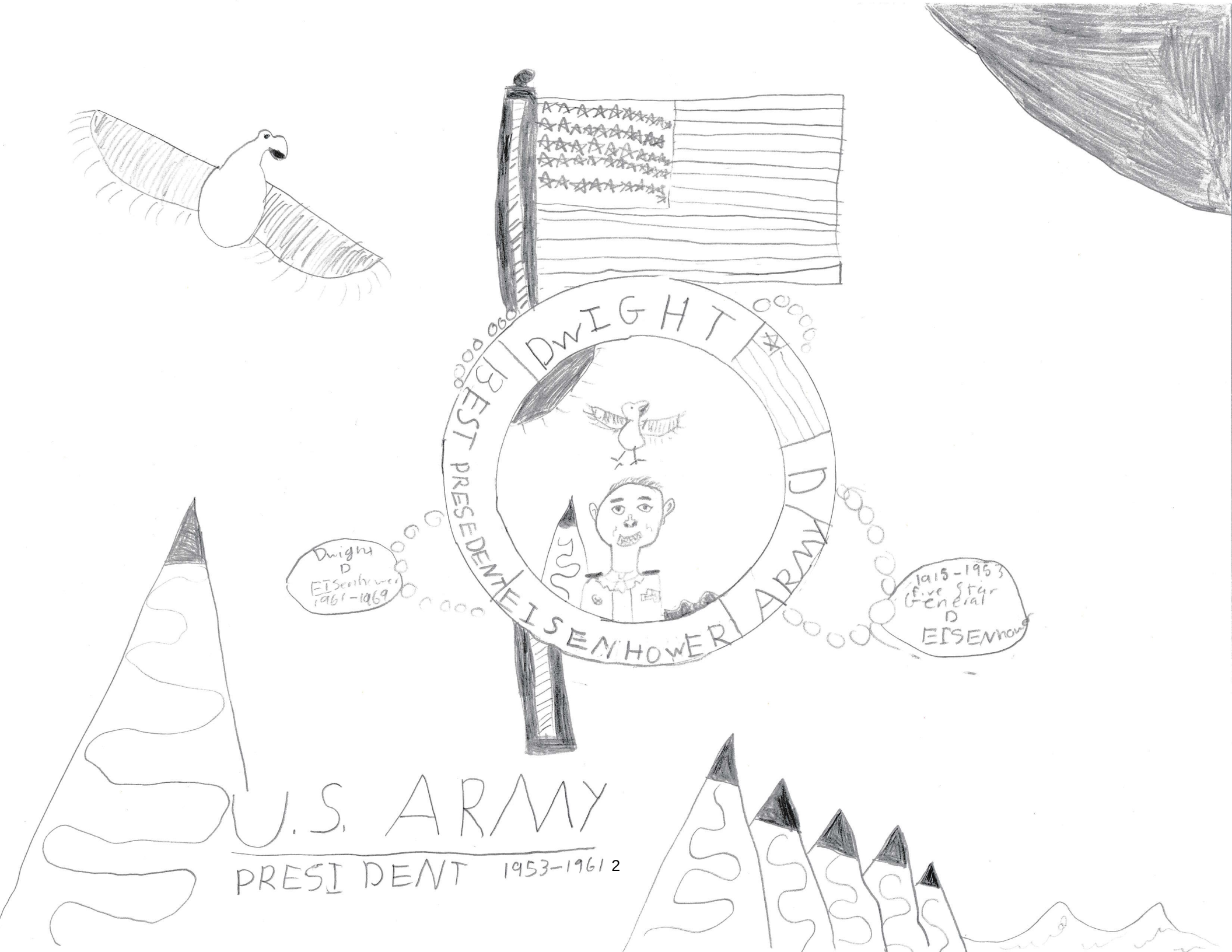
Regular Meeting

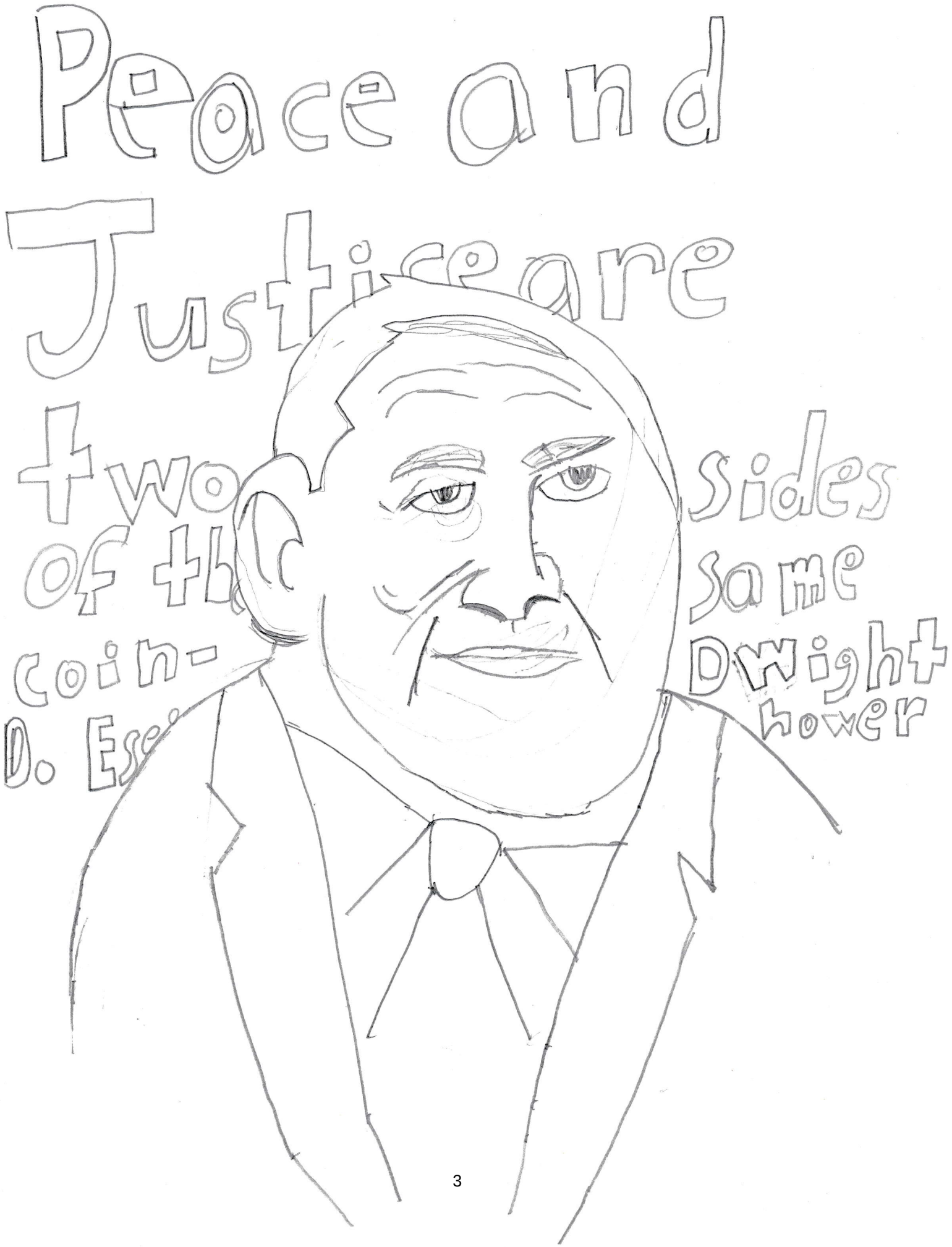
BOARD OF EDUCATION
Jacksonville School District #117

AGENDA

Wednesday, September 16, 2020
Jacksonville Middle School Auditorium
664 Lincoln Avenue
Jacksonville, illinois 62650
7:00 PM

I. CALL TO ORDER
II. PLEDGE OF ALLEGIANCE
III. ROLL CALL
IV. APPROVAL OF AGENDA
V. RECOGNITION 2


DWIGHT
D
EISENHOWER
ARMY
BEST PRESEDENT
Dwight D EISenhower 1961-1969
1915-1953 five star General D EISENhower
U.S. ARMY
PRESIDENT 1953-1961


Peace and
Justice are
two sides
of the same
coin-
D. Esc
Dwight
hower

For every obstacle there is a solution. Persistence is the key. The greatest mistake is giving up!

- Dwight D. Eisenhower



HAILEY CASEY

VI. RECEPTION OF VISITORS, PETITIONS AND COMMUNICATIONS
VII. ANNOUNCEMENTS - UPCOMING EVENTS
September 18 - 1st Quarter midterm
September 21 - 1/2 Day Student Attendance / School Improvement Day
September 22 - First day for candidates to circulate nominating petitions for April 6th 2021 Board election
September 30 - Special Board Meeting for Budget Hearing at Central Office at 5:30pm
October 8 - 1 Hour Early Dismissal for Parent/Teacher Conferences
October 9 - No Student Attendance for Parent/Teacher Conferences
October 12 - No Student Attendance - Columbus Day
VIII. STANDING REPORTS
A. Financial/Treasurer's Report 6

Aug-20	16.66% of Budget Year	Tentative Budget for 2020-2021

FUND Year to Date	EDUC (10)	O/M (20)	DEBT SERV (30)	TRANS (40)	IMRF/SS (50)	CAP. PROJ (60)	WC (70)	TORT (80)	HLS (90)	TOTAL
EXPENDED	5,415,700	716,038	-	326,949	246,953	225,318	-	2,765	84,849	7,018,573
% EXP.	15.46%	17.93%	0.00%	18.47%	15.46%	107.29%	0.00%	0.52%	22%	15.28%
EXPENSE BUDGET	35,032,637	3,992,485	2,407,860	1,770,200	1,597,715	210,000	-	530,000	378,000	45,918,897
	-									
REVENUE	5,590,812	661,997	176,691	380,776	262,691	76	37,604	123,531	85,293	7,319,472
% RECEIVED	16.86%	21.68%	8.12%	23.27%	21.79%	12.74%	20.81%	21.65%	21.80%	17.27%
REVENUE BUDGET	33,165,134	3,054,087	2,175,250	1,636,094	1,205,810	600	180,675	570,570	391,164	42,379,384
	(1,867,503.00)	(938,398.00)	(232,610.00)	(134,106.00)	(391,905.00)	(209,400.00)	180,675.00	40,570.00	13,164.00	(3,539,513.00)

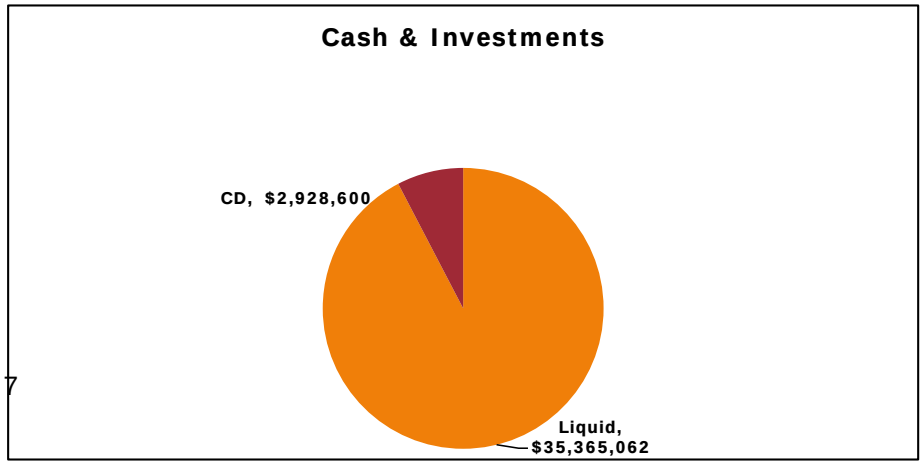
NOTES:	Fund	
REVENUE	ALL	Received 3rd Property Tax Payment for FY21 in Aug 2020 in the amount of $1,540,917.48. We will receive property tax payments more frequently this year... but the amounts will be smaller.
	10	Evidence Based Funding - $974,082
	10	CPPRT for FY21 - $211,466.94
	10	Sports Training Rehabilitation Grant - $21,000
	10	4th MCAT from FY20 - Tuition Sp Ed - $90,894.95
	10	Administrative Outreach - $34,743.96
	30	Sales Tax Proceeds deposited in August 2020 - $176,568.94
	40	4th MCAT from FY20 - Regular and Spec Ed transportation $198,455
	60	Interest on Bond Proceeds
EXPENSE	10	Expenses are running under budget for 20-21.
	20	Expenses are over budget for 20-21 due to paying for a large order of custodial supplies and for installation of new fire alarm at M/W, Washington and JHS Fieldhouse.
	30	We have debt payments for the Series 2015 and Series 2017 Bonds. The first payment of P and I will be paid in Dec 2020. The second payment, which is interest only, will be paid in June 2021.
	40	Expenses are running over budget for 20-21 due to the purchase of two buses.
	50	Expenses are running under budget for 20-21.
	60	Expenses were to Henson Robinson for roofing work at Central Office and Gano Electric/Neff Colvin for Eisenhower Interior walls.
	80	Premium for 21-22 property, vehicle, liability, cyberliability and environmental coverage will be paid in June 2021.
	90	HLS project for summer 2020 was new windows at North Elementary as well as remaining 10 year HLS projects to be completed.

TREASURER'S REPORT
August 31, 2020

FUND	Beginning Cash Balance	Receipts (including interest)	Disbursements		Misc. Transactions	Bank Balance
			Payroll	Accounts Payable		
10 Education	28,171,093.70	2,955,201.42	1,422,667.17	2,078,250.03	35,463.88	**27,660,841.80**
20 Building	2,080,468.04	229,257.36	89,842.78	347,162.49		**1,872,720.13**
30 Bond & Interest	1,649,111.65	176,630.64		-	-	**1,825,742.29**
40 Transportation	1,630,565.29	260,692.16	43,987.86	56,405.49	37.70	**1,790,901.80**
50 IMRF	1,043,415.93	90,256.45		135,176.50	6.15	**998,502.03**
60 Site & Construction	502,703.47	21.60	-	92,565.62	3.22	**410,162.67**
70 Working Cash Fund	2,284,734.52	12,918.56	-		37.17	**2,297,690.25**
80 Tort	987,411.02	42,460.57	-	2,765.00		**1,027,106.59**
90 Fire Prevention & Safety	399,678.81	29,307.52		18,991.91		**409,994.42**
TOTAL	**$ 38,749,182.43**	**$ 3,796,746.28**	**$ 1,556,497.81**	**$ 2,731,317.04**	**$ 35,548.12**	**$ 38,293,661.98**

	CASH			INVESTMENTS				
FUND	U.S. Bank - General Fund	U.S. Bank - Insurance Fund	Illinois Funds - General Fund	2017 SERIES BOND PROCEEDS	ISDLAF Investments	IIIT Investments	2015 Series BOND PROCEEDS	TOTAL
	0.1600%	0.1600%	0.2470%	0.1100%	0.1100%	0.2600%		
Education	5,398,598.80	51,957.01	$14,316,261.84	-	1,497,406.69	6,396,617.46	-	**27,660,841.80**
Operations & Maintenance	1,349,514.70		$523,205.29	-	-	0.14	-	**1,872,720.13**
Bond & Interest	1,825,742.29	-	-	-	-	-	-	**1,825,742.29**
Transportation	550,382.04	-	$820,879.02	-	-	419,640.74	-	**1,790,901.80**
IMRF / Social Security	812,238.01	-	$30,800.59	-	155,589.88	(126.45)	-	**998,502.03**
Capital Projects	280,702.17	-	$129,457.28	3.22			$0.00	**410,162.67**
Working Cash	1,079,167.73	-	$804,784.91	-	-	413,737.61	-	**2,297,690.25**
Tort	525,540.98	-	$501,440.92	-	-	124.69	-	**1,027,106.59**
Fire Prevention & Safety	$405,567.46	-	$4,425.53	-	-	1.43	-	**$409,994.42**
TOTAL	**$ 12,227,454.18**	**$ 51,957.01**	**$17,131,255.38**	**$3.22**	**$ 1,652,996.57**	**$ 7,229,995.62**	**$ -**	**$ 38,293,661.98**
		$29,410,666.57			**$8,882,995.41**			0.00

Operating Funds	Current Year 2020-2021	Last Year 2019-2020
Fund 10 - Education	$27,660,841.80	$24,495,643.37
Fund 20 - O & M	$1,872,720.13	$1,154,222.60
Fund 40 -Transportation	$1,790,901.80	$1,573,983.70
Fund 70 - Working Cash	$2,297,690.25	$2,088,677.60
Total	**$33,622,153.98**	**$29,312,527.27**

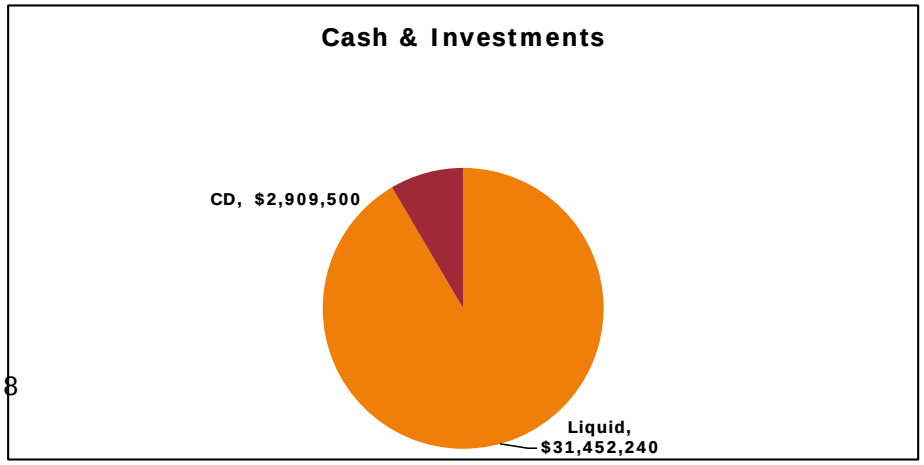


TREASURER'S REPORT
August 31, 2019

FUND	Beginning Cash Balance	Receipts (including interest)	Disbursements		Misc. Transactions	Bank Balance
			Payroll	Accounts Payable		
10 Education	25,522,059.47	2,005,209.40	1,286,920.33	1,741,282.19	(3,422.98)	**24,495,643.37**
20 Building	1,436,754.51	9,072.82	89,859.31	201,745.42		**1,154,222.60**
30 Bond & Interest	1,685,352.83	206,810.04		-	-	**1,892,162.87**
40 Transportation	1,463,745.82	191,043.39	40,067.38	53,012.69	12,274.56	**1,573,983.70**
50 IMRF	796,731.96	71.75		105,550.84	149.65	**691,402.52**
60 Site & Construction	1,613,702.77	239.14	-	7,167.53	1,823.06	**1,608,597.44**
70 Working Cash Fund	2,088,677.60	1,426.56	-		455.04	**2,090,559.20**
80 Tort	849,298.73	881.71	-	1,055.00		**849,125.44**
90 Fire Prevention & Safety	231,034.88	7.73		225,000.00		**6,042.61**
TOTAL	**$ 35,687,358.57**	**$ 2,414,762.54**	**$ 1,416,847.02**	**$ 2,334,813.67**	**$ 11,279.33**	**$ 34,361,739.75**

	CASH			INVESTMENTS				
FUND	U.S. Bank - General Fund	U.S. Bank - Insurance Fund	Illinois Funds - General Fund	2017 SERIES BOND PROCEEDS	ISDLAF Investments	IIIT Investments	2015 Series BOND PROCEEDS	TOTAL
	0.0000%	0.0000%	1.0520%	1.2500%	1.1600%	1.1400%	1.2500%	
Education	5,553,301.58	110,785.39	$11,060,872.77	-	1,475,355.98	6,295,277.65	-	**24,495,593.37**
Operations & Maintenance	1,132,899.68		$21,372.78	-	-	0.14	-	**1,154,272.60**
Bond & Interest	1,892,162.87	-	-	-	-	-	-	**1,892,162.87**
Transportation	637,500.09	-	$518,999.04	-	-	417,484.57	-	**1,573,983.70**
IMRF / Social Security	506,477.99	-	$30,435.44	-	154,615.54	(126.45)	-	**691,402.52**
Capital Projects	408,308.64	-	$127,922.61	1,072,366.19			$0.00	**1,608,597.44**
Working Cash	883,702.95	-	$795,244.47	-	-	411,611.78	-	**2,090,559.20**
Tort	353,504.21	-	$495,496.54	-	-	124.69	-	**849,125.44**
Fire Prevention & Safety	$1,668.11	-	$4,373.07	-	-	1.43	-	**$6,042.61**
TOTAL	**$ 11,369,526.12**	**$ 110,785.39**	**$13,054,716.72**	**$1,072,366.19**	**$ 1,629,971.52**	**$ 7,124,373.80**	**$ -**	**$ 34,361,739.75**
		$24,535,028.23			**$9,826,711.51**			0.00

Operating Funds	Current Year 2019-2020	Last Year 2018-19
Fund 10 - Education	$24,495,643.37	$23,494,883.18
Fund 20 - O & M	$1,154,222.60	$694,930.76
Fund 40 -Transportation	$1,573,983.70	$1,078,906.88
Fund 70 - Working Cash	$2,090,559.20	$1,899,217.50
Total	**$29,314,408.87**	**$27,167,938.32**



B. Enrollment Reports 10

Enrollment Report

August 2020

Date	K		1st		2nd		3rd		4th		5th		Spec Ed	Total
EISENHOWER														
8/31/2019	30	27	25	25	24	24	29	27	26	26	22	21	16	322
8/31/2020	22	21	23	26	19	20	16	12	24	25	20	18	4	250
REMOTE	15		18		9		22		8		13		5	90
LINCOLN														
8/31/2019	23	25	24	23	17	16	16	16	18	17	24	22		241
8/31/2020	15	14	15	13	11	14	13	12	12	11	10	8		148
REMOTE	17		15		17		17		14		7			87
MURRAYVILLE														
8/31/2019	28		24		22		21		17		22		32	166
8/31/2020	9		14		20		15		15		8		18	99
REMOTE	7		9		5		8		6		6			41
NORTH														
8/31/2019	12		24		24		20		17		21		7	125
8/31/2020	28		14		26		26		22		16		19	151
REMOTE	8		5		13		6		7		8			47
SOUTH														
8/31/2019	19	19 20	26	27	28	27	28	28	24	24	22	22 22		336
8/31/2020	21	22	20	22	19	18	23	25	20	19	21	21		251
REMOTE	16		13		11		13		22		9			84
WASHINGTON														
8/31/2019	18	17	19	18	20	21	17	16	18	20	23	23	3	233
8/31/2020	13	14	10	13	10	11	11	10	13	13	13	12	3	146
REMOTE	17		7		14		14		11		14			77
TOTALS														
8/31/2019	238		235		223		218		207		244		58	1423
8/31/2020	179		170		168		163		174		147		44	1045
REMOTE	80		67		69		80		68		57		5	426

Early Years

	2019	2020
AM	74	76
PM	57	58
AM/PM	100	63
Total	231	197

Middle School

	2019	2020	REMOTE
6th	237	197	45
7th	236	161	63
8th	238	171	58
Total	711	529	166

High School

	2019	2020	REMOTE
9th	248	185	68
10th	214	162	63
11th	230	160	62
12th	241	153	58
Total	933	660	251

Crossroads Learning Center

	2019	2020
5th	0	0
6th	0	0
7th	0	2
8th	3	2
CLC Total	3	5

	2019	2020
9th	0	1
10th	0	0
11th	0	0
12th	0	0

GRAND TOTAL 2019-2020	
8/31/2019	3301
8/31/2020	3279

Special Education Programs Outside of District 117

Residential Programs

	8/31/2019	8/31/2020
Private Facilities	12	4

Specialized Day Programs

	8/31/2019	8/31/2020
Hope	6	8
ISD / ISVI	42	35
Total	48	43

Four Rivers Cooperative Programs

	8/31/2019	8/31/2020
Early Childhood Education	9	12
K - 6th	10	4
7th - 8th	7	9
9th - 12th	22	12
Total	48	37



Totals	8/31/2019		8/31/2020
	3409		3363

Mike McGiles <mmcgiles@jsd117.org>

Fwd: FOIA

1 message

Steve Ptacek <sptacek@jsd117.org> Tue, Sep 1, 2020 at 7:28 PM
To: Mike McGiles <mmcgiles@jsd117.org>

From: "G. Reyes" <gonzo@essex1.com>
Date: September 1, 2020 at 4:54:33 PM CDT
To: sptacek@jsd117.org
Subject: FOIA

I am requesting through the Freedom of Information Act a copy of each page of the document that was filed to change the manner of election of the Board of Education.

Gonzalo Reyes
815.980.8090

Mike McGiles <mmcgiles@jsd117.org>

(no subject)

1 message

Mike McGiles <mmcgiles@jsd117.org> Wed, Sep 9, 2020 at 8:33 AM
To: gonzo@essex1.com

Mr. Reyes,

Please see the attached letter in response to your request. There are no records responsive to your request.

.

Please reply to verify receipt of this response.

Thanks,

Mike McGiles

Mike McGiles
Director of Operations
Jacksonville School District #117
(217) 243-9411 ext. 1124
mmcgiles@jsd117.org

FOIA Letter - Reyes - board election change.pdf
79K

JACKSONVILLE SCHOOL DISTRICT #117
211 W State Street
Jacksonville, Illinois 62650
Office: (217)243-9411
Fax: (217)243-6844

RICH HISTORY, BRIGHT FUTURE

Mike McGiles, Director of Operations

September 9, 2020

Dear Mr. Reyes,

Thank you for writing to Jacksonville School District 117 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On September 1, 2020, you requested the following records: a copy of each page of the document that was filed to change the manner of election of the Board of Education.

As the FOIA Officer for Jacksonville School District 117 I am writing to inform you that your request is denied for the following reason: there exist no records responsive to your FOIA request.

You have a right to have the denial of your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

Public Access Counselor
Office of the Attorney General
500 South 2nd Street
Springfield, Illinois 62706
Fax: 217-782-1396
E-mail: publicaccess@atg.state.il.us

You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11.

If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and this denial letter when filing a Request for Review with the PAC.

Sincerely,

Mike McGiles

Mike McGiles
Director of Operations
FOIA Officer
Jacksonville School District 117
(217) 243-9411
mmcgiles@jsd117.org

JSD117 MORGAN COUNTY SCHOOL FACILITY SALES TAX COLLECTIONS

FY19		Diff	Subtotal	Increase %
July 2018	$ 199,961.60	$ 3,029.48	$ 3,029.48	1.015
August	$ 192,239.29	$ (2,634.38)	$ 395.10	0.986
September	$ 212,087.66	$ 13,792.94	$ 14,188.04	1.070
October	$ 203,249.83	$ (2,583.17)	$ 11,604.87	0.987
November	$ 196,226.27	$ (10,617.36)	$ 987.51	0.949
December	$ 198,203.96	$ 5,689.64	$ 6,677.15	1.030
January 2019	$ 202,849.36	$ (2,737.07)	$ 3,940.08	0.987
February	$ 206,007.28	$ 11,360.85	$ 15,300.93	1.058
March	$ 201,486.48	$ 128.01	$ 15,428.94	1.001
April	$ 220,171.45	$ (10,357.26)	$ 5,071.68	0.955
May	$ 164,830.64	$ (1,610.22)	$ 3,461.46	0.990
June	$ 168,451.84	$ 3,319.88	**$ 6,781.34**	1.020
Total	$ 2,365,765.66			
Predicted by Pro	$ 2,439,861.00	Per Document	Sum	12.05
Projected	$ 2,368,476.77	Per Actual	After Months	12
Proj Diff	$ (71,384.23)		Average	1.004
Percent	-2.9%			

Bond Pay 1 and 2	$ 2,443,263.97	
Diff Predict	$ (3,402.97)	
Diff Projected	$ (74,787.20)	
Diff Actual	**$ (77,498.31)**	(End of Year)

Difference in Predicted by Pro	
Predicted	$ 2,439,861.00
FY19 ACTUAL	$ 2,365,765.66
Difference	**$ (74,095.34)**

Bond 1	$ 2,010,383.76
Bond 2	$ 432,880.21
Total	$ 2,443,263.97

FY20		Diff	Subtotal	Increase %
July 2019	$ 211,607.67	$ 11,646.07	$ 11,646.07	1.058
August	$ 206,689.04	$ 14,449.75	$ 26,095.82	1.075
September	$ 220,778.34	$ 8,690.68	$ 34,786.50	1.041
October	$ 204,901.26	$ 1,651.43	$ 36,437.93	1.008
November	$ 202,441.86	$ 6,215.59	$ 42,653.52	1.032
December	$ 197,137.83	$ (1,066.13)	$ 41,587.39	0.995
January 2020	$ 188,522.61	$ (14,326.75)	$ 27,260.64	0.929
February	$ 211,101.04	$ 5,093.76	$ 32,354.40	1.025
March	$ 201,679.71	$ 193.23	$ 32,547.63	1.001
April	$ 215,721.27	$ (4,450.18)	$ 28,097.45	0.980
May	$ 165,153.92	$ 323.28	$ 28,420.73	1.002
June	$ 163,531.08	$ (4,920.76)	**$ 23,499.97**	0.971
Total	$ 2,389,265.63			
Predicted by Pro	$ 2,476,459.00	Per Document	Sum	12.12
Projected	$ 2,388,713.69	Per Actual	After Months	12
Proj Diff	$ (87,745.31)		Average	1.010
Percent	-3.5%			

Bond Pay 1 and 2	$ 2,397,358.76	
Diff Predict	$ 79,100.24	
Diff Projected	$ (8,645.07)	
Diff Actual	**$ (8,093.13)**	(End of Year)

Difference in Predicted by Pro	
Predicted	$ 2,476,459.00
FY20 ACTUAL	$ 2,389,265.63
Difference	**$ (87,193.37)**

Bond 1	$ 2,030,683.76
Bond 2	$ 366,675.00
Total	$ 2,397,358.76

FY21		Diff	Subtotal	Increase %
July 2020	$ 170,900.03	$ (40,707.64)	$ (40,707.64)	0.808
August	$ 176,568.94	$ (30,120.10)	$ (70,827.74)	0.854
September	$ 198,443.22	$ (22,335.12)	$ (93,162.86)	0.899
October	$ 204,613.75	$ (287.51)	$ (93,450.37)	0.999
November		$ (202,441.86)		0.000
December		$ (197,137.83)		0.000
January 2021		$ (188,522.61)		0.000
February		$ (211,101.04)		0.000
March		$ (201,679.71)		0.000
April		$ (215,721.27)		0.000
May		$ (165,153.92)		0.000
June		$ (163,531.08)		0.000
Total	$ 750,525.94			
Predicted by Pro		Per Document	Sum	3.56
Projected	$ 2,126,047.20	Per Actual	After Months	4
Proj Diff	$ 2,126,047.20		Average	0.890
Percent	#DIV/0!			

Bond Pay 1 and 2		
Diff Predict	$ -	
Diff Projected	$ 2,126,047.20	
Diff Actual	$ 750,525.94	(End of Year)

Difference in Predicted by Pro	
Predicted	$ -
FY20 ACTUAL	$ 750,525.94
Difference	**$ 750,525.94**

Bond 1	
Bond 2	
Total	$ -

JSD117 MORGAN COUNTY SCHOOL FACILITY SALES TAX COLLECTIONS

FY18		Diff	Subtotal	Increase %	2% Fee
July 2017	$ 196,932.12	$ 4,452.70	$ 4,452.70	1.023	$ 3,938.64
August	$ 194,873.67	$ 3,302.90	$ 7,755.60	1.017	$ 3,897.47
September	$ 198,294.72	$ (3,353.73)	$ 4,401.87	0.983	$ 3,965.89
October	$ 205,833.00	$ 816.64	$ 5,218.50	1.004	$ 4,116.66
November	$ 206,843.63	$ 5,035.57	$ 10,254.08	1.025	$ 4,136.87
December	$ 192,514.32	$ (6,739.23)	$ 3,514.84	0.966	$ 3,850.29
January 2018	$ 205,586.43	$ 5,957.55	$ 9,472.40	1.030	$ 4,111.73
February	$ 194,646.43	$ (12,553.02)	$ (3,080.62)	0.939	$ 3,892.93
March	$ 201,358.47	$ (9,541.59)	$ (12,622.21)	0.955	$ 4,027.17
April	$ 230,528.71	$ (16.78)	$ (12,638.99)	1.000	$ 4,610.57
May	$ 166,440.86	$ 3,750.07	$ (8,888.92)	1.023	$ 3,328.82
June	$ 165,131.96	$ (406.22)	$ (9,295.14)	0.998	$ 3,302.64
Total	$ 2,358,984.32				$ 47,179.69
Predicted	$ 2,403,804.00	Per Document	Sum	11.96	
Projected	$ 2,361,055.49	Per Actual	After Months	12	
Proj Diff	$ (42,748.51)		Average	0.997	
Percent	-1.8%				

Bond Pay 1	$	1,994,484.00
Diff Predict	$	409,320.00
Diff Projected	$	366,571.49
Diff Actual	**$**	**364,500.32**

FY19		Diff	Subtotal	Increase %
July 2018	$ 199,961.60	$ 3,029.48	$ 3,029.48	1.015
August	$ 192,239.29	$ (2,634.38)	$ 395.10	0.986
September	$ 212,087.66	$ 13,792.94	$ 14,188.04	1.070
October	$ 203,249.83	$ (2,583.17)	$ 11,604.87	0.987
November	$ 196,226.27	$ (10,617.36)	$ 987.51	0.949
December	$ 198,203.96	$ 5,689.64	$ 6,677.15	1.030
January 2019	$ 202,849.36	$ (2,737.07)	$ 3,940.08	0.987
February	$ 206,007.28	$ 11,360.85	$ 15,300.93	1.058
March	$ 201,486.48	$ 128.01	$ 15,428.94	1.001
April	$ 220,171.45	$ (10,357.26)	$ 5,071.68	0.955
May	$ 164,830.64	$ (1,610.22)	$ 3,461.46	0.990
June	$ 168,451.84	$ 3,319.88	$ 6,781.34	1.020
Total	$ 2,365,765.66			
Predicted by Pro	$ 2,439,861.00	Per Document	Sum	12.05
Projected	$ 2,368,476.77	Per Actual	After Months	12
Proj Diff	$ (71,384.23)		Average	1.004
Percent	-2.9%			

Bond Pay 1 and 2	$	2,443,263.97	
Diff Predict	$	(3,402.97)	
Diff Projected	$	(74,787.20)	
Diff Actual	**$**	**(77,498.31)**	(End of Year)

Difference in Predicted by Pro		
Predicted	$	2,439,861.00
FY19 ACTUAL	$	2,365,765.66
Difference	**$**	**(74,095.34)**

JSD117 MORGAN COUNTY SCHOOL FACILITY SALES TAX COLLECTIONS

FY16		
July 2015		-
August		-
September		-
October		-
November	$	194,584.95
December	$	190,523.95
January 2016	$	194,782.54
February	$	195,637.04
March	$	188,511.08
April	$	218,595.75
May	$	158,881.56
June	$	165,623.28
Total	$	1,507,140.16

FY17			Diff	
July 2016	$	192,479.42		
August	$	191,570.77		
September	$	201,648.45		
October	$	205,016.36		
November	$	201,808.06	$	7,223.10
December	$	199,253.55	$	8,729.60
January 2017	$	199,628.88	$	4,846.33
February	$	207,199.45	$	11,562.41
March	$	210,900.06	$	22,388.98
April	$	230,545.49	$	11,949.74
May	$	162,690.79	$	3,809.23
June	$	165,538.18	$	(85.10)
Total	$	2,368,279.46	$	70,424.30
Predicted	$	2,368,279.00		
Difference	$	0.46		
Percent		0.0%		

Bond Pay 1	$	1,880,497.00
Diff Predict	$	487,782.00
Diff Actual	$	487,782.46

This was exact because the numbers were updated with 2017 bond sale. These were based on actual receipts

FY18			Diff		Subtotal		Increase %	2% Fee	
July 2017	$	196,932.12	$	4,452.70	$	4,452.70	1.023	$	3,938.64
August	$	194,873.67	$	3,302.90	$	7,755.60	1.017	$	3,897.47
September	$	198,294.72	$	(3,353.73)	$	4,401.87	0.983	$	3,965.89
October	$	205,833.00	$	816.64	$	5,218.50	1.004	$	4,116.66
November	$	206,843.63	$	5,035.57	$	10,254.08	1.025	$	4,136.87
December	$	192,514.32	$	(6,739.23)	**$**	**3,514.84**	0.966	$	3,850.29
January 2018	$	205,586.43	$	5,957.55	$	9,472.40	1.030	$	4,111.73
February	$	194,646.43	$	(12,553.02)	$	(3,080.62)	0.939	$	3,892.93
March	$	201,358.47	$	(9,541.59)	$	(12,622.21)	0.955	$	4,027.17
April	$	230,528.71	$	(16.78)	$	(12,638.99)	1.000	$	4,610.57
May	$	166,440.86	$	3,750.07	$	(8,888.92)	1.023	$	3,328.82
June	$	165,131.96	$	(406.22)	$	(9,295.14)	0.998	$	3,302.64
Total	$	2,358,984.32						$	47,179.69
Predicted	$	2,403,804.00	Per Document		Sum		11.96		
Projected	$	2,361,055.49	Per Actual		After Months		12		
Proj Diff	$	(42,748.51)			Average		0.997		
Percent		-1.8%							

Bond Pay 1	$	1,994,484.00
Diff Predict	$	409,320.00
Diff Projected	$	366,571.49
Diff Actual	$	364,500.32

Date	Warrant	Admin. Fee
Jul-17	$255,692.71	$0.00
Aug-17	$260,181.46	$5,309.83
Sep-17	$270,072.94	$5,511.69
Oct-17	$271,398.43	$5,538.74
Nov-17	$252,597.03	$5,155.04
Dec-17	$269,748.87	$5,505.08
Jan-18	$255,394.56	$5,212.13
Feb-18	$264,201.39	$5,391.87
Mar-18	$302,644.60	$6,176.42
Apr-18	$220,247.33	$4,494.84
May-18		
		$48,295.64

JSD117 MORGAN COUNTY SCHOOL FACILITY SALES TAX COLLECTIONS

2015	
January	-
Februar	-
March	-
April	-
May	-
June	-
July	-
August	-
Septem	-
Octobe	-
Novem	$ 194,584.95
Decem	$ 190,523.95
Total	$ 385,108.91

2016		Diff
January	$ 194,782.54	
February	$ 195,637.04	
March	$ 188,511.08	
April	$ 218,595.75	
May	$ 158,881.56	
June	$ 165,623.28	
July	$ 192,479.42	
August	$ 191,570.77	
September	$ 201,648.45	
October	$ 205,016.36	
November	$ 201,808.06	$ 7,223.10
December	$ 199,253.55	$ 8,729.60
Total	$ 2,313,807.87	$ 1,928,698.96
Predicted	$ 2,649,821.00	
Difference	$ (336,013.13)	
Percent	-12.7%	
Bond Pay 1	$ 1,880,497.00	
Diff Predict	$ 769,324.00	
Diff Actual	$ 433,310.87	

2017		Diff	Subtotal	Increase %
January	$ 199,628.88	$ 4,846.33	$ 4,846.33	1.025
February	$ 207,199.45	$ 11,562.41	$ 16,408.74	1.059
March	$ 210,900.06	$ 22,388.98	$ 38,797.72	1.119
April	$ 230,545.49	$ 11,949.74	$ 50,747.46	1.055
May	$ 162,690.79	$ 3,809.23	$ 54,556.69	1.024
June	$ 165,538.18	$ (85.10)	$ 54,471.59	0.999
July	$ 196,932.12	$ 4,452.70	$ 58,924.29	1.023
August	$ 194,873.67	$ 3,302.90	$ 62,227.19	1.017
September	$ 198,294.72	$ (3,353.73)	$ 58,873.46	0.983
October	$ 205,833.00	$ 816.64	$ 59,690.10	1.004
November	$ 206,843.63	$ 5,035.57	$ 64,725.67	1.025
December	$ 192,514.32	$ (6,739.23)	$ 57,986.44	0.966
Total	$ 2,371,794.31	$ 57,986.44		
Predicted	$ 2,698,372.00		Sum	12.30
Projected	$ 2,371,601.59		After Months	12
Proj Diff	$ (326,770.41)		Average	1.025
Percent	-12.1%			
Bond Pay 1	$ 1,994,484.00			
Diff Predict	$ 703,888.00			
Diff Actual	$ 377,310.31			

2018		Diff	Subtotal	Increase %
January		$ (199,628.88)	$ (199,628.88)	0.000
February		$ (207,199.45)	$ (406,828.33)	0.000
March		$ (210,900.06)		0.000
April		$ (230,545.49)		0.000
May		$ (162,690.79)		0.000
June		$ (165,538.18)		0.000
July		$ (196,932.12)		0.000
August		$ (194,873.67)		0.000
September		$ (198,294.72)		0.000
October		$ (205,833.00)		0.000
November		$ (206,843.63)		0.000
December		$ (192,514.32)		0.000
Total	$ -	#REF!		
Predicted	$ 2,747,783.00		Sum	0.00
Projected	#REF!		After Months	1
Proj Diff	#REF!		Average	0.000
Percent	#REF!			
Bond Pay 1+2	$ 2,010,384.00			

2,649,821.00	For 37 Million	13.96
1,324,910.50	For 18 million	
1,974,556.83	Generated off .75 in FY16	
658,185.61	For each .25 increment	
1,316,371.22	For a .5 increase	
78,982.27	South Jacksonville .5 increase	$ 1,102,845.86

Feasibility Study Projections

E. State Updates
IX. BOARD AND COMMITTEE REPORTS
A. Policy Committee 25

2:220	2:220 Board of Education Meeting Procedure	Draft Update	Adopt as is
4:180	4:180 Pandemic Preparedness; Management and Recovery	Rewritten	Adopt as is
5:60	Expenses	District Edits	Adopt with District Changes
7:40	7:40 Nonpublic School Students	5 Year Review	Adopt as revised
7:190	7:190 Student Behavior	Update Time Out/Physical Restraint	Adopt as is
7:340	7:340 Student Records	Update Personal Protection Act	Adopt as is
7:345	7:345 Use of Educational Technologies	NEW	Adopt as presented

Document Status: Draft Update

BOARD OF EDUCATION

2:220 Board of Education Meeting Procedure

Agenda

The Board of Education President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require extensive discussion before before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Any Board member may submit suggested agenda items to the Board President for his or her consideration for an upcoming meeting. District residents may suggest inclusions for the agenda. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of Board of Education Meetings*.

The Board President shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable

for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on the District website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained in the safety deposit box at the local bank.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration[PRESSPlus1]

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency.[PRESSPlus2] The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration. If neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination.[PRESSPlus3]

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes,[PRESSPlus4] and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.[PRESSPlus5]

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (11th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.:

5 ILCS 120/2a, 120/2.02, 120/2.05, ~~and~~ 120/2.06, and 120/7.

105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:200 (Types of Board of Education Meetings), ~~2:150 (Committees),~~ 2:210 (Organizational Board of Education Meeting), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

Adopted: February 19, 2020

PRESSPlus Comments

PRESSPlus 1. 5 ILCS 120/2.01and 120/7(e)(1)-(10), amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12. During the 2020 COVID-19 pandemic, Ill. Gov. Pritzker issued Executive Order (EO) 2020-07 pursuant to 20 ILCS 3305/7 (disaster proclamation due to public health emergency) that temporarily suspended OMA's physical quorum requirement. The Governor extended this OMA relief through subsequent Executive Orders as the crisis continued. See EOs 2020-18, 2020-33, and 2020-39. During the period covered by EO 2020-39, 5 ILCS 120/7(e), amended by P.A. 101-640 was enacted, immediately requiring public bodies to meet a number of conditions before suspending the physical quorum requirement.

Boards must remember that public comment is still required when a quorum is not physically present at the meeting location. See Public Comment section of the Ill. Atty. Gen.'s guidance entitled *Guidance to Public Bodies on the Open Meetings Act and the Freedom of Information Act During the COVID-19 Pandemic* on p. 5 at: www.foia.ilattorneygeneral.net/pdf/OMA_FOIA_Guide.pdf. **Issue 104, June 2020**

PRESSPlus 2. The phrase "due to public health emergency" aligns with Ill. Emergency Act (IEMA), 20 ILCS 3305/4 and 7, which provides the governor with the power to declare a disaster. 5 ILCS 120/7(e)(1), amended by P.A. 101-640, uses the phrase "related to public health concerns because [the governor has declared] a disaster" and while not aligning with IEMA text, means "public health emergency." For ease of understanding and alignment with IEMA, this policy uses "public health emergency."

To avoid confusion, note that the triggers under 5 ILCS 120/7(e), amended by P.A. 101-640, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad than the School Code's triggers to implement remote and/or blended remote learning days (RLD/BRLDs). OMA states (1) the "governor **or the director of IDPH** has issued a disaster declaration of a disaster as defined in 20 ILCS 3305/ … ." This means that it is possible for the board to meet remotely if the director of IDPH declares a disaster under OMA, but that may not mean a district must implement RLD/BLRDs because the School Code states that the governor must declare the disaster. **Issue 104, June 2020**

PRESSPlus 3. 5 ILCS 120/7(e)(2), amended by P.A. 101-640 states "the head of the public body as defined in [the Freedom of Information Act (FOIA), 5 ILCS 140/2(e), FOIA]." FOIA defines *head of the public body* to mean the *president* or "such person's duly authorized designee." 5 ILCS 140/2(e). Policy 2:110, *Qualifications, Term, and Duties of Board Officers*, designates the vice president to perform the duties of the president if that office is vacant or he or she is absent or unable to perform the office's duties.

For practical purposes if a disaster is declared due to a public health concern, this policy designates the superintendent as "[the president or vice president's] duly authorized designee" pursuant to the authority of 5 ILCS 140/2(e) for the board to move forward with the required determination to meet by audio or video with no physical presence of a quorum. **Issue 104, June 2020**

PRESSPlus 4. While this phrase of the sentence is not required in OMA, many attorneys agree that transparency best practices in this situation include the individual making the determination to: (1) put it in writing referring to the specific disaster declaration applicable to the board's jurisdiction and the public health concern/public health emergency that applies to not having an in-person meeting; and (2) include that written determination (a) on the board's published notice and agenda for the audio or video meeting, and (b) in the meeting minutes. **Issue 104, June 2020**

PRESSPlus 5. See 2:220-E9, *Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration*. Find this sample Board exhibit at your PRESS Plus dashboard under the Status **Draft Update - New. Issue 104, June 2020**

Document Status: Draft Update - Rewritten

OPERATIONAL SERVICES

4:180 Pandemic Preparedness; Management; and Recovery

Title has been updated. Original Title: Pandemic Preparedness

The School Board recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety during a pandemic.[PRESSPlus1]

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably.[PRESSPlus2]

To prepare the School District community for a pandemic, the Superintendent or designee shall: (1) learn and understand how the roles that the federal, State, and local government function; (2) form a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic school action plan; and (3) build awareness of the final plan among staff, students, and community.

Emergency School Closing[PRESSPlus3]

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, District's local health department, emergency management agencies, and/or Regional Office of Education.[Q1]

During an emergency school closing, the Board President and the Superintendent[Q2] may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, *Board Policy Development*, and recommend to the Board for consideration any needed amendments or suspensions to address mandates that the District may not be able to accomplish or implement due to a pandemic.[PRESSPlus4]

Board Meeting Procedure; No Physical Presence of Quorum and Participation by Audio or Video[PRESSPlus5]

A disaster declaration related to a public health emergency[PRESSPlus6] may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *School Board Meeting Procedure*, governs Board meetings by video or audio conference without the physical presence of a quorum.

Payment of Employee Salaries During Emergency School Closures[PRESSPlus7]

The Superintendent shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees, pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s)[PRESSPlus8]

When the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7, and the State Superintendent of Education declares a requirement for the District to use *Remote Learning Days* or *Blended Remote Learning Days*, the Superintendent shall approve and present to the Board for adoption[PRESSPlus9] a Remote and/or Blended Remote Learning Day Plan (Plan) that:[Q3]

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that the District may not be able to provide due to the pandemic;[PRESSPlus10]
2. Implements the requirements of 105 ILCS 5/10-30; and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.5, 5/10-20.56, and 5/10-30.

5 ILCS 120/2.01 and 120/7(e), Open Meetings Act.

20 ILCS 2305/2(b), Ill. Dept. of Public Health Act (Part 1).

20 ILCS 3305/, Ill. Emergency Management Agency Act.

115 ILCS 5/, Ill. Educational Labor Relations Act.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the School Board; Indemnification), 2:220 (School Board Meeting Procedure), 2:240 (Board Policy Development), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:70 (Succession of Authority), 4:170 (Safety), 5:35 (Compliance with the Fair Labor Standards Act), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 6:20 (School Year Calendar and Day), 6:60 (Curriculum Content), 6:300 (Graduation Requirements), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)

Questions and Answers:

***Required Question 1. Is your district served by an Intermediate Service Center rather than an ROE (suburban Cook County)?

- (•) No. (default)
- ( ) Yes. (IASB will replace "Regional Office of Education" with "Intermediate Service Center")

***Required Question 2. This sample policy uses the board president and superintendent as the default text because during a pandemic, it may be difficult for a board policy committee to meet pursuant emergency executive orders that are issued, etc. See policies 2:150, *Committees*, and 2:240, *Board Policy Development*. Does the board prefer its policy committee to engage in this work?

- (•) No. (default)
- ( ) Yes. (IASB will replace "Board President and the Superintendent" with "Board Policy Committee")

***Required Question 3. Remote Learning Days (RLDs) and Blended Remote Learning Days (BRLDs) are different from *e-learning days/e-learning programs*. RLD/BRLDs are for use when the governor declares a disaster under 20 ILCSA 3305/ and the state superintendent has declared a requirement for the district to use them to provide remote instruction to pre-kindergarten through grade 12 that count as pupil attendance days under 105 ILCS 5/10-19.05(j-5), amended by P.A. 101-643. 105 ILCS 5/10-30(1), added by P.A. 101-643. BRLDs allow districts to utilize "hybrid models of in-person and remote instruction. E-learning days are part of an e-learning program that require a board to, among other things, hold a public hearing and obtain approval by the Regional Office of Education (or Intermediate Service Center) to allow the district to provide instruction to students electronically while they are not physically present due to inclement weather and other unexpected events. 105 ILCS 5/10-20.56(b), amended by P.As. 101-12 and 101-643. School districts with e-learning programs may adapt them for use during RLDs and BLRDs (105 ILCS 5/10-20.56(a), amended by P.As. 101-12 and 101-643, and 5/10-30(2), added by P.A. 101-643.

Has the board adopted an e-learning program pursuant to 105 ILCS 5/10-20.56, added by P.A. 101-12?

- (•) No. (default)
- ( ) Yes. (IASB will add the following text to number two after 105 ILCS 5/10-30: "by adapting into a Plan the District's e-learning program implemented pursuant to 105 ILCS 5/10-20.56")

PRESSPlus Comments

PRESSPlus 1. This policy is renamed from *Pandemic Preparedness* to *Pandemic Preparedness; Management; and Recovery*. It is updated in response to the General Assembly, the Ill. State Board of Education (ISBE), Ill. Attorney General, and the U.S. Dept. of Education taking a number of actions and/or issuing guidance documents to address the ongoing COVID-19 pandemic as it affects public school operations and student learning. Its purpose is to establish board direction about pandemic preparedness, management, and recovery issues and inform the community about the board's role during a pandemic.

Certain subheads of this policy are required; see further PRESSPlus comments for more information.

A redlined version showing the changes and more information in the footnotes can be found at PRESS Online, accessed by logging in at www.iasb.com. **Issue 104, June 2020**

PRESSPlus 2. This paragraph embodies the CDC's pandemic definition. See www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html. The **Illinois Pandemic Influenza Preparedness and Response Plan**, Version 5.0, May 2014, also defines pandemic at page 9; however, that definition is specific to influenza. The new COVID-19 coronavirus is not an influenza virus yet was characterized as a pandemic by the World Health Organization. At the time of publication during the 2020 COVID-19 pandemic, it was not clear whether this Illinois resource's definition will be amended. **Issue 104, June 2020**

PRESSPlus 3. In times of emergency, the functions of different levels of State and federal government often become cloudy, and determining what governmental entity has powers to take a particular action can be confusing. The concept of federalism, or the coexistence of federal and state governments with their own local powers, was utilized during the response to the 2020 COVID-19 pandemic. Federalism is premised on the Constitutional limits of federal power. See U.S. Const. Art, I, Sec. 8 (limiting powers of Congress providing only those powers enumerated). Generally, during the 2020 COVID-19 pandemic, Illinois and other states were left with these remaining powers of government to respond to the crisis. In general, President Trump's administration set broad national policy, particularly with respect to international travel and the approval of treatments, and suggested guidance that States could follow regarding mitigation measures. The states' governors and local leaders made other state-specific or locality-specific decisions based upon the local conditions in each community. Depending upon the federal administration in power at the time of a pandemic, the federal government may seek to play a greater or lesser role in the management of a pandemic.

During the 2020 COVID-19 pandemic, the Governor and ISBE issued many directives and/or guidance, including reliance upon the advice and recommendations of local public health departments. See www.isbe.net/Documents/ISBE-Guidance-to-School-Coronavirus.pdf. And see other 2020 COVID-19 guidance documents as follows:

- Ill. Gov. Pritzker, ISBE, Ill. Association of School Admin., Ill. Principals' Assoc., Ill. Ed. Assoc., and Ill. Fed. of Teachers Joint Statement: www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf.
- IDPH-ISBE joint schools guidance: www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/schools-guidance
- IDPH-ISBE joint workplace health and safety guidance: www.dph.illinois.gov/covid19/community-guidance/workplace-health-and-safety-guidance
- Restore Illinois Plan: www2.illinois.gov/dceo/Pages/RestoreILP3.aspx.

During the 2020 COVID-19 pandemic, several protests occurred and many lawsuits were filed challenging Ill. Gov. Pritzker's extensions of disaster declaration emergency power under IEMA, 20 ILCS 3305/7. See the 2020 COVID-19 Executive Orders (EO) at: coronavirus.illinois.gov/s/resources-for-executive-orders. Controversies existed across party and regional lines with all branches of government looking to balance the need to protect human life against the desire to preserve personal liberty. Gov. Pritzker's EOs faced unsettled challenges in both the courts of law and public opinion as a five-phased plan to re-open Illinois was also being introduced a/k/a *Restore Illinois Plan* (coronavirus.illinois.gov/s/restore-illinois-introduction). **Issue 104, June 2020**

PRESSPlus 4. Examples include, but are not limited to, policies 6:20, *School Year Calendar and Day*, 6:300, *Graduation Requirements*, 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.* For Executive Orders addressing these issues, see the footnotes available at PRESS Online by logging in at www.iasb.com. **Issue 104, June 2020**

PRESSPlus 5. 5 ILCS 120/2.01 and 120/7(e), amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12. See policy 2:220 and Board exhibit 2:220-E9 for more information. **Issue 104, June 2020**

PRESSPlus 6. While 5 ILCS 120/7(e)(1), amended by P.A. 101-640, uses the phrase "related to public health concerns," the text "due to public health emergency" aligns with Ill. Emergency Act (IEMA), 20 ILCS 3305/4 and 7, the governing statute of disaster declarations. For ease of understanding and alignment with IEMA, this policy uses "public health emergency." **Issue 104, June 2020**

PRESSPlus 7. Required if a district wishes to continue to charge employee salaries and benefits to a grant during an extended school closure, depending upon the specific terms of government orders and/or guidance issued during a pandemic. 2 C.F.R. Part 200 (see www.whitehouse.gov/wp-content/uploads/2020/03/M-20-17.pdf, extended until 9-30-20 by www.whitehouse.gov/wp-content/uploads/2020/06/M-20-26.pdf) and 30 ILCS 708/.

During the 2020 COVID-19 pandemic, Gov. Pritzker and ISBE issued directives and/or guidance regarding payment of school

district employees that may impact a board's decision regarding continued payment of employees during an extended closure. ISBE and the Governor suspended in-person learning and issued a Joint Statement (JS) with other school administrator and union groups, which purported to mandate that all school district employees on the district's payroll be paid as if districts were functioning normally and they were performing their normal work. See www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf. The JS cited no specific authority for the payment mandate. Additionally, changes to wages, hours, terms and conditions of employment, even when made during an extraordinary circumstance such as a pandemic, remain subject to collective bargaining obligations.

See sample procedure 4:180-AP3, *Grant Flexibility; Payment of Employee Salaries During a Pandemic*, and its footnotes, available at PRESS Online by logging in at www.iasb.com. **Issue 104, June 2020**

PRESSPlus 8. 105 ILCS 5/10-30(3), added by P.A. 101-643, requires the "[board] to adopt and the superintendent to approve" these plans upon the following statutory triggers: (1) the governor declaring a disaster pursuant to 20 ILCS 3305/, and (2) the state superintendent of education declaring a requirement for a school district, multiple school districts, a region, or the entire State.

See sample administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)*, available at PRESS Online by logging in at www.iasb.com, for the specifics of implementing Remote Learning Days (RLDs) and/or Blended Remote Learning Days (BLRDs).

Implementing a plan under this subhead contains items on which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This subhead of the policy concerns an area in which the law is unsettled. See 105 ILCS 5/10-30(7), added by P.A. 101-643 (stating that it does not increase or diminish any collective bargaining rights under existing law, and that aspects of the plan that impact the wages or other terms or conditions of employment will need to be bargained with the exclusive bargaining representative(s)).

To avoid confusion, note that the triggers under the Open Meetings Act (OMA), 5 ILCS 120/7, amended by P.A. 101-640, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad: (1) the "governor **or the director of IDPH** has issued a disaster declaration of a disaster as defined in 20 ILCS 3305/, and (2) all or part of the jurisdiction of the [school board] is covered by the disaster area. This means that it is possible for the board to meet remotely under OMA if the director of IDPH declares a disaster, but the School Code requires the governor to be the one to declare the disaster under 20 ILCSA 3305/ in order for the state superintendent of education to declare that a district implement RLD/BRLDs. **Issue 104, June 2020**

PRESSPlus 9. 105 ILCS 5/10-30(3), added by P.A. 101-643 states "the district shall adopt a remote and blended remote learning day plan approved by the district superintendent." For ease of administration, to avoid confusion during implementation, and to align with the IASB Foundational Principles of Effective Governance (www.iasb.com/principles_popup.cfm), this policy assigns the duty to *adopt* the remote and blended remote learning day plan (plan) by "the district" to the board. In alignment with this policy, administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)*, requires the superintendent to *approve* the plan and present it to the board for *adoption* prior to district-wide implementation and posting on the district's website. **Issue 104, June 2020**

PRESSPlus 10. 105 ILCS 5/10-30(8), added by P.A. 101-643 does not excuse districts from completing all statutory and regulatory curricular mandates and offerings. **Issue 104, June 2020**

5:60 Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips up to 15% are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.:

2 C.F.R. §200.474.

30 ILCS 708/130, Grant Accountability and Transparency Act.

50 ILCS 150/, Local Government Travel Expense Control Act.

105 ILCS 5/10-22.32.

820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

Adopted: ~~7/15/2020~~

7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students

Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the Building Principal of the school in the school attendance area where the student resides. ~~All requests for attendance in the following school year must be submitted before May 1.~~

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

Students with a Disability

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's Individualized Educational Program on the basis of the child's disabling condition or as the special education program location may require.

Extracurricular Activities, Including Interscholastic Competition

A nonpublic school student is eligible to participate in: (1) interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the School District maintains a membership, and (2) non-athletic extracurricular activities, provided the student attends a District school for at least one-half of the regular school day, excluding lunch. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to Board of Education policy 7:30, *Student Assignment*, as well as administrative procedures implementing this policy.

LEGAL REF.: 105 ILCS 5/10-20.24 and 5/14-6.01.

CROSS REF.: 4:110 (Transportation), 6:170 (Title I Programs), 6:190 (Extracurricular and Co-Curricular Activities), 6:320 (High School Credit for Proficiency), 7:30 (Student Assignment), 7:300 (Extracurricular Athletics)

ADOPTED: ~~June 21, 2017~~

Jacksonville SD 117

Document Status: Draft Update

STUDENTS

7:190 Student Behavior

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

When and *Where* Conduct Rules Apply

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

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

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's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
    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 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 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, 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 Board of Education policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations 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 shall 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 two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also 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. Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

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.

Isolated Time Out, Time Out, and Physical Restraint[Q1]

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

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 two 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 one or two 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 theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

Re-Engagement of Returning Students

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

Required Notices

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

Delegation of Authority

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

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. 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.

Incorporated
by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:

20 U.S.C. §6081, Pro-Children Act of 1994.

20 U.S.C. §7961 et seq., Gun Free Schools Act.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

410 ILCS 647/, Powdered Caffeine Control and Education Act.

430 ILCS 66/, Firearm Concealed Carry Act.

23 Ill.Admin.Code §§ 1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 8:30 (Visitors to and Conduct on School Property)

Adopted: January 16, 2019

Questions and Answers:

***Required Question 1. In late November 2019 and early 2020, in response to investigative journalism articles, ISBE issued emergency rules and subsequent amendments to those emergency rules that significantly limited the use of isolated time out and physical restraint. ISBE adopted permanent rules governing the use of isolated time out, time out, and physical restraint (permitted under limited circumstances and only until July 1, 2021), effective April 9, 2020.

Isolated time out, time out, or physical restraint may be used by staff members **only if** their use is authorized by policy and administrative procedure. 105 ILCS 5/2-3.130, 5/10-20.33, and 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. See 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint,* available at PRESS Online by logging in at www.iasb.com. **By default, this policy allows the use of isolated time out, time out, and physical restraint pursuant *only* to the conditions allowed in the School Code and ISBE rules.** State statute and ISBE rules contain complex restrictions on the use of isolated time out, time out, and physical restraint. 105 ILCS 5/2-3.130, 5/10-20.33, and 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. According to the ISBE rule, isolated time out, time out, and physical restraints are allowed only if a board authorizes their use in a policy containing the numerous components identified in the rule. To comply with ISBE's rule, a board must also incorporate by reference the district's procedure, i.e., 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*. By doing this, the policy includes the district's procedure.

Does the Board allow or prohibit the use of isolated time out, time out, and physical restraint?

- ○ The Board allows the use of isolated time out, time out, and physical restraint. (Default)
- ○ The Board prohibits the use of isolated time out, time out, and physical restraint. (IASB will delete this subhead and its contents, amend the Legal Reference, and delete the Incorporated by Reference line.)

Document Status: Draft Update

STUDENTS

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 kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. A student or the student's parent/guardian may request, in writing, that scores received on college entrance examinations be included on the student's academic transcript. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to ~~object to~~opt-out of the release of directory information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without parent consent to the official~~s~~ records custodian of another school ~~district~~ 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.PRESSPlus1

The right to have one or more scores received on college entrance examinations included on the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance exams included on their student's academic transcript. Students often take college entrance examinations multiple times to improve their results. Test publishers provide the results from each examination taken to the student's high school. A parent/guardian or eligible student may want certain scores to be included on academic transcripts sent to post-secondary institutions to which the student applies. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

The 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.

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or

other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

LEGAL REF.:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.

50 ILCS 205/7.

105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, and 5/14-1.01 et seq.

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85/, Student Online Personal Protection Act.

325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.

750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.

23 Ill.Admin.Code Parts 226 and 375.

Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

Adopted: September 19, 2018

PRESSPlus Comments

PRESSPlus 1. Updated with continuous improvement changes based on feedback from the Ill. Council of School Attorneys. **Issue 104, June 2020**

Document Status: Draft Update - New

7:345 Use of Educational Technologies; Student Data Privacy and Security

New/Unpublished Section

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.[PRESSPlus1]

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*.[PRESSPlus2] The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited.[PRESSPlus3] Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff.[Q1]

Definitions

Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.[PRESSPlus4]

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.[PRESSPlus5]

Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval.[PRESSPlus6] Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts,* and shall include any specific provisions required by State law.[PRESSPlus7]

Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure.[PRESSPlus8] In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.[PRESSPlus9]

LEGAL REF.:

20 U.S.C. §1232g, Family and Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85/, Student Online Personal Protection Act.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

Questions and Answers:

***Required Question 1. SOPPA permits, but does not require, districts to designate an appropriate staff person as a Privacy

Officer, who may also be an official records custodian under ISSRA, to carry out the duties and responsibilities assigned to schools and to ensure a district's compliance with the requirements of SOPPA. 105 ILCS 85/27(f), added by P.A. 101-516, eff. 7-1-21. Boards may designate an individual other than the Superintendent to serve in the capacity of Privacy Officer, such as a Business Manager, IT Director, or District Records Custodian.

Has the Board designated a Privacy Officer?

- No. (default)
- Yes, the Superintendent is designated to serve as Privacy Officer. (IASB will add the following sentence: "The Board designates the Superintendent to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21.")
- Yes, a title other than Superintendent has been designated to serve as Privacy Officer. (IASB will add the following sentence: "The Board designates the [Insert Title] to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21.") What is the Privacy Officer's Title?:

PRESSPlus Comments

PRESSPlus 1. The Student Online Personal Protection Act (SOPPA) (105 ILCS 85/), amended by P.A. 101-516, eff. 7-1-21, specifically requires boards to adopt a policy for designating which district employees are authorized to enter into agreements with *operators* (see **Operator Contracts** subhead). SOPPA is the State law that governs how educational technology companies, schools, and the Ill. State Board of Education (ISBE) use and protect *covered information* of students. The amendments to SOPPA were intended to strengthen protections for online student data, in part by centralizing the vetting and contracting process within schools, and to give parents ready access to information about how their children's data is being used at school. SOPPA does not, however, require a district to obtain parent opt-in or separate consent for the use of online services or applications, nor is such consent required if the operator is acting as a *school official* pursuant to the delineated exception in the Family Educational Rights and Privacy Act's (FERPA)(20 U.S.C. §1232g) implementing regulations. See 34 C.F.R. §99.3(a). **Issue 104, June 2020**

PRESSPlus 2. See policy 7:340, *Student Records*, and its implementing administrative procedure, 7:340-AP1, *School Student Records*, available at PRESS Online by logging in at www.iasb.com, for requirements addressing school student records under federal and State law. SOPPA does not override or otherwise supersede the requirements of FERPA or the Ill. School Student Records Act (ISSRA) (105 ILCS 10/). 105 ILCS 85/30(9), amended by P.A. 101-516, eff. 7-1-21.

Covered information is a broader concept than student records, and may include information that does not qualify as a student record. However, even if the covered information is not maintained as a student record, it may still qualify as a *public record* under the Local Records Act (50 ILCS 205/), such that a district would have an obligation to maintain it. Consult the board attorney for guidance on these issues. **Issue 104, June 2020**

PRESSPlus 3. 105 ILCS 85/26(1), added by P.A. 101-516, eff. 7-1-21. SOPPA includes a clarification that schools and operators are not prohibited from producing and distributing, free or for consideration, student class photos and yearbooks to the school, students, parents, or others authorized by parents, as long as there is a written agreement between the operator and district. 105 ILCS 85/30(10), amended by P.A. 101-516, eff. 7-1-21. **Issue 104, June 2020**

PRESSPlus 4. SOPPA specifically provides that it does not apply to general audience websites, online services, online applications, or mobile applications, even if login credentials are required to access the general audience sites, services, or applications. 105 ILCS 85/30(3), amended by P.A. 101-516, eff. 7-1-21. Consult the board attorney for guidance regarding whether certain applications that may be widely used by schools, but which may not have been originally marketed to K-12 (e.g., certain video conference applications), come within the scope of SOPPA. **Issue 104, June 2020**

PRESSPlus 5. Operators must notify districts of a breach of covered information within the most expedient time possible and without reasonable delay, but no later than 30 calendar days after the determination that a breach has occurred. 105 ILCS 85/15(5), added by P.A. 101-516, eff. 7-1-21. **Issue 104, June 2020**

PRESSPlus 6. This statement is required by 105 ILCS 85/27(b), added by P.A. 101-516, eff. 7-1-21. SOPPA provides that any agreement entered into in violation of SOPPA "is void and unenforceable as against public policy." Id. SOPPA does not provide for a private right of action against school districts; the Ill. Attorney General has enforcement authority under SOPPA through the Consumer Fraud Deceptive Trade Practices Act. 105 ILCS 85/35. **Issue 104, June 2020**

PRESSPlus 7. SOPPA requires specific provisions be included in a contract with any operator that seeks to receive covered information from a school district. 105 ILCS 85/15(4), added by P.A. 101-516, eff. 7-1-21. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, available at PRESS Online by logging in at www.iasb.com, for details. **Issue 104, June 2020**

PRESSPlus 8. 105 ILCS 85/27(e), added by P.A. 101-516, eff. 7-1-21. SOPPA does not provide specifics regarding security procedures or practices, nor is there a formal, nationalized standard specific to K-12. However, SOPPA requires ISBE to make available on its website guidance for schools pertaining to reasonable security procedures and practices. 105 ILCS 85/28, added by P.A. 101-516, eff. 7-1-21. ISBE, the U.S. Dept. of Education (DOE) and other experts in the field agree that training of all staff with access to a school's network is important to protecting schools against cyber threats, although such training is not currently mandated in Illinois. ISBE's grant-funded program, the Learning Technology Center of Illinois, offers cybersecurity training to administrators and educators throughout the State. See www.ltc.org. The U.S. Dept. of Education has also issued multiple guidance documents on security best practices for schools, available at www.studentprivacy.ed.gov/topic/security-best-practices. **Issue 104, June 2020**

PRESSPlus 9. In the event of a breach of covered information of students, SOPPA requires school districts to provide two types of notices: (1) individual notices to the parents of students whose covered information was involved in the breach and (2) a more general notice about the breach on the district's website (or at the district administrative office, if it does not maintain a website) if the breach involved 10% or more of the district's student enrollment. 105 ILCS 85/27(a)(5) & (d), added by P.A. 101-516, eff. 7-1-21. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, available at PRESS Online by logging in at www.iasb.com, for details about the required notices. **Issue 104, June 2020**

B. Four-Rivers Report
X. CONSENT AGENDA 50

CONSENT AGENDA

TO: Board of Education

FROM: Steve Ptacek

SUBJECT: Consideration of Consent Agenda

That the Board approve the Consent Agenda Items as presented:

- Consideration of Treasurer's Report
- Consideration of Previous Minutes
- Consideration of Administrator and Teacher Report

MOVED BY: Seconded

YEA:		NAY:	YEA:		NAY:
_____	RYAN	_____	_____	MCBRIDE	_____
_____	BEARD	_____	_____	LEONARD	_____
_____	CANTRELL	_____	_____	WILSON	_____
_____	LONERGAN	_____			

Background Information:

A. Consideration of Treasurer's Report
B. Consideration of Previous Minutes 52
August 21, 2020 Emergency Meeting Minutes
August 26, 2020 Regular Meeting Minutes and Closed Session Minutes

Jacksonville School District #117
Board of Education Emergency
Friday, August 21, 2020

The Board of Education of Jacksonville School District #117 met in Emergency Session on Friday, August 21, 2020, beginning at 5:30 PM at the Jacksonville Middle School Auditorium 664 Lincoln Avenue, Jacksonville, Illinois, 62650. Members present at roll call were Mr. Beard, Mr. Cantrell, Mrs. Leonard, Mr. McBride, and Mrs. Ryan. Mrs. Wilson was absent. Also in attendance were Superintendent, Steve Ptacek, Director of Operations, Mike McGiles, Director of Curriculum and Instruction, Kelly Zoellner, and Chief Financial Officer, Jamie Hadjan.

APPROVAL OF AGENDA – Mr. Cantrell moved, seconded b y Mr. McBride to approve the agenda as presented. Roll: Cantrell, McBride, Leonard, Ryan, Lonergan and Beard. Nay; None.

ACTION ITEMS – Mr. Ptacek presented a chart showing the safety protocols set down by the IDPH. He said with the cooperation of the Morgan County Health Department JSD117 will provide in-person school beginning Monday, August 24, 2020. He also reported that students who have signed up for e-learning will be provide packets of materials to work on for the first week while the e-learning platforms are set up.

Consideration of School Re-Opening Plan – Mr. Lonergan moved, seconded by Mr. Cantrell to approve the School R-opening plan as presented:

1. We are committed to keeping students in-person as much as possible.
2. The District will be open on Monday with in-person instruction. We are preparing for the reality that, at any time, we might have to move to full-remote instruction based on the inability to provide services. (Eisenhower families have received a separate email detailing an issue with staffing.)
3. Future decisions to move to full-remote will be made on a site-by-site basis. For example, if we do not have enough staff to provide services at one school, or even one grade level, this does not mandate the entire school or district moving to full-remote. However, the loss of district-wide personnel (bus drivers, cafeteria workers, custodians, etc.) could require a move to district-wide, full-remote instruction.
4. We are moving to a packet-based model for the first week of remote instruction. Even with the three days of preparation this week, our staff will need more time to learn an entirely new deliver model.
5. Special Education is actively working to establish IEP modifications for our remote learners. This unique and challenging experience will require extra time to complete. Please work with your building administrator. We do ask for your understanding and patience.

Roll: Lonergan, Cantrell, McBride, Ryan, Leonard and Beard. Nay: None.

RECEPTION OF VISITORS, PETITIONS AND COMMUNICATIONS –

- Raymond Highet asked about assistance that will be provided for parents who are deaf.
- Anna Chumley expressed her concern about staff safety. Specifically itinerant teachers who "push in" to regular classrooms after having visited several other classes and/or buildings bringing the virus in with them.

ADJOURNMENT – Mr. Lonergan moved, seconded by Mr. McBride to adjourn the meeting at 6:35pm. Roll: Lonergan, McBride, Leonard, Cantrell and Beard. Nay; None.

_____ _____

Jacksonville School District #117
Board of Education Regular
Wednesday, August 26, 2020

The Board of Education of Jacksonville School District #117 met in Regular Session on Wednesday, August 26, 2020, beginning at 7:00 PM at the Jacksonville Middle School Auditorium. Members present at roll call were Mr. Beard. Mr. Cantrell, Mrs. Leonard. Mr. Lonergan, Mr. McBride, Mrs. Ryan, and Mrs. Wilson. Also in attendance were Superintendent, Steve Ptacek, Director of Operations, Mike McGiles, Director of Curriculum and Instruction, Kelly Zoellner, Director of Human Resources, Tami Stice, and Chief Financial Officer, Jamie Hadjan.

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
APPROVAL OF AGENDA – Mr. Cantrell moved, seconded by Mr. Lonergan to move the Tentative Budget Report before the Treasurer's Report and approve the amended agenda. Roll: Cantrell, Lonergan, Ryan, Wilson, McBride, Leonard, and Beard. Nay; None.

RECEPTION OF VISITORS, PETITIONS AND COMMUNICATIONS – There were two letters sent to the Board via email:

- Julee Ann Seymour expressed her concern with the way e-learning is going so far. She asked that teachers be given a specific window of time in which to post assignments so her children don't have to continuously monitor their messages. She also asked that all assignments be posted 24 hours in advance.
- David Johnson expressed his concerns about e-learning. He said teachers are sending out assignments at random times during the day. He asked that there be a set time for posting assignments.

ANNOUNCEMENTS - UPCOMING EVENTS
September 7 - Labor Day - No School
September 8 - Teacher's Institute

STANDING REPORTS
Tentative Budget FY 2021 – Mrs. Hadjan presented the tentative budget for FY21. The budget shows a tentative deficit of $2,759 million. However, do to over-estimating our expenses and under-estimating our revenues, we hope for a positive fund balance at the end of the year. A formal budget hearing is scheduled for September 30, 2020, at 5:30pm in the Central Office Board Room. The tentative budget will be available in the Central Office and on the JSD117 webpage until the hearing.

Financial/Treasurer's Report – Mrs. Hadjan reported that at 8.33% of the budget year, several funds are at 7% spending. She reported that Capital Projects is 63.22% spent due to the Central Office Roof final payment. Fund Balances for the current year are $34,166,861 which is $3.65 million more than last year. This is primarily due to the timing of property tax payments.

Enrollment Reports – Enrollment after the first three days was reported. There was no report from JHS or JMS. Mr. Ptacek reported an average of 27% of our students have chosen e-learning. This means that 70% of our community want to be in school. He reported the percentage of students at each school that have chosen the e-learning option: Lincoln 40%; Washington 39%; Murrayville-Woodson 33%; North 29%; South and Eisenhower 26%; JHS 26%; JMS 25%. Due to the large number of kindergarten e-learners, we are considering hiring a third kindergaten teacher for e-learning. Mr. Ptacek is concerned about the large percentage of students from Lincoln who have chosen e-learning. Therefore, we will be following-up with them to make sure they have the technology and internet access that is needed. The

high school did not report attendance because Skyward was not set up for the block scheduling and they are taking attendance on paper at this time.

Sales Tax Tracker – Mr. Ptacek reported a loss of sales tax revenue for the third month in a row. Although increasing each month, he speculated that we could have to pay as much at $500 thousand out of our fund balances to mak our bond payments. He said this is a small amount compared to what we got for our money, three beautiful new school buildings.

F.O.I.A. Report – One request for information was received since the last meeting. The request was for names, job titles, email address and salary information of our employees. Our response indicated this information is posted on the JSD117 webpage.

State Updates – Mr. Ptacek attended a Zoom meetintg with State Superintednet Carman Ialla. He said it was a good meeting. One of the issues that was brought up was how to evaluate staff this year. He said the November election will include the new tax model. We don't yet know how a change would affect our EBF funding. We are told it should stay the same, but we will see.

BOARD AND COMMITTEE REPORTS
Policy Committee – Mr. Beard reported that the Policy Committee will meet on September 3rd to revew new PRESS policy updates. The updates will be presented at the September meeting for review.

Four Rivers Report – Mr. Beard reported the the Budget Report was presented at the last meeting. Someone asked about 4Rivers staff and whether they would be able to provide services to remote learners.

CONSENT AGENDA – Mr. Cantrell moved, seconded by Mr. Lonergan to approve the items of the Consent Agenda as presented:

- Consideration of Treasurer's Report
- Consideration of Previous Minutes
    - July 15, 2020 Regular and Closed
    - July 28, 2020 Special
    - August 6, 2020 Special
- Consideration to Increase Adult Lunch Prices
    - Increase of the adult lunch price at all schools to $4.05.
- Consideration of Resolution that a Serious Safety Hazard Continues to Exist along Morton Avenue (Route 104) at the intersection of East Morton and Clay Street in Jacksonville, Illinois.
- Consideration to Set Date for Special Board Meeting for Budget Hearing for Wednesday, September 30, 2020, at 5:30 pm. The hearing will be at the Central Office Board Room.
- Consideration of Resolution for Disposal of Surplus Equipment
    - 22 Cabinet tops, 24 Cabinet bases, 10 top storage cabinets and 20 drafting tables

Roll: Cantrell, Lonergan, Ryan, Leonard, McBride, Wilson and Beard. Nay; None.

CLOSED SESSION – Mrs. Wilson moved, seconded by Mr. Lonergan to adjourn to Closed Session at 7:53pm for the purposes of:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Public body, specific independent contractors, or specific volunteers of the public body or legal counsel for the Public body, including hearing testimony on a complaint lodged against

an employee of the Public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1).

- Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).

Roll: Wilson, Lonergan, McBride, Ryan, Loeonard, Cantrell and Beard. Nay; None.

RETURN TO OPEN SESSION – Mr. McBride moved, seconded by Mr. Cantrell to return to Open Session at 8:42pm. Roll: McBride, Cantrell, Leonard, Lonergan, Ryan, Wilson and Beard. Nay; None.

ACTION ITEMS

Consideration of Personnel Recommendations – Mr. McBride moved, seconded by Mr. Cantrell to approve the personnel recommendations as presented:

Resignation

- **Jay Eckhouse,** Physical Education Teacher at Jacksonville High School, effective at the end of the 2019-2020 school year.
- **Mary Watts,** Parent Educator at Early Years/Pre-Kindergarten Program, effective August 17, 2020.
- **Felicia Weber,** Special Education Teacher at Eisenhower Elementary School, effective at the end of the 2019-2020 school year.
- **Rachael McMillan,** Social Studies Teacher at Jacksonville Middle School, effective August 13, 2020.
- **Meghan Wardell,** Special Education Teacher at Jacksonville High School, effective August 14, 2020.
- **Daniel Cooper,** Special Education Resource Teacher at Jacksonville Middle School, effective August 19, 2020.
- **Amanda Isringhausen,** Special Education Teacher at Jacksonville High School, effective August 21, 2020.

Employment – Licensed

- **Kenny Dufelmeier,** Industrial Arts Teacher at Jacksonville High School for the 2020-2021 school year, *Salary: BA+12/ Step 11: $46,782/per year,* contingent upon receipt and confirmation of required employment documentation, effective September 3, 2020.
- **Carson Duerr,** Special Education Teacher at Jacksonville High School for the 2020-2021 school year, *Salary: BA/ Step 1: $36,574/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 17, 2020.

Employment-Classified

- **Jessica Martinez,** Noon Supervisor at Early Years/Prekindergarten Program for the 2020-2021 school year, *Salary: $10.10/per hour,* contingent upon receipt and confirmation of required employment documentation, effective August 17, 2020.
- **Teri Hayes,** Bus Driver for the 2020-2021 school year, *Salary: $15.88/per hour,* contingent upon receipt and confirmation of required employment documentation, effective August 17, 2020.
- **Sam Decker,** Bus Driver for the 2020-2021 school year, *Salary: $15.88/per hour,* contingent upon receipt and confirmation of required employment documentation, effective August 17, 2020.

Employment – Modifications/Re-Assignments/Promotions/Transfers

- **Michele Fernandez,** Long Term Substitute 3rd Teacher at Washington Elementary School, modified due to obtaining teaching license to 3rd Grade Teacher at Washington Elementary School, *Salary: MA/ Step 1: $41,893/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 17, 2020.

Salary Reconciliations

- **Alanna Baggett,** Language Arts Teacher at Jacksonville Middle School, formerly approved at *Salary: BA/Step 1,* salary recalculated to *Salary: BA + 12/Step 1: $38,003/per year,* effective August 17, 2020.

- **Brandon Bettis,** Special Education Teacher at Jacksonville High School, formerly approved at Bachelor's +12/Step 6, salary recalculated to *Salary: Masters/Step 7: $47,457/per year,* effective August 17, 2020.

Elementary E-Learning Teachers

- **Ashley Crowder,** District E-Learning Teacher for Kindergarten, effective August 17, 2020, *Salary: $28.00/hour.*
- **Amy Gillespie,** District E-Learning Teacher for Kindergarten, effective August 17, 2020, *Salary: $28.00/hour.*
- **Elizabeth Keeran,** District E-Learning Teacher for 1st Grade, effective August 17, 2020, *Salary: $28.00/hour.*
- **Alaina Rueter,** District E-Learning Teacher for 1st Grade, effective August 17, 2020, *Salary: $28.00/hour.*
- **Angel Ewing,** District E-Learning Teacher for 2nd Grade, effective August 17, 2020, *Salary: $28.00/hour.*
- **Marissa Stoddard,** District E-Learning Teacher for 2nd Grade, effective August 17, 2020, *Salary: $28.00/hour.*
- **Mary Parks,** District E-Learning Teacher for 3rd Grade, effective August 17, 2020, *Salary: $28.00/hour.*
- **Angela Russell,** District E-Learning Teacher for 3rd Grade, effective August 17, 2020, *Salary: $28.00/hour.*
- **Dana Fricke,** District E-Learning Teacher for 4th Grade, effective August 17, 2020, *Salary: $28.00/hour.*
- **Rebecca Heaton,** District E-Learning Teacher for 4th Grade, effective August 17, 2020, *Salary: $28.00/hour.*
- **Ashley Flynn,** District E-Learning Teacher for 5th Grade, effective August 17, 2020, *Salary: $28.00/hour.*
- **Andrea McCombs,** District E-Learning Teacher for 5th Grade, effective August 17, 2020, *Salary: $28.00/hour.*

Long Term Substitutes

- **Ronny Waters**, Special Education Teacher at Jacksonville High School for the 2020-2021 school year, effective August 17, 2020, one year only.
- **Makala Brown,** 5th Grade Teacher at Lincoln Elementary School for the 2020-2021 school year, effective August 17, 2020, one year only.
- **Heather Davidsmeyer,** Special Education Teacher at Jacksonville High School for the 2020-2021 school year, effective August 17, 2020, one year only.
- **Charles Overton,** Special Education Teacher at Jacksonville Middle School for the 2020-2021 school year, effective August 17, 2020, one year only.
- **Joseph Brannan,** Special Education Teacher at Jacksonville Middle School for the 2020-2021 school year, effective August 17, 2020, one year only.

Stipends

- **JR Dugan,** Drivers Education Department Chair at Jacksonville High School for the 2020-2021 school year, *Stipend: $2,322.20, 7% on the base of $33,174.34,* effective August 27, 2020.
- **Breck Van Bebber,** Math Department Chair at Jacksonville High School for the 2020-2021 school year, *Stipend: $$2,322.20, 7% on the base of $33,174.34,* effective August 27, 2020.
- **Tom Parkevich,** Athletic Director at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $3,220.81, 10% on the base of $33,174.34,* effective August 27, 2020.

- **Robb Rockwell,** Head Cross Country Coach at Jacksonville Middle school for the 2020-2021 school year, *Stipend: $2,985.69, 9% on the base of $33,174.34,* effective August 27, 2020.
- **Bill Gibson,** Assistant Cross-Country Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $ 1,990.46, 6% on the base of $33,174.34,* effective August 27, 2020.
- **Emily Hudson,** Head Cheerleading Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $1,990.46, 6% on the base of $33,174.34,* effective August 27, 2020.
- **Heidi Anders,** Head Poms Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $1,990.46, 6% on the base of $33,174.34,* effective August 27, 2020.

Leaves of Absence

- **Emilee Secrist,** 6th Grade Math Teacher at Jacksonville Middle School, requesting maternity and family medical leave to run concurrently beginning November 9, 2020 through February 1, 2021 (9 weeks).
- **James Phibbs,** Bus Driver at Transportation Department, requesting an unpaid leave of absence starting September 11, 2020 until January 1, 2021 (13 weeks).
- **Erin Tighe,** 5th Grade Teacher at Lincoln Elementary School, requesting family medical leave starting August 17, 2020 until September 7, 2020 (3 weeks).
- **Ann Erickson,** Parent Educator at Early Years/Pre-Kindergarten Program, requesting family medical leave beginning August 26, 2020 until October 7, 2020 (6 weeks).
- **Barbara Gregory,** Paraprofessional at Washington Elementary School, requesting intermittent family medical leave beginning August 20, 2020 until end of 2020-2021 school year (up to 12 weeks).

TENURE

The following teachers have completed all requirements for contractual continued service effective August 17, 2020, and are hereby recognized as tenured teachers in District 117:
Kathleen Borgens
Ashley Crowder
Stacy Farmer
Kelly Hall
Ashley Kuhlman
Kelsey Mierzwa
Angela Russell
Emilee Secrist
Marissa Stoddard
Roll: McBride, Cantrell, Ryan, Lonergan, Wilson, Leonard and Beard. Nay; None.

Consideration of Memorandum of Understanding with JEA Regarding Extension of Meal Break Requirement – Mr. Lonergan moved, seconded by Mr. McBride to approve the MOU between the District and JEA that during the 2020-2021 school year, JEA agrees to allow an extension of the 5 hour pre day meal break requirement for lunch period to 5 ½ hours per day as presented. Roll: Lonergan, McBride, Wilson, Leonard, Cantrell, Ryan, and Beard. Nay; None.

Consideration of MOU with JISPA Regarding Extension of Meal Break Requirement – Mr. Lonergan moved, seconded by Mr. Cantrell to approve the MOU between the District and JISPA that during the 2020-2021 school year, JISPA agrees to allow an extension of the 5 hour per day meal break requirement for lunch period to 5 ½ hours per day as presented. Roll: Lonergan, Cantrell, Ryan, Leonard, McBride, Wilson and Beard. Nay; None.

Consideration of New Policy Adoption 4:182 Face Coverings – Mrs. Wilson moved, seconded by Mr. Lonergan to appraove Policy 4:182 – Face Coverings, as presented. Roll: Wilson, Lonergan, McBride, Leonard, Cantrell, Ryan and Beard. Nay; None.

Consideration to purchase 1 year of Envision Math for Elementary Students – Mr. McBride moved, seconded by Mr. Lonergan to approve the recommendation to purchase a one year adoption of Envision 2020 math series for the elementary students. Mrs. Zoellner explained that the online components of our current math series are no longer available. This purchase will provide new student text and one year of online access to the proram. Total cost $41,013.10. Roll: McBride, Lonergan, Wilson, Leonard, Cantrell, Ryan and Beard. Nay; None.

ADJOURNMENT – Mr. Cantrell moved, seconded by Mr. McBride to adjourn the meeting at 8:52pm. Roll: Cantrell, McBride, Leonard, Lonergan, Ryan, Wilson and Beard. Nay; None.

President Secretary

Sept 16, 2020

CONSENT AGENDA ITEM

TO: Board of Education

FROM: Jamie Hadjan

SUBJECT: Approve Administrator and Teacher Salary and Benefits Report

PROPOSED MOTION BY THE BOARD OF EDUCATION:

"I recommend that the Board of Education accept the Administrator and Teacher Salary and Benefits Report as presented.

MOVED BY: _____ Seconded _____

YEA:		NAY:	YEA:		NAY:
_____	RYAN	_____	_____	BEARD	_____
_____	LONERGAN	_____	_____	MCBRIDE	_____
_____	CANTRELL	_____	_____	WILSON	_____
_____	LEONARD	_____			

Background Information:

Pursuant to 105 ILCS 5/10-20.47, "each school board shall report to the State Board of Education, on or before October 1 of each year, the base salary and benefits of the district superintendent and all administrators and teachers employed by the school district."

In addition, "prior to this annual reporting to the State Board of Education, the information must be presented at a regular school board meeting, subject to applicable notice requirements, and then posted on the Internet website of the school district."

EIS Administrator and Teacher Salary and Benefits Report - School Year 2020

9/9/2020 9:09 am

Jacksonville SD 117
211 W State St, Jacksonville, IL 62650
010691170220000

Selection Criteria: (Employer) Employees = All

Name	Position	Base Salary	FTE	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Enhancements	Other Benefits
ALEXANDER, JILL MARIE	200-Teacher	$58,231.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
ALRED, AMANDA J	250-Special Education Teacher	$56,041.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
ANDERS, TANELL M	200-Teacher	$44,096.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
ANTLE, RACHEL M	200-Teacher	$46,933.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
ARNOLD, CYNTHIA M	200-Teacher	$51,571.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
ARROCENA, ALYSSA C	250-Special Education Teacher	$46,481.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
ATER, CHARLES JAY	200-Teacher	$38,126.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
BALLARD, KELLY J	200-Teacher	$46,224.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
BARLOW, GARY D	103-Principal	$117,789.18	1.00	20	22	$0.00	$0.00	$0.00	$9,992.16
BEARD, KATHLEEN M	200-Teacher	$66,438.51	1.00	0	22	$0.00	$0.00	$0.00	$9,985.68
BECKER, ETHAN A	200-Teacher	$40,579.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
BETTIS, BRANDON M	250-Special Education Teacher	$42,164.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
BIBLE, JENNIFER L	200-Teacher	$75,336.81	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68
BIRDSELL, KARMEN W	200-Teacher	$68,110.55	1.00	0	22	$0.00	$0.00	$0.00	$9,985.68
Blevins, Meredith R	250-Special Education Teacher	$38,126.00	1.00	0	12	$0.00	$0.00	$0.00	$11,382.00
BONDS, JESSIE L	200-Teacher	$40,579.00	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
Borgens, John	200-Teacher	$44,356.30	1.00	0	12	$0.00	$0.00	$0.00	$11,382.00
BORGENS, KATHLEEN	200-Teacher	$51,571.00	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
BOURN, REBECCA S	200-Teacher	$67,943.00	1.00	0	17	$0.00	$0.00	$0.00	$11,470.80
BOURNE, MELISSA A	200-Teacher	$49,471.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
BOYER, CYNTHIA	200-Teacher	$62,178.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
BRALEY, AMANDA D	200-Teacher	$39,744.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
BRAMMEIER, BAILEY M	250-Special Education Teacher	$52,654.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
BRANNAN, LEA ANN	200-Teacher	$45,968.00	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68
BRANNAN, STEPHEN	200-Teacher	$38,126.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
Braucht, Morgan	200-Teacher	$63,837.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
BROCKSCHMIDT, BETH A	103-Principal	$109,495.80	1.00	0	22	$0.00	$0.00	$0.00	$9,992.16
BROCKSCHMIDT, RICHARD T	200-Teacher	$68,110.55	1.00	0	22	$0.00	$0.00	$0.00	$9,985.68
BROOKS, JOEL L	200-Teacher	$68,110.55	1.00	0	22	$0.00	$0.00	$7,100.00	$9,985.68
BROWN, CRISTA LYNN	250-Special Education Teacher	$53,761.00	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68

Name	Position	Base Salary	FTE	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Enhancements	Other Benefits
BROWN, JESSICA R	200-Teacher	$41,431.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
BRUCE, SARAH A	203-English as a Second Language Teacher	$50,510.00	1.00	0	12	$0.00	$0.00	$0.00	$9,165.14
BUMGARNER, EMILY JO	203-English as a Second Language Teacher	$53,586.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
BUNNER, CORY T	200-Teacher	$44,096.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
BURCHARD, BRETT L	200-Teacher	$63,279.00	1.00	0	22	$0.00	$0.00	$0.00	$11,470.80
Burke, Michael D	200-Teacher	$37,342.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
Bushnell, Aubrey J	200-Teacher	$51,571.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
BYERS, KIMBERLY M	200-Teacher	$50,673.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
CAMERER, MARY B	103-Principal	$106,209.80	1.00	0	22	$0.00	$0.00	$0.00	$9,992.16
CAMPBELL, ALEXANDRA C	250-Special Education Teacher	$37,342.00	1.00	0	12	$0.00	$0.00	$0.00	$50.40
CAMPBELL, BARBARA S	200-Teacher	$71,543.01	1.00	0	22	$0.00	$0.00	$0.00	$9,985.68
CARLS, YVONNE IRENE	250-Special Education Teacher	$33,884.07	0.66	0	12	$0.00	$0.00	$0.00	$0.00
CAWTHON, RACHEL N	200-Teacher	$41,431.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
CHELSVIG, JIM L	200-Teacher	$68,110.55	1.00	0	22	$0.00	$0.00	$0.00	$9,985.68
CHIPMAN, TIMOTHY W	103-Principal	$78,389.73	1.00	0	22	$0.00	$0.00	$0.00	$9,992.16
CHUMLEY, ANNA	200-Teacher	$46,481.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
CISNE, ADAM J	200-Teacher	$43,189.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
COLLINS, JENNIFER	200-Teacher	$53,462.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
COMSTOCK, ANDREW	200-Teacher	$39,744.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
CRIVILARE, HEATHER GERRISH	200-Teacher	$47,457.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
CROWDER, ASHLEY	200-Teacher	$38,927.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
CRUZ, ERIN	250-Special Education Teacher	$44,096.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
CULBERTSON, ELIZABETH R	200-Teacher	$36,574.00	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
DARR, DEE ANNA	207-Speech Language Pathology Teacher	$71,964.00	1.00						
DAVIDSMEYER, BARBARA	152-Special Education Director	$107,566.41	1.00	20	13	$0.00	$0.00	$0.00	$9,992.16
DAVIS, JENNIFER L	200-Teacher	$47,457.00	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
DeBord, Amanda L	203-English as a Second Language Teacher	$42,773.00	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
DECKER, CARRIE A	200-Teacher	$60,702.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
DILLARD, JILL K	103-Principal	$98,425.53	1.00	20	22	$0.00	$0.00	$0.00	$9,992.16
DILLARD, LESLEY R	250-Special Education Teacher	$57,218.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
DION, ABIGAIL M	200-Teacher	$21,787.20	0.50	0	12	$0.00	$0.00	$0.00	$9,576.72
DION, JOSEPH	104-Assistant Principal	$85,000.00	1.00	20	13	$0.00	$0.00	$0.00	$8,553.60
DIXON, MONICA	200-Teacher	$54,107.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
DUFELMEIER, AMY L	200-Teacher	$66,546.00	1.00	0	17	$0.00	$0.00	$0.00	$50.40
DUFFY, CARLY L	200-Teacher	$39,744.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
DUGAN, JAMES R	200-Teacher	$57,041.38	1.00	0	22	$0.00	$0.00	$0.00	$9,985.68
DUGAN, JENNIFER L	200-Teacher	$35,542.30	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
Dyer, Mark A	200-Teacher	$46,933.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68

Name	Position	Base Salary	FTE	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Enhancements	Other Benefits
Eckhouse, Jay N	200-Teacher	$44,732.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
ENGLISH III, DON C	104-Assistant Principal	$68,000.00	1.00	0	13	$0.00	$0.00	$0.00	$9,985.68
ENGLISH, EMILY C	103-Principal	$84,829.23	1.00	0	17	$0.00	$0.00	$0.00	$9,992.16
ENGLISH, HEATHER R	200-Teacher	$63,279.00	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68
ENGLISH, SARAH ELAINE	103-Principal	$71,787.60	1.00	0	13	$0.00	$0.00	$0.00	$145.68
EWING, ANGEL	200-Teacher	$38,126.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
FARMER, STACY	200-Teacher	$43,954.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
FERGURSON, ANNA V	200-Teacher	$35,542.30	1.00	0	12	$0.00	$0.00	$0.00	$50.40
FERNANDES, DOROTHY J	207-Speech Language Pathology Teacher	$85,683.60	1.00	0	22	$0.00	$0.00	$0.00	$9,985.68
FEZLER, KAREN M	200-Teacher	$41,431.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
Fletcher, Benjamin	200-Teacher	$36,182.80	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
FLOYD, ANDREA	250-Special Education Teacher	$55,365.19	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68
Flynn, Ashley K	200-Teacher	$12,597.78	0.34	0	4	$0.00	$0.00	$0.00	$4,123.70
FRICKE, DANA R	200-Teacher	$56,041.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
GALLO, KELLY L	250-Special Education Teacher	$70,598.00	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68
GIBSON, CATHY J	200-Teacher	$56,041.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
GIBSON, WILLIAM C	200-Teacher	$78,788.79	1.00	0	22	$0.00	$0.00	$0.00	$9,985.68
GRAHAM, MICHELLE L	200-Teacher	$49,953.00	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68
GRAY, SARA E	250-Special Education Teacher	$45,022.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
GREGORY, SAMANTHA L	200-Teacher	$42,301.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
GROGAN, ELIZABETH	207-Speech Language Pathology Teacher	$74,110.57	1.00						
GROUNDS, MARK A	126-Dean of Students Teacher no admin endorsement)	$72,987.44	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
Grounds, Monica J	200-Teacher	$49,471.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
GUTHRIE, LOIS LYNETTE	200-Teacher	$43,189.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
HADSELL, REBECCA G	200-Teacher	$42,301.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
HALL, BRIAN JOSEPH	250-Special Education Teacher	$67,436.21	1.00	0	22	$0.00	$0.00	$2,150.00	$9,985.68
HALLOCK, ALAN	200-Teacher	$50,837.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
HAMILTON, DARLA K	200-Teacher	$65,752.00	1.00	0	12	$0.00	$0.00	$0.00	$50.40
Handy, Kelsey J	200-Teacher	$37,342.00	1.00	0	12	$0.00	$0.00	$0.00	$9,896.88
HANSELL, LINDA	200-Teacher	$58,745.56	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68
HANTAK, JASON A	200-Teacher	$38,126.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
HARDWICK, MELISSA S	200-Teacher	$53,759.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
HARTSOOK, SANDRA K	200-Teacher	$55,365.19	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68
Hartzell, Emily	200-Teacher	$37,342.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
HAYES, ANITA M	250-Special Education Teacher	$42,301.00	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
HEADEN, KATHRYN J	200-Teacher	$55,243.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
HEATON, BRENT	200-Teacher	$45,968.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68

Name	Position	Base Salary	FTE	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Enhancements	Other Benefits
HEATON, REBECCA S	200-Teacher	$43,189.00	1.00	0	14	$0.00	$0.00	$0.00	$9,985.68
HEITBRINK, EMILY G	250-Special Education Teacher	$38,126.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
HEITBRINK, JODI R	200-Teacher	$41,431.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
HELMICH, ERICA L	200-Teacher	$59,646.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
HEMBROUGH, LESLEY A	200-Teacher	$59,471.09	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68
HICKOX, TIFFANY P	200-Teacher	$60,702.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
HOLAWAY, MARK ANDREW	200-Teacher	$56,041.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
HOMOLKA, DALE C	200-Teacher	$59,646.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
HORTON, LISA DIANE	200-Teacher	$52,654.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
HOWELL, PAMELA MICHELLE	200-Teacher	$68,110.55	1.00	0	22	$0.00	$0.00	$0.00	$9,985.68
HURST, BETH L	200-Teacher	$62,330.73	1.00	0	22	$0.00	$0.00	$0.00	$9,985.68
IONSON STENDBACK, JENNIFER ANN	126-Dean of Students Teacher no admin endorsement)	$81,897.03	1.00	0	22	$0.00	$0.00	$0.00	$9,985.68
ISRINGHAUSEN, AMANDA R	250-Special Education Teacher	$34,526.35	0.97	0	12	$0.00	$0.00	$0.00	$9,985.68
JOHNSON, MATTHEW R	200-Teacher	$64,192.77	1.00	0	22	$0.00	$0.00	$2,145.00	$9,985.68
JOHNSON, PHILIP A	200-Teacher	$41,431.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
JOHNSON, SHARON S	203-English as a Second Language Teacher	$53,586.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
JUST, AUDREY E	207-Speech Language Pathology Teacher	$54,453.00	1.00						
KARR, CHARITY E	200-Teacher	$59,978.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
KARSGAARD, ALYSON	126-Dean of Students Teacher no admin endorsement)	$77,840.40	1.00	0	22	$0.00	$0.00	$0.00	$9,985.68
KAUFFMAN, KATHRYN	200-Teacher	$35,542.30	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
KEEHNER, ASHLEY T	207-Speech Language Pathology Teacher	$23,946.50	0.50	0	12	$0.00	$0.00	$0.00	$0.00
KELLER, DANIEL J	200-Teacher	$71,543.01	1.00	0	22	$0.00	$0.00	$0.00	$9,985.68
KELLER, SHANON	200-Teacher	$74,417.53	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68
Kelly, Cheryl L	200-Teacher	$23,773.32	1.00	0	12	$0.00	$0.00	$0.00	$6,564.32
KELLY, PATRICK B	200-Teacher	$70,484.96	1.00	0	17	$0.00	$0.00	$0.00	$9,506.16
KESINGER, MACKENZIE D	200-Teacher	$46,666.50	0.98	0	12	$0.00	$0.00	$0.00	$9,985.68
KING, ASHLEY R	200-Teacher	$40,579.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
KITNER, RACHEL R	250-Special Education Teacher	$53,759.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
Koehler, Shelby	200-Teacher	$37,342.00	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
KOSS, MORGAN H	200-Teacher	$42,301.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
KUHLMANN, ASHLEY	200-Teacher	$43,189.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
KUNZ, STEVEN	200-Teacher	$41,297.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
LASHMETT, CELESTE L	104-Assistant Principal	$70,040.00	1.00	0	13	$0.00	$0.00	$0.00	$9,992.16
LAWLESS, RAELENE	200-Teacher	$77,596.54	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68
LAWSON, JENNIFER L	200-Teacher	$52,994.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
LEAHR, REBECCA	200-Teacher	$49,791.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
LEE, ANDREA L	103-Principal	$112,200.00	1.00	20	17	$0.00	$0.00	$0.00	$8,146.98

Name	Position	Base Salary	FTE	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Enhancements	Other Benefits
LEWIS, KYLE	250-Special Education Teacher	$72,240.19	1.00	0	12	$0.00	$0.00	$0.00	$8,547.12
LITTLETON-WATRET, SARA JO	250-Special Education Teacher	$46,933.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
LOVDAHL, MARY SUE	103-Principal	$84,653.69	1.00	0	13	$0.00	$0.00	$0.00	$9,992.16
LOWE, REGINA	200-Teacher	$60,800.54	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68
MARTIN, JAMES N	200-Teacher	$51,571.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
MARTIN, RYAN M	200-Teacher	$38,126.00	1.00	0	12	$0.00	$0.00	$0.00	$9,305.52
MASON, BRITTANY	200-Teacher	$38,126.00	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
MATHEWS, MAGHEN J	200-Teacher	$35,542.30	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
MAUL, ALLYSON M	200-Teacher	$42,301.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
MAUL, NICOLE	250-Special Education Teacher	$36,574.00	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
MAY, MICHELLE	207-Speech Language Pathology Teacher	$59,851.72	0.84	0	12	$0.00	$0.00	$0.00	$0.00
MAYS, JANEAN M	200-Teacher	$42,301.00	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
MCCLOUGHAN, ASHLEY A	200-Teacher	$37,342.00	1.00	0	12	$0.00	$0.00	$0.00	$9,896.88
MCCOMBS, ANDREA L	200-Teacher	$36,574.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
MCGEE, VERLE	250-Special Education Teacher	$35,542.30	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
MCGILES, MICHAEL T	107-General Administrator or General Supervisor	$119,555.82	1.00	20	22	$0.00	$0.00	$0.00	$9,992.16
McMillan, Rachael	200-Teacher	$37,342.00	1.00	0	12	$0.00	$0.00	$0.00	$9,896.88
MILHOUSE, PEGGY T	250-Special Education Teacher	$48,453.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
MILLER, BETHANY L	200-Teacher	$48,453.00	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
MILLS, BOBBIE J	103-Principal	$69,700.00	1.00	0	13	$0.00	$0.00	$0.00	$9,992.16
MOORE, KATHERINE M	200-Teacher	$48,297.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
MURPHY, DAWN R	250-Special Education Teacher	$48,925.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
NEBEL, JENNIFER S	200-Teacher	$64,192.77	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
NELSON, AUDRA	200-Teacher	$48,767.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
NEWMAN, SUSAN	126-Dean of Students Teacher no admin endorsement)	$72,094.59	1.00	0	17	$0.00	$0.00	$1,920.00	$9,985.68
NIFFEN, KIMBERLY D	250-Special Education Teacher	$58,043.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
NOEL, STEPHANIE R	250-Special Education Teacher	$48,453.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
NOLAN, BRETT	200-Teacher	$38,126.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
ODELL, AUDREY	200-Teacher	$38,126.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
ONEIL, HOLLY M	151-Assistant Special Education Director	$84,600.00	1.00	20	17	$0.00	$0.00	$0.00	$9,992.16
ONEIL, JOSEPH E	250-Special Education Teacher	$57,041.38	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68
PACKMAN, MARGARET E	200-Teacher	$42,301.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
Parkevich, Tom	126-Dean of Students Teacher no admin endorsement)	$38,379.28	1.00	0	12	$0.00	$0.00	$0.00	$7,757.67
PARKS, MARY K	200-Teacher	$45,022.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
PATTIE, TAMMY S	200-Teacher	$36,835.30	1.00	0	12	$0.00	$0.00	$0.00	$0.00
PAWLING, BRIQUEA	200-Teacher	$38,126.00	1.00	0	12	$0.00	$0.00	$0.00	$50.40
PEAK, PAULA K	200-Teacher	$48,925.00	1.00	0	12	$0.00	$0.00	$1,780.00	$9,985.68

Name	Position	Base Salary	FTE	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Enhancements	Other Benefits
PERKINS, ANTHONY S	200-Teacher	$52,362.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
PETERSON, DARIN M	200-Teacher	$42,773.00	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
PHILPOTT, MEGAN E	200-Teacher	$51,002.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
PIEPER, AMY	200-Teacher	$49,791.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
PINE, MARY RENEE	200-Teacher	$67,943.00	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68
PITCHFORD, CLAUDIA M	200-Teacher	$63,837.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
Plogger, Samantha Jill	250-Special Education Teacher	$42,742.88	0.94	0	12	$0.00	$0.00	$0.00	$9,985.68
POOL, JENNIFER RENEE	200-Teacher	$54,888.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
POWELL, TAMMIE Y	250-Special Education Teacher	$46,782.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
PTACEK, STEVEN A	100-District Superintendent	$159,753.00	1.00	24	21	$0.00	$0.00	$15,799.74	$9,992.16
RADFORD, BRANDON J	200-Teacher	$49,471.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
RAHE, ARNOLD	200-Teacher	$5,732.48	0.29	0	3	$0.00	$0.00	$0.00	$0.00
RANGE, LAUREN	200-Teacher	$68,103.00	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68
RHEA, SARAH E	200-Teacher	$66,109.58	1.00	0	22	$0.00	$0.00	$0.00	$9,985.68
ROBERTS, TRACEY E	200-Teacher	$48,767.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
ROBINSON, MICHAEL SCOTT	200-Teacher	$60,800.54	1.00	0	17	$0.00	$0.00	$0.00	$8,547.12
Rohn, Brandi	200-Teacher	$40,579.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
RUBIN DE CELIS, DAVID	200-Teacher	$62,330.64	1.00	0	22	$0.00	$0.00	$0.00	$9,985.68
Rucks, Kristin J	250-Special Education Teacher	$50,510.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
RUETER, ALAINA M	200-Teacher	$42,301.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
RUIZ, SUSAN J	250-Special Education Teacher	$55,731.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
RUSSELL, ANGELA M	200-Teacher	$44,588.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
SANDERS, TIM	250-Special Education Teacher	$62,330.73	1.00	0	22	$0.00	$0.00	$2,235.00	$9,985.68
SAXER, HOLLY D	200-Teacher	$43,954.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
SCAMAN, SHELLY M	250-Special Education Teacher	$66,109.58	1.00	0	17	$0.00	$0.00	$0.00	$11,470.80
SCHEETS, DEANN E	250-Special Education Teacher	$23,240.50	0.50	0	12	$0.00	$0.00	$0.00	$9,985.68
SCOTT, DANIEL D	104-Assistant Principal	$74,825.00	1.00	20	13	$0.00	$0.00	$0.00	$9,992.16
SECRIST, DUSTIN R	200-Teacher	$43,430.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
SECRIST, EMILEE A	200-Teacher	$47,457.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
SHEPARD, KRISTEN L	200-Teacher	$58,419.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
SLINKARD, ALISSA T	250-Special Education Teacher	$43,954.00	1.00	0	12	$0.00	$0.00	$0.00	$9,896.88
SMETTERS, JACOB	200-Teacher	$43,189.00	1.00	0	12	$0.00	$0.00	$0.00	$8,547.12
SMITH, SHAWN L	200-Teacher	$58,419.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
SNADER, AMANDA M	200-Teacher	$43,050.00	1.00	0	12	$0.00	$0.00	$0.00	$9,896.88
SOLTERMANN, STEPHANIE D	200-Teacher	$41,431.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
SPARROW, GEORGE A	200-Teacher	$61,238.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
SPARROW, LESLIE J	200-Teacher	$69,146.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68

Name	Position	Base Salary	FTE	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Enhancements	Other Benefits
Staats, Heather M	126-Dean of Students Teacher no admin endorsement)	$56,049.86	0.97	0	12	$0.00	$0.00	$0.00	$11,470.80
STARK, KATHERINE E	200-Teacher	$39,744.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
STECKEL, REBECCA N	200-Teacher	$48,453.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
Stewart, Bentley	250-Special Education Teacher	$37,342.00	1.00	0	12	$0.00	$0.00	$0.00	$9,896.88
STOCK, JUDENE	200-Teacher	$79,683.60	1.00	0	22	$0.00	$0.00	$0.00	$9,985.68
STODDARD, MARISSA	200-Teacher	$45,525.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
STOWERS, JENNA R	207-Speech Language Pathology Teacher	$67,238.00	1.00						
STOWERS, TIMOTHY	200-Teacher	$56,041.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
STRUBLE, AMY J	200-Teacher	$56,041.00	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68
SUHRE, CHADWICK R	200-Teacher	$40,579.00	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
SWEATMAN, SANDRA	200-Teacher	$59,978.00	1.00	0	12	$0.00	$0.00	$0.00	$9,896.88
SYMONS, CAMELIA ANN	200-Teacher	$64,200.13	1.00	0	22	$0.00	$0.00	$0.00	$9,985.68
TERWISCHE, LESLIE B	200-Teacher	$79,683.60	1.00	0	22	$0.00	$0.00	$0.00	$9,985.68
THRASHER, TIM W	200-Teacher	$56,222.00	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
THRASHER, TRACY S	200-Teacher	$41,431.00	1.00	0	12	$0.00	$0.00	$0.00	$9,896.88
TIGHE, ERIN K	200-Teacher	$47,457.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
TOBIN, CATHERINE	200-Teacher	$46,782.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
TOLLEFSON, PAUL B	200-Teacher	$59,029.41	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68
TROWBRIDGE, TRACY A	250-Special Education Teacher	$57,034.71	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
VALENTINE, SAMANTHA	200-Teacher	$47,457.00	1.00	0	12	$0.00	$0.00	$0.00	$11,382.00
VAN EGMOND, ROSE	200-Teacher	$60,514.87	1.00	0	22	$0.00	$0.00	$1,530.00	$9,985.68
VANAKEN, DAVID RYAN	104-Assistant Principal	$75,190.00	1.00	20	13	$0.00	$0.00	$0.00	$9,992.16
VANBEBBER, BRECK E	200-Teacher	$66,109.58	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68
VARNS, AMY	200-Teacher	$40,579.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
VENZ, MEGAN R	200-Teacher	$54,711.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
VITALE, RACHEL A	207-Speech Language Pathology Teacher	$56,791.00	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
WAGGENER, PAMELA S	250-Special Education Teacher	$55,731.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
WARD, KATHERINE	200-Teacher	$43,671.00	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
WARDELL, MEGHAN L	250-Special Education Teacher	$49,471.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
WEAR, ASHLEY S	250-Special Education Teacher	$45,022.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
WEBER, FELICIA A	250-Special Education Teacher	$38,927.00	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
WERRIES, KAREN E	200-Teacher	$51,002.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
WEST, STEVEN L	200-Teacher	$21,283.68	0.50	0	12	$0.00	$0.00	$0.00	$0.00
WHITE, JERIKA D	200-Teacher	$42,301.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
WILLIAMS, CHELSEA	200-Teacher	$41,431.00	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
WILLIAMS, KATELYN S	200-Teacher	$37,342.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
WILLIAMS, REXFORD L	200-Teacher	$60,499.57	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68

Name	Position	Base Salary	FTE	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Enhancements	Other Benefits
WILLNER, ABIGAIL M	250-Special Education Teacher	$36,574.00	1.00	0	12	$0.00	$0.00	$0.00	$11,470.80
WILSON, SARAH	200-Teacher	$39,744.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
WOOD, KODY R	200-Teacher	$41,893.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
WOOD, MICHELLE	200-Teacher	$51,002.00	1.00	0	17	$0.00	$0.00	$0.00	$9,985.68
YEAGER, JESSICA	200-Teacher	$38,927.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68
Zachary, Morgan R	200-Teacher	$37,342.00	1.00	0	22	$0.00	$0.00	$0.00	$9,985.68
ZANG, CASEY	200-Teacher	$45,022.00	1.00	0	12	$0.00	$0.00	$0.00	$8,547.12
ZANG, JONATHON C	200-Teacher	$38,927.00	1.00	0	12	$0.00	$0.00	$0.00	$8,547.12
ZIMMER, VALISHA	250-Special Education Teacher	$59,646.00	1.00	0	12	$0.00	$0.00	$0.00	$9,985.68

Totals

Distinct Employee Count: 262 **Distinct Positions Count:** 262 **Total Positions Count:** 262 **Vacation Days:** 204 **Sick Days:** 3559

Base Salary: $13,992,484.89 **Bonuses:** $0.00 **Annuities:** $0.00 **Retirement Enhancements:** $34,659.74 **Other Benefits:** $2,473,214.61

XI. CLOSED SESSION - For the purposes of:

A. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Public body, specific independent contractors, or specific volunteers of the public body or legal counsel for the Public body, including hearing testimony on a complaint lodged against an employee of the Public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1).

B. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).

XII. ACTION ITEMS

A. Consideration of Personnel Recommendations 70

Including appointment, employment, compensation, discipline, performance, or
dismissal of specific employees

September 16, 2020

ACTION ITEM

TO: Board of Education

FROM: Tami Stice

SUBJECT: Personnel Recommendations

PROPOSED MOTION BY THE BOARD OF EDUCATION:

That the Board of Education approve the personnel recommendations as presented.

MOVED BY: _____ Seconded _____

YEA:		NAY:	YEA:		NAY:
_____	RYAN	_____	_____	MCBRIDE	_____
_____	BEARD	_____	_____	LEONARD	_____
_____	CANTRELL	_____	_____	WILSON	_____
_____	LONERGAN	_____			

Background Information:

EMPLOYMENT RECOMMENDATIONS – September 16, 2020

Resignation

- **Jessica Brogdon,** Paraprofessional at Eisenhower Elementary School, effective July 24, 2020.
- **Tiffany Duncan,** Paraprofessional at Garrison, effective August 12, 2020.
- **Kristi Hughes,** Paraprofessional at Jacksonville Middle School, effective July 31, 2020.
- **Jennifer Watts,** Secretary at Jacksonville High School, effective September 25, 2020.

Employment – Licensed

- **Matt Menacher,** Physical Education Teacher at Jacksonville Middle School for the 2020-2021 school year, *Salary: BA/ Step 1: $36,574/per year* contingent upon receipt and confirmation of required employment documentation, effective September 17, 2020.

Employment-Classified

- **Nancy Jolly,** Part-Time 1:1 Special Education Paraprofessional at District, *Salary: $12.50/per hour,* contingent upon receipt and confirmation of required employment documentation, effective September 17, 2020.
- **Gary Turner,** Unassigned Bus Driver for the 2020-2021 school year, *Salary: $15.88/per hour,* contingent upon receipt and confirmation of required employment documentation, effective September 17, 2020.
- **Velcey Jackson,** Unassigned Bus Driver for the 2020-2021 school year, *Salary: $15.88/per hour,* contingent upon receipt and confirmation of required employment documentation, effective September 17, 2020.

Special Education E-Learning Teachers

- **Tammie Powell,** District E-Learning Teacher for Special Education, effective September 17, 2020, *Salary: $28.00/hour.*
- **Jacob Massey,** District E-Learning Teacher for Special Education, effective September 17, 2020, *Salary: $28.00/hour.*
- **Amanda Alred,** District E-Learning Teacher for Special Education, effective September 17, 2020, *Salary: $28.00/hour.*
- **Anita Hayes,** District E-Learning Teacher for Special Education, effective September 17, 2020, *Salary: $28.00/hour.*
- **Harlie Nelson,** District E-Learning Teacher for Special Education, effective September 17, 2020, *Salary: $28.00/hour.*
- **Abby Wilner,** District E-Learning Teacher for Special Education, effective September 17, 2020, *Salary: $28.00/hour.*

Stipends

- **Torrey Bourn,** Golf Coach at Jacksonville Middle School for the 2029-2021 school year, *Stipend: $2,322.20, 7% on the base of $33,174.34,* effective September 17, 2020.
- **Jae Owens,** Assistant Football Coach at Jacksonville High School for the 2020-2021 school year, *Stipend: $3,317.43, 10% on the base of $33,174.34,* effective September 17, 2020.
- **Paige Cullison,** Assistant Girls Basketball Coach at Jacksonville High School for the 2020-2021 school year, *Stipend: $3,317.43, 10% on the base of $33,174.34,* effective September 17, 2020.

- **Mark Wilson,** Assistant Boys Soccer Coach at Jacksonville High School for the 2020-2021 school year, *Stipend: $2,985.69, 9% on the base of $33,174.34,* effective September 17, 2020.
- **Phil Johnson,** Assistant Cross Country Coach at Jacksonville High School for the 2020-2021 school year, *Stipend: $2,322.20, 7% on the base of $33,174.34,* effective September 17, 2020.
- **Brexton Hall,** Assistant Girls Soccer Coach at Jacksonville High School for the 2020-2021 school year, *Stipend: $2,985.69, 9% on the base of $33,174.34,* effective September 17, 2020.
- **Brett Burchard,** Band Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $995.23, 3% on the base of $33,174.34,* effective September 17, 2020
- **Brett Burchard,** Jazz Band Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $995.23, 3% on the base of $33,174.34,* effective September 17, 2020
- **Brett Burchard,** Orchestra Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $995.23, 3% on the base of $33,174.34,* effective September 17, 2020.
- **Shawn Smith,** Speech Sponsor at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $995.23, 3% on the base of $33,174.34,* effective September 17, 2020.
- **Shawn Smith,** Spring Play Director at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $1,326.97, 4% on the base of $33,174.34,* effective September 17, 2020.
- **Jennifer Davis,** Student Council Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $1,161.10, 3.50% on the base of $33,174.34,* effective September 17, 2020.
- **Christine Smith,** Vocal Music Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $1,161.10, 3.50% on the base of $33,174.34,* effective September 17, 2020.
- **Tiffany Hickox,** Yearbook Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $1,326.97, 4% on the base of $33,174.34,* effective September 17, 2020.
- **Bill Gibson,** 7th Grade Boys Basketball Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $2,985.69, 9% on the base of $33,174.34,* effective September 17, 2020.
- **Chuck Cropp,** 6th Grade Boys Basketball Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $1,990.46, 6% on the base of $33,174.34,* effective September 17, 2020.
- **Dan Carie,** 6th Grade Girls Basketball Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $1,990.46, 6% on the base of $33,174.34,* effective September 17, 2020.
- **Pat Kelly,** 7th Grade Girls Basketball Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $2,985.69, 9% on the base of $33,174.34,* effective September 17, 2020.
- **Steve Brannan,** 8th Grade Boys Basketball Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $2,985.69, 9% on the base of $33,174.34,* effective September 17, 2020.
- **Shanon Keller,** 6th Grade Volleyball Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $1,990.46, 6% on the base of $33,174.34,* effective September 17, 2020.
- **Mary Parks,** 7th Grade Volleyball Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $2,985.69, 9% on the base of $33,174.34,* effective September 17, 2020.
- **Gary Hickox,** 8th Grade Volleyball Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $2,985.69, 9% on the base of $33,174.34,* effective September 17, 2020.
- **Jim Chelsvig,** Head Wrestling Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $2,985.69, 9% on the base of $33,174.34,* effective September 17, 2020.
- **Joe Lee,** Assistant Wrestling Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $2,322.20, 7% on the base of $33,174.34,* effective September 17, 2020.
- **Alan Hallock,** Scholastic Bowl Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $2,322.20, 7% on the base of $33,174.34,* effective September 17, 2020.

- **Leon Clinton,** Assistant Boys Track Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $2,322.20, 7% on the base of $33,174.34,* effective September 17, 2020.
- **Pat Kelly,** Head Girls Track Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $3,317.43, 10% on the base of $33,174.34,* effective September 17, 2020.
- **Raelene Lawless,** Assistant Girls Track Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $2,322.20, 7% on the base of $33,174.34,* effective September 17, 2020.
- **Tracy Trowbridge,** Special Education Teacher Extra Duty Stipend for Long Term Substitute at Jacksonville Middle School for the 2020-2021 school year (2 semesters), *Stipend: $2,000,* effective September 17, 2020.
- **Kristin Rucks,** Special Education Teacher Extra Duty Stipend for Long Term Substitute at Jacksonville Middle School for the 2020-2021 school year (2 semesters), *Stipend: $2,000,* effective September 17, 2020.
- **Dawn Murphy,** Special Education Teacher Extra Duty Stipend for Long Term Substitute at Jacksonville Middle School for the 2020-2021 school year (2 semesters), *Stipend: $2,000,* effective September 17, 2020.
- **Samantha Plogger,** Special Education Teacher Extra Duty Stipend for Long Term Substitute at Jacksonville Middle School for the 2020-2021 school year (2 semesters), *Stipend: $2,000,* effective September 17, 2020.
- **Mark Holaway**, Social Studies Teacher Extra Duty Stipend for Long Term Substitute at Jacksonville Middle School for the 2020-2021 school year (2 semesters), *Stipend: $2,000,* effective September 17, 2020.
- **Tim Sanders,** Special Education Teacher Extra Duty Stipend for Long Term Substitute at Washington Elementary School for the 2020-2021 school year (2 semesters), *Stipend: $2,000.*
- **Jenn Pool**, Math Department Chair at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $2,322.20, 7% on the base of $33,174.34,* effective September 17, 2020.
- **Lauren Range**, Science Department Chair at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $2,322.20, 7% on the base of $33,174.34,* effective September 17, 2020.
- **Pat Kelly,** Social Studies Department Chair at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $2,322.20, 7% on the base of $33,174.34,* effective September 17, 2020.
- **Jill Alexander,** Language Arts Department Chair at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $2,322.20, 7% on the base of $33,174.34,* effective September 17, 2020.
- **Lesley Dillard,** Special Education Department Chair at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $2,322.20, 7% on the base of $33,174.34,* effective September 17, 2020.
- **Pam Howell,** Electives Department Chair at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $2,322.20, 7% on the base of $33,174.34,* effective September 17, 2020.
- **Rose VanEgmond,** Physical Education Department Chair at Jacksonville Middle School for the 2020-2021 school year, *Stipend: $2,322.20, 7% on the base of $33,174.34,* effective September 17, 2020.
- **Cindy Weger,** Nursing Coordinator Extra Duty Stipend for the 2020-2021 school year, *Stipend: $5,000.*
- **Stephanie Noel,** Special Education Teacher at Lincoln Elementary School, Elementary Planning Stipend for 2020-2021 year, *Stipend: $625 (1st semester).*
- **Andrea Floyd,** Special Education Teacher at Lincoln Elementary School, Elementary Planning Stipend for 2020-2021 year, *Stipend: $625 (1st semester).*

- **Marcia Mosley,** Title Teacher at Lincoln Elementary School, Elementary Planning Stipend for 2020-2021 year, *Stipend: $625 (1st semester).*
- **Vicky Tabeek,** Title Teacher at Lincoln Elementary School, Elementary Planning Stipend for 2020-2021 year, *Stipend: $625 (1st semester).*
- **Pam Waggener,** Special Education Teacher at Murrayville-Woodson Elementary School, Elementary Planning Stipend for 2020-2021 year, *Stipend: $625 (1st semester).*
- **Amanda Alred**, Special Education Teacher at Murrayville-Woodson Elementary School, Elementary Planning Stipend for 2020-2021 year, *Stipend: $625 (1st semester).*
- **Tammie Powell,** Special Education Teacher at Murrayville-Woodson Elementary School, Elementary Planning Stipend for 2020-2021 year, *Stipend: $625 (1st semester).*

Stipend Reconciliations

- **Emily Hudson,** Head Cheerleading Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend Reconciled to: $2,322.20, 7% on the base of $33,174.34,* effective September 16, 2020.
- **Heidi Anders,** Head Poms Coach at Jacksonville Middle School for the 2020-2021 school year, *Stipend Reconciled to: $2,322.20, 7% on the base of $33,174.34,* effective September 16, 2020.

Coaching Stipend Paid with Alternate Funding Sources

- **Andrea McCombs,** Assistant Girls Soccer Coach at Jacksonville High School for the 2020-2021 school year, *Stipend: $2,985.69, 9% on the base of $33,174.34 and* paid by Soccer team Activity Account effective September 16, 2020.

Volunteers

- **Damian Adams,** Volunteer Assistant Football Coach at Jacksonville High School for the 2020-2021 school year, effective September 17, 2020.
- **Xavier Cook,** Volunteer Assistant Football Coach at Jacksonville High School for the 2020-2021 school year, effective September 17, 2020.
- **Brexton Hall,** Volunteer Assistant Wrestling Coach at Jacksonville High School for the 2020-2021 school year, effective September 17, 2020.
- **Zach Stout,** Volunteer Assistant Wrestling Coach at Jacksonville High School for the 2020-2021 school year, effective September 17, 2020.
- **Austin Murphy,** Volunteer Assistant Wrestling Coach at Jacksonville High School for the 2020-2021 school year, effective September 17, 2020.

Leaves of Absence

- **Justine Moser,** English Teacher at Jacksonville High School, requesting family medical leave and maternity leave to run concurrently beginning October 12, 2020 through January 6, 2021 (10 weeks).

B. Consideration of Administrator Raises 76

September 16, 2020

ACTION ITEM

TO: Board of Education

FROM: Steve Ptacek

SUBJECT: Consideration of Administrator Raises

PROPOSED MOTION BY THE BOARD OF EDUCATION:

That the Board of Education approve the 2020-2021 Administrative raises as presented.

MOVED BY: _____ Seconded _____

YEA:		NAY:	YEA:		NAY:
_____	RYAN	_____	_____	MCBRIDE	_____
_____	BEARD	_____	_____	LEONARD	_____
_____	CANTRELL	_____	_____	WILSON	_____
_____	LONERGAN	_____			

Background Information:

Last Name	First Name	Location	Job Assignment	Percent of Raise Last Year	2019-2020	Increase 2020-2021	Amount of Raise	2020-2021 Salary	RETIRE. PAID BY EMPLOYEE	TOTAL	Contract Period
Barlow	Gary	JMS	Principal	0.50%	117,789.18	4.00%	$ 4,711.57	122,500.75	11515.07	**110,985.68**	12 Months
Brockschmidt	Beth	Eisenhower	Principal	0.50%	109,495.80	3.50%	$ 3,832.35	113,328.15	10652.85	**102,675.31**	210 days
Camerer	Mary	Washington	Principal	1.00%	106,209.80	1.50%	$ 1,593.15	107,802.95	10133.48	**97,669.47**	210 days
Castleberry	Craig	CO	Director of Building & Grounds	2.00%	88,175.58	4.00%	$ 3,527.02	91,702.60	4126.62	**87,575.99**	12 Months
Chipman	Timothy	South	Principal	2.00%	78,389.73	2.50%	$ 1,959.74	80,349.47	7552.85	**72,796.62**	210 days
Davidsmeyer	Barbara	CO	Director of Student Services & Spec Ed	3.00%	107,566.41	3.00%	$ 3,226.99	110,793.40	10414.58	**100,378.82**	12 Months
Dillard	Jill	CLC	Principal	0.50%	98,425.53	0.00%	$ -	98,425.53	9252.00	**89,173.53**	12 Months
Dion	Joey	JHS	Principal		85,000.00	29.412%	$ 25,000.20	110,000.20	10340.02	**99,660.18**	12 Months
Dunn	Brent	Bus Garage	Director of Transportation	2.50%	63,550.00	3.00%	$ 1,906.50	65,456.50	2,945.54	**62,510.96**	12 Months
English	Emily	Murrayville	Principal	2.00%	84,829.23	1.50%	$ 1,272.44	86,101.67	8093.56	**78,008.11**	210 days
English	Ian	JHS	Assistant Principal	n/a	68,000.00	2.50%	$ 1,700.00	69,700.00	6551.80	**63,148.20**	210 days
English	Sarah	Early Years	Principal	3.50%	71,878.60	3.50%	$ 2,515.75	74,394.35	6993.07	**67,401.28**	210 days
Hadjan	Jamie	CO	Chief Financial Officer	0.00%	97,896.44	2.50%	$ 2,447.41	100,343.85	4,515.47	**95,828.38**	12 Months
Hiler	Joyce	JHS Kitchen	Director of Food Services	3.50%	68,716.70	3.50%	$ 2,405.08	71,121.78	3,200.48	**67,921.30**	210 days
Holley	Amanda	JMS	Assistant Principal	n/a	68,000.00	0.00%	$ -	68,000.00	6,392.00	**61,608.00**	210 days
Lashmett	Celeste	JMS	Assistant Principal	3.00%	70,040.00	3.50%	$ 2,451.40	72,491.40	6814.19	**65,677.21**	210 days
Lovdahl	Sue	Lincoln	Principal	3.50%	84,653.69	6.00%	$ 5,079.22	89,732.91	8434.89	**81,298.02**	210 days
O'Neil	Holly	CO	Asst Director of Student Srv & Spec Ed	7.50%	84,600.00	2.50%	$ 2,115.00	86,715.00	8151.21	**78,563.79**	12 Months
McGiles	Michael	CO	Director of Operations	2.00%	119,555.82	3.50%	$ 4,184.45	123,740.27	11631.59	**112,108.69**	12 Months
Mills	Bobbie	North	Principal	2.50%	69,700.00	2.50%	$ 1,742.50	71,442.50	6715.60	**64,726.91**	210 days
Scott	Dan	JHS	Assistant Principal	2.50%	74,825.00	3.00%	$ 2,244.75	77,069.75	7244.56	**69,825.19**	12 Months
Stice	Tami	CO	Director of Human Resources/Payroll	**19.76%	73,652.50	3.50%	$ 2,577.84	76,230.34	3,430.37	**72,799.97**	12 Months
VanAken	Ryan	JHS	Assistant Principal/Athletic Director	3.00%	75,190.00	2.50%	$ 1,879.75	77,069.75	7244.56	**69,825.19**	12 Months
Zoellner	Kelly	CO	Director of Curriculum	2.50%	91,225.00	2.50%	$ 2,280.63	93,505.63	8789.53	**84,716.10**	12 Months
								-			
*new position as Principal at JHS											
**includes $10,000 for director of payroll department											

September 16, 2020

ACTION ITEM

TO: Board of Education

FROM: Steve Ptacek

SUBJECT: Consideration of Administrator Contracts

PROPOSED MOTION BY THE BOARD OF EDUCATION:

That the Board of Education approve the 2020-2021 Administrative contracts as presented.

MOVED BY: _____ Seconded _____

YEA:		NAY:	YEA:		NAY:
_____	RYAN	_____	_____	MCBRIDE	_____
_____	BEARD	_____	_____	LEONARD	_____
_____	CANTRELL	_____	_____	WILSON	_____
_____	LONERGAN	_____			

Background Information:

GARY BARLOW – MIDDLE SCHOOL PRINCIPAL CONTRACT
AT JACKSONVILLE MIDDLE SCHOOL
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and GARY BARLOW (hereinafter "MIDDLE SCHOOL PRINCIPAL"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** GARY BARLOW is hereby hired and retained from July 1, 2020 to June 30, 2021, as MIDDLE SCHOOL PRINCIPAL in and for the District.

2. **Duties.** The duties and responsibilities of MIDDLE SCHOOL PRINCIPAL shall be all those duties incident to the office of the MIDDLE SCHOOL PRINCIPAL as set forth in the job description, a copy of which is attached as Exhibit A; those obligations imposed by the law of the State of Illinois upon a MIDDLE SCHOOL PRINCIPAL; and to perform such other duties normally performed by an MIDDLE SCHOOL PRINCIPAL as from time to time may be assigned to the MIDDLE SCHOOL PRINCIPAL by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 236 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of MIDDLE SCHOOL PRINCIPAL's salary shall be $122,500.75 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. MIDDLE SCHOOL PRINCIPAL hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of MIDDLE SCHOOL PRINCIPAL for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with MIDDLE SCHOOL PRINCIPAL, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the MIDDLE SCHOOL PRINCIPAL, the Board shall withhold and pay such amount as may be required by law, on behalf of the MIDDLE SCHOOL PRINCIPAL to the Teacher Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. **T.H.I.S.** In addition to the salary and pension payments of MIDDLE SCHOOL PRINCIPAL, as set forth hereinabove in paragraphs 3 and 4, the Board shall pay any such amount

as may be required by law on behalf of MIDDLE SCHOOL PRINCIPAL to the Teacher Health Insurance Security Fund.

6. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with MIDDLE SCHOOL PRINCIPAL progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider MIDDLE SCHOOL PRINCIPAL's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to MIDDLE SCHOOL PRINCIPAL in writing no later than March 1st, pursuant to the district's evaluation plan for administrators.

7. **License.** MIDDLE SCHOOL PRINCIPAL shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as MIDDLE SCHOOL PRINCIPAL in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

8. **Other Work.** MIDDLE SCHOOL PRINCIPAL may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as MIDDLE SCHOOL PRINCIPAL. MIDDLE SCHOOL PRINCIPAL shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

9. **Discharge for Cause.** Throughout the term of this Contract, MIDDLE SCHOOL PRINCIPAL shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that MIDDLE SCHOOL PRINCIPAL shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If MIDDLE SCHOOL PRINCIPAL chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by MIDDLE SCHOOL PRINCIPAL. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

10. **Termination by Agreement.** During the term of this Contract, the Board and MIDDLE SCHOOL PRINCIPAL may mutually agree, in writing, to terminate this Contract.

11. **Referrals.** The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to MIDDLE SCHOOL PRINCIPAL for study and recommendation.

12. **Professional Activities.** MIDDLE SCHOOL PRINCIPAL shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $1,500 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ MIDDLE SCHOOL PRINCIPAL beyond the single year term of this agreement.

13. Membership Dues. The Board shall pay the cost of MIDDLE SCHOOL PRINCIPAL annual membership dues for one professional organization on behalf of the MIDDLE SCHOOL PRINCIPAL. MIDDLE SCHOOL PRINCIPAL shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

14. Medical and Disability Insurance. MIDDLE SCHOOL PRINCIPAL shall have the same benefit for Medical Insurance as that provided to other full-time professionally licensed staff members in the District. Board shall also provide for MIDDLE SCHOOL PRINCIPAL a disability insurance policy subject to terms and conditions set by Board and insurer policy.

15. Life Insurance. The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the MIDDLE SCHOOL PRINCIPAL during the term of this Contract. MIDDLE SCHOOL PRINCIPAL shall designate the beneficiary of the policy.

16. Vacation. MIDDLE SCHOOL PRINCIPAL shall be entitled to twenty (20) working days of vacation annually, in each year of this Contract, exclusive of legal and school holidays, as well as Winter and Spring Break. These days shall be issued on July 1st each year and must be taken within eighteen (18) months, shall not accumulate, so that such days are waived and lost if not taken within the eighteen (18) months in which they are earned. Vacation in excess of five (5) school days shall be taken subject to approval of the Superintendent.

17. Sick Leave. MIDDLE SCHOOL PRINCIPAL shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

18. Personal Leave. MIDDLE SCHOOL PRINCIPAL shall be entitled to the same personal leave as other professionally licensed staff of the District as set forth in the collective bargaining agreement between the District and its professionally licensed staff.

19. Other Benefits. Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

20. Disability. Should MIDDLE SCHOOL PRINCIPAL be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond MIDDLE SCHOOL PRINCIPAL's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of MIDDLE SCHOOL PRINCIPAL's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the

parties shall terminate. MIDDLE SCHOOL PRINCIPAL shall provide medical evidence of his ability to perform the essential functions of his job to the Superintendent upon request.

21. Criminal Records Check. Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

22. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the MIDDLE SCHOOL PRINCIPAL:
Gary Barlow
321 Brookside Lane
Chatham, Illinois 62629

23. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

24. Contract Extension. At the end of any year of this Contract, the Board and MIDDLE SCHOOL PRINCIPAL may mutually agree to extend the employment of MIDDLE SCHOOL PRINCIPAL for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify MIDDLE SCHOOL PRINCIPAL in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

25. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

26. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

27. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

28. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

29. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

Gary Barlow, MIDDLE SCHOOL PRINCIPAL

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

BETH BROCKSCHMIDT – ELEMENTARY SCHOOL PRINCIPAL CONTRACT AT EISENHOWER ELEMENTARY SCHOOL 2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and BETH BROCKSCHMIDT (hereinafter "ELEMENTARY PRINCIPAL"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** BETH BROCKSCHMIDT is hereby hired and retained from July 1, 2020 to June 30, 2021, as ELEMENTARY PRINCIPAL in and for the District.

2. **Duties.** The duties and responsibilities of ELEMENTARY PRINCIPAL shall be all those duties incident to the office of the ELEMENTARY PRINCIPAL. ELEMENTARY PRINCIPAL shall work with the Board to establish an appropriate job description, a copy of which shall be attached as Exhibit A and incorporated into this agreement upon its adoption by the Board; those obligations imposed by the law of the State of Illinois upon an ELEMENTARY PRINCIPAL; and to perform such other duties normally performed by an ELEMENTARY PRINCIPAL as from time to time may be assigned to the ELEMENTARY PRINCIPAL by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 210 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of ELEMENTARY PRINCIPAL's salary shall be $113,328.15 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. ELEMENTARY PRINCIPAL hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of ELEMENTARY PRINCIPAL for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with ELEMENTARY PRINCIPAL, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the ELEMENTARY PRINCIPAL, the Board shall withhold and pay such amount as may be required by law, on behalf of the ELEMENTARY PRINCIPAL to the Teacher Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. T.H.I.S. In addition to the salary and pension payments of ELEMENTARY PRINCIPAL, as set forth hereinabove in paragraphs 3 and 4, the Board shall pay any such amount as may be required by law on behalf of ELEMENTARY PRINCIPAL to the Teacher Health Insurance Security Fund.

6. Evaluation. Annually, but no later than February 15th of each year, the Superintendent or designee shall review with ELEMENTARY PRINCIPAL progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider ELEMENTARY PRINCIPAL's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to ELEMENTARY PRINCIPAL in writing no later than March 1st, pursuant to the district's evaluation plan for administrators.

7. License. ELEMENTARY PRINCIPAL shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as ELEMENTARY PRINCIPAL in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

8. Other Work. ELEMENTARY PRINCIPAL may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as ELEMENTARY PRINCIPAL. ELEMENTARY PRINCIPAL shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

9. Discharge for Cause. Throughout the term of this Contract, ELEMENTARY PRINCIPAL shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that ELEMENTARY PRINCIPAL shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If ELEMENTARY PRINCIPAL chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by ELEMENTARY PRINCIPAL. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

10. Termination by Agreement. During the term of this Contract, the Board and ELEMENTARY PRINCIPAL may mutually agree, in writing, to terminate this Contract.

11. Referrals. The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to ELEMENTARY PRINCIPAL for study and recommendation.

12. Professional Activities. ELEMENTARY PRINCIPAL shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $1,500 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived

if unused. Nothing contained in this provision shall be read to require the Board to employ ELEMENTARY PRINCIPAL beyond the single year term of this agreement.

13. Membership Dues. The Board shall pay the cost of ELEMENTARY PRINCIPAL annual membership dues for one professional organization on behalf of the ELEMENTARY PRINCIPAL. ELEMENTARY PRINCIPAL shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

14. Medical and Disability Insurance. ELEMENTARY PRINCIPAL shall have the same benefit for Medical Insurance as that provided to other full-time professionally licensed staff members in the District. Board shall also provide for ELEMENTARY PRINCIPAL a disability insurance policy subject to terms and conditions set by Board and insurer policy.

15. Life Insurance. The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the ELEMENTARY PRINCIPAL during the term of this Contract. ELEMENTARY PRINCIPAL shall designate the beneficiary of the policy.

16. Sick Leave. ELEMENTARY PRINCIPAL shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

17. Personal Leave. ELEMENTARY PRINCIPAL shall be entitled to the same personal leave as other professionally licensed staff of the District as set forth in the collective bargaining agreement between the District and its professionally licensed staff.

18. Other Benefits. Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

19. Disability. Should ELEMENTARY PRINCIPAL be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond ELEMENTARY PRINCIPAL's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of ELEMENTARY PRINCIPAL's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. ELEMENTARY PRINCIPAL shall provide medical evidence of his ability to perform the essential functions of his job to the Superintendent upon request.

20. Criminal Records Check. Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or

attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

21. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the ELEMENTARY PRINCIPAL:
BETH BROCKSCHMIDT
613 Westwinds Drive
Jacksonville, Illinois 62650

22. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

23. Contract Extension. At the end of any year of this Contract, the Board and ELEMENTARY PRINCIPAL may mutually agree to extend the employment of ELEMENTARY PRINCIPAL for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify ELEMENTARY PRINCIPAL in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

24. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

25. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

26. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

27. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

28. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

Beth Brockschmidt, ELEMENTARY PRINCIPAL

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

Jacksonville School District #117
211 W. State St
Jacksonville, Illinois 62650
Office: (217) 243-9411
Fax: (217) 243-6844

Steve Ptacek
Superintendent of Schools

RICH HISTORY, BRIGHT FUTURE

Exhibit A

Jacksonville School District 117

Job Description

Position Title:	Elementary Principal
Reports to:	Superintendent
Location:	District #117 Elementary School
Function:	The Principal is the administrator and educational leader of the school and bears a responsibility for all matters that concern the school. The Principal is responsible for administering and supervising the operation and the work of the school in all of its phases. The Principal is responsible for activities and problems that relate to the teachers, students, and educational programs, supplies, and equipment, which affect the school in his/her sphere of activity. The Principal is concerned with the improvement of instruction through proper leadership in the areas of administration and supervision. A majority of the time spent by a principal shall be spent on curriculum and staff development through both formal and informal activities, establishing clear lines of communication regarding school goals, accomplishments, practices and policies with parents and teachers.
Salary & Benefits:	Regionally competitive salary and benefits commensurate with experience. Actual salary and benefits will be negotiated with finalists. Benefits include health, life, and vision insurance; paid sick time (i.e., 13 days) and personal time (i.e., 3 days)
Terms of Employment:	Days per year: 210 days
Type of Employment:	Full-time, permanent

Required Qualifications: The individual employed for this position must possess and maintain the following qualifications:

Education, Experience & Certification Requirements

- Master's Degree from an accredited college or university, preferably in School Administration or other related educational discipline.
- Professional Educator License with a General Administrative Endorsement.
- Extensive successful teaching experience, preferably in more than one subject area and grade level.
- Successful experience as an Administrator in the Elementary School level preferred.
- State certified evaluator of teachers.
- Proven record of dynamic educational leadership, including excellent interpersonal and communication skills with students, staff, and parents.
- Demonstrated ability to work with people in a way that facilitates positive growth in both students and staff.
- Demonstrated professionalism.

Knowledge & Skills

- Knowledge of applicable federal and state education laws and regulations regarding education.
- Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning styles.
- Solid understanding of elementary curriculum and the Common Core Standards.
- Ability to motivate, develop, and support a high performing, high quality team and hold all accountable for improved student achievement.
- Ability to use computer network system and software applications as needed.
- Ability to develop and implement projects.
- Possess strong technology skills (i.e., productivity software, data management software, hardware, etc.).
- Experience in giving professional presentations or conducting training.
- Knowledge of best practices in administration, program evaluation, and staff supervision.
- Knowledge of data information systems, data analysis, and the formulation of action plans.
- Excellent verbal and written communication skills.
- Ability to read and analyze complex information.
- Ability to organize multiple tasks within conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance, and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Duties & Essential Job Functions:

The job responsibilities for this position of Elementary Principal for Jacksonville School District #117 are listed below.

- Supervises development and improvement of the instructional programs.
- Organizes and develops a school climate that promotes adequate discipline of students, rapport with teachers, and understanding of parents to the end of an excellent learning environment.
- Cooperates with all appropriate administrative personnel, teaching staff, parents, students, and others in assuring the best education for all students.
- Accepts responsibility for providing the means for teachers to be successful through in-service training, counseling, and appropriate examples.
- Cooperates in the process of evaluating substitute teachers.
- Screens candidates and makes employment recommendations to the Director of Human Resources.
- Oversees a positive public relations program with parents and community in general.
- Plans and organizes the use of school facilities in the best interests of the students and the community.
- Organizes the building so that a smooth operation in terms of programs, staff functioning, and student involvement is enhanced.
- Organizes and administers the school within the approved policies of the Board of Education.
- Maintains the safety of people involved with the school system and safeguards the buildings, furnishings, books, and apparatus contained therein from damage and insure proper care and cleanliness.
- Accepts responsibility for accounting procedures in the areas of budget, all funds, monitor grants, and teacher attendance.
- Oversees the supervision of attendance records and periodically reviews those records to insure that school staff members are following state requirements and reporting that data.

- Complies with all state requirements regarding educational leadership and school improvement planning.
- Keeps the Superintendent informed of all matters in the building that may have ramifications for the Board of Education or the district.
- Becomes knowledgeable of the provisions of all collective bargaining agreements and employee handbooks to properly administer those provisions for which the principal is responsible.
- Directs and insures supervision of all extra-curricular activities.
- Evaluates the performance of all staff.
- Completes all reports and special duties assigned by the Superintendent.
- Perform other duties as assigned.

Supervision:

Under broad supervision, this position supervises full and part-time building staff; including but not limited to, teachers, psychologists, social workers, counselors, nurses, paraprofessionals, lunchroom employees, and custodians.

MARY CAMERER – ELEMENTARY PRINCIPAL CONTRACT
AT WASHINGTON ELEMENTARY SCHOOL
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and MARY CAMERER (hereinafter "ELEMENTARY PRINCIPAL"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** MARY CAMERER is hereby hired and retained from July 1, 2020 to June 30, 2021, as ELEMENTARY PRINCIPAL in and for the District.

2. **Duties.** The duties and responsibilities of ELEMENTARY PRINCIPAL shall be all those duties incident to the office of the ELEMENTARY PRINCIPAL as set forth in the job description, a copy of which is attached as Exhibit A; those obligations imposed by the law of the State of Illinois upon a ELEMENTARY PRINCIPAL; and to perform such other duties normally performed by an ELEMENTARY PRINCIPAL as from time to time may be assigned to the ELEMENTARY PRINCIPAL by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 210 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of ELEMENTARY PRINCIPAL's salary shall be $107,802.95 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. ELEMENTARY PRINCIPAL hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of ELEMENTARY PRINCIPAL for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with ELEMENTARY PRINCIPAL, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the ELEMENTARY PRINCIPAL, the Board shall withhold and pay such amount as may be required by law, on behalf of the ELEMENTARY PRINCIPAL to the Teacher Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. **T.H.I.S.** In addition to the salary and pension payments of ELEMENTARY PRINCIPAL, as set forth hereinabove in paragraphs 3 and 4, the Board shall pay any such amount

as may be required by law on behalf of ELEMENTARY PRINCIPAL to the Teacher Health Insurance Security Fund.

6. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with ELEMENTARY PRINCIPAL progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider ELEMENTARY PRINCIPAL's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to ELEMENTARY PRINCIPAL in writing no later than March 1st, pursuant to the district's evaluation plan for administrators.

7. **License.** ELEMENTARY PRINCIPAL shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as ELEMENTARY PRINCIPAL in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

8. **Other Work.** ELEMENTARY PRINCIPAL may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as ELEMENTARY PRINCIPAL. ELEMENTARY PRINCIPAL shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

9. **Discharge for Cause.** Throughout the term of this Contract, ELEMENTARY PRINCIPAL shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that ELEMENTARY PRINCIPAL shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If ELEMENTARY PRINCIPAL chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by ELEMENTARY PRINCIPAL. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

10. **Termination by Agreement.** During the term of this Contract, the Board and ELEMENTARY PRINCIPAL may mutually agree, in writing, to terminate this Contract.

11. **Referrals.** The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to ELEMENTARY PRINCIPAL for study and recommendation.

12. **Professional Activities.** ELEMENTARY PRINCIPAL shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $1,500 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ ELEMENTARY PRINCIPAL beyond the single year term of this agreement.

13. **Membership Dues.** The Board shall pay the cost of ELEMENTARY PRINCIPAL annual membership dues for one professional organization on behalf of the ELEMENTARY PRINCIPAL. ELEMENTARY PRINCIPAL shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

14. **Medical and Disability Insurance.** ELEMENTARY PRINCIPAL shall have the same benefit for Medical Insurance as that provided to other full-time professionally licensed staff members in the District. Board shall also provide for ELEMENTARY PRINCIPAL a disability insurance policy subject to terms and conditions set by Board and insurer policy.

15. **Life Insurance.** The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the ELEMENTARY PRINCIPAL during the term of this Contract. ELEMENTARY PRINCIPAL shall designate the beneficiary of the policy.

16. **Sick Leave.** ELEMENTARY PRINCIPAL shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

17. **Personal Leave.** ELEMENTARY PRINCIPAL shall be entitled to the same personal leave as other professionally licensed staff of the District as set forth in the collective bargaining agreement between the District and its professionally licensed staff.

18. **Other Benefits.** Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

19. **Disability.** Should ELEMENTARY PRINCIPAL be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond ELEMENTARY PRINCIPAL's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of ELEMENTARY PRINCIPAL's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. ELEMENTARY PRINCIPAL shall provide medical evidence of his ability to perform the essential functions of his job to the Superintendent upon request.

20. **Criminal Records Check.** Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent

investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

21. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the ELEMENTARY PRINCIPAL:
Mary Camerer
2122 Magnolia Drive
Jacksonville, Illinois 62650

22. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

23. Contract Extension. At the end of any year of this Contract, the Board and ELEMENTARY PRINCIPAL may mutually agree to extend the employment of ELEMENTARY PRINCIPAL for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify ELEMENTARY PRINCIPAL in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

24. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

25. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

26. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

27. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

28. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

Mary Camerer, Elementary Principal

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa, Secretary

Jacksonville School District #117
211 W. State St
Jacksonville, Illinois 62650
Office: (217) 243-9411
Fax: (217) 243-6844

Steve Ptacek
Superintendent of Schools

RICH HISTORY, BRIGHT FUTURE

Exhibit A

Jacksonville School District 117

Job Description

Position Title: Elementary Principal

Reports to: Superintendent

Location: District #117 Elementary School

Function: The Principal is the administrator and educational leader of the school and bears a responsibility for all matters that concern the school. The Principal is responsible for administering and supervising the operation and the work of the school in all of its phases. The Principal is responsible for activities and problems that relate to the teachers, students, and educational programs, supplies, and equipment, which affect the school in his/her sphere of activity. The Principal is concerned with the improvement of instruction through proper leadership in the areas of administration and supervision. A majority of the time spent by a principal shall be spent on curriculum and staff development through both formal and informal activities, establishing clear lines of communication regarding school goals, accomplishments, practices and policies with parents and teachers.

Salary & Benefits: Regionally competitive salary and benefits commensurate with experience. Actual salary and benefits will be negotiated with finalists. Benefits include health, life, and vision insurance; paid sick time (i.e., 13 days) and personal time (i.e., 3 days).

Terms of Employment: Days per year: 210 days

Type of Employment: Full-time, permanent

Required Qualifications: The individual employed for this position must possess and maintain the following qualifications:

Education, Experience & Certification Requirements

- Master's Degree from an accredited college or university, preferably in School Administration or other related educational discipline.
- Professional Educator License with a General Administrative Endorsement.
- Extensive successful teaching experience, preferably in more than one subject area and grade level.
- Successful experience as an Administrator in the Elementary School level preferred.
- State certified evaluator of teachers.
- Proven record of dynamic educational leadership, including excellent interpersonal and communication skills with students, staff, and parents.
- Demonstrated ability to work with people in a way that facilitates positive growth in both students and staff.
- Demonstrated professionalism.

Knowledge & Skills

- Knowledge of applicable federal and state education laws and regulations regarding education.
- Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning styles.
- Solid understanding of elementary curriculum and the Common Core Standards.
- Ability to motivate, develop, and support a high performing, high quality team and hold all accountable for improved student achievement.
- Ability to use computer network system and software applications as needed.
- Ability to develop and implement projects.
- Possess strong technology skills (i.e., productivity software, data management software, hardware, etc.).
- Experience in giving professional presentations or conducting training.
- Knowledge of best practices in administration, program evaluation, and staff supervision.
- Knowledge of data information systems, data analysis, and the formulation of action plans.
- Excellent verbal and written communication skills.
- Ability to read and analyze complex information.
- Ability to organize multiple tasks within conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance, and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Duties & Essential Job Functions:

The job responsibilities for this position of Elementary Principal for Jacksonville School District "11" are listed below.

- Supervises development and improvement of the instructional programs.
- Organizes and develops a school climate that promotes adequate discipline of students, rapport with teachers, and understanding of parents to the end of an excellent learning environment.
- Cooperates with all appropriate administrative personnel, teaching staff, parents, students, and others in assuring the best education for all students.
- Accepts responsibility for providing the means for teachers to be successful through in-service training, counseling, and appropriate examples.
- Cooperates in the process of evaluating substitute teachers.
- Screens candidates and makes employment recommendations to the Director of Human Resources.
- Oversees a positive public relations program with parents and community in general.
- Plans and organizes the use of school facilities in the best interests of the students and the community.
- Organizes the building so that a smooth operation in terms of programs, staff functioning, and student involvement is enhanced.
- Organizes and administers the school within the approved policies of the Board of Education.
- Maintains the safety of people involved with the school system and safeguards the buildings, furnishings, books, and apparatus contained therein from damage and insure proper care and cleanliness.
- Accepts responsibility for accounting procedures in the areas of budget, all funds, monitor grants, and teacher attendance.
- Oversees the supervision of attendance records and periodically reviews those records to insure that school staff members are following state requirements and reporting that data.

- Complies with all state requirements regarding educational leadership and school improvement planning.
- Keeps the Superintendent informed of all matters in the building that may have ramifications for the Board of Education or the district.
- Becomes knowledgeable of the provisions of all collective bargaining agreements and employee handbooks to properly administer those provisions for which the principal is responsible.
- Directs and insures supervision of all extra-curricular activities.
- Evaluates the performance of all staff.
- Completes all reports and special duties assigned by the Superintendent.
- Perform other duties as assigned.

Supervision:

Under broad supervision, this position supervises full and part-time building staff; including but not limited to, teachers, psychologists, social workers, counselors, nurses, paraprofessionals, lunchroom employees, and custodians.

CRAIG CASTLEBERRY – DIRECTOR OF BUILDINGS & GROUNDS
CONTRACT
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and CRAIG CASTLEBERRY (hereinafter "DIRECTOR OF BUILDINGS & GROUNDS"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** CRAIG CASTLEBERRY is hereby hired and retained from July 1, 2020 to June 30, 2021, as DIRECTOR OF BUILDINGS & GROUNDS in and for the District.

2. **Duties.** The duties and responsibilities of DIRECTOR OF BUILDINGS & GROUNDS shall be all those duties incident to the office of the DIRECTOR OF BUILDINGS & GROUNDS. DIRECTOR OF BUILDINGS & GROUNDS shall work with the Board to establish an appropriate job description, a copy of which shall be attached as Exhibit A and incorporated into this agreement upon its adoption by the Board; those obligations imposed by the law of the State of Illinois upon a DIRECTOR OF BUILDINGS & GROUNDS; and to perform such other duties normally performed by an DIRECTOR OF BUILDINGS & GROUNDS as from time to time may be assigned to the DIRECTOR OF BUILDINGS & GROUNDS by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 236 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of DIRECTOR OF BUILDINGS & GROUNDS's salary shall be $91,702.60 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. DIRECTOR OF BUILDINGS & GROUNDS hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of DIRECTOR OF BUILDINGS & GROUNDS for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with DIRECTOR OF BUILDINGS & GROUNDS, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the DIRECTOR OF BUILDINGS & GROUNDS, the Board shall withhold and pay such amount as may be required by law, on behalf of the DIRECTOR OF BUILDINGS & GROUNDS to the Illinois Municipal Retirement Fund. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax

Opinions 81-35 and 81-36.

5. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with DIRECTOR OF BUILDINGS & GROUNDS progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider DIRECTOR OF BUILDINGS & GROUNDS's annual salary for the next subsequent year (if any). Written confirmation of summative evaluation will be provided to DIRECTOR OF BUILDINGS & GROUNDS in writing no later than March 1st, pursuant to the district's evaluation plan for non-licensed administrators.

6. **Qualifications.** DIRECTOR OF BUILDINGS & GROUNDS shall furnish to the Board, during the term of this Contract, valid and appropriate licensure, qualification, or certification as may be necessary to act as DIRECTOR OF BUILDINGS & GROUNDS in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

7. **Discharge for Cause.** Throughout the term of this Contract, DIRECTOR OF BUILDINGS & GROUNDS shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that DIRECTOR OF BUILDINGS & GROUNDS shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If DIRECTOR OF BUILDINGS & GROUNDS chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by DIRECTOR OF BUILDINGS & GROUNDS. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

8. **Termination by Agreement.** During the term of this Contract, the Board and DIRECTOR OF BUILDINGS & GROUNDS may mutually agree, in writing, to terminate this Contract.

9. **Professional Activities.** DIRECTOR OF BUILDINGS & GROUNDS shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $500 annually, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ DIRECTOR OF BUILDINGS & GROUNDS beyond the single year term of this agreement.

10. **Membership Dues.** The Board shall pay the cost of DIRECTOR OF BUILDINGS & GROUNDS annual membership dues for one professional organization on behalf of the DIRECTOR OF BUILDINGS & GROUNDS. DIRECTOR OF BUILDINGS & GROUNDS shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

11. **Medical and Disability Insurance.** DIRECTOR OF BUILDINGS & GROUNDS shall have the same benefit for Medical Insurance as that provided to full-time professionally licensed staff members in the District. Board shall also provide for DIRECTOR OF BUILDINGS &

GROUNDS a disability insurance policy subject to terms and conditions set by Board and insurer policy.

12. Life Insurance. The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the DIRECTOR OF BUILDINGS & GROUNDS during the term of this Contract. DIRECTOR OF BUILDINGS & GROUNDS shall designate the beneficiary of the policy.

13. Vacation. DIRECTOR OF BUILDINGS & GROUNDS shall be entitled to twenty (20) working days of vacation annually, in each year of this Contract, exclusive of legal and school holidays, as well as Winter and Spring Break. These days shall be issued on July 1st each year and must be taken within eighteen (18) months, shall not accumulate, so that such days are waived and lost if not taken within the eighteen (18) months in which they are earned. Vacation in excess of five (5) school days shall be taken subject to approval of the Superintendent.

14. Sick Leave. DIRECTOR OF BUILDINGS & GROUNDS shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

15. Personal Leave. DIRECTOR OF BUILDINGS & GROUNDS shall be entitled to three (3) personal leave days annually. Unused personal leave shall accumulate as sick leave at the end of each year, the same as for other staff of the District.

16. Other Benefits. Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

17. Disability. Should DIRECTOR OF BUILDINGS & GROUNDS be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond DIRECTOR OF BUILDINGS & GROUNDS's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of DIRECTOR OF BUILDINGS & GROUNDS's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights, and obligations of the parties shall terminate. DIRECTOR OF BUILDINGS & GROUNDS shall provide medical evidence of his or her ability to perform the essential functions of his or her job to the Superintendent upon request.

18. Criminal Records Check. Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent

investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

19. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the DIRECTOR:
Craig Castleberry
34 Greenbriar Drive
Jacksonville, Illinois 62650

20. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

21. Contract Extension. At the end of any year of this Contract, the Board and DIRECTOR OF BUILDINGS & GROUNDS may mutually agree to extend the employment of DIRECTOR OF BUILDINGS & GROUNDS for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify DIRECTOR OF BUILDINGS & GROUNDS in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

22. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

23. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

24. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

25. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

26. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.5.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

Craig Castleberry, Director of BUILDINGS & GROUNDS

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

TIMOTHY CHIPMAN – ELEMENTARY PRINCIPAL CONTRACT
AT SOUTH ELEMENTARY SCHOOL
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and TIMOTHY CHIPMAN (hereinafter "ELEMENTARY PRINCIPAL"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** TIMOTHY CHIPMAN is hereby hired and retained from July 1, 2020 to June 30, 2021, as ELEMENTARY PRINCIPAL in and for the District.

2. **Duties.** The duties and responsibilities of ELEMENTARY PRINCIPAL shall be all those duties incident to the office of the ELEMENTARY PRINCIPAL. ELEMENTARY PRINCIPAL shall work with the Board to establish an appropriate job description, a copy of which shall be attached as Exhibit A and incorporated into this agreement upon its adoption by the Board; those obligations imposed by the law of the State of Illinois upon an ELEMENTARY PRINCIPAL; and to perform such other duties normally performed by an ELEMENTARY PRINCIPAL as from time to time may be assigned to the ELEMENTARY PRINCIPAL by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 210 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of ELEMENTARY PRINCIPAL's salary shall be $80,349.47 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. ELEMENTARY PRINCIPAL hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of ELEMENTARY PRINCIPAL for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with ELEMENTARY PRINCIPAL, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the ELEMENTARY PRINCIPAL, the Board shall withhold and pay such amount as may be required by law, on behalf of the ELEMENTARY PRINCIPAL to the Teacher Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. **T.H.I.S.** In addition to the salary and pension payments of ELEMENTARY PRINCIPAL, as set forth hereinabove in paragraphs 3 and 4, the Board shall pay any such amount as may be required by law on behalf of ELEMENTARY PRINCIPAL to the Teacher Health Insurance Security Fund.

6. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with ELEMENTARY PRINCIPAL progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider ELEMENTARY PRINCIPAL 's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to ELEMENTARY PRINCIPAL in writing no later than March 1st, pursuant to the district's evaluation plan for administrators.

7. **License.** ELEMENTARY PRINCIPAL shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as ELEMENTARY PRINCIPAL in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

8. **Other Work.** ELEMENTARY PRINCIPAL may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as ELEMENTARY PRINCIPAL. ELEMENTARY PRINCIPAL shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

9. **Discharge for Cause.** Throughout the term of this Contract, ELEMENTARY PRINCIPAL shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that ELEMENTARY PRINCIPAL shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If ELEMENTARY PRINCIPAL chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by ELEMENTARY PRINCIPAL. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

10. **Termination by Agreement.** During the term of this Contract, the Board and ELEMENTARY PRINCIPAL may mutually agree, in writing, to terminate this Contract.

11. **Referrals.** The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to ELEMENTARY PRINCIPAL for study and recommendation.

12. **Professional Activities.** ELEMENTARY PRINCIPAL shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $1,500 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived

if unused. Nothing contained in this provision shall be read to require the Board to employ ELEMENTARY PRINCIPAL beyond the single year term of this agreement.

13. Membership Dues. The Board shall pay the cost of ELEMENTARY PRINCIPAL annual membership dues for one professional organization on behalf of the ELEMENTARY PRINCIPAL. ELEMENTARY PRINCIPAL shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

14. Medical and Disability Insurance. ELEMENTARY PRINCIPAL shall have the same benefit for Medical Insurance as that provided to other full-time professionally licensed staff members in the District. Board shall also provide for ELEMENTARY PRINCIPAL a disability insurance policy subject to terms and conditions set by Board and insurer policy.

15. Life Insurance. The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the ELEMENTARY PRINCIPAL during the term of this Contract. ELEMENTARY PRINCIPAL shall designate the beneficiary of the policy.

16. Sick Leave. ELEMENTARY PRINCIPAL shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

17. Personal Leave. ELEMENTARY PRINCIPAL shall be entitled to the same personal leave as other professionally licensed staff of the District as set forth in the collective bargaining agreement between the District and its professionally licensed staff.

18. Other Benefits. Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

19. Disability. Should ELEMENTARY PRINCIPAL be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond ELEMENTARY PRINCIPAL's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of ELEMENTARY PRINCIPAL's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. ELEMENTARY PRINCIPAL shall provide medical evidence of his ability to perform the essential functions of his job to the Superintendent upon request.

20. Criminal Records Check. Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or

attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

21. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the ELEMENTARY PRINCIPAL:
Timothy Chipman
1312 West State Street
Jacksonville, Illinois 62650

22. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

23. Contract Extension. At the end of any year of this Contract, the Board and ELEMENTARY PRINCIPAL may mutually agree to extend the employment of ELEMENTARY PRINCIPAL for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify ELEMENTARY PRINCIPAL in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

24. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

25. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

26. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

27. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

28. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

Timothy Chipman, ELEMENTARY PRINCIPAL

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

Jacksonville School District #117
211 W. State St
Jacksonville, Illinois 62650
Office: (217) 243-9411
Fax: (217) 243-6844

Steve Ptacek
Superintendent of Schools

RICH HISTORY, BRIGHT FUTURE

Exhibit A

Jacksonville School District 117

Job Description

Position Title: Elementary Principal

Reports to: Superintendent

Location: District #117 Elementary School

Function: The Principal is the administrator and educational leader of the school and bears a responsibility for all matters that concern the school. The Principal is responsible for administering and supervising the operation and the work of the school in all of its phases. The Principal is responsible for activities and problems that relate to the teachers, students, and educational programs, supplies, and equipment, which affect the school in his/her sphere of activity. The Principal is concerned with the improvement of instruction through proper leadership in the areas of administration and supervision. A majority of the time spent by a principal shall be spent on curriculum and staff development through both formal and informal activities, establishing clear lines of communication regarding school goals, accomplishments, practices and policies with parents and teachers.

Salary & Benefits: Regionally competitive salary and benefits commensurate with experience. Actual salary and benefits will be negotiated with finalists. Benefits include health, life, and vision insurance; paid sick time (i.e., 13 days) and personal time (i.e., 3 days)

Terms of Employment: Days per year: 210 days

Type of Employment: Full-time, permanent

Required Qualifications: The individual employed for this position must possess and maintain the following qualifications:

Education, Experience & Certification Requirements

- Master's Degree from an accredited college or university, preferably in School Administration or other related educational discipline.
- Professional Educator License with a General Administrative Endorsement.
- Extensive successful teaching experience, preferably in more than one subject area and grade level.
- Successful experience as an Administrator in the Elementary School level preferred.
- State certified evaluator of teachers.
- Proven record of dynamic educational leadership, including excellent interpersonal and communication skills with students, staff, and parents.
- Demonstrated ability to work with people in a way that facilitates positive growth in both students and staff.
- Demonstrated professionalism.

Knowledge & Skills

- Knowledge of applicable federal and state education laws and regulations regarding education.
- Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning styles.
- Solid understanding of elementary curriculum and the Common Core Standards.
- Ability to motivate, develop, and support a high performing, high quality team and hold all accountable for improved student achievement.
- Ability to use computer network system and software applications as needed.
- Ability to develop and implement projects.
- Possess strong technology skills (i.e., productivity software, data management software, hardware, etc.).
- Experience in giving professional presentations or conducting training.
- Knowledge of best practices in administration, program evaluation, and staff supervision.
- Knowledge of data information systems, data analysis, and the formulation of action plans.
- Excellent verbal and written communication skills.
- Ability to read and analyze complex information.
- Ability to organize multiple tasks within conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance, and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Duties & Essential Job Functions:

The job responsibilities for this position of Elementary Principal for Jacksonville School District #117 are listed below:

- Supervises development and improvement of the instructional programs.
- Organizes and develops a school climate that promotes adequate discipline of students, rapport with teachers, and understanding of parents to the end of an excellent learning environment.
- Cooperates with all appropriate administrative personnel, teaching staff, parents, students, and others in assuring the best education for all students.
- Accepts responsibility for providing the means for teachers to be successful through in-service training, counseling, and appropriate examples.
- Cooperates in the process of evaluating substitute teachers.
- Screens candidates and makes employment recommendations to the Director of Human Resources.
- Oversees a positive public relations program with parents and community in general.
- Plans and organizes the use of school facilities in the best interests of the students and the community.
- Organizes the building so that a smooth operation in terms of programs, staff functioning, and student involvement is enhanced.
- Organizes and administers the school within the approved policies of the Board of Education.
- Maintains the safety of people involved with the school system and safeguards the buildings, furnishings, books, and apparatus contained therein from damage and insure proper care and cleanliness.
- Accepts responsibility for accounting procedures in the areas of budget, all funds, monitor grants, and teacher attendance.
- Oversees the supervision of attendance records and periodically reviews those records to insure that school staff members are following state requirements and reporting that data.

- Complies with all state requirements regarding educational leadership and school improvement planning.
- Keeps the Superintendent informed of all matters in the building that may have ramifications for the Board of Education or the district.
- Becomes knowledgeable of the provisions of all collective bargaining agreements and employee handbooks to properly administer those provisions for which the principal is responsible.
- Directs and insures supervision of all extra-curricular activities.
- Evaluates the performance of all staff.
- Completes all reports and special duties assigned by the Superintendent.
- Perform other duties as assigned.

Supervision:

Under broad supervision, this position supervises full and part-time building staff; including but not limited to, teachers, psychologists, social workers, counselors, nurses, paraprofessionals, lunchroom employees, and custodians.

BARBARA DAVIDSMEYER – DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION CONTRACT AT SPECIAL SERVICES 2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and BARBARA DAVIDSMEYER (hereinafter "DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** BARBARA DAVIDSMEYER is hereby hired and retained from July 1, 2020 to June 30, 2021, as DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION in and for the District.

2. **Duties.** The duties and responsibilities of DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall be all those duties incident to the office of the DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION. DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall work with the Board to establish an appropriate job description, a copy of which shall be attached as Exhibit A and incorporated into this agreement upon its adoption by the Board; those obligations imposed by the law of the State of Illinois upon an DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION; and to perform such other duties normally performed by an DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION as from time to time may be assigned to the DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 236 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION's salary shall be $110,793.40 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the DIRECTOR OF STUDENT SERVICES

& SPECIAL EDUCATION, the Board shall withhold and pay such amount as may be required by law, on behalf of the DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION to the Teacher Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. **T.H.I.S.** In addition to the salary and pension payments of DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION, as set forth hereinabove in paragraphs 3 and 4, the Board shall pay any such amount as may be required by law on behalf of DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION to the Teacher Health Insurance Security Fund.

6. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION in writing no later than March 1st, pursuant to the district's evaluation plan for administrators.

7. **License.** DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

8. **Other Work.** DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION. DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

9. **Discharge for Cause.** Throughout the term of this Contract, DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

10. Termination by Agreement. During the term of this Contract, the Board and DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION may mutually agree, in writing, to terminate this Contract.

11. Referrals. The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION for study and recommendation.

12. Professional Activities. DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $2,000 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION beyond the single year term of this agreement.

13. Membership Dues. The Board shall pay the cost of DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION annual membership dues for one professional organization on behalf of the DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION. DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

14. Medical and Disability Insurance. DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall have the same benefit for Medical Insurance as that provided to other full-time professionally licensed staff members in the District. Board shall also provide for DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION a disability insurance policy subject to terms and conditions set by Board and insurer policy.

15. Life Insurance. The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION during the term of this Contract. DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall designate the beneficiary of the policy.

16. Vacation. DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall be entitled to twenty (20) working days of vacation annually, in each year of this Contract, exclusive of legal and school holidays, as well as Winter and Spring Break. These days shall be issued on July 1st each year and must be taken within eighteen (18) months, shall not accumulate, so that such days are waived and lost if not taken within the eighteen (18) months in which they are earned. Vacation in excess of five (5) school days shall be taken subject to approval of the Superintendent.

17. Sick Leave. DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days

annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

18. Personal Leave. DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall be entitled to the same personal leave as other professionally licensed staff of the District as set forth in the collective bargaining agreement between the District and its professionally licensed staff.

19. Other Benefits. Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

20. Disability. Should DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall provide medical evidence of his ability to perform the essential functions of his job to the Superintendent upon request.

21. Criminal Records Check. Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

22. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the DIRECTOR OF
STUDENT SERVICES & SPECIAL
EDUCATION:
Barbara Davidsmeyer
1 Quail Lane
Jacksonville, Illinois 62650

23. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

24. Contract Extension. At the end of any year of this Contract, the Board and DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION may mutually agree to extend the employment of DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

25. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

26. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

27. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

28. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

29. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

Barbara Davidsmeyer, DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

JILL DILLARD – PRINCIPAL CONTRACT
AT CROSSROADS LEARNING CENTER
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and JILL DILLARD (hereinafter "PRINCIPAL"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** JILL DILLARD is hereby hired and retained from July 1, 2020, to June 30, 2021, as PRINCIPAL in and for the District.

2. **Duties.** The duties and responsibilities of PRINCIPAL shall be all those duties incident to the office of the PRINCIPAL. PRINCIPAL shall work with the Board to establish an appropriate job description, a copy of which shall be attached as Exhibit A and incorporated into this agreement upon its adoption by the Board; those obligations imposed by the law of the State of Illinois upon a PRINCIPAL; and to perform such other duties normally performed by an PRINCIPAL as from time to time may be assigned to the PRINCIPAL by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 236 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of Principal's salary shall be $98,425.53 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. PRINCIPAL hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of PRINCIPAL for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with PRINCIPAL, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the PRINCIPAL, the Board shall withhold and pay such amount as may be required by law, on behalf of the PRINCIPAL to the Teacher Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. **T.H.I.S.** In addition to the salary and pension payments of PRINCIPAL, as set forth hereinabove in paragraphs 3 and 4, the Board shall pay any such amount as may be required by law on behalf of PRINCIPAL to the Teacher Health Insurance Security Fund.

6. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with PRINCIPAL progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider PRINCIPAL 's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to PRINCIPAL in writing no later than March 1st, pursuant to the district's evaluation plan for administrators.

7. **License.** PRINCIPAL shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as PRINCIPAL in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

8. **Other Work.** PRINCIPAL may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as PRINCIPAL. PRINCIPAL shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

9. **Discharge for Cause.** Throughout the term of this Contract, PRINCIPAL shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that PRINCIPAL shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If PRINCIPAL chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by PRINCIPAL. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

10. **Termination by Agreement.** During the term of this Contract, the Board and PRINCIPAL may mutually agree, in writing, to terminate this Contract.

11. **Referrals.** The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to PRINCIPAL for study and recommendation.

12. **Professional Activities.** PRINCIPAL shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $1,500 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ PRINCIPAL beyond the single year term of this agreement.

13. **Membership Dues.** The Board shall pay the cost of PRINCIPAL annual membership dues for one professional organization on behalf of the PRINCIPAL. PRINCIPAL shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

14. Medical and Disability Insurance. PRINCIPAL shall have the same benefit for Medical Insurance as that provided to other full-time professionally licensed staff members in the District. Board shall also provide for PRINCIPAL a disability insurance policy subject to terms and conditions set by Board and insurer policy.

15. Life Insurance. The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the PRINCIPAL during the term of this Contract. PRINCIPAL shall designate the beneficiary of the policy.

16. Vacation. PRINCIPAL shall be entitled to twenty (20) working days of vacation annually, in each year of this Contract, exclusive of legal and school holidays, as well as Winter and Spring Break. These days shall be issued on July 1st each year and must be taken within eighteen (18) months, shall not accumulate, so that such days are waived and lost if not taken within the eighteen (18) months in which they are earned. Vacation in excess of five (5) school days shall be taken subject to approval of the Superintendent.

17. Sick Leave. PRINCIPAL shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

18. Personal Leave. PRINCIPAL shall be entitled to the same personal leave as other professionally licensed staff of the District as set forth in the collective bargaining agreement between the District and its professionally licensed staff.

19. Other Benefits. Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

20. Disability. Should PRINCIPAL be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond PRINCIPAL's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of PRINCIPAL's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. PRINCIPAL shall provide medical evidence of his ability to perform the essential functions of his job to the Superintendent upon request.

21. Criminal Records Check. Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent

investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

22. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the PRINCIPAL:
Jill Dillard
2 Permac Road
Jacksonville, Illinois 62650

23. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

24. Contract Extension. At the end of any year of this Contract, the Board and PRINCIPAL may mutually agree to extend the employment of PRINCIPAL for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify PRINCIPAL in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

25. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

26. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

27. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

28. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

29. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

Jill Dillard, Principal

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

JOSEPH DION – PRINCIPAL CONTRACT
AT JACKSONVILLE HIGH SCHOOL
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and JOSEPH DION (hereinafter "PRINCIPAL"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** JOSEPH DION is hereby hired and retained from July 1, 2020 to June 30, 2021, as PRINCIPAL in and for the District.

2. **Duties.** The duties and responsibilities of PRINCIPAL shall be all those duties incident to the office of the PRINCIPAL. PRINCIPAL shall work with the Board to establish an appropriate job description, a copy of which shall be attached as Exhibit A and incorporated into this agreement upon its adoption by the Board; those obligations imposed by the law of the State of Illinois upon an PRINCIPAL; and to perform such other duties normally performed by an PRINCIPAL as from time to time may be assigned to the PRINCIPAL by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 236 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of PRINCIPAL's salary shall be $110,000 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. PRINCIPAL hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of PRINCIPAL for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with PRINCIPAL, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the PRINCIPAL, the Board shall withhold and pay such amount as may be required by law, on behalf of the PRINCIPAL to the Teacher Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. **T.H.I.S.** In addition to the salary and pension payments of PRINCIPAL, as set forth hereinabove in paragraphs 3 and 4, the Board shall pay any such amount as may be required by law on behalf of PRINCIPAL to the Teacher Health Insurance Security Fund.

6. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with PRINCIPAL progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider PRINCIPAL 's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to PRINCIPAL in writing no later than March 1st, pursuant to the district's evaluation plan for administrators.

7. **License.** PRINCIPAL shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as PRINCIPAL in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

8. **Other Work.** PRINCIPAL may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as PRINCIPAL. PRINCIPAL shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

9. **Discharge for Cause.** Throughout the term of this Contract, PRINCIPAL shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that PRINCIPAL shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If PRINCIPAL chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by PRINCIPAL. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

10. **Termination by Agreement.** During the term of this Contract, the Board and PRINCIPAL may mutually agree, in writing, to terminate this Contract.

11. **Referrals.** The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to PRINCIPAL for study and recommendation.

12. **Professional Activities.** PRINCIPAL shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $1,500 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ PRINCIPAL beyond the single year term of this agreement.

13. **Membership Dues.** The Board shall pay the cost of PRINCIPAL annual membership dues for one professional organization on behalf of the PRINCIPAL. PRINCIPAL shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

14. Medical and Disability Insurance. PRINCIPAL shall have the same benefit for Medical Insurance as that provided to other full-time professionally licensed staff members in the District. Board shall also provide for PRINCIPAL a disability insurance policy subject to terms and conditions set by Board and insurer policy.

15. Life Insurance. The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the PRINCIPAL during the term of this Contract. PRINCIPAL shall designate the beneficiary of the policy.

16. Vacation. PRINCIPAL shall be entitled to twenty (20) working days of vacation annually, in each year of this Contract, exclusive of legal and school holidays, as well as Winter and Spring Break. These days shall be issued on July 1st each year and must be taken within eighteen (18) months, shall not accumulate, so that such days are waived and lost if not taken within the eighteen (18) months in which they are earned. Vacation in excess of five (5) school days shall be taken subject to approval of the Superintendent.

17. Sick Leave. PRINCIPAL shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

18. Personal Leave. PRINCIPAL shall be entitled to the same personal leave as other professionally licensed staff of the District as set forth in the collective bargaining agreement between the District and its professionally licensed staff.

19. Other Benefits. Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

20. Disability. Should PRINCIPAL be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond PRINCIPAL's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of PRINCIPAL's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. PRINCIPAL shall provide medical evidence of his ability to perform the essential functions of his job to the Superintendent upon request.

21. Criminal Records Check. Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent

investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

22. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the PRINCIPAL:
Joseph Dion
107 South Meadow Lane
Concord, Illinois 62631

23. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

24. Contract Extension. At the end of any year of this Contract, the Board and PRINCIPAL may mutually agree to extend the employment of PRINCIPAL for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify PRINCIPAL in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

25. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

26. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

27. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

28. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

29. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

Joseph Dion, PRINCIPAL

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

BRENT DUNN – DIRECTOR OF TRANSPORTATION
CONTRACT
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and BRENT DUNN (hereinafter "DIRECTOR OF TRANSPORTATION"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** BRENT DUNN is hereby hired and retained from June 1, 2020 to June 30, 2021, as DIRECTOR OF TRANSPORTATION in and for the District.

2. **Duties.** The duties and responsibilities of DIRECTOR OF TRANSPORTATION shall be all those duties incident to the office of the DIRECTOR OF TRANSPORTATION. DIRECTOR OF TRANSPORTATION shall work with the Board to establish an appropriate job description, a copy of which shall be attached as Exhibit A and incorporated into this agreement upon its adoption by the Board; those obligations imposed by the law of the State of Illinois upon a DIRECTOR OF TRANSPORTATION; and to perform such other duties normally performed by an DIRECTOR OF TRANSPORTATION as from time to time may be assigned to the DIRECTOR OF TRANSPORTATION by the Superintendent of Schools or the Board. Duties shall be performed from the months of January through June, and per diem shall be calculated based upon a 236 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of DIRECTOR OF TRANSPORTATION's salary shall be $65,456.50 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. DIRECTOR OF TRANSPORTATION hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of DIRECTOR OF TRANSPORTATION for the school district and the Board as set forth in this Contract. The salary set forth hereinabove shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with DIRECTOR OF TRANSPORTATION, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the DIRECTOR OF TRANSPORTATION, the Board shall withhold and pay such amount as may be required by law, on behalf of the DIRECTOR OF TRANSPORTATION to the Illinois Municipal Retirement Fund. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35

and 81-36.

5. Evaluation. No later than February 15, 2019, the Superintendent or designee shall review with DIRECTOR OF TRANSPORTATION progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community. Written confirmation of summative evaluation will be provided to DIRECTOR OF TRANSPORTATION in writing no later than March 1st, pursuant to the district's evaluation plan for non-licensed administrators. The parties agree that failure to comply with this provision shall not extend the term of this agreement.

6. Qualifications. DIRECTOR OF TRANSPORTATION shall furnish to the Board, during the term of this Contract, valid and appropriate licensure, qualification, or certification as may be necessary to act as DIRECTOR OF TRANSPORTATION in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

7. Discharge for Cause. Throughout the term of this Contract, DIRECTOR OF TRANSPORTATION shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that DIRECTOR OF TRANSPORTATION shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If DIRECTOR OF TRANSPORTATION chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by DIRECTOR OF TRANSPORTATION. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

8. Termination by Agreement. During the term of this Contract, the Board and DIRECTOR OF TRANSPORTATION may mutually agree, in writing, to terminate this Contract.

9. Professional Activities. DIRECTOR OF TRANSPORTATION shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $500 annually, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ DIRECTOR OF TRANSPORTATION beyond the single year term of this Contract.

10. Membership Dues. The Board shall pay the cost of DIRECTOR OF TRANSPORTATION annual membership dues for one professional organization on behalf of the DIRECTOR OF TRANSPORTATION. DIRECTOR OF TRANSPORTATION shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

11. Medical and Disability Insurance. DIRECTOR OF TRANSPORTATION shall have the same benefit for Medical Insurance as that provided to full-time professionally licensed staff members in the District. Board shall also provide for DIRECTOR OF TRANSPORTATION a disability insurance policy subject to terms and conditions set by Board and insurer policy.

12. Life Insurance. The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the DIRECTOR OF TRANSPORTATION during the term of this Contract. DIRECTOR OF TRANSPORTATION shall designate the beneficiary of the policy.

13. Vacation. DIRECTOR OF TRANSPORTATION shall be entitled to twenty (20) working days of vacation annually, in each year of this Contract, exclusive of legal and school holidays, as well as Winter and Spring Break. These days shall be issued on July 1st each year and must be taken within eighteen (18) months, shall not accumulate, so that such days are waived and lost if not taken within the eighteen (18) months in which they are earned. Vacation in excess of five (5) school days shall be taken subject to approval of the Superintendent.

14. Sick Leave. DIRECTOR OF TRANSPORTATION shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

15. Personal Leave. DIRECTOR OF TRANSPORTATION shall be entitled to three (3) personal leave days annually. Unused personal leave shall accumulate as sick leave at the end of each year, the same as for other staff of the District.

16. Other Benefits. Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

17. Disability. Should DIRECTOR OF TRANSPORTATION be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond DIRECTOR OF TRANSPORTATION's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of DIRECTOR OF TRANSPORTATION's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights, and obligations of the parties shall terminate. DIRECTOR OF TRANSPORTATION shall provide medical evidence of his or her ability to perform the essential functions of his or her job to the Superintendent upon request.

18. Criminal Records Check. Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

19. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the Director of Transportation:
BRENT DUNN
141 North Commercial Street
Winchester, Illinois 62694

20. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

21. Contract Extension. At the end of any year of this Contract, the Board and DIRECTOR OF TRANSPORTATION may mutually agree to extend the employment of DIRECTOR OF TRANSPORTATION for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify DIRECTOR OF TRANSPORTATION in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

22. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

23. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

24. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

25. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

26. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.5.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

BRENT DUNN, Director of Transportation

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

EMILY ENGLISH – ELEMENTARY PRINCIPAL CONTRACT
AT MURRAYVILLE-WOODSON ELEMENTARY SCHOOL
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and EMILY ENGLISH (hereinafter "ELEMENTARY PRINCIPAL"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. Employment. EMILY ENGLISH is hereby hired and retained from July 1, 2020 to June 30, 2021, as ELEMENTARY PRINCIPAL in and for the District.

2. Duties. The duties and responsibilities of ELEMENTARY PRINCIPAL shall be all those duties incident to the office of the ELEMENTARY PRINCIPAL as set forth in the job description, a copy of which is attached as Exhibit A; those obligations imposed by the law of the State of Illinois upon a ELEMENTARY PRINCIPAL; and to perform such other duties normally performed by an ELEMENTARY PRINCIPAL as from time to time may be assigned to the ELEMENTARY PRINCIPAL by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 210 day work year.

3. Salary. For the 2020-2021 contract year the amount of ELEMENTARY PRINCIPAL's salary shall be $86,101.67 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. ELEMENTARY PRINCIPAL hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of ELEMENTARY PRINCIPAL for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with ELEMENTARY PRINCIPAL, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. Pension. From and out of the salary of the ELEMENTARY PRINCIPAL, the Board shall withhold and pay such amount as may be required by law, on behalf of the ELEMENTARY PRINCIPAL to the Teacher Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. T.H.I.S. In addition to the salary and pension payments of ELEMENTARY PRINCIPAL, as set forth hereinabove in paragraphs 3 and 4, the Board shall pay any such amount

as may be required by law on behalf of ELEMENTARY PRINCIPAL to the Teacher Health Insurance Security Fund.

6. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with ELEMENTARY PRINCIPAL progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider ELEMENTARY PRINCIPAL's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to ELEMENTARY PRINCIPAL in writing no later than March 1st, pursuant to the district's evaluation plan for administrators.

7. **License.** ELEMENTARY PRINCIPAL shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as ELEMENTARY PRINCIPAL in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

8. **Other Work.** ELEMENTARY PRINCIPAL may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as ELEMENTARY PRINCIPAL. ELEMENTARY PRINCIPAL shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

9. **Discharge for Cause.** Throughout the term of this Contract, ELEMENTARY PRINCIPAL shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that ELEMENTARY PRINCIPAL shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If ELEMENTARY PRINCIPAL chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by ELEMENTARY PRINCIPAL. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

10. **Termination by Agreement.** During the term of this Contract, the Board and ELEMENTARY PRINCIPAL may mutually agree, in writing, to terminate this Contract.

11. **Referrals.** The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to ELEMENTARY PRINCIPAL for study and recommendation.

12. **Professional Activities.** ELEMENTARY PRINCIPAL shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $1,500 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ ELEMENTARY PRINCIPAL beyond the single year term of this agreement.

13. **Membership Dues.** The Board shall pay the cost of ELEMENTARY PRINCIPAL annual membership dues for one professional organization on behalf of the ELEMENTARY PRINCIPAL. ELEMENTARY PRINCIPAL shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

14. **Medical and Disability Insurance.** ELEMENTARY PRINCIPAL shall have the same benefit for Medical Insurance as that provided to other full-time professionally licensed staff members in the District. Board shall also provide for ELEMENTARY PRINCIPAL a disability insurance policy subject to terms and conditions set by Board and insurer policy.

15. **Life Insurance.** The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the ELEMENTARY PRINCIPAL during the term of this Contract. ELEMENTARY PRINCIPAL shall designate the beneficiary of the policy.

16. **Sick Leave.** ELEMENTARY PRINCIPAL shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

17. **Personal Leave.** ELEMENTARY PRINCIPAL shall be entitled to the same personal leave as other professionally licensed staff of the District as set forth in the collective bargaining agreement between the District and its professionally licensed staff.

18. **Other Benefits.** Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

19. **Disability.** Should ELEMENTARY PRINCIPAL be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond ELEMENTARY PRINCIPAL's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of ELEMENTARY PRINCIPAL's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. ELEMENTARY PRINCIPAL shall provide medical evidence of his ability to perform the essential functions of his job to the Superintendent upon request.

20. **Criminal Records Check.** Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent

investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

21. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the ELEMENTARY PRINCIPAL:
Emily English
2093 Southbrooke Road
Jacksonville, Illinois 62650

22. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

23. Contract Extension. At the end of any year of this Contract, the Board and ELEMENTARY PRINCIPAL may mutually agree to extend the employment of ELEMENTARY PRINCIPAL for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify ELEMENTARY PRINCIPAL in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

24. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

25. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

26. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

27. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

28. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

Emily English, Elementary Principal

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

Jacksonville School District #117
211 W. State St
Jacksonville, Illinois 62650
Office: (217) 243-9411
Fax: (217) 243-6844

Steve Ptacek
Superintendent of Schools

RICH HISTORY, BRIGHT FUTURE

Exhibit A

Jacksonville School District 117

Job Description

Position Title: Elementary Principal

Reports to: Superintendent

Location: District #117 Elementary School

Function: The Principal is the administrator and educational leader of the school and bears a responsibility for all matters that concern the school. The Principal is responsible for administering and supervising the operation and the work of the school in all of its phases. The Principal is responsible for activities and problems that relate to the teachers, students, and educational programs, supplies, and equipment, which affect the school in his/her sphere of activity. The Principal is concerned with the improvement of instruction through proper leadership in the areas of administration and supervision. A majority of the time spent by a principal shall be spent on curriculum and staff development through both formal and informal activities, establishing clear lines of communication regarding school goals, accomplishments, practices and policies with parents and teachers.

Salary & Benefits: Regionally competitive salary and benefits commensurate with experience. Actual salary and benefits will be negotiated with finalists. Benefits include health, life, and vision insurance; paid sick time (i.e., 13 days) and personal time (i.e., 3 days).

Terms of Employment: Days per year: 210 days

Type of Employment: Full-time, permanent

Required Qualifications: The individual employed for this position must possess and maintain the following qualifications:

Education, Experience & Certification Requirements

- Master's Degree from an accredited college or university, preferably in School Administration or other related educational discipline.
- Professional Educator License with a General Administrative Endorsement.
- Extensive successful teaching experience, preferably in more than one subject area and grade level.
- Successful experience as an Administrator in the Elementary School level preferred.
- State certified evaluator of teachers.
- Proven record of dynamic educational leadership, including excellent interpersonal and communication skills with students, staff, and parents.
- Demonstrated ability to work with people in a way that facilitates positive growth in both students and staff.
- Demonstrated professionalism.

Knowledge & Skills

- Knowledge of applicable federal and state education laws and regulations regarding education.
- Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning styles.
- Solid understanding of elementary curriculum and the Common Core Standards.
- Ability to motivate, develop, and support a high performing, high quality team and hold all accountable for improved student achievement.
- Ability to use computer network system and software applications as needed.
- Ability to develop and implement projects.
- Possess strong technology skills (i.e., productivity software, data management software, hardware, etc.).
- Experience in giving professional presentations or conducting training.
- Knowledge of best practices in administration, program evaluation, and staff supervision.
- Knowledge of data information systems, data analysis, and the formulation of action plans.
- Excellent verbal and written communication skills.
- Ability to read and analyze complex information.
- Ability to organize multiple tasks within conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance, and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Duties & Essential Job Functions:

The job responsibilities for this position of Elementary Principal for Jacksonville School District #117 are listed below.

- Supervises development and improvement of the instructional programs.
- Organizes and develops a school climate that promotes adequate discipline of students, rapport with teachers, and understanding of parents to the end of an excellent learning environment.
- Cooperates with all appropriate administrative personnel, teaching staff, parents, students, and others in assuring the best education for all students.
- Accepts responsibility for providing the means for teachers to be successful through in-service training, counseling, and appropriate examples.
- Cooperates in the process of evaluating substitute teachers.
- Screens candidates and makes employment recommendations to the Director of Human Resources.
- Oversees a positive public relations program with parents and community in general.
- Plans and organizes the use of school facilities in the best interests of the students and the community.
- Organizes the building so that a smooth operation in terms of programs, staff functioning, and student involvement is enhanced.
- Organizes and administers the school within the approved policies of the Board of Education.
- Maintains the safety of people involved with the school system and safeguards the buildings, furnishings, books, and apparatus contained therein from damage and insure proper care and cleanliness.
- Accepts responsibility for accounting procedures in the areas of budget, all funds, monitor grants, and teacher attendance.
- Oversees the supervision of attendance records and periodically reviews those records to insure that school staff members are following state requirements and reporting that data.

- Complies with all state requirements regarding educational leadership and school improvement planning.
- Keeps the Superintendent informed of all matters in the building that may have ramifications for the Board of Education or the district.
- Becomes knowledgeable of the provisions of all collective bargaining agreements and employee handbooks to properly administer those provisions for which the principal is responsible.
- Directs and insures supervision of all extra-curricular activities.
- Evaluates the performance of all staff.
- Completes all reports and special duties assigned by the Superintendent.
- Perform other duties as assigned.

Supervision.

Under broad supervision, this position supervises full and part-time building staff; including but not limited to, teachers, psychologists, social workers, counselors, nurses, paraprofessionals, lunchroom employees, and custodians.

DON "IAN" ENGLISH– ASSISTANT PRINCIPAL CONTRACT
AT JACKSONVILLE HIGH SCHOOL
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and DON "IAN" ENGLISH (hereinafter "ASSISTANT PRINCIPAL"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** DON "IAN" ENGLISH is hereby hired and retained from July 1, 2020 to June 30, 2021, as ASSISTANT PRINCIPAL in and for the District.

2. **Duties.** The duties and responsibilities of ASSISTANT PRINCIPAL shall be all those duties incident to the office of the ASSISTANT PRINCIPAL. ASSISTANT PRINCIPAL shall work with the Board to establish an appropriate job description, a copy of which shall be attached as Exhibit A and incorporated into this agreement upon its adoption by the Board; those obligations imposed by the law of the State of Illinois upon an ASSISTANT PRINCIPAL; and to perform such other duties normally performed by an ASSISTANT PRINCIPAL as from time to time may be assigned to the ASSISTANT PRINCIPAL by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 210 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of ASSISTANT PRINCIPAL's salary shall be $69,700 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. ASSISTANT PRINCIPAL hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of ASSISTANT PRINCIPAL for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with ASSISTANT PRINCIPAL, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the ASSISTANT PRINCIPAL, the Board shall withhold and pay such amount as may be required by law, on behalf of the ASSISTANT PRINCIPAL to the Teacher Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. **T.H.I.S.** In addition to the salary and pension payments of ASSISTANT PRINCIPAL, as set forth hereinabove in paragraphs 3 and 4, the Board shall pay any such amount as may be required by law on behalf of ASSISTANT PRINCIPAL to the Teacher Health Insurance Security Fund.

6. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with ASSISTANT PRINCIPAL progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider ASSISTANT PRINCIPAL 's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to ASSISTANT PRINCIPAL in writing no later than March 1st, pursuant to the district's evaluation plan for administrators.

7. **License.** ASSISTANT PRINCIPAL shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as ASSISTANT PRINCIPAL in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

8. **Other Work.** ASSISTANT PRINCIPAL may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as ASSISTANT PRINCIPAL. ASSISTANT PRINCIPAL shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

9. **Discharge for Cause.** Throughout the term of this Contract, ASSISTANT PRINCIPAL shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that ASSISTANT PRINCIPAL shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If ASSISTANT PRINCIPAL chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by ASSISTANT PRINCIPAL. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

10. **Termination by Agreement.** During the term of this Contract, the Board and ASSISTANT PRINCIPAL may mutually agree, in writing, to terminate this Contract.

11. **Referrals.** The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to ASSISTANT PRINCIPAL for study and recommendation.

12. **Professional Activities.** ASSISTANT PRINCIPAL shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $1,500 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ ASSISTANT PRINCIPAL beyond the single year term of this agreement.

13. **Membership Dues.** The Board shall pay the cost of ASSISTANT PRINCIPAL annual membership dues for one professional organization on behalf of the ASSISTANT PRINCIPAL. ASSISTANT PRINCIPAL shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

14. **Medical and Disability Insurance.** ASSISTANT PRINCIPAL shall have the same benefit for Medical Insurance as that provided to other full-time professionally licensed staff members in the District. Board shall also provide for ASSISTANT PRINCIPAL a disability insurance policy subject to terms and conditions set by Board and insurer policy.

15. **Life Insurance.** The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the ASSISTANT PRINCIPAL during the term of this Contract. ASSISTANT PRINCIPAL shall designate the beneficiary of the policy.

16. **Sick Leave.** ASSISTANT PRINCIPAL shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

17. **Personal Leave.** ASSISTANT PRINCIPAL shall be entitled to the same personal leave as other professionally licensed staff of the District as set forth in the collective bargaining agreement between the District and its professionally licensed staff.

18. **Other Benefits.** Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

19. **Disability.** Should ASSISTANT PRINCIPAL be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond ASSISTANT PRINCIPAL's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of ASSISTANT PRINCIPAL's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. ASSISTANT PRINCIPAL shall provide medical evidence of his ability to perform the essential functions of his job to the Superintendent upon request.

20. **Criminal Records Check.** Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent

investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

21. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the ASSISTANT PRINCIPAL:
Don "Ian" English
4 Shiloh Court
Jacksonville, Illinois 62650

22. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

23. Contract Extension. At the end of any year of this Contract, the Board and ASSISTANT PRINCIPAL may mutually agree to extend the employment of ASSISTANT PRINCIPAL for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify ASSISTANT PRINCIPAL in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

24. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

25. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

26. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

27. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

28. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

Don "Ian" English,
ASSISTANT PRINCIPAL

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

SARAH ENGLISH – PRE-KINDERGARTEN PRINCIPAL CONTRACT
AT EARLY YEARS/PRE-KINDERGARTEN CENTER
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and SARAH ENGLISH (hereinafter "PRE-K PRINCIPAL"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** SARAH ENGLISH is hereby hired and retained from July 1, 2020 to June 30, 2021, as PRE-K PRINCIPAL in and for the District.

2. **Duties.** The duties and responsibilities of PRE-K PRINCIPAL shall be all those duties incident to the office of the PRE-K PRINCIPAL as set forth in the job description, a copy of which is attached as Exhibit A; those obligations imposed by the law of the State of Illinois upon a PRE-K PRINCIPAL; and to perform such other duties normally performed by an PRE-K PRINCIPAL as from time to time may be assigned to the PRE-K PRINCIPAL by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 210 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of PRE-K PRINCIPAL's salary shall be $74,394.35 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. PRE-K PRINCIPAL hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of PRE-K PRINCIPAL for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with PRE-K PRINCIPAL, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the PRE-K PRINCIPAL, the Board shall withhold and pay such amount as may be required by law, on behalf of the PRE-K PRINCIPAL to the Teacher Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. **T.H.I.S.** In addition to the salary and pension payments of PRE-K PRINCIPAL, as set forth hereinabove in paragraphs 3 and 4, the Board shall pay any such amount as may be required by law on behalf of PRE-K PRINCIPAL to the Teacher Health Insurance Security Fund.

6. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with PRE-K PRINCIPAL progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider PRE-K PRINCIPAL's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to PRE-K PRINCIPAL in writing no later than March 1st, pursuant to the district's evaluation plan for administrators.

7. **License.** PRE-K PRINCIPAL shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as PRE-K PRINCIPAL in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

8. **Other Work.** PRE-K PRINCIPAL may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as PRE-K PRINCIPAL. PRE-K PRINCIPAL shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

9. **Discharge for Cause.** Throughout the term of this Contract, PRE-K PRINCIPAL shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that PRE-K PRINCIPAL shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If PRE-K PRINCIPAL chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by PRE-K PRINCIPAL. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

10. **Termination by Agreement.** During the term of this Contract, the Board and PRE-K PRINCIPAL may mutually agree, in writing, to terminate this Contract.

11. **Referrals.** The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to PRE-K PRINCIPAL for study and recommendation.

12. **Professional Activities.** PRE-K PRINCIPAL shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $1,500 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ PRE-K PRINCIPAL beyond the single year term of this agreement.

13. **Membership Dues.** The Board shall pay the cost of PRE-K PRINCIPAL annual membership dues for one professional organization on behalf of the PRE-K PRINCIPAL. PRE-K PRINCIPAL shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

14. Medical and Disability Insurance. PRE-K PRINCIPAL shall have the same benefit for Medical Insurance as that provided to other full-time professionally licensed staff members in the District. Board shall also provide for PRE-K PRINCIPAL a disability insurance policy subject to terms and conditions set by Board and insurer policy.

15. Life Insurance. The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the PRE-K PRINCIPAL during the term of this Contract. PRE-K PRINCIPAL shall designate the beneficiary of the policy.

16. Sick Leave. PRE-K PRINCIPAL shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

17. Personal Leave. PRE-K PRINCIPAL shall be entitled to the same personal leave as other professionally licensed staff of the District as set forth in the collective bargaining agreement between the District and its professionally licensed staff.

18. Other Benefits. Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

19. Disability. Should PRE-K PRINCIPAL be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond PRE-K PRINCIPAL's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of PRE-K PRINCIPAL's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. PRE-K PRINCIPAL shall provide medical evidence of his ability to perform the essential functions of his job to the Superintendent upon request.

20. Criminal Records Check. Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

21. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the PRE-K PRINCIPAL:
Sarah English
12 Lindell Drive
Jacksonville, Illinois 62650

22. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

23. Contract Extension. At the end of any year of this Contract, the Board and PRE-K PRINCIPAL may mutually agree to extend the employment of PRE-K PRINCIPAL for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify PRE-K PRINCIPAL in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

24. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

25. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

26. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

27. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

28. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

Sarah English, PRE-K PRINCIPAL

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

Jacksonville School District #117
211 W. State St
Jacksonville, Illinois 62650
Office: (217) 243-9411
Fax: (217) 243-6844

Steve Ptacek
Superintendent of Schools

RICH HISTORY, BRIGHT FUTURE

Exhibit A

Jacksonville School District 117

Job Description

Position Title: Pre-K Principal

Reports to: Superintendent

Location: District #117 Pre-K Center

Function: The Principal is the administrator and educational leader of the school and bears a responsibility for all matters that concern the school. The Principal is responsible for administering and supervising the operation and the work of the school in all of its phases. The Principal is responsible for activities and problems that relate to the teachers, students, and educational programs, supplies, and equipment, which affect the school in his/her sphere of activity. The Principal is concerned with the improvement of instruction through proper leadership in the areas of administration and supervision. A majority of the time spent by a principal shall be spent on curriculum and staff development through both formal and informal activities, establishing clear lines of communication regarding school goals, accomplishments, practices and policies with parents and teachers.

Salary & Benefits: Regionally competitive salary and benefits commensurate with experience. Actual salary and benefits will be negotiated with finalists. Benefits include health, life, and vision insurance; paid sick time (i.e., 13 days) and personal time (i.e., 3 days)

Terms of Employment: Days per year: 210 days

Type of Employment: Full-time, permanent

Required Qualifications: The individual employed for this position must possess and maintain the following qualifications:

Education, Experience & Certification Requirements

- Master's Degree from an accredited college or university, preferably in School Administration or other related educational discipline.
- Professional Educator License with a General Administrative Endorsement.
- Extensive successful teaching experience, preferably in more than one subject area and grade level.
- Successful experience as an Administrator in the Pre-K or Elementary School level preferred.
- State certified evaluator of teachers.
- Proven record of dynamic educational leadership, including excellent interpersonal and communication skills with students, staff, and parents.
- Demonstrated ability to work with people in a way that facilitates positive growth in both students and staff.

- Demonstrated professionalism.

Knowledge & Skills

- Knowledge of applicable federal and state education laws and regulations regarding education.
- Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning styles.
- Solid understanding of pre-kindergarten curriculum and the Common Core Standards.
- Ability to motivate, develop, and support a high performing, high quality team and hold all accountable for improved student achievement.
- Ability to use computer network system and software applications as needed.
- Ability to develop and implement projects.
- Possess strong technology skills (i.e., productivity software, data management software, hardware, etc.).
- Experience in giving professional presentations or conducting training.
- Knowledge of best practices in administration, program evaluation, and staff supervision.
- Knowledge of data information systems, data analysis, and the formulation of action plans.
- Excellent verbal and written communication skills.
- Ability to read and analyze complex information.
- Ability to organize multiple tasks within conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance, and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Duties & Essential Job Functions:

The job responsibilities for this position of Pre-K Principal for Jacksonville School District #117 are listed below.

- Supervises development and improvement of the instructional programs.
- Organizes and develops a school climate that promotes adequate discipline of students, rapport with teachers, and understanding of parents to the end of an excellent learning environment.
- Cooperates with all appropriate administrative personnel, teaching staff, parents, students, and others in assuring the best education for all students.
- Accepts responsibility for providing the means for teachers to be successful through in-service training, counseling, and appropriate examples.
- Cooperates in the process of evaluating substitute teachers.
- Screens candidates and makes employment recommendations to the Director of Human Resources.
- Oversees a positive public relations program with parents and community in general.
- Plans and organizes the use of school facilities in the best interests of the students and the community.
- Organizes the building so that a smooth operation in terms of programs, staff functioning, and student involvement is enhanced.
- Organizes and administers the school within the approved policies of the Board of Education.
- Maintains the safety of people involved with the school system and safeguards the buildings, furnishings, books, and apparatus contained therein from damage and insure proper care and cleanliness.
- Accepts responsibility for accounting procedures in the areas of budget, all funds, monitor grants, and teacher attendance.
- Oversees the supervision of attendance records and periodically reviews those records to

insure that school staff members are following state requirements and reporting that data.

- Complies with all state requirements regarding educational leadership and school improvement planning.
- Keeps the Superintendent informed of all matters in the building that may have ramifications for the Board of Education or the district.
- Becomes knowledgeable of the provisions of all collective bargaining agreements and employee handbooks to properly administer those provisions for which the principal is responsible.
- Directs and insures supervision of all extra-curricular activities.
- Evaluates the performance of all staff.
- Completes all reports and special duties assigned by the Superintendent.
- Perform other duties as assigned.

Supervision:

Under broad supervision, this position supervises full and part-time building staff; including but not limited to, teachers, psychologists, social workers, counselors, nurses, paraprofessionals, lunchroom employees, and custodians.

JAMIE HADJAN – CHIEF FINANCIAL OFFICER
CONTRACT
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and JAMIE HADJAN (hereinafter "CHIEF FINANCIAL OFFICER"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** JAMIE HADJAN is hereby hired and retained from July 1, 2020 to June 30, 2021, as CHIEF FINANCIAL OFFICER in and for the District.

2. **Duties.** The duties and responsibilities of CHIEF FINANCIAL OFFICER shall be all those duties incident to the office of the CHIEF FINANCIAL OFFICER. CHIEF FINANCIAL OFFICER shall work with the Board to establish an appropriate job description, a copy of which shall be attached as Exhibit A and incorporated into this agreement upon its adoption by the Board; those obligations imposed by the law of the State of Illinois upon a CHIEF FINANCIAL OFFICER; and to perform such other duties normally performed by an CHIEF FINANCIAL OFFICER as from time to time may be assigned to the CHIEF FINANCIAL OFFICER by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 236 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of CHIEF FINANCIAL OFFICER's salary shall be $100,343.85 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. CHIEF FINANCIAL OFFICER hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of CHIEF FINANCIAL OFFICER for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with CHIEF FINANCIAL OFFICER, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the CHIEF FINANCIAL OFFICER, the Board shall withhold and pay such amount as may be required by law, on behalf of the CHIEF FINANCIAL OFFICER to the Illinois Municipal Retirement Fund. The purpose of such direct

employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with CHIEF FINANCIAL OFFICER progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider CHIEF FINANCIAL OFFICER's annual salary for the next subsequent year (if any). Written confirmation of summative evaluation will be provided to CHIEF FINANCIAL OFFICER in writing no later than March 1st, pursuant to the district's evaluation plan for non-licensed administrators.

6. **Qualifications.** CHIEF FINANCIAL OFFICER shall furnish to the Board, during the term of this Contract, valid and appropriate licensure, qualification, or certification as may be necessary to act as CHIEF FINANCIAL OFFICER in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

7. **Other Work.** CHIEF FINANCIAL OFFICER may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as CHIEF FINANCIAL OFFICER. CHIEF FINANCIAL OFFICER shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

8. **Discharge for Cause.** Throughout the term of this Contract, CHIEF FINANCIAL OFFICER shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that CHIEF FINANCIAL OFFICER shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If CHIEF FINANCIAL OFFICER chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by CHIEF FINANCIAL OFFICER. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

9. **Termination by Agreement.** During the term of this Contract, the Board and CHIEF FINANCIAL OFFICER may mutually agree, in writing, to terminate this Contract.

10. **Professional Activities.** CHIEF FINANCIAL OFFICER shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $2,000 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ CHIEF FINANCIAL OFFICER beyond the single year term of this agreement.

11. **Membership Dues.** The Board shall pay the cost of CHIEF FINANCIAL OFFICER annual membership dues for one professional organization on behalf of the CHIEF

FINANCIAL OFFICER. CHIEF FINANCIAL OFFICER shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

12. Medical and Disability Insurance. CHIEF FINANCIAL OFFICER shall have the same benefit for Medical Insurance as that provided to full-time professionally licensed staff members in the District. Board shall also provide for CHIEF FINANCIAL OFFICER a disability insurance policy subject to terms and conditions set by Board and insurer policy.

13. Life Insurance. The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the CHIEF FINANCIAL OFFICER during the term of this Contract. CHIEF FINANCIAL OFFICER shall designate the beneficiary of the policy.

14. Vacation. CHIEF FINANCIAL OFFICER shall be entitled to twenty (20) working days of vacation annually, in each year of this Contract, exclusive of legal and school holidays, as well as Winter and Spring Break. These days shall be issued on July 1st each year and must be taken within eighteen (18) months, shall not accumulate, so that such days are waived and lost if not taken within the eighteen (18) months in which they are earned. Vacation in excess of five (5) school days shall be taken subject to approval of the Superintendent.

15. Sick Leave. CHIEF FINANCIAL OFFICER shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

16. Personal Leave. CHIEF FINANCIAL OFFICER shall be entitled to three (3) personal leave days annually. Unused personal leave shall accumulate as sick leave at the end of each year, the same as for other staff of the District.

17. Other Benefits. Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

18. Disability. Should CHIEF FINANCIAL OFFICER be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond CHIEF FINANCIAL OFFICER's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of CHIEF FINANCIAL OFFICER's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights, and obligations of the parties shall terminate. CHIEF FINANCIAL OFFICER shall provide medical evidence of his or her ability to perform the essential functions of his or her job to the Superintendent upon request.

19. Criminal Records Check. Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

20. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the CHIEF FINANCIAL OFFICER:
Jamie Hadjan
142 Woods Mill Drive
Staunton, Illinois 62088

21. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

22. Contract Extension. At the end of any year of this Contract, the Board and CHIEF FINANCIAL OFFICER may mutually agree to extend the employment of CHIEF FINANCIAL OFFICER for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify CHIEF FINANCIAL OFFICER in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

23. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

24. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

25. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

26. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

27. **Relevant Law.** This Contract is authorized under the provisions of 105 ILCS 5/10-23.5.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

Jamie Hadjan, Chief Financial Officer

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

JOYCE HILER – DIRECTOR OF FOOD SERVICE
CONTRACT
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and JOYCE HILER (hereinafter "DIRECTOR OF FOOD SERVICE"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** JOYCE HILER is hereby hired and retained from July 1, 2020, to June 30, 2021, as DIRECTOR OF FOOD SERVICE in and for the District.

2. **Duties.** The duties and responsibilities of DIRECTOR OF FOOD SERVICE shall be all those duties incident to the office of the DIRECTOR OF FOOD SERVICE. DIRECTOR OF FOOD SERVICE shall work with the Board to establish an appropriate job description, a copy of which shall be attached as Exhibit A and incorporated into this agreement upon its adoption by the Board; those obligations imposed by the law of the State of Illinois upon a DIRECTOR OF FOOD SERVICE; and to perform such other duties normally performed by an DIRECTOR OF FOOD SERVICE as from time to time may be assigned to the DIRECTOR OF FOOD SERVICE by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 210 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of DIRECTOR OF FOOD SERVICE's salary shall be $71,121.78 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. DIRECTOR OF FOOD SERVICE hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of DIRECTOR OF FOOD SERVICE for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with DIRECTOR OF FOOD SERVICE, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the DIRECTOR OF FOOD SERVICE, the Board shall withhold and pay such amount as may be required by law, on behalf of the DIRECTOR OF FOOD SERVICE to the Illinois Municipal Retirement Fund. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with DIRECTOR OF FOOD SERVICE progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider DIRECTOR OF FOOD SERVICE's annual salary for the next subsequent year (if any). Written confirmation of summative evaluation will be provided to DIRECTOR OF FOOD SERVICE in writing no later than March 1st, pursuant to the district's evaluation plan for non-licensed administrators.

6. **Qualifications.** DIRECTOR OF FOOD SERVICE shall furnish to the Board, during the term of this Contract, valid and appropriate licensure, qualification, or certification as may be necessary to act as DIRECTOR OF FOOD SERVICE in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

7. **Discharge for Cause.** Throughout the term of this Contract, DIRECTOR OF FOOD SERVICE shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that DIRECTOR OF FOOD SERVICE shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If DIRECTOR OF FOOD SERVICE chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by DIRECTOR OF FOOD SERVICE. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

8. **Termination by Agreement.** During the term of this Contract, the Board and DIRECTOR OF FOOD SERVICE may mutually agree, in writing, to terminate this Contract.

9. **Professional Activities.** DIRECTOR OF FOOD SERVICE shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $500 annually, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ DIRECTOR OF FOOD SERVICE beyond the single year term of this agreement.

10. **Membership Dues.** The Board shall pay the cost of DIRECTOR OF FOOD SERVICE annual membership dues for one professional organization on behalf of the DIRECTOR OF FOOD SERVICE. DIRECTOR OF FOOD SERVICE shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

11. **Medical and Disability Insurance.** DIRECTOR OF FOOD SERVICE shall have the same benefit for Medical Insurance as that provided to full-time professionally licensed staff members in the District. Board shall also provide for DIRECTOR OF FOOD SERVICE a disability insurance policy subject to terms and conditions set by Board and insurer policy.

12. **Life Insurance.** The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the DIRECTOR OF FOOD SERVICE

during the term of this Contract. DIRECTOR OF FOOD SERVICE shall designate the beneficiary of the policy.

13. Sick Leave. DIRECTOR OF FOOD SERVICE shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

14. Personal Leave. DIRECTOR OF FOOD SERVICE shall be entitled to three (3) personal leave days annually. Unused personal leave shall accumulate as sick leave at the end of each year, the same as for other staff of the District.

15. Other Benefits. Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

16. Disability. Should DIRECTOR OF FOOD SERVICE be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond DIRECTOR OF FOOD SERVICE's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of DIRECTOR OF FOOD SERVICE's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights, and obligations of the parties shall terminate. DIRECTOR OF FOOD SERVICE shall provide medical evidence of his or her ability to perform the essential functions of his or her job to the Superintendent upon request.

17. Criminal Records Check. Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

18. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the DIRECTOR OF FOOD SERVICE:
Joyce Hiler
125 Como Lane
Springfield, Illinois 62703-5154

19. **Headings.** Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

20. **Contract Extension.** At the end of any year of this Contract, the Board and DIRECTOR OF FOOD SERVICE may mutually agree to extend the employment of DIRECTOR OF FOOD SERVICE for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify DIRECTOR OF FOOD SERVICE in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

21. **Copies of Contract.** This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

22. **Severability.** It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

23. **Jurisdiction**. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

24. **Complete Understanding.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

25. **Relevant Law.** This Contract is authorized under the provisions of 105 ILCS 5/10-23.5.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

Joyce Hiler, Director of Food Service

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

AMANDA HOLLEY– ASSISTANT PRINCIPAL CONTRACT
AT JACKSONVILLE MIDDLE SCHOOL
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and AMANDA HOLLEY (hereinafter "ASSISTANT PRINCIPAL"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** AMANDA HOLLEY is hereby hired and retained from July 1, 2020 to June 30, 2021, as ASSISTANT PRINCIPAL in and for the District.

2. **Duties.** The duties and responsibilities of ASSISTANT PRINCIPAL shall be all those duties incident to the office of the ASSISTANT PRINCIPAL. ASSISTANT PRINCIPAL shall work with the Board to establish an appropriate job description, a copy of which shall be attached as Exhibit A and incorporated into this agreement upon its adoption by the Board; those obligations imposed by the law of the State of Illinois upon an ASSISTANT PRINCIPAL; and to perform such other duties normally performed by an ASSISTANT PRINCIPAL as from time to time may be assigned to the ASSISTANT PRINCIPAL by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 210 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of ASSISTANT PRINCIPAL's salary shall be $68,000 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. ASSISTANT PRINCIPAL hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of ASSISTANT PRINCIPAL for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with ASSISTANT PRINCIPAL, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the ASSISTANT PRINCIPAL, the Board shall withhold and pay such amount as may be required by law, on behalf of the ASSISTANT PRINCIPAL to the Teacher Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. T.H.I.S. In addition to the salary and pension payments of ASSISTANT PRINCIPAL, as set forth hereinabove in paragraphs 3 and 4, the Board shall pay any such amount as may be required by law on behalf of ASSISTANT PRINCIPAL to the Teacher Health Insurance Security Fund.

6. Evaluation. Annually, but no later than February 15th of each year, the Superintendent or designee shall review with ASSISTANT PRINCIPAL progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider ASSISTANT PRINCIPAL 's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to ASSISTANT PRINCIPAL in writing no later than March 1st, pursuant to the district's evaluation plan for administrators.

7. License. ASSISTANT PRINCIPAL shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as ASSISTANT PRINCIPAL in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

8. Other Work. ASSISTANT PRINCIPAL may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as ASSISTANT PRINCIPAL. ASSISTANT PRINCIPAL shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

9. Discharge for Cause. Throughout the term of this Contract, ASSISTANT PRINCIPAL shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that ASSISTANT PRINCIPAL shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If ASSISTANT PRINCIPAL chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by ASSISTANT PRINCIPAL. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

10. Termination by Agreement. During the term of this Contract, the Board and ASSISTANT PRINCIPAL may mutually agree, in writing, to terminate this Contract.

11. Referrals. The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to ASSISTANT PRINCIPAL for study and recommendation.

12. Professional Activities. ASSISTANT PRINCIPAL shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $1,500 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ ASSISTANT PRINCIPAL beyond the single year term of this agreement.

13. **Membership Dues.** The Board shall pay the cost of ASSISTANT PRINCIPAL annual membership dues for one professional organization on behalf of the ASSISTANT PRINCIPAL. ASSISTANT PRINCIPAL shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

14. **Medical and Disability Insurance.** ASSISTANT PRINCIPAL shall have the same benefit for Medical Insurance as that provided to other full-time professionally licensed staff members in the District. Board shall also provide for ASSISTANT PRINCIPAL a disability insurance policy subject to terms and conditions set by Board and insurer policy.

15. **Life Insurance.** The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the ASSISTANT PRINCIPAL during the term of this Contract. ASSISTANT PRINCIPAL shall designate the beneficiary of the policy.

16. **Sick Leave.** ASSISTANT PRINCIPAL shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

17. **Personal Leave.** ASSISTANT PRINCIPAL shall be entitled to the same personal leave as other professionally licensed staff of the District as set forth in the collective bargaining agreement between the District and its professionally licensed staff.

18. **Other Benefits.** Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

19. **Disability.** Should ASSISTANT PRINCIPAL be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond ASSISTANT PRINCIPAL's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of ASSISTANT PRINCIPAL's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. ASSISTANT PRINCIPAL shall provide medical evidence of his ability to perform the essential functions of his job to the Superintendent upon request.

20. **Criminal Records Check.** Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent

investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

21. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the ASSISTANT PRINCIPAL:
AMANDA HOLLEY
113 West Flagg Street, PO Box 105
Williamsville, Illinois 62693

22. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

23. Contract Extension. At the end of any year of this Contract, the Board and ASSISTANT PRINCIPAL may mutually agree to extend the employment of ASSISTANT PRINCIPAL for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify ASSISTANT PRINCIPAL in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

24. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

25. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

26. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

27. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

28. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

AMANDA HOLLEY,
ASSISTANT PRINCIPAL

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

CELESTE LASHMETT– ASSISTANT PRINCIPAL CONTRACT
AT JACKSONVILLE MIDDLE SCHOOL
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and CELESTE LASHMETT (hereinafter "ASSISTANT PRINCIPAL"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** CELESTE LASHMETT is hereby hired and retained from July 1, 2020 to June 30, 2021, as ASSISTANT PRINCIPAL in and for the District.

2. **Duties.** The duties and responsibilities of ASSISTANT PRINCIPAL shall be all those duties incident to the office of the ASSISTANT PRINCIPAL. ASSISTANT PRINCIPAL shall work with the Board to establish an appropriate job description, a copy of which shall be attached as Exhibit A and incorporated into this agreement upon its adoption by the Board; those obligations imposed by the law of the State of Illinois upon an ASSISTANT PRINCIPAL; and to perform such other duties normally performed by an ASSISTANT PRINCIPAL as from time to time may be assigned to the ASSISTANT PRINCIPAL by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 210 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of ASSISTANT PRINCIPAL's salary shall be $72,491.40 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. ASSISTANT PRINCIPAL hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of ASSISTANT PRINCIPAL for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with ASSISTANT PRINCIPAL, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the ASSISTANT PRINCIPAL, the Board shall withhold and pay such amount as may be required by law, on behalf of the ASSISTANT PRINCIPAL to the Teacher Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. **T.H.I.S.** In addition to the salary and pension payments of ASSISTANT PRINCIPAL, as set forth hereinabove in paragraphs 3 and 4, the Board shall pay any such amount as may be required by law on behalf of ASSISTANT PRINCIPAL to the Teacher Health Insurance Security Fund.

6. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with ASSISTANT PRINCIPAL progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider ASSISTANT PRINCIPAL 's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to ASSISTANT PRINCIPAL in writing no later than March 1st, pursuant to the district's evaluation plan for administrators.

7. **License.** ASSISTANT PRINCIPAL shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as ASSISTANT PRINCIPAL in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

8. **Other Work.** ASSISTANT PRINCIPAL may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as ASSISTANT PRINCIPAL. ASSISTANT PRINCIPAL shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

9. **Discharge for Cause.** Throughout the term of this Contract, ASSISTANT PRINCIPAL shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that ASSISTANT PRINCIPAL shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If ASSISTANT PRINCIPAL chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by ASSISTANT PRINCIPAL. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

10. **Termination by Agreement.** During the term of this Contract, the Board and ASSISTANT PRINCIPAL may mutually agree, in writing, to terminate this Contract.

11. **Referrals.** The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to ASSISTANT PRINCIPAL for study and recommendation.

12. **Professional Activities.** ASSISTANT PRINCIPAL shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $1,500 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ ASSISTANT PRINCIPAL beyond the single year term of this agreement.

13. **Membership Dues.** The Board shall pay the cost of ASSISTANT PRINCIPAL annual membership dues for one professional organization on behalf of the ASSISTANT PRINCIPAL. ASSISTANT PRINCIPAL shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

14. **Medical and Disability Insurance.** ASSISTANT PRINCIPAL shall have the same benefit for Medical Insurance as that provided to other full-time professionally licensed staff members in the District. Board shall also provide for ASSISTANT PRINCIPAL a disability insurance policy subject to terms and conditions set by Board and insurer policy.

15. **Life Insurance.** The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the ASSISTANT PRINCIPAL during the term of this Contract. ASSISTANT PRINCIPAL shall designate the beneficiary of the policy.

16. **Sick Leave.** ASSISTANT PRINCIPAL shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

17. **Personal Leave.** ASSISTANT PRINCIPAL shall be entitled to the same personal leave as other professionally licensed staff of the District as set forth in the collective bargaining agreement between the District and its professionally licensed staff.

18. **Other Benefits.** Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

19. **Disability.** Should ASSISTANT PRINCIPAL be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond ASSISTANT PRINCIPAL's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of ASSISTANT PRINCIPAL's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. ASSISTANT PRINCIPAL shall provide medical evidence of his ability to perform the essential functions of his job to the Superintendent upon request.

20. **Criminal Records Check.** Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent

investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

21. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the ASSISTANT PRINCIPAL:
CELESTE LASHMETT
136 East Jefferson Street
Winchester, Illinois 62694

22. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

23. Contract Extension. At the end of any year of this Contract, the Board and ASSISTANT PRINCIPAL may mutually agree to extend the employment of ASSISTANT PRINCIPAL for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify ASSISTANT PRINCIPAL in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

24. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

25. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

26. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

27. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

28. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

CELESTE LASHMETT,
ASSISTANT PRINCIPAL

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

MARY SUE LOVDAHL – ELEMENTARY PRINCIPAL CONTRACT
AT LINCOLN ELEMENTARY SCHOOL
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and MARY SUE LOVDAHL (hereinafter "ELEMENTARY PRINCIPAL"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** MARY SUE LOVDAHL is hereby hired and retained from July 1, 2020 to June 30, 2021, as ELEMENTARY PRINCIPAL in and for the District.

2. **Duties.** The duties and responsibilities of ELEMENTARY PRINCIPAL shall be all those duties incident to the office of the ELEMENTARY PRINCIPAL as set forth in the job description, a copy of which is attached as Exhibit A; those obligations imposed by the law of the State of Illinois upon a ELEMENTARY PRINCIPAL; and to perform such other duties normally performed by an ELEMENTARY PRINCIPAL as from time to time may be assigned to the ELEMENTARY PRINCIPAL by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 210 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of ELEMENTARY PRINCIPAL's salary shall be $89,732.91 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. ELEMENTARY PRINCIPAL hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of ELEMENTARY PRINCIPAL for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with ELEMENTARY PRINCIPAL, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the ELEMENTARY PRINCIPAL, the Board shall withhold and pay such amount as may be required by law, on behalf of the ELEMENTARY PRINCIPAL to the Teacher Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. **T.H.I.S.** In addition to the salary and pension payments of ELEMENTARY PRINCIPAL, as set forth hereinabove in paragraphs 3 and 4, the Board shall pay any such amount

as may be required by law on behalf of ELEMENTARY PRINCIPAL to the Teacher Health Insurance Security Fund.

6. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with ELEMENTARY PRINCIPAL progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider ELEMENTARY PRINCIPAL's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to ELEMENTARY PRINCIPAL in writing no later than March 1st, pursuant to the district's evaluation plan for administrators.

7. **License.** ELEMENTARY PRINCIPAL shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as ELEMENTARY PRINCIPAL in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

8. **Other Work.** ELEMENTARY PRINCIPAL may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as ELEMENTARY PRINCIPAL. ELEMENTARY PRINCIPAL shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

9. **Discharge for Cause.** Throughout the term of this Contract, ELEMENTARY PRINCIPAL shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that ELEMENTARY PRINCIPAL shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If ELEMENTARY PRINCIPAL chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by ELEMENTARY PRINCIPAL. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

10. **Termination by Agreement.** During the term of this Contract, the Board and ELEMENTARY PRINCIPAL may mutually agree, in writing, to terminate this Contract.

11. **Referrals.** The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to ELEMENTARY PRINCIPAL for study and recommendation.

12. **Professional Activities.** ELEMENTARY PRINCIPAL shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $1,500 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ ELEMENTARY PRINCIPAL beyond the single year term of this agreement.

13. **Membership Dues.** The Board shall pay the cost of ELEMENTARY PRINCIPAL annual membership dues for one professional organization on behalf of the ELEMENTARY PRINCIPAL. ELEMENTARY PRINCIPAL shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

14. **Medical and Disability Insurance.** ELEMENTARY PRINCIPAL shall have the same benefit for Medical Insurance as that provided to other full-time professionally licensed staff members in the District. Board shall also provide for ELEMENTARY PRINCIPAL a disability insurance policy subject to terms and conditions set by Board and insurer policy.

15. **Life Insurance.** The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the ELEMENTARY PRINCIPAL during the term of this Contract. ELEMENTARY PRINCIPAL shall designate the beneficiary of the policy.

16. **Sick Leave.** ELEMENTARY PRINCIPAL shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

17. **Personal Leave.** ELEMENTARY PRINCIPAL shall be entitled to the same personal leave as other professionally licensed staff of the District as set forth in the collective bargaining agreement between the District and its professionally licensed staff.

18. **Other Benefits.** Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

19. **Disability.** Should ELEMENTARY PRINCIPAL be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond ELEMENTARY PRINCIPAL's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of ELEMENTARY PRINCIPAL's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. ELEMENTARY PRINCIPAL shall provide medical evidence of his ability to perform the essential functions of his job to the Superintendent upon request.

20. **Criminal Records Check.** Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent

investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

21. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the ELEMENTARY PRINCIPAL:
Mary Sue Lovdahl
404 West Lincoln Avenue
Petersburg, Illinois 62675

22. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

23. Contract Extension. At the end of any year of this Contract, the Board and ELEMENTARY PRINCIPAL may mutually agree to extend the employment of ELEMENTARY PRINCIPAL for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify ELEMENTARY PRINCIPAL in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

24. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

25. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

26. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

27. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

28. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

Mary Sue Lovdahl, Elementary Principal

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

Jacksonville School District #117
211 W. State St
Jacksonville, Illinois 62650
Office: (217) 243-9411
Fax: (217) 243-6844

Steve Ptacek
Superintendent of Schools

RICH HISTORY, BRIGHT FUTURE

Exhibit A

Jacksonville School District 117

Job Description

Position Title: Elementary Principal

Reports to: Superintendent

Location: District #117 Elementary School

Function: The Principal is the administrator and educational leader of the school and bears a responsibility for all matters that concern the school. The Principal is responsible for administering and supervising the operation and the work of the school in all of its phases. The Principal is responsible for activities and problems that relate to the teachers, students, and educational programs, supplies, and equipment, which affect the school in his/her sphere of activity. The Principal is concerned with the improvement of instruction through proper leadership in the areas of administration and supervision. A majority of the time spent by a principal shall be spent on curriculum and staff development through both formal and informal activities, establishing clear lines of communication regarding school goals, accomplishments, practices and policies with parents and teachers.

Salary & Benefits: Regionally competitive salary and benefits commensurate with experience. Actual salary and benefits will be negotiated with finalists. Benefits include health, life, and vision insurance; paid sick time (i.e., 13 days) and personal time (i.e., 3 days).

Terms of Employment: Days per year: 210 days

Type of Employment: Full-time, permanent

Required Qualifications: The individual employed for this position must possess and maintain the following qualifications:

Education, Experience & Certification Requirements

- Master's Degree from an accredited college or university, preferably in School Administration or other related educational discipline.
- Professional Educator License with a General Administrative Endorsement.
- Extensive successful teaching experience, preferably in more than one subject area and grade level.
- Successful experience as an Administrator in the Elementary School level preferred.
- State certified evaluator of teachers.
- Proven record of dynamic educational leadership, including excellent interpersonal and communication skills with students, staff, and parents.
- Demonstrated ability to work with people in a way that facilitates positive growth in both students and staff.
- Demonstrated professionalism.

Knowledge & Skills

- Knowledge of applicable federal and state education laws and regulations regarding education.
- Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning styles.
- Solid understanding of elementary curriculum and the Common Core Standards.
- Ability to motivate, develop, and support a high performing, high quality team and hold all accountable for improved student achievement.
- Ability to use computer network system and software applications as needed.
- Ability to develop and implement projects.
- Possess strong technology skills (i.e., productivity software, data management software, hardware, etc.).
- Experience in giving professional presentations or conducting training.
- Knowledge of best practices in administration, program evaluation, and staff supervision.
- Knowledge of data information systems, data analysis, and the formulation of action plans.
- Excellent verbal and written communication skills.
- Ability to read and analyze complex information.
- Ability to organize multiple tasks within conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance, and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Duties & Essential Job Functions:

The job responsibilities for this position of Elementary Principal for Jacksonville School District #117 are listed below.

- Supervises development and improvement of the instructional programs.
- Organizes and develops a school climate that promotes adequate discipline of students, rapport with teachers, and understanding of parents to the end of an excellent learning environment.
- Cooperates with all appropriate administrative personnel, teaching staff, parents, students, and others in assuring the best education for all students.
- Accepts responsibility for providing the means for teachers to be successful through in-service training, counseling, and appropriate examples.
- Cooperates in the process of evaluating substitute teachers.
- Screens candidates and makes employment recommendations to the Director of Human Resources.
- Oversees a positive public relations program with parents and community in general.
- Plans and organizes the use of school facilities in the best interests of the students and the community.
- Organizes the building so that a smooth operation in terms of programs, staff functioning, and student involvement is enhanced.
- Organizes and administers the school within the approved policies of the Board of Education.
- Maintains the safety of people involved with the school system and safeguards the buildings, furnishings, books, and apparatus contained therein from damage and insure proper care and cleanliness.
- Accepts responsibility for accounting procedures in the areas of budget, all funds, monitor grants, and teacher attendance.
- Oversees the supervision of attendance records and periodically reviews those records to insure that school staff members are following state requirements and reporting that data.

- Complies with all state requirements regarding educational leadership and school improvement planning.
- Keeps the Superintendent informed of all matters in the building that may have ramifications for the Board of Education or the district.
- Becomes knowledgeable of the provisions of all collective bargaining agreements and employee handbooks to properly administer those provisions for which the principal is responsible.
- Directs and insures supervision of all extra-curricular activities.
- Evaluates the performance of all staff.
- Completes all reports and special duties assigned by the Superintendent.
- Perform other duties as assigned.

Supervision:

Under broad supervision, this position supervises full and part-time building staff; including but not limited to, teachers, psychologists, social workers, counselors, nurses, paraprofessionals, lunchroom employees, and custodians.

HOLLY O'NEIL – ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION CONTRACT
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and HOLLY O'NEIL (hereinafter "ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** HOLLY O'NEIL is hereby hired and retained from July 1, 2020 to June 30, 2021, as ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION in and for the District.

2. **Duties.** The duties and responsibilities of ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall be all those duties incident to the office of the ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION. ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall work with the Board to establish an appropriate job description, a copy of which shall be attached as Exhibit A and incorporated into this agreement upon its adoption by the Board; those obligations imposed by the law of the State of Illinois upon an ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION; and to perform such other duties normally performed by an ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION as from time to time may be assigned to the ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 236 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION's salary shall be $86,715 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION, the Board shall withhold and pay such amount as may be required by law, on behalf of the ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION to the Teacher Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. **T.H.I.S.** In addition to the salary and pension payments of ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION, as set forth hereinabove in paragraphs 3 and 4, the Board shall pay any such amount as may be required by law on behalf of ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION to the Teacher Health Insurance Security Fund.

6. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION 's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION in writing no later than March 1st, pursuant to the district's evaluation plan for administrators.

7. **License.** ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

8. **Other Work.** ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION. ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

9. **Discharge for Cause.** Throughout the term of this Contract, ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION. Failure to

comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

10. Termination by Agreement. During the term of this Contract, the Board and ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION may mutually agree, in writing, to terminate this Contract.

11. Referrals. The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION for study and recommendation.

12. Professional Activities. ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $1,500 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION beyond the single year term of this agreement.

13. Membership Dues. The Board shall pay the cost of ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION annual membership dues for one professional organization on behalf of the ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION. ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

14. Medical and Disability Insurance. ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall have the same benefit for Medical Insurance as that provided to other full-time professionally licensed staff members in the District. Board shall also provide for ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION a disability insurance policy subject to terms and conditions set by Board and insurer policy.

15. Life Insurance. The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION during the term of this Contract. ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall designate the beneficiary of the policy.

16. Vacation. ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall be entitled to twenty (20) working days of vacation annually, in each year of this Contract, exclusive of legal and school holidays, as well as Winter and Spring Break. These days shall be issued on July 1st each year and must be taken within eighteen (18) months, shall not accumulate, so that such days are waived and lost if not taken within the eighteen (18) months in

which they are earned. Vacation in excess of five (5) school days shall be taken subject to approval of the Superintendent.

17. Sick Leave. ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

18. Personal Leave. ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall be entitled to the same personal leave as other professionally licensed staff of the District as set forth in the collective bargaining agreement between the District and its professionally licensed staff.

19. Other Benefits. Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

20. Disability. Should ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall provide medical evidence of his ability to perform the essential functions of his job to the Superintendent upon request.

21. Criminal Records Check. Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

22. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the ASST DIR. OF STUDENT SERV.
Holly O'Neil
106 East Main
Arenzville, Illinois 62611

23. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

24. Contract Extension. At the end of any year of this Contract, the Board and ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION may mutually agree to extend the employment of ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

25. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

26. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

27. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

28. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

29. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

Holly O'Neil, ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL

EDUCATION

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

MICHAEL MCGILES– DIRECTOR OF OPERATIONS CONTRACT
2020-2022

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and MICHAEL MCGILES(hereinafter "DIRECTOR OF OPERATIONS"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** MICHAEL MCGILES is hereby hired and retained from July 1, 2020 to June 30, 2022, as DIRECTOR OF OPERATIONS in and for the District.

2. **Duties.** The duties and responsibilities of DIRECTOR OF OPERATIONS shall be all those duties incident to the office of the DIRECTOR OF OPERATIONS. DIRECTOR OF OPERATIONS shall work with the Board to establish an appropriate job description, a copy of which shall be attached as Exhibit A and incorporated into this agreement upon its adoption by the Board; those obligations imposed by the law of the State of Illinois upon a DIRECTOR OF OPERATIONS; and to perform such other duties normally performed by an DIRECTOR OF OPERATIONS as from time to time may be assigned to the DIRECTOR OF OPERATIONS by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 236 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of DIRECTOR OF OPERATIONS's salary shall be $123,740.27 per annum and for the 2021-2022 contract year salary shall be $128,071 per annum. DIRECTOR OF OPERATIONS hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of DIRECTOR OF OPERATIONS for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with DIRECTOR OF OPERATIONS, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the DIRECTOR OF OPERATIONS, the Board shall withhold and pay such amount as may be required by law, on behalf of the DIRECTOR OF OPERATIONS to the Teacher Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. **T.H.I.S.** In addition to the salary and pension payments of DIRECTOR OF OPERATIONS, as set forth hereinabove in paragraphs 3 and 4, the Board shall pay any such

amount as may be required by law on behalf of DIRECTOR OF OPERATIONS to the Teacher Health Insurance Security Fund.

6. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with DIRECTOR OF OPERATIONS progress toward established goals and working relationships among the Superintendent, the District leadership team, DIRECTOR OF OPERATIONSs, the faculty, the staff and the community, and shall consider DIRECTOR OF OPERATIONS 's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to DIRECTOR OF OPERATIONS in writing no later than March 1st, pursuant to the district's evaluation plan for administrators.

7. **Performance-Based Contract.** This contract is a performance-based contract linked to student performance and academic improvement of schools with the district. The DIRECTOR OF OPERATIONS shall strive to meet the goals during the term of this Contract. The parties agree the goals and indicators attached hereto as Exhibit B and incorporated herein by reference thereto are linked to student performance and academic improvement of the schools within the district.

8. **License.** DIRECTOR OF OPERATIONS shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as DIRECTOR OF OPERATIONS in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

9. **Other Work.** DIRECTOR OF OPERATIONS may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as DIRECTOR OF OPERATIONS. DIRECTOR OF OPERATIONS shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

10. **Discharge for Cause.** Throughout the term of this Contract, DIRECTOR OF OPERATIONS shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that DIRECTOR OF OPERATIONS shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If DIRECTOR OF OPERATIONS chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by DIRECTOR OF OPERATIONS. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

11. **Termination by Agreement.** During the term of this Contract, the Board and DIRECTOR OF OPERATIONS may mutually agree, in writing, to terminate this Contract.

12. **Referrals.** The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to DIRECTOR OF OPERATIONS for study and recommendation.

13. Professional Activities. DIRECTOR OF OPERATIONS shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $1,500 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ DIRECTOR OF OPERATIONS beyond the single year term of this agreement.

14. Membership Dues. The Board shall pay the cost of DIRECTOR OF OPERATIONS annual membership dues for one professional organization on behalf of the DIRECTOR OF OPERATIONS. DIRECTOR OF OPERATIONS shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

15. Medical and Disability Insurance. DIRECTOR OF OPERATIONS shall have the same benefit for Medical Insurance as that provided to other full-time professionally licensed staff members in the District. Board shall also provide for DIRECTOR OF OPERATIONS a disability insurance policy subject to terms and conditions set by Board and insurer policy.

16. Life Insurance. The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the DIRECTOR OF OPERATIONS during the term of this Contract. DIRECTOR OF OPERATIONS shall designate the beneficiary of the policy.

17. Vacation. DIRECTOR OF OPERATIONS shall be entitled to twenty (20) working days of vacation annually, in each year of this Contract, exclusive of legal and school holidays, as well as Winter and Spring Break. These days shall be issued on July 1st each year and must be taken within eighteen (18) months, shall not accumulate, so that such days are waived and lost if not taken within the eighteen (18) months in which they are earned. Vacation in excess of five (5) school days shall be taken subject to approval of the Superintendent.

18. Sick Leave. DIRECTOR OF OPERATIONS shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

19. Personal Leave. DIRECTOR OF OPERATIONS shall be entitled to the same personal leave as other professionally licensed staff of the District as set forth in the collective bargaining agreement between the District and its professionally licensed staff.

20. Other Benefits. Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

21. Disability. Should DIRECTOR OF OPERATIONS be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond DIRECTOR

OF OPERATIONS's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of DIRECTOR OF OPERATIONS's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. DIRECTOR OF OPERATIONS shall provide medical evidence of his ability to perform the essential functions of his job to the Superintendent upon request.

22. Criminal Records Check. Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

23. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the DIRECTOR OF OPERATIONS:
Michael McGiles
9 Southland Park Drive
Jacksonville, Illinois 62650

24. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

25. Contract Extension. At the end of any year of this Contract, the Board and DIRECTOR OF OPERATIONS may mutually agree to extend the employment of DIRECTOR OF OPERATIONS for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify DIRECTOR OF OPERATIONS in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

26. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

27. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and

obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

28. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

29. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

30. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

Michael McGiles, DIRECTOR OF OPERATIONS

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

Exhibit B
Performance Goals and Indicators

In accordance with Section 10-23.8a of the Illinois School Code, this Agreement is performance based and linked to student performance and academic improvement attributable to the responsibilities and duties of the DIRECTOR OF OPERATIONS. The DIRECTOR OF OPERATIONS shall strive to meet the goals during the term of this Agreement. The Parties agree the goals and indicators are linked to student performance and academic improvement as required by Section 10-23.8a of the Illinois School Code.

Annually, the DIRECTOR OF OPERATIONS shall evaluate: (a) student performance, and (b) academic improvement of the students at his or her assigned school. No later than March 1st of each year, the DIRECTOR OF OPERATIONS shall report to the Superintendent or designee his or her findings as to student performance and academic improvement of students at the school and make recommendations, if any, for the improvement of student performance and academic improvement in subsequent years. Submission of this report to the Superintendent or designee by the date indicated shall constitute satisfactory completion of the aforementioned goals.

Annually, the DIRECTOR OF OPERATIONS and the Superintendent or designee may develop additional goals that are designed to enhance student performance and academic improvement, as well as the indicators to measure the same. Such goals and indicators shall become part of this Agreement.

BOBBIE MILLS – ELEMENTARY PRINCIPAL CONTRACT
AT NORTH ELEMENTARY SCHOOL
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and BOBBIE MILLS (hereinafter "ELEMENTARY PRINCIPAL"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** BOBBIE MILLS is hereby hired and retained from July 1, 2020, to June 30, 2021, as ELEMENTARY PRINCIPAL in and for the District.

2. **Duties.** The duties and responsibilities of ELEMENTARY PRINCIPAL shall be all those duties incident to the office of the ELEMENTARY PRINCIPAL as set forth in the job description, a copy of which is attached as Exhibit A; those obligations imposed by the law of the State of Illinois upon a ELEMENTARY PRINCIPAL; and to perform such other duties normally performed by an ELEMENTARY PRINCIPAL as from time to time may be assigned to the ELEMENTARY PRINCIPAL by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 210 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of ELEMENTARY PRINCIPAL's salary shall be $71,442.50 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. ELEMENTARY PRINCIPAL hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of ELEMENTARY PRINCIPAL for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with ELEMENTARY PRINCIPAL, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the ELEMENTARY PRINCIPAL, the Board shall withhold and pay such amount as may be required by law, on behalf of the ELEMENTARY PRINCIPAL to the Teacher Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. **T.H.I.S.** In addition to the salary and pension payments of ELEMENTARY PRINCIPAL, as set forth hereinabove in paragraphs 3 and 4, the Board shall pay any such amount

as may be required by law on behalf of ELEMENTARY PRINCIPAL to the Teacher Health Insurance Security Fund.

6. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with ELEMENTARY PRINCIPAL progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider ELEMENTARY PRINCIPAL's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to ELEMENTARY PRINCIPAL in writing no later than March 1st, pursuant to the district's evaluation plan for administrators.

7. **License.** ELEMENTARY PRINCIPAL shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as ELEMENTARY PRINCIPAL in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

8. **Other Work.** ELEMENTARY PRINCIPAL may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as ELEMENTARY PRINCIPAL. ELEMENTARY PRINCIPAL shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

9. **Discharge for Cause.** Throughout the term of this Contract, ELEMENTARY PRINCIPAL shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that ELEMENTARY PRINCIPAL shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If ELEMENTARY PRINCIPAL chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by ELEMENTARY PRINCIPAL. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

10. **Termination by Agreement.** During the term of this Contract, the Board and ELEMENTARY PRINCIPAL may mutually agree, in writing, to terminate this Contract.

11. **Referrals.** The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to ELEMENTARY PRINCIPAL for study and recommendation.

12. **Professional Activities.** ELEMENTARY PRINCIPAL shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $1,500 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ ELEMENTARY PRINCIPAL beyond the single year term of this agreement.

13. Membership Dues. The Board shall pay the cost of ELEMENTARY PRINCIPAL annual membership dues for one professional organization on behalf of the ELEMENTARY PRINCIPAL. ELEMENTARY PRINCIPAL shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

14. Medical and Disability Insurance. ELEMENTARY PRINCIPAL shall have the same benefit for Medical Insurance as that provided to other full-time professionally licensed staff members in the District. Board shall also provide for ELEMENTARY PRINCIPAL a disability insurance policy subject to terms and conditions set by Board and insurer policy.

15. Life Insurance. The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the ELEMENTARY PRINCIPAL during the term of this Contract. ELEMENTARY PRINCIPAL shall designate the beneficiary of the policy.

16. Sick Leave. ELEMENTARY PRINCIPAL shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

17. Personal Leave. ELEMENTARY PRINCIPAL shall be entitled to the same personal leave as other professionally licensed staff of the District as set forth in the collective bargaining agreement between the District and its professionally licensed staff.

18. Other Benefits. Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

19. Disability. Should ELEMENTARY PRINCIPAL be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond ELEMENTARY PRINCIPAL's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of ELEMENTARY PRINCIPAL's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. ELEMENTARY PRINCIPAL shall provide medical evidence of his ability to perform the essential functions of his job to the Superintendent upon request.

20. Criminal Records Check. Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent

investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

21. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
516 Jordan
Jacksonville, Illinois 62650

To the ELEMENTARY PRINCIPAL:
Bobbie Mills
214 Southview Drive
Jacksonville, Illinois 62650

22. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

23. Contract Extension. At the end of any year of this Contract, the Board and ELEMENTARY PRINCIPAL may mutually agree to extend the employment of ELEMENTARY PRINCIPAL for a single year period. Notwithstanding the foregoing, prior to March 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify ELEMENTARY PRINCIPAL in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

24. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

25. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

26. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

27. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

28. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

Bobbie Mills, Elementary Principal

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

Jacksonville School District #117
211 W. State St
Jacksonville, Illinois 62650
Office: (217) 243-9411
Fax: (217) 243-6844

Steve Ptacek
Superintendent of Schools

RICH HISTORY, BRIGHT FUTURE

Exhibit A

Jacksonville School District 117

Job Description

Position Title: Elementary Principal

Reports to: Superintendent

Location: District #117 Elementary School

Function: The Principal is the administrator and educational leader of the school and bears a responsibility for all matters that concern the school. The Principal is responsible for administering and supervising the operation and the work of the school in all of its phases. The Principal is responsible for activities and problems that relate to the teachers, students, and educational programs, supplies, and equipment, which affect the school in his/her sphere of activity. The Principal is concerned with the improvement of instruction through proper leadership in the areas of administration and supervision. A majority of the time spent by a principal shall be spent on curriculum and staff development through both formal and informal activities, establishing clear lines of communication regarding school goals, accomplishments, practices and policies with parents and teachers.

Salary & Benefits: Regionally competitive salary and benefits commensurate with experience. Actual salary and benefits will be negotiated with finalists. Benefits include health, life, and vision insurance; paid sick time (i.e., 13 days) and personal time (i.e., 3 days).

Terms of Employment: Days per year: 210 days

Type of Employment: Full-time, permanent

Required Qualifications: The individual employed for this position must possess and maintain the following qualifications:

Education, Experience & Certification Requirements

- Master's Degree from an accredited college or university, preferably in School Administration or other related educational discipline.
- Professional Educator License with a General Administrative Endorsement.
- Extensive successful teaching experience, preferably in more than one subject area and grade level.
- Successful experience as an Administrator in the Elementary School level preferred.
- State certified evaluator of teachers.
- Proven record of dynamic educational leadership, including excellent interpersonal and communication skills with students, staff, and parents.
- Demonstrated ability to work with people in a way that facilitates positive growth in both students and staff.
- Demonstrated professionalism.

Knowledge & Skills

- Knowledge of applicable federal and state education laws and regulations regarding education.
- Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning styles.
- Solid understanding of elementary curriculum and the Common Core Standards.
- Ability to motivate, develop, and support a high performing, high quality team and hold all accountable for improved student achievement.
- Ability to use computer network system and software applications as needed.
- Ability to develop and implement projects.
- Possess strong technology skills (i.e., productivity software, data management software, hardware, etc.).
- Experience in giving professional presentations or conducting training.
- Knowledge of best practices in administration, program evaluation, and staff supervision.
- Knowledge of data information systems, data analysis, and the formulation of action plans.
- Excellent verbal and written communication skills.
- Ability to read and analyze complex information.
- Ability to organize multiple tasks within conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance, and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Duties & Essential Job Functions:

The job responsibilities for this position of Elementary Principal for Jacksonville School District "11" are listed below:

- Supervises development and improvement of the instructional programs.
- Organizes and develops a school climate that promotes adequate discipline of students, rapport with teachers, and understanding of parents to the end of an excellent learning environment.
- Cooperates with all appropriate administrative personnel, teaching staff, parents, students, and others in assuring the best education for all students.
- Accepts responsibility for providing the means for teachers to be successful through in-service training, counseling, and appropriate examples.
- Cooperates in the process of evaluating substitute teachers.
- Screens candidates and makes employment recommendations to the Director of Human Resources.
- Oversees a positive public relations program with parents and community in general.
- Plans and organizes the use of school facilities in the best interests of the students and the community.
- Organizes the building so that a smooth operation in terms of programs, staff functioning, and student involvement is enhanced.
- Organizes and administers the school within the approved policies of the Board of Education.
- Maintains the safety of people involved with the school system and safeguards the buildings, furnishings, books, and apparatus contained therein from damage and insure proper care and cleanliness.
- Accepts responsibility for accounting procedures in the areas of budget, all funds, monitor grants, and teacher attendance.
- Oversees the supervision of attendance records and periodically reviews those records to insure that school staff members are following state requirements and reporting that data.

- Complies with all state requirements regarding educational leadership and school improvement planning.
- Keeps the Superintendent informed of all matters in the building that may have ramifications for the Board of Education or the district.
- Becomes knowledgeable of the provisions of all collective bargaining agreements and employee handbooks to properly administer those provisions for which the principal is responsible.
- Directs and insures supervision of all extra-curricular activities.
- Evaluates the performance of all staff.
- Completes all reports and special duties assigned by the Superintendent.
- Perform other duties as assigned.

Supervision.

Under broad supervision, this position supervises full and part-time building staff; including but not limited to, teachers, psychologists, social workers, counselors, nurses, paraprofessionals, lunchroom employees, and custodians.

DAN SCOTT – ASSISTANT PRINCIPAL CONTRACT
AT JACKSONVILLE HIGH SCHOOL
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and DAN SCOTT (hereinafter "ASSISTANT PRINCIPAL"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** DAN SCOTT is hereby hired and retained from July 1, 2020 to June 30, 2021, as ASSISTANT PRINCIPAL in and for the District.

2. **Duties.** The duties and responsibilities of ASSISTANT PRINCIPAL shall be all those duties incident to the office of the ASSISTANT PRINCIPAL. ASSISTANT PRINCIPAL shall work with the Board to establish an appropriate job description, a copy of which shall be attached as Exhibit A and incorporated into this agreement upon its adoption by the Board; those obligations imposed by the law of the State of Illinois upon an ASSISTANT PRINCIPAL; and to perform such other duties normally performed by an ASSISTANT PRINCIPAL as from time to time may be assigned to the ASSISTANT PRINCIPAL by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 236 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of ASSISTANT PRINCIPAL's salary shall be $77,069.75 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. ASSISTANT PRINCIPAL hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of ASSISTANT PRINCIPAL for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with ASSISTANT PRINCIPAL, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the ASSISTANT PRINCIPAL, the Board shall withhold and pay such amount as may be required by law, on behalf of the ASSISTANT PRINCIPAL to the Teacher Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. **T.H.I.S.** In addition to the salary and pension payments of ASSISTANT PRINCIPAL, as set forth hereinabove in paragraphs 3 and 4, the Board shall pay any such amount as may be required by law on behalf of ASSISTANT PRINCIPAL to the Teacher Health Insurance Security Fund.

6. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with ASSISTANT PRINCIPAL progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider ASSISTANT PRINCIPAL 's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to ASSISTANT PRINCIPAL in writing no later than March 1st, pursuant to the district's evaluation plan for administrators.

7. **License.** ASSISTANT PRINCIPAL shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as ASSISTANT PRINCIPAL in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

8. **Other Work.** ASSISTANT PRINCIPAL may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as ASSISTANT PRINCIPAL. ASSISTANT PRINCIPAL shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

9. **Discharge for Cause.** Throughout the term of this Contract, ASSISTANT PRINCIPAL shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that ASSISTANT PRINCIPAL shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If ASSISTANT PRINCIPAL chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by ASSISTANT PRINCIPAL. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

10. **Termination by Agreement.** During the term of this Contract, the Board and ASSISTANT PRINCIPAL may mutually agree, in writing, to terminate this Contract.

11. **Referrals.** The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to ASSISTANT PRINCIPAL for study and recommendation.

12. **Professional Activities.** ASSISTANT PRINCIPAL shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $1,500 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ ASSISTANT PRINCIPAL beyond the single year term of this agreement.

13. **Membership Dues.** The Board shall pay the cost of ASSISTANT PRINCIPAL annual membership dues for one professional organization on behalf of the ASSISTANT PRINCIPAL. ASSISTANT PRINCIPAL shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

14. **Medical and Disability Insurance.** ASSISTANT PRINCIPAL shall have the same benefit for Medical Insurance as that provided to other full-time professionally licensed staff members in the District. Board shall also provide for ASSISTANT PRINCIPAL a disability insurance policy subject to terms and conditions set by Board and insurer policy.

15. **Life Insurance.** The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the ASSISTANT PRINCIPAL during the term of this Contract. ASSISTANT PRINCIPAL shall designate the beneficiary of the policy.

16. **Vacation.** ASSISTANT PRINCIPAL shall be entitled to twenty (20) working days of vacation annually, in each year of this Contract, exclusive of legal and school holidays, as well as Winter and Spring Break. These days shall be issued on July 1st each year and must be taken within eighteen (18) months, shall not accumulate, so that such days are waived and lost if not taken within the eighteen (18) months in which they are earned. Vacation in excess of five (5) school days shall be taken subject to approval of the Superintendent.

17. **Sick Leave.** ASSISTANT PRINCIPAL shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

18. **Personal Leave.** ASSISTANT PRINCIPAL shall be entitled to the same personal leave as other professionally licensed staff of the District as set forth in the collective bargaining agreement between the District and its professionally licensed staff.

19. **Other Benefits.** Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

20. **Disability.** Should ASSISTANT PRINCIPAL be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond ASSISTANT PRINCIPAL's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of ASSISTANT PRINCIPAL's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate.

ASSISTANT PRINCIPAL shall provide medical evidence of his ability to perform the essential functions of his job to the Superintendent upon request.

21. Criminal Records Check. Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

22. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the ASSISTANT PRINCIPAL:
DAN SCOTT
28 Ivywood
Jacksonville, Illinois 62650

23. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

24. Contract Extension. At the end of any year of this Contract, the Board and ASSISTANT PRINCIPAL may mutually agree to extend the employment of ASSISTANT PRINCIPAL for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify ASSISTANT PRINCIPAL in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

25. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

26. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

27. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

28. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

29. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

DAN SCOTT, Assistant Principal

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

TAMI STICE – DIRECTOR OF HUMAN RESOURCES
CONTRACT
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and TAMI STICE (hereinafter "DIRECTOR OF HUMAN RESOURCES"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** TAMI STICE is hereby hired and retained from July 1, 2020 to June 30, 2021, as DIRECTOR OF HUMAN RESOURCES in and for the District.

2. **Duties.** The duties and responsibilities of DIRECTOR OF HUMAN RESOURCES shall be all those duties incident to the office of the DIRECTOR OF HUMAN RESOURCES. DIRECTOR OF HUMAN RESOURCES shall work with the Board to establish an appropriate job description, a copy of which shall be attached as Exhibit A and incorporated into this agreement upon its adoption by the Board; those obligations imposed by the law of the State of Illinois upon a DIRECTOR OF HUMAN RESOURCES; and to perform such other duties normally performed by an DIRECTOR OF HUMAN RESOURCES as from time to time may be assigned to the DIRECTOR OF HUMAN RESOURCES by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 236 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of DIRECTOR OF HUMAN RESOURCES's salary shall be $76,230.34 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. DIRECTOR OF HUMAN RESOURCES hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of DIRECTOR OF HUMAN RESOURCES for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with DIRECTOR OF HUMAN RESOURCES, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the DIRECTOR OF HUMAN RESOURCES, the Board shall withhold and pay such amount as may be required by law, on behalf of the DIRECTOR OF HUMAN RESOURCES to the Illinois Municipal Retirement Fund. The purpose of such direct employer payment shall be to defer federal income taxation of such amount,

consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with DIRECTOR OF HUMAN RESOURCES progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider DIRECTOR OF HUMAN RESOURCES's annual salary for the next subsequent year (if any). Written confirmation of summative evaluation will be provided to DIRECTOR OF HUMAN RESOURCES in writing no later than March 1st, pursuant to the district's evaluation plan for non-licensed administrators.

6. **Qualifications.** DIRECTOR OF HUMAN RESOURCES shall furnish to the Board, during the term of this Contract, valid and appropriate licensure, qualification, or certification as may be necessary to act as DIRECTOR OF HUMAN RESOURCES in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

7. **Discharge for Cause.** Throughout the term of this Contract, DIRECTOR OF HUMAN RESOURCES shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that DIRECTOR OF HUMAN RESOURCES shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If DIRECTOR OF HUMAN RESOURCES chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by DIRECTOR OF HUMAN RESOURCES. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

8. **Termination by Agreement.** During the term of this Contract, the Board and DIRECTOR OF HUMAN RESOURCES may mutually agree, in writing, to terminate this Contract.

9. **Professional Activities.** DIRECTOR OF HUMAN RESOURCES shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $500 annually, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ DIRECTOR OF HUMAN RESOURCES beyond the single year term of this agreement.

10. **Membership Dues.** The Board shall pay the cost of DIRECTOR OF HUMAN RESOURCES annual membership dues for one professional organization on behalf of the DIRECTOR OF HUMAN RESOURCES. DIRECTOR OF HUMAN RESOURCES shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

11. **Medical and Disability Insurance.** DIRECTOR OF HUMAN RESOURCES shall have the same benefit for Medical Insurance as that provided to full-time professionally licensed

staff members in the District. Board shall also provide for DIRECTOR OF HUMAN RESOURCES a disability insurance policy subject to terms and conditions set by Board and insurer policy.

12. Life Insurance. The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the DIRECTOR OF HUMAN RESOURCES during the term of this Contract. DIRECTOR OF HUMAN RESOURCES shall designate the beneficiary of the policy.

13. Vacation. DIRECTOR OF HUMAN RESOURCES shall be entitled to twenty (20) working days of vacation annually, in each year of this Contract, exclusive of legal and school holidays, as well as Winter and Spring Break. These days shall be issued on July 1st each year and must be taken within eighteen (18) months, shall not accumulate, so that such days are waived and lost if not taken within the eighteen (18) months in which they are earned. Vacation in excess of five (5) school days shall be taken subject to approval of the Superintendent.

14. Sick Leave. DIRECTOR OF HUMAN RESOURCES shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

15. Personal Leave. DIRECTOR OF HUMAN RESOURCES shall be entitled to three (3) personal leave days annually. Unused personal leave shall accumulate as sick leave at the end of each year, the same as for other staff of the District.

16. Other Benefits. Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

17. Disability. Should DIRECTOR OF HUMAN RESOURCES be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond DIRECTOR OF HUMAN RESOURCES's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of DIRECTOR OF HUMAN RESOURCES's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights, and obligations of the parties shall terminate. DIRECTOR OF HUMAN RESOURCES shall provide medical evidence of his or her ability to perform the essential functions of his or her job to the Superintendent upon request.

18. Criminal Records Check. Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check

required by Illinois law is not completed at the time this Contract is signed, and any subsequent investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

19. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the Director of Human Resources:
Tami Stice
209 East Briggs
Roodhouse, Illinois 62082

20. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

21. Contract Extension. At the end of any year of this Contract, the Board and DIRECTOR OF HUMAN RESOURCES may mutually agree to extend the employment of DIRECTOR OF HUMAN RESOURCES for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify DIRECTOR OF HUMAN RESOURCES in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

22. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

23. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

24. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

25. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

26. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.5.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

Tami Stice, Director of Human Resources

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

RYAN VAN AKEN – ASSISTANT PRINCIPAL CONTRACT
AT JACKSONVILLE HIGH SCHOOL
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and RYAN VAN AKEN (hereinafter "ASSISTANT PRINCIPAL"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** RYAN VAN AKEN is hereby hired and retained from July 1, 2020 to June 30, 2021, as ASSISTANT PRINCIPAL in and for the District.

2. **Duties.** The duties and responsibilities of ASSISTANT PRINCIPAL shall be all those duties incident to the office of the ASSISTANT PRINCIPAL. ASSISTANT PRINCIPAL shall work with the Board to establish an appropriate job description, a copy of which shall be attached as Exhibit A and incorporated into this agreement upon its adoption by the Board; those obligations imposed by the law of the State of Illinois upon an ASSISTANT PRINCIPAL; and to perform such other duties normally performed by an ASSISTANT PRINCIPAL as from time to time may be assigned to the ASSISTANT PRINCIPAL by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 236 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of ASSISTANT PRINCIPAL's salary shall be $77,069.75 per and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. ASSISTANT PRINCIPAL hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of ASSISTANT PRINCIPAL for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with ASSISTANT PRINCIPAL, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the ASSISTANT PRINCIPAL, the Board shall withhold and pay such amount as may be required by law, on behalf of the ASSISTANT PRINCIPAL to the Teacher Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. **T.H.I.S.** In addition to the salary and pension payments of ASSISTANT PRINCIPAL, as set forth hereinabove in paragraphs 3 and 4, the Board shall pay any such amount as may be required by law on behalf of ASSISTANT PRINCIPAL to the Teacher Health Insurance Security Fund.

6. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with ASSISTANT PRINCIPAL progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider ASSISTANT PRINCIPAL 's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to ASSISTANT PRINCIPAL in writing no later than March 1st, pursuant to the district's evaluation plan for administrators.

7. **License.** ASSISTANT PRINCIPAL shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as ASSISTANT PRINCIPAL in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

8. **Other Work.** ASSISTANT PRINCIPAL may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as ASSISTANT PRINCIPAL. ASSISTANT PRINCIPAL shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

9. **Discharge for Cause.** Throughout the term of this Contract, ASSISTANT PRINCIPAL shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that ASSISTANT PRINCIPAL shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If ASSISTANT PRINCIPAL chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by ASSISTANT PRINCIPAL. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

10. **Termination by Agreement.** During the term of this Contract, the Board and ASSISTANT PRINCIPAL may mutually agree, in writing, to terminate this Contract.

11. **Referrals.** The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to ASSISTANT PRINCIPAL for study and recommendation.

12. **Professional Activities.** ASSISTANT PRINCIPAL shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $1,500 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ ASSISTANT PRINCIPAL beyond the single year term of this agreement.

13. Membership Dues. The Board shall pay the cost of ASSISTANT PRINCIPAL annual membership dues for one professional organization on behalf of the ASSISTANT PRINCIPAL. ASSISTANT PRINCIPAL shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

14. Medical and Disability Insurance. ASSISTANT PRINCIPAL shall have the same benefit for Medical Insurance as that provided to other full-time professionally licensed staff members in the District. Board shall also provide for ASSISTANT PRINCIPAL a disability insurance policy subject to terms and conditions set by Board and insurer policy.

15. Life Insurance. The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the ASSISTANT PRINCIPAL during the term of this Contract. ASSISTANT PRINCIPAL shall designate the beneficiary of the policy.

16. Vacation. ASSISTANT PRINCIPAL shall be entitled to twenty (20) working days of vacation annually, in each year of this Contract, exclusive of legal and school holidays, as well as Winter and Spring Break. These days shall be issued on July 1st each year and must be taken within eighteen (18) months, shall not accumulate, so that such days are waived and lost if not taken within the eighteen (18) months in which they are earned. Vacation in excess of five (5) school days shall be taken subject to approval of the Superintendent.

17. Sick Leave. ASSISTANT PRINCIPAL shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

18. Personal Leave. ASSISTANT PRINCIPAL shall be entitled to the same personal leave as other professionally licensed staff of the District as set forth in the collective bargaining agreement between the District and its professionally licensed staff.

19. Other Benefits. Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

20. Disability. Should ASSISTANT PRINCIPAL be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond ASSISTANT PRINCIPAL's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of ASSISTANT PRINCIPAL's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate.

ASSISTANT PRINCIPAL shall provide medical evidence of his ability to perform the essential functions of his job to the Superintendent upon request.

21. Criminal Records Check. Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

22. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
211 West State Street
Jacksonville, Illinois 62650

To the ASSISTANT PRINCIPAL:
RYAN VAN AKEN
508 Woodland Place
Jacksonville, Illinois 62650

23. Headings. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

24. Contract Extension. At the end of any year of this Contract, the Board and ASSISTANT PRINCIPAL may mutually agree to extend the employment of ASSISTANT PRINCIPAL for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify ASSISTANT PRINCIPAL in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

25. Copies of Contract. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

26. Severability. It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

27. Jurisdiction. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

28. Complete Understanding. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

29. Relevant Law. This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

RYAN VAN AKEN, Assistant Principal

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

KELLY ZOELLNER – DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS CONTRACT
2020-2021

This Contract made and entered into this 16th day of September, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter "the Board" or "the District") and KELLY ZOELLNER (hereinafter "DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS"), ratified at the meeting of the Board held on September 16, 2020, as found in the minutes of that meeting.

IT IS AGREED:

1. **Employment.** KELLY ZOELLNER is hereby hired and retained from July 1, 2020, to June 30, 2021, as DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS in and for the District.

2. **Duties.** The duties and responsibilities of DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS shall be all those duties incident to the office of the DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS. DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS shall work with the Board to establish an appropriate job description, a copy of which shall be attached as Exhibit A and incorporated into this agreement upon its adoption by the Board; those obligations imposed by the law of the State of Illinois upon an DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS; and to perform such other duties normally performed by an DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS as from time to time may be assigned to the DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 236 day work year.

3. **Salary.** For the 2020-2021 contract year the amount of DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS's salary shall be $93,505.63 per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

4. **Pension.** From and out of the salary of the DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS, the Board shall withhold and pay such amount as may be required by law, on behalf of the DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS to the Teacher Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

5. **T.H.I.S.** In addition to the salary and pension payments of DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS, as set forth hereinabove in paragraphs 3 and 4, the Board shall pay any such amount as may be required by law on behalf of DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS to the Teacher Health Insurance Security Fund.

6. **Evaluation.** Annually, but no later than February 15th of each year, the Superintendent or designee shall review with DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS 's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS in writing no later than March 1st, pursuant to the district's evaluation plan for administrators.

7. **License.** DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

8. **Other Work.** DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS. DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

9. **Discharge for Cause.** Throughout the term of this Contract, DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

10. Termination by Agreement. During the term of this Contract, the Board and DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS may mutually agree, in writing, to terminate this Contract.

11. Referrals. The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS for study and recommendation.

12. Professional Activities. DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than $2,000 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS beyond the single year term of this agreement.

13. Membership Dues. The Board shall pay the cost of DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS annual membership dues for one professional organization on behalf of the DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS. DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

14. Medical and Disability Insurance. DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS shall have the same benefit for Medical Insurance as that provided to other full-time professionally licensed staff members in the District. Board shall also provide for DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS a disability insurance policy subject to terms and conditions set by Board and insurer policy.

15. Life Insurance. The Board shall provide and pay for forty five thousand and 00/100 Dollars ($45,000.00) of term life insurance for the DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS during the term of this Contract. DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS shall designate the beneficiary of the policy.

16. Vacation. DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS shall be entitled to twenty (20) working days of vacation annually, in each year of this Contract, exclusive of legal and school holidays, as well as Winter and Spring Break. These days shall be issued on July 1st each year and must be taken within eighteen (18) months, shall not accumulate, so that such days are waived and lost if not taken within the eighteen (18) months in which they are earned. Vacation in excess of five (5) school days shall be taken subject to approval of the Superintendent.

17. Sick Leave. DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

18. Personal Leave. DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS shall be entitled to the same personal leave as other professionally licensed staff of the District as set forth in the collective bargaining agreement between the District and its professionally licensed staff.

19. Other Benefits. Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

20. Disability. Should DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS shall provide medical evidence of his ability to perform the essential functions of his job to the Superintendent upon request.

21. Criminal Records Check. Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

22. Notice. Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:
President, Board of Education
Jacksonville School District No. 117
516 Jordan
Jacksonville, Illinois 62650

To the Director of Curriculum, Instruction:
& Assessments
Kelly Zoellner
614 Hall Drive
Jacksonville, Illinois 62650

23. **Headings.** Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

24. **Contract Extension.** At the end of any year of this Contract, the Board and DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS may mutually agree to extend the employment of DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENTS in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

25. **Copies of Contract.** This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

26. **Severability.** It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

27. **Jurisdiction**. This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

28. **Complete Understanding.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

29. **Relevant Law.** This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

Kelly Zoellner, Director of Curriculum, Instruction & Assessments

_____

Board of Education
Jacksonville School District No.117

By: _____
Noel Beard, President

ATTEST:

_____
Teresa Wilson, Secretary

D. Consideration of Transportation Department MOU on increase in hours and health insurance 226

September 16, 2020

ACTION ITEM

TO: Board of Education

FROM: Steve Ptacek

SUBJECT: Consideration of Transportation Department MOU on increase of hours and health insurance

PROPOSED MOTION BY THE BOARD OF EDUCATION:

That the Board of Education approve the Transportation Department MOU on increase of hours and health insurance as presented.

MOVED BY: _____ Seconded _____

YEA:		NAY:	YEA:		NAY:
_____	RYAN	_____	_____	MCBRIDE	_____
_____	BEARD	_____	_____	LEONARD	_____
_____	CANTRELL	_____	_____	WILSON	_____
_____	LONERGAN	_____			

Background Information:

MEMORANDUM OF UNDERSTANDING
BETWEEN
BOARD OF EDUCATION, JACKSONVILLE SCHOOL DISTRICT 117
AND
DISTRICT 117 SUPPORT PERSONNEL/IEA/NEA (BUS DRIVERS)

WHEREAS, the Jacksonville School District 117 Board of Education, hereinafter referred to as "the District," and District 117 Support Personnel/IEA/NEA (Bus Drivers) hereinafter referred to as "Bus Drivers" have entered into negotiations concerning a modification to the 2015-2020 Collective Bargaining Agreement and agree to memorialize their agreement in this Memorandum of Understanding (MOU);

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Bus Drivers and Board do hereby agree to modify the 2015-2020 Agreement as set forth hereinafter.

Due to changes made to transportation of students during the COVID-19 pandemic, during the 2020-21 school year the District will

- Pay Bus Drivers two (2) hours for the midday routes created due to the change in school dismissal times until such a time as these routes are not needed
- Pay employees who choose not to avail themselves of the District's health insurance benefit $2500 to be annualized beginning with the October 15, 2020 payroll

District #117 Support Personnel
IEA/NEA (Bus Drivers)

By: Don Bradley
Don Bradley, President

Date: 8-28-20

Jacksonville School District 117,
Board of Education

By: _____
Noel Beard, President

Date: _____

E. Consideration of Memorandum of Understanding - Custodian/Maintenance: Retirement Incentive. 229

September 16, 2020

ACTION ITEM

TO: Board of Education

FROM: Steve Ptacek

SUBJECT: Consideration of Memorandum of Understanding - Custodian/Maintenance: Retirement Incentive.

PROPOSED MOTION BY THE BOARD OF EDUCATION:

That the Board of Education approve Memorandum of Understanding - Custodian/Maintenance: Retirement Incentive as presented.

MOVED BY: _____ Seconded _____

YEA:		NAY:	YEA:		NAY:
_____	RYAN	_____	_____	MCBRIDE	_____
_____	BEARD	_____	_____	LEONARD	_____
_____	CANTRELL	_____	_____	WILSON	_____
_____	LONERGAN	_____			

Background Information:

MEMORANDUM OF UNDERSTANDING
BETWEEN
BOARD OF EDUCATION, JACKSONVILLE SCHOOL DISTRICT #117 AND
DISTRICT #117 SUPPORT PERSONNEL –CUSTODIAL/MAINTENANCE, IEA/NEA

SUBJECT: Retirement Incentive

WHEREAS, District #117 Support Personnel – Custodial/Maintenance, IEA-NEA, hereinafter referred to as "Association" and the Board of Education of Jacksonville School District #117, hereinafter referred to as "the Board," are parties to a collective bargaining agreement, hereinafter "CBA," effective July 1, 2019 through June 30, 2022;

WHEREAS, the Parties hereto agree to memorialize the terms and conditions of their Agreement in this Memorandum of Understanding (MOU);

NOW THEREFORE, the District #117 Support Personnel – Custodial/Maintenance, IEA/NEA and the Board of Education of Jacksonville School District #117 do hereby agree to this Memorandum of Understanding on the following terms and conditions:

1. The above recitals are incorporated into this MOU as if they had been restated verbatim.
2. The terms and conditions of this MOU shall be effective upon execution and approval of this MOU by both Parties pursuant to prior written agreement of the Parties, whichever occurs first.
3. Non-certified employees, who are members of the custodian & maintenance bargaining unit in Jacksonville School District #117 and who are eligible for a retirement annuity with Illinois Municipal Retirement Fund, have ten (10) years of continuous service with Jacksonville School District 117 at the time of retirement, and have submitted an irrevocable letter of retirement and resignation to the Board six months prior to retirement, shall be paid in June of that year or at such time thereafter as necessary to comply with the limits on accelerated payments contained in the rules and regulations of the Illinois Municipal Retirement Fund, a sum equal to $4,000, as a retirement incentive.
4. This MOU shall expire its own terms on June 30, 2022.
5. This MOU contains the complete understanding of the Association and the Board.
6. This MOU may be modified only by written agreement of the parties.

Executed this ___th day of September 2020.

District #117 Support Personnel – Custodial-Maintenance, IEA/NEA

By:_____
Don Grubb, Co- President

By:_____
Matt Swift, Co-President

Jacksonville School District 117,
Board of Education

By:_____
Noel Beard, President

By:_____
Teresa Wilson, Secretary

F. Consideration of Custodial/Maintenance Contract 232

ACTION ITEM

TO: Board of Education

FROM: Steve Ptacek

SUBJECT: Consideration of Custodial/Maintenance Contract with District 117.

That the Board approve the contract between the District and Custodial/Maintenance as presented:

MOVED BY: Seconded

YEA:		NAY:	YEA:		NAY:
_____	RYAN	_____	_____	MCBRIDE	_____
_____	BEARD	_____	_____	LEONARD	_____
_____	CANTRELL	_____	_____	WILSON	_____
_____	LONERGAN	_____			

Background Information:

Agreement

Between the

District #117 Support Personnel IEA/NEA-Custodial/Maintenance

And the

Jacksonville School District #117

2019-2022

TABLE OF CONTENTS

ARTICLE I - RECOGNITION

1.1 6
1.2 Temporary Employee 6

ARTICLE II - NEGOTIATIONS PROCEDURE

2.1 - Meetings 6
2.2 - Proposals 7
2.3 - Tentative Agreements 7
2.4 - Representatives 7
2.5 - Length and Times of Meetings 7
2.6 - Mediation 7

ARTICLE III - GRIEVANCE PROCEDURE

3.1 - Definitions 8
3.2 - Procedure 8-9
3.3 9-10

ARTICLE IV - EMPLOYEE DISCIPLINE AND TERMINATION PROCEDURES

4.1 - Records 10
4.2 - Discipline Procedures 10-11
4.3 - Termination of Employment 11

ARTICLE V - EMPLOYEE AND ASSOCIATION RIGHTS

5.1 - Hiring Interviews 11-12
5.2 - Probation 12
5.3 – Job Description 12
5.4 – Personnel File 12-13
5.5 – Dues Deductions 13
5.6 – Other Payroll Deductions 13
5.6.2 – Illinois Educators Credit Union 13-14
5.7 – Use of School Building 14
5.8 – Use of Bulletin Boards and Mailboxes 14
5.9 – Use of District Equipment 15
5.10 – Board Agenda 15
5.11 – Board Agenda Minutes 15
5.12 – Association Leave 15
5.13 – Documents 15
5.14 – Authorized Representative on Campus 15

ARTICLE VI – EMPLOYEE EVALUATION

6.1 16
6.2 16

ARTICLE VII - ASSIGNMENT, VACANCIES, PROMOTIONS, TRANSFERS

7.1 - Vacancy Notices 16-17
7.2 - Transfer/Promotions 17
7.3 – Reconfiguration 18

ARTICLE VIII- CONDITIONS OF EMPLOYMENT

8.1 - Work Day 18
8.2 - Lunch Period 18-19
8.3 - Physical Fitness 19
8.4 - In-Service 19
8.5 - Shift Changes 19
8.6 - Breaks 19
8.7 - Vacations 20-21
8.8 - Holidays Recognized and Observed 21-22
8.9 - No Subcontracting 22
8.9.1 – Temporary Use of Non-Bargaining Unit Personnel 22
8.9.2 – Employer's Right to Sub-Contract Exception 22
8.10 - Employee Responsibility 23
8.11 –Facility Assessments 23
8.12 -In-Districting Training 23
8.13 -Call In Procedures 23

ARTICLE IX – SENIORITY

9.1 - District Seniority 23
9.2 - Seniority if Lost Upon the Following. 23-24
9.3 - Seniority is Retained but Shall Not Accrue During the Following 24
9.4 - Seniority Continues to Accrue During the Following 24
9.5 - Seniority for Vacancies 24
9.6 - Seniority for Bumping 24-26

ARTICLE X – REDUCTION IN FORCE/RECALL

10.1 – Negotiations with the Association 26
10.2– Reduction of Work Hours v Lay-Off 26-27
10.3 – Layoff for Cause 27
10.4 – Notice 27
10.5 – Order of Dismissal 27
10.6 – Bumping Rights and New Hires 27

10.7 – Laid-Off Employees/Substitution..... 27-28
10.8 – Recall Rights.....28

ARTICLE XI - LEAVES

11.1 - Sick Leave 28-29
11.2 - Absence Due to On The Job Injury 29
11.3 - Personal Leave 29
11.4 - Leave for Jury Duty 29-30
11.5 - Bereavement Leave 30
11.6 - In-District Annual Travel Allowance.....30
11.7 - Sick Leave Bank 30-32
11.8 - Leaves - Medical Insurance 32

ARTICLE XII – COMPENSATION AND BENEFITS

12.1 - Salary.....32-33
12.2 - Overtime 33-34
12.3 - Call Out Pay.....34
12.4 - Pay Days.....34
12.5 - Employee Insurance Plan 34-35
12.6 - Retirement 35
12.7 – Travel and Expense Reimbursement 35-36

ARTICLE XIII – LABOR/MANAGEMENT COMMITTEE.....36

ARTICLE XIV - EFFECT OF AGREEMENT

14.1 - Complete Understanding 37
14.2 - Individual Contract 37
14.3 - Savings Clause 37
14.4 - Management Rights 37
14.5 - No Strike Statement.....37-38
14.6 - Duration 38

APPENDIX A – SALARY SCHEDULES

A – 2019-2020 Salary Schedules.....39-40
B – 2020-2021 Salary Schedules.....41-42
C – 2021-2022 Salary Schedules.....43-44

APPENDIX B

B-1 - Custodial Job Descriptions 45-47
B-2 - Maintenance Job Descriptions.....48-49
B-3 – Professional Development Program 50-51

APPENDIX C

Sick Leave Donation Form 52

APPENDIX E

Grievance Form 53

ARTICLE I
RECOGNITION

1.1 The Board of Jacksonville School District #117, Morgan County, Illinois, hereinafter referred to as the "Board," hereby recognizes the District #117 Support Personnel/IEA-NEA, hereinafter referred to as the "Association," as the sole and exclusive negotiating agent for all full and part-time custodians and maintenance employees. Specifically excluded from the bargaining unit are supervisory, managerial, confidential, short-term employee, students, and substitute custodians.

Regularly employed part-time custodians and part-time maintenance employees shall be included in the bargaining unit but their salaries and benefits shall be based on their fractionalized employment status.

1.2 Temporary employees are employees who are hired by the District for thirty (30) days or less to complete a specific job or task that is not part of the bargaining unit work. Temporary employees cannot be used to perform bargaining unit work, nor can they substitute for regular employees.

Substitute employees are employees who are hired to perform the duties of a regular employee who is on any approved leave as found in Article X of this agreement or as state or federal law allows for one (1) or more days.

Part-time employees are those employees who work less than forty (40) hours per week.

ARTICLE II
NEGOTIATIONS PROCEDURE

2.1 **Meetings**

Negotiations for a successor agreement shall begin no earlier than January 15 of the year agreement expires.

The parties in their initial meeting shall negotiate written ground rules to govern the negotiation procedures for any subsequent bargaining. The ground rules shall address:

- the number of representatives each party has at the table at any one time; this may be agreed upon prior to the first meeting for the purpose of bargaining preparation;
- that all proposals shall be reduced to writing and upon agreement marked "TA'd";
- that the parties will meet in good faith at reasonable times at reasonable places to conduct bargaining;
- that no final agreement shall be executed until final ratification by a majority of the Board of Education and by a majority of the members of the Association.

Nothing contained herein shall be construed to compel either party to agree to a proposal or to require either party to make a concession.

2.2 Proposals

All items proposed for negotiations shall be presented in writing by the Association at or prior to the first session and thereafter shall not be expanded without the mutual consent of both parties.

The Board of Education may also present proposals at the first session. The Board of Education is to submit its proposals/counter proposals within twenty-eight (28) days of the date they receive the Association's initial package and thereafter in response to Association proposals/counter proposals by mutual consent.

2.3 Tentative Agreements

Both parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, make counterproposals, and to seek tentative agreements. Tentative agreements shall be reduced to writing and initialed by the spokesperson of the respective teams at the meeting the tentative agreement is reached, and upon final agreement the entire contract shall be submitted to the Association for ratification and subsequently to the Board for adoption.

2.4 Representatives

Each party shall select its own representatives not to exceed the number agreed upon prior to or at the initial meeting. This number refers to the total number of representatives present at any or all sessions and applies if another contract(s) is (are) being negotiated at the same time. Either party may substitute as needed to expedite the process.

2.5 Length and Times of Meetings

Bargaining sessions shall be closed to the public. Dates of meetings shall be determined by mutual agreement. Meetings shall generally last two (2) hours, except either party may adjourn a session at an earlier time and both parties may mutually agree to extend a session.

Release time may be given to the Association members of the negotiation team if necessary to schedule meetings at reasonable times due to the work schedule.

2.6 Mediation

If both parties request the assistance of a mediator, the Federal Mediation and Conciliation Service shall be contacted. If FMCS is unavailable for mediation services, the IELRB shall be notified.

ARTICLE III
GRIEVANCE PROCEDURE

3.1 Definitions

A. A grievance is a claim by the Association, employee, or group of employees involving an alleged violation, misinterpretation, or misapplication of the terms of this agreement.

B. All time limits shall consist of school days, except that when a grievance is submitted less than ten (10) days before the close of the current school term, time limits shall consist of all weekdays.

C. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with his/her supervisor and having the grievance adjusted, provided the adjustment is not inconsistent with the terms of the agreement.

3.2 Procedure

The parties hereto acknowledge that it is usually most desirable for an employee and the immediately involved supervisor to resolve problems through free and informal communications. If, however, such informal processes fail to satisfy the employee, a grievance may be processed as follows:

For the purpose of this article, custodians shall report to the building principal in which they are housed and maintenance personnel shall report to the Director of Operations and Maintenance.

A. The grievant or Association shall present the grievance in writing within twenty (20) days of the occurrence of the event giving rise to the grievance specifying the article and clause alleged to have been violated and stating the remedy sought, to the supervisor immediately involved. The immediate supervisor shall arrange a meeting to take place within ten (10) days after the receipt of the grievance. The supervisor shall provide a written answer to the grievance of the aggrieved employee within ten (10) days after the meeting.

B. If the grievance is not resolved at Step A, the aggrieved or Association may refer the grievance to the Superintendent or official designee within seven (7) days after the receipt of the Step A answer. The Superintendent shall arrange for a meeting to take place within seven (7) days of his receipt of the appeal. Within seven (7) days of the meeting, the grievant shall be provided with the Superintendent's written response.

C. If the Association is not satisfied with the disposition of the grievance at Step B or the time limits expire without the issuance of the Superintendent's written reply, the Association may submit the grievance to final and binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings.

If a demand for arbitration is not filed within thirty (30) days of the date for the Step B answer, then the grievance shall be deemed withdrawn.

1. The arbitrator, in his opinion, shall not amend, modify, nullify, ignore or add to the provisions of this Agreement. His authority shall be strictly limited to deciding only the issues presented to him in writing by the School District and the Association, and his decision must be based only upon his interpretation of the meaning or application of the express relevant language of the Agreement.

2. Each party shall bear the full costs for its representation in the grievance procedure.

3. If either party requests a transcript of the proceedings that party shall bear full costs for that transcript. If both parties order a transcript, the costs of the two transcripts shall be divided equally between the Board and the Union.

4. Each party shall share equally the cost of the arbitrator and the AAA.

3.3 A. Failure of an employee or Association to act on any grievance within the prescribed time limits will bar any further appeal. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. Time limits shall be extended by mutual consent.

B. Any investigation, handling, or processing of any grievance by the grievant shall be conducted so that the related work activities of the grievant or the work staff are not interrupted.

C. Step A of the grievance procedure may be bypassed and the grievance brought directly to Step B if mutually agreed upon by the employee and the Superintendent.

D. If the Superintendent and Association mutually agree, a grievance may be submitted directly to arbitration.

E. Class grievances involving one or more employees or one or more supervisors and grievances involving an administrator above the building level may be initially filed by the Association at Step B.

F. The Board acknowledges the right of the employee to have a local Association representative present, if the grievant requests one, at Step 3.2 B and any Association representative, if the grievant requests one, present at Step 3.2 C. No employee shall be required to discuss any grievance if the Association representative is not present, if one is requested.

G. No Reprisals. No reprisals shall be taken by the Board or the administration against an employee because of his participation in a grievance.

H. With the Superintendent's approval, the grievant may be released from his/her regular assignment without loss of pay or benefits to attend the meetings specified in 3.2 A-C.

I. All records related to a grievance shall be filed separately from the personnel files of the employees.

J. A grievance may be withdrawn at any level without establishing precedent.

K. If the Association or any employee files any claim or complaint in any forum other than under the grievance procedure of this Agreement, then the Board shall not be required to process the said claim or set of facts through the grievance procedure.

L. If both the Superintendent or designee and Association mutually agree, the expedited Arbitration Rules of the Arbitration may be used instead of the Voluntary Labor Arbitration Rules.

M. The Association Grievance Form is attached as Appendix E

ARTICLE IV
EMPLOYEE DISCIPLINE AND TERMINATION PROCEDURES

4.1 Records

Falsification of records or application forms is grounds for immediate dismissal. Falsification shall be defined as willfully or intentionally providing incorrect or incomplete information.

4.2 Discipline Procedures

A. No employee shall be disciplined without just cause. Disciplinary action will be progressive, except for gross misconduct, which the Superintendent or official designee may elect to proceed to the level of discipline, as shown below, the Superintendent or official designee believes is appropriate given the circumstances of a specific case, including going directly to recommendation to the Board for dismissal.

Prior to this recommendation an investigation shall be completed which shall include a pre-disciplinary meeting. At least forty-eight (48) hours prior to the meeting, a written notice shall be delivered to the employee. The notice shall state the specific grounds forming the basis for disciplinary action.

A disciplinary meeting after the investigation is complete shall be conducted wherein the employee shall be informed of the outcome of the investigation. Misconduct by an employee that does not constitute gross misconduct, shall include such conduct as being late for work, insubordination, or use of profanity or poor job performance shall be addressed on a progressive basis according to the schedule below. Gross misconduct shall include such conduct as violating safety standards that threaten the safety of children, child abuse or neglect, theft, fraud, or felony convictions.

1. Verbal warning in writing (date, infraction)
2. Written Warning

3. One to five (1-5) day suspension without pay
4. Discharge

During any investigation, if necessary, an employee may be suspended with pay, fringe benefits and all other benefits provided by the contract, pending determination of any disciplinary action. In the event an employee must be present at a meeting that could lead to any type of discipline, loss of pay, change of employment status, or dismissal, the employee, upon request, may have an Association representative of their choosing present.

Any instance not previously recorded in the employee's personnel file prior to the notification of the disciplinary action shall not be used by the Board as a basis for its action.

B. Review of Disciplinary File.

After two years from the date of a Verbal Warning, if there have been no further disciplinary actions an employee may ask to meet with their supervisor and discuss removal of the warning.

After three years from the date of a Written Warning, if there have been no further disciplinary actions an employee may ask to meet with their supervisor and discuss removal of the warning.

4.3 Termination of Employment

A. The employment of an employee may be terminated for just cause upon action of the Board of Education.

B. Prior to the dismissal of an employee who has met the probationary period as stated in 4. 1, the Board or its designee shall conduct a pre-termination hearing. At least five (5) days' notice shall be given prior to the pre-termination hearing. In addition, the Board or its designee shall provide a notice of charges and the employee shall be given an opportunity to present his/her view of the incident(s) at the pre-termination hearing. If requested by the employee, an Association representative may be present at such pre-termination hearing. The Administration retains the right to conduct exploratory conferences with an employee, but nothing learned in such exploratory meetings shall form the basis for discipline unless the employee was afforded an opportunity for representation. The Administration retains the right to suspend an employee in excess of five (5) days prior to or after the pre-termination hearing. In no case shall an employee be suspended for more than thirty (30) calendar days without pay.

C. All letters and notices will be sent to the Association President or the Association President will be notified by phone or in person.

ARTICLE V
EMPLOYEE AND ASSOCIATION RIGHTS

5.1 Hiring Interviews

Head Custodians shall be included, if possible, in all interviews for new hires within that job

category.

5.2 Probation

A newly hired employee, who has not previously been in the service of the District, shall be considered to be a probationary employee for the first ninety (90) calendar days of his/her employment, and within that period of probation may be discharged at any time without notice, compensation or assigning any reason whatsoever. For purposes of the Article, "days' are considered regular workdays.

5.3 Job Description

The first year of this contract shall be used to draft updated job descriptions with input from the Association before finalizing the documents for publishing. All subsequent years of this contract shall follow the timeline as stated in the paragraph below.

The Superintendent shall cause to be prepared job descriptions for custodial and maintenance personnel positions that exist in the bargaining unit within twenty (20) school days after execution of this Agreement by both parties and deliver each job description to the Association President for comment by the Association. The Association shall return its comments to the Superintendent within fifteen (15) calendar days. The Superintendent shall consider the Association's comments and make any modifications the Superintendent deems appropriate. The Superintendent shall within fifteen (15) calendar days after receipt of the Association's comments about the job descriptions submit the job descriptions to the Board of Education for its approval at the next regularly scheduled meeting. Any changes to the instructional support personnel and parent educator job descriptions adopted by the Board or the development of new job descriptions shall be initially developed by the Superintendent and delivered to the Association for fifteen (15) calendar day's comment. Then the Superintendent shall within fifteen (15) calendar days of receipt of the Association's comments make any modifications to the job descriptions the Superintendent deems appropriate. The Superintendent will submit the job descriptions to the Board of Education for approval.

5.4 Personnel File

Each employee shall have the right to review the contents of said employee's personnel file with the exception of those stated in the Personnel Record Review Act of Illinois and to attach and place therein written reactions to the contents. The employee may review his/her file upon forty-eight (48) hour written advance notice submitted to the Superintendent or the designee. The employee shall affix his/her signature and date on the actual copy filed. The signature does not indicate agreement with the contents of the material. The employee may not remove any material from said file and must review the contents of his/her file in the presence of the Superintendent or designee.

An employee may request a copy of his/her personnel file except for the material as stated above. If an employee requests in writing a copy of his/her file, the Board shall have within seven (7) days to meet such request. For each page of material copied, the Board shall charge

the standard fee for copying. The employee may provide a flash drive for the file to be scanned and transferred to at no charge.

An employee may attach a written response to any material contained in his/her file. Only one personnel file shall exist for each employee and it shall be held and maintained in the Human Resources office.

Nothing herein prevents supervisors from keeping personal notes and records on employees.

5.5 Dues Deductions

Any member of the bargaining unit who has applied for membership in the Association may sign and deliver to the Board's business office an authorization for annual dues deduction. The appropriate authorization forms shall be provided by the Association.

The Board shall deduct an equal amount from all employee's paychecks the current dues of the Association provided the Board has received the proper authorization form.

5.5.1 Pursuant to such authorization the Board shall deduct from each paycheck of each month for twelve (12) months, beginning in September of each year.

5.5.2 The Board shall remit said deducted dues to the Association within ten (10) days following the pay period deduction.

5.6 Other Payroll Deductions

5.6.1. Employees shall have the right to authorize payroll deductions. The following payroll deductions will be split equally between the two (2) paychecks each month.

A. Medical Insurance Premiums
B. Tax Sheltered Annuity
C. Credit Unions
D. United Way
E. Section 125 Plan
F. 403(b)

Employees shall be limited to three (3) authorization changes per program per year. Such changes can only occur in the months of January, April, and October and the employee must inform the Board with at least ten (10) working days' notice. Change shall be defined as enrollment or any change in the amount of money deducted at the time of the work year. Employees have the right to cancel a deduction at any time; however, once an employee cancels a deduction, he/she shall not be allowed to re-enroll in the program for the remainder of the fiscal year.

5.6.2 Illinois Educators Credit Union

The Association will provide authorization cards for payroll deductions for Illinois Educators Credit Union as follows:

A. Authorizations are to be received in the District's Business Office by October 1st, January 1st, or April 1st of each year. This will allow three (3) enrollment/change dates for the employee. Employees will receive notification of these enrollment dates with the paycheck in the previous month.

B. The first deduction (or change) will be made on the 1st paycheck following the first full pay period in October, January, or April.

For example: Custodians receive a check on October 1st. The 1st paycheck following the first full pay period in October would be on October 15th. The Illinois Educators Credit Union deduction would be made on the October 15th check.

C. Authorization must note the amount per month (check) to be deducted for each person.

D. Requests to stop an individual's deductions are to be received from an Association's Officer in the District's business office by the first day of the month preceding the next paycheck.

E. Equal deductions will be made each paycheck until a request is received to stop deductions (as per "D" above) or a request is received to change deductions on October 1, January 1 or April 1.

F. A District #117 check will be issued payable to the Illinois Educators Credit Union for the total credit union deductions made each month. This check will be mailed by the District Payroll Officer directly to the Illinois Educators Credit Union not later than the first banking date after the date of the payroll.

G. New employees hired after the dates of 5.3.2.B will be allowed to join the Credit Union within 60 days of their hiring date.

5.7 Use of School Building

The local Association shall have the right, upon approval of the Superintendent or designee to use the school building for meetings at a time when school is not in session provided that such meetings do not interfere with instructional and/or extra-curricular programs. All meeting areas shall be approved by the Superintendent or his designee. Whenever special custodial service is required, the Board may make a reasonable charge for the service.

5.8 Use of Bulletin Boards and Mailboxes

The local Association shall have the right to post notices of activities and matters of Association concern on a designated, existing bulletin board. The Association may use the employee's mailboxes for communications to bargaining unit members.

5.9 **Use of District Equipment**

With prior approval of the building principal, the Association shall be allowed to use district copying machines and P.C.'s except for Unit Office equipment provided that the use of said equipment is done before or after an employee's workday and in no case between the hours of 8:00 a.m. to 3:30 p.m. on days school is in session. Only employees who have demonstrated a working knowledge of said equipment may use the equipment. The Association shall purchase all supplies and materials used in the business of the Association. Equipment shall not be taken from the District's buildings unless prior approval of the Building Principal is given.

5.10 **Board Agenda**

The agenda for all regular and special Board of Education meetings will be posted on the District's website at least 24 hours before the meeting.

5.11 **Board Agenda Minutes**

The official open Board minutes will be posted on the District's website 48 hours after the Board approves such minutes.

5.12 **Association Leave**

In the event that the Association desires to send representatives to a state or national conference, these representatives shall be excused without loss of salary provided the Association reimburses the District for the cost of substitutes. The Association shall be limited to a maximum of five (5) days per school year. No more than two (2) employees per day shall be excused for said leave. Notification of such leave shall be submitted in writing at least ten (10) school days in advance of the date of the leave. In addition, the Association shall pre-pay the cost of the substitutes prior to the use of said Association.

5.13 **Documents**

The Board agrees to furnish one copy of the following to the President of the Association or designee:

A. Districts budget
B. Budget amendments
C. Annual financial report
D. A digital spreadsheet listing the names of the collective bargaining unit members, date of hire, wage.

5.14 **Authorized Representative on Campus**

Duly authorized representatives of the Association shall be permitted to transact official Association business before and after the employee's work day, during the employees lunch period if they notify the office. The presence of the authorized representative shall not interfere or disrupt the work schedule of the employees nor interfere with the instruction or extra-curricular programs of the District.

ARTICLE VI
EMPLOYEE EVALUATION

6.1 All bargaining unit members shall be evaluated annually by their immediate supervisor based upon performance aligned with the job description for the position the member is assigned and may have input from the site administrator. An observation by the immediate supervisor shall occur before the evaluation is completed if the employee feels that the input from the administrator and/or supervisor does not accurately reflect the employee's performance. The employee will be given the opportunity to provide documentation to support their rebuttal. The results of the evaluation shall be discussed in a conference between the employee and the immediate supervisor. A completed copy of each year's evaluation shall be delivered to the employee by the immediate supervisor prior to the conference to review the evaluation with the employee. This evaluation process must be completed before the last day of work in a fiscal year.

Any bargaining unit member may within seven (7) calendar days after the conference with the immediate supervisor submit a written rebuttal or other statement concerning the evaluation.

The employee's written statement shall be attached to the completed evaluation form and placed in the member's personnel file.

6.2 Evaluation - Any grievance filed to this Article shall be limited to violation of the specific procedures as outlined above. All other aspects of evaluation, including but not limited to criteria, instruments or personalities shall not be grievable.

ARTICLE VII
ASSIGNMENT, VACANCIES, PROMOTIONS, TRANSFERS

7.1 **Vacancy Notices**

A. A vacancy shall be defined as a permanent position in the bargaining unit which has been newly created, or which has previously existed and has been vacated due to transfer, reassignment, resignation, retirement, death or termination. The term "vacancy" shall not apply to any temporary position or a substitute position for an employee who has been granted a leave of absence.

B. All vacancies as defined in 7.1A shall continue to be posted on the District's website. The posting shall be for a minimum of seven (7) calendar days before the position is filled on a permanent basis. Nothing in this article prohibits the Board/Administration from filling a vacancy on a temporary basis.

C. The initial vacancy shall be filled as per paragraph (2) of 7.2.

D. Vacancies occurring within the bargaining unit, including newly created positions, shall be posted on the District website along with a copy of such posting sent to the Association.

Positions as above described shall be posted at least seven (7) school days prior to being filled. Such posting shall contain the following information:

1. Type of work
2. Location of work
3. Starting date
4. Relevant pay information
5. Hours to be worked
6. Job Description
7. Minimum requirements

7.2 Transfer/Promotions

Any employee may apply for a vacancy position in the District. Such application shall be on-line through the District's website. In filling such vacancies first consideration shall be given all qualified employees within the bargaining unit except as stated in the remaining section of this Article and no further restrictions shall be placed on the administration in filling such vacancies.

If two (2) employees in the District apply for the same position within the same category as defined in the District seniority clause of this Agreement and the administration believes both are equally qualified, the most senior employee within that job category shall be offered the vacant position.

For example, if two (2) or more full-time custodians apply for a vacant full-time custodian position and all are equally qualified, the most senior employee shall be offered the vacant position in the full-time custodian job classification. The District shall provide a rationale to the applicant(s) not selected along with an opportunity to meet and discuss the rationale. Seniority shall only be a factor within job categories. An employee shall have no right to claim seniority in another job category when applying for a vacant position other than his current classification.

All head custodian positions are considered to be in the same job category for the purpose of filing vacancies.

When the board/administration determines to permanently involuntarily transfer or permanently reassign an employee (s), volunteers shall be sought. Volunteers will be sought, but the administration/board is not restricted other than seeking volunteers when it involuntarily transfers or permanently reassigns an employee. If a vacancy exists in a full-time (8 hours) custodial position and no other full-time custodian applies for the position, the administration may hire from currently employed part-time custodians or from other qualified applicants. The District shall provide a written rationale for the transfer/reassignment to the Association, within seven (7) and not less than three (3) days before the transfer, along with an opportunity to meet and confer before the involuntary transfer/reassignment is implemented.

7.3 Reconfiguration

If a position(s) is eliminated due to the District closing a building with no reduction in force (RIF), the employee(s) shall be placed in a position of equal status and shift with no loss of seniority or allowed to use "bumping" rights; i.e., shall have the right to assume a position ("bump") of less senior employees in the same category of position for any positions the employee is qualified to hold as stated in the District's seniority list.

ARTICLE VIII
CONDITIONS OF EMPLOYMENT

8.1 Work Day

The work day for all regular, full-time employees shall be eight (8) hours, not including a thirty (30) minute unpaid meal break with the exception of the JHS Head Custodian. The JHS Head Custodian shall be given a forty-five (45) minute meal break to cause a fifteen (15) minute shift over-lap. The over-lap shall be used to communicate any work-related information necessary. The following chart is the shift hours unless an alternate work shift is agreed upon by both parties due to the needs of the building.

	DAYS	SHIFT BEGINS	SHIFT ENDS
Custodian	Mon – Fri	6:00 am 2:30 pm	2:30 pm 11:00 pm
Head Custodian (JHS) (45 min unpaid meal break for over-lap)	Mon – Fri	6:00 am	2:45 pm
Fieldhouse/Bowl Custodian*	Mon – Fri	6:00 am	2:45 pm
Maintenance	Mon – Fri	First shift – 6:00 am Second – 2:00 pm	2:30 pm 10:30 pm

*The Fieldhouse/Bowl Custodian's regular hours are as stated in the above chart unless both parties agree to change the hours worked to cover activities as comp time or overtime.

8.2 Lunch Period

Those employees who work at least eight (8) consecutive hours shall be entitled to a thirty (30) minute to one hour lunch period as assigned by the Supervisor. The lunch period shall be with no pay and not included in the employee regular workday.

Employees who work in more than one building shall be entitled to a forty-five (45) minute lunch period as assigned by the Supervisor(s). Travel from one work site to the other must be completed during this lunch period if the work day is split in half between the two sites. Employees shall be given ten (10) minutes to travel between buildings within Jacksonville. Those employees who travel between Murrayville and Eisenhower shall be given twenty (20) minutes additional travel time.

8.3 Physical Fitness

The Board shall require of new employees evidence of physical fitness to perform duties assigned and freedom from communicable disease, including tuberculosis. Such evidence shall consist of a physical examination and a tuberculin skin test and, if appropriate, an x-ray, made by a physician licensed in Illinois or any other state to practice medicine and surgery in all its branches not more than 90 days preceding time of presentation to the Board and cost of such examination shall rest with the employee. The Board may from time to time require an examination of any employee by a physician licensed in Illinois to practice medicine and surgery and at no cost to the employee.

Based upon reasonable suspicion, an employee may be required to undergo drug or chemical tests for the presence of a controlled substance that has not been legally prescribed. Such testing shall be at the District's expense.

8.4 In-Service

When an employee is required to attend an institute, training session, or in-service program during the workday, the employee shall suffer no loss of pay or benefits.

8.5 Shift Changes

On days when students and/or teachers are not present, employees assigned to the second (2nd) shift may be allowed to work the first (1st) shift provided they request a change in writing within 14 days before the date and permission will be granted or denied within 10 days of the date by their supervisor. The supervisory decision is final and he/she may deny any and all such requests. On days when students/teachers are not in attendance and only one 2nd shift maintenance shift employee wishes to work 2nd shift alone, the request will be denied for safety reasons.

8.6 Breaks

Full-time employees shall be entitled to two (2) fifteen (15) minute breaks each day. If the employee works more than four (4) hours but less than eight (8) hours per day, he/she shall be entitled to one (1) fifteen (15) minute break period per day. It shall be the discretion of the district to determine when during the workday, the employee shall be entitled to his/her break period(s). Written notice of break time shall be provided the employee.

8.7 Vacations

A. A year round employee shall earn vacation on the basis of completed fiscal quarters worked.

Vacation days earned as shown in the chart below shall be allotted in days per quarter or one-fourth (1/4) of the annual amount.

In the initial year of employment the employee will earn pro-rated days of vacation based on the number of completed fiscal quarters to the start of the new fiscal year (the fiscal year is July I through June 30). At the end of the employee's first year, if a person is initially employed between July 1 through December 31, said employee shall receive the total number of vacation days earned for year one and begin receiving vacation days at the end of each fiscal quarter worked thereafter.

However, if a person is initially employed between January 1 and June 30 at the end of the employee's first year, they will receive half of the total number of vacation days as shown on the chart below, but will not be considered as completing a fiscal year until July 1 of the calendar year following employment.

All persons hired prior to July I, 2005 shall be considered to have completed a fiscal year in their initial year of employment regardless of employment date.

B. Each year employees will earn vacation days based on the following years of completed fiscal years.

1-5 years, the employee shall earn 10 days of vacation.
6-11 years, the employee shall earn 15 days of vacation.
12 years, the employee shall earn 16 days of vacation.
13 years, the employee shall earn 17 days of vacation.
14 years, the employee shall earn 18 days of vacation.
15 years, the employee shall earn 19 days of vacation.
16 years, the employee shall earn 20 days of vacation.
17-20 years, the employee shall earn 21 days of vacation.

C. When an employee reaches the end of a fiscal year, he/she shall receive credit for the vacation earned from the time of employment to the end of the fiscal year in which employment began, and at the proper number of days for each completed quarter worked. After an employee has worked one full year, he/she shall receive credit for vacation due at the end of each quarter (October 1, January 1, April 1, and July 1).

D. 1. Vacation time earned in one (1) fiscal year shall be used by the end of the following fiscal year. If the employee does not use all of their vacation time within the fiscal year the days are earned, those days may be carried over for six (6) months into the next fiscal year. The activation date for vacation carry-over begins on July 1 of each year since vacation days are accrued quarterly.

2. Employees may request to use their vacation time earned during the course of the school year. The District reserves the right to approve or disapprove the requests on the basis of staffing needs as determined by the administration.

   a. All leave requests shall be submitted to the Director of Buildings and Grounds.
   b. Requests shall be approved on a first come, first served basis unless 2 or more employees make the same request of leave at the same time--then seniority rights shall apply.
   c. Employees shall give the District as much notice as possible.

3. No vacations will be approved during the week immediately preceding the start of the new fall school term. Vacation time may be taken during the week preceding the start of summer vacation with prior approval of the administration. All vacation days shall be taken in one-half or whole day increments.

4. Written vacation schedules for summer vacations shall be filed with the supervisor no later than May 15th annually. The schedules are subject to the final approval of the Superintendent or his/her designee.

E. Employees terminating their employment shall be entitled to remuneration for the amount of vacation earned to the date of termination.

8.8 Holidays Recognized and Observed

The following days shall be paid holidays for custodians and maintenance personnel if the day falls in their normal work year.

Memorial Day	Christmas Eve
July 4th	Christmas Day
Labor Day	New Year's Eve
Columbus Day	New Year's Day
Veteran's Day	Martin Luther King's Birthday
Thanksgiving Day	Lincoln's Birthday or Presidents' Day
Friday after Thanksgiving	(as determined by School District Calendar)

Friday of Spring Break or the Friday before Easter if school is not in session. Otherwise, the Friday of Spring Break will be applicable.

When any of the above holidays fall on a Saturday, the proceeding Friday will be designated as the holiday. Should the holiday fall on a Sunday, the following Monday will be designated as the holiday. This situation would apply only if any holiday from above or the designated Friday or Monday is not scheduled as a day in which school is in session and/or is a required working day for certified staff. When this designation is not applicable, the Board of Education will designate a date(s) to be used during the summer period when school is not in session as a holiday(s) in lieu of the lost day(s).

In order for an employee to qualify for holiday pay, they must meet the following requirements:

1. The employee must work within the payroll period during which the holidays occur.

2. The employee must work the last scheduled working day before the holiday and the first scheduled workday after the holiday.

3. Regular part-time employees will receive holiday benefits on a pro-rata basis based upon the average number of hours worked per day.

4. The only exception to the above will be when an employee is on approved vacation, pre-approved personal leave, provides a written physician's verification for illness/absence dated prior to or on the date of absence on either the last working day prior to or on the first working day after the holiday, or is on approved bereavement leave. An employee is limited to using one personal leave day in this manner in a fiscal year. No more than two employees may use a personal leave day in this manner on any one day. Granting the use of pre-approved personal leave days for use in this manner will be on a first come first approved basis.

8.9 No Subcontracting

During the term of the agreement the Board shall not subcontract work presently performed by members of the bargaining unit. The no subcontracting clause does not prohibit the Board from hiring specialists to perform duties of members of the bargaining unit on a temporary basis as stated in Article 8.9.1. The purpose of the contractual item is to restrict the Board from hiring a private corporation and permanently replacing current employee(s) of the bargaining unit. The Board still has the authority to reduce its number of personnel as per Article IX of the agreement and may reduce the number of employees through attrition or dismissal.

8.9.1 Temporary Use of Non-Bargaining Unit Personnel

A. The District agrees that no person other than those normally employed shall be used at any time to perform the work normally performed by a bargaining unit employee except in cases of emergency or as agreed upon by both parties.

B. In the event of an emergency, every effort will be made to utilize the services of bargaining unit employee who would normally perform the work required.

C. For purposes of this provision, an emergency shall be defined as an unforeseen circumstance or a combination of circumstances which call for immediate action in a situation which is not expected to recur, or where a bargaining unit employee has refused to perform work alleging unsafe or hazardous working conditions.

8.9.2 Employer's Right to Sub-Contract Exception

The District will not sub-contract, transfer or assign, in whole or in part, any work or services unless the skills needed to perform this work or services are unavailable or cannot be obtained in a reasonable time by bargaining unit employees.

8.10 **Employee Responsibility**

The administration recognizes that when custodial employees secure and lock facilities at the end of their shift, the security of that facility may be breached by other noncustodial employees.

8.11 **Facility Assessments**

The Director of Buildings and Grounds will conduct building visits once per quarter with the Head Custodian to check building maintenance, equipment condition and safety, and the cleanliness of the buildings including the thoroughness of custodial services. Concerns about these items will be communicated to the head custodian/principal at the building in a checklist format.

8.12 **In-District Training**

A member of the Custodial Staff will discuss with the Director of Building & Grounds annually and determine: (1) the types of training and, (2) will have input on the products used in the buildings for the forthcoming school year. This custodian staff member will also periodically run workshops on cleaning procedures, chemicals, etc. Suggestions will be gathered from the custodial staff to determine the types of training the member will provide.

8.13 **Call In Procedures**

When an employee is unable to report to work, he/she is to call at least one hour prior to beginning of employee's shift the daytime head custodian of their building to arrange for a sub. If the head custodian is on leave or unavailable, the employee shall call the Director of Buildings and Grounds to arrange for a substitute. If one or both are unavailable, the employee is to contact the building principal. Head Custodians are to call the Director of Operations and Maintenance as soon as possible to inform him/her of any substitution arrangements. Maintenance employees are to call the Director of Operations and Maintenance. Failure to call at least 1 hour in advance of employee's shift more than twice will result in a dock from employee's pay of 1 hour in addition to the use of sick or other leave.

ARTICLE IX
SENIORITY

9.1 **District Seniority**

Seniority is the length of the employee's service starting with the first day on which duties are performed.

9.2 **Seniority is Lost Upon the Following:**

1. Resignation
2. Dismissal

3. Retirement

9.3 **Seniority is Retained but Shall Not Accrue During the Following:**

1. Unpaid leave of absence
2. Unpaid sick leave

9.4 **Seniority Continues to Accrue During the Following:**

9.4.1 Paid leave of absence

9.4.2 Temporary disability under the Illinois Municipal Retirement Fund (IMRF)

9.5 **Seniority for Vacancies**

For the purposes of filling vacancies within the bargaining unit, by February 1 annually, the Board shall publish a seniority list for each of the following job categories:

9.5.1 Maintenance Technician
9.5.2 Maintenance Grade I
9.5.3 Maintenance Grade II
9.5.4 JHS Head Custodian; JHS Second Shift Head Custodian
9.5.5 JMS Head Custodian; JMS Second Shift Head Custodian
9.5.6 Multi-Building Head Custodian; Elementary Head Custodian
9.5.7 Custodian (full-time)
9.5.8 Custodian (part-time)

When there are three (3) or more custodians assigned to one shift in one building, a head custodian must be one of the positions.

All vacancies (as defined in Article VII) in the job categories listed in 9.5 filled by current employees shall be filled on a probationary basis for up to sixty (60) contractual days. The administration reserves the right to return the employee to his/her previous position in the bargaining unit within the sixty (60) contractual day's probationary period at any time without notice. If the employee is returned to his/her original position, he/she will be paid at the rate of the original position beginning the date of the return to the original position. The employee will be given the reason(s) for being returned to the original position, and this reason will be placed in the employee's personnel file. Unless the reason for returning the employee to the original position is discriminatory, the District will be held harmless for its action.

9.6 **Seniority for Bumping**

For purposes of "bumping" in the event of a reduction in force, employees shall accrue seniority (as defined in 9.1, 9.2, 9.3, and 9.4) for all categories. The Board and the Association agree that certain positions require qualifications unique to those positions.

If a position is lost due to District reconfiguration, see Article 7.3.

A. Any employee in a position within the bargaining unit which is eliminated by a reduction in force may bump a less senior employee within the bargaining unit in the following order:

Position	May Bump	Less Senior Employees in this order
Maintenance Technician		1. Maintenance Technician 2. Grade I Maintenance 3. Grade II Maintenance 4. JHS Head Custodian; day or night 5. JMS Head Custodian; day or night 6. Elementary Head Custodian; Multi-Bldg Head Custodian 7. Custodian - Full-Time 8. Custodian - Part-Time
Grade I Maintenance		1. Grade I Maintenance 2. Grade II Maintenance 3. JHS Head Custodian; day or night 4. JMS Head Custodian; day or night 5. Elementary Head Custodian; Multi-Bldg Head Custodian 6. Custodian - Full-Time 7. Custodian - Part-Time
Grade II Maintenance		1. Grade II Maintenance 2 JHS Head Custodian; day or night 3. JMS Head Custodian; day or night 4. Elementary Head Custodian; Multi-Bldg Head Custodian 5. Custodian - Full-Time 6. Custodian - Part-Time
JHS Head Custodian		1. JHS Head Custodian; day or night 2. JMS Head Custodian; day or night 3. Elementary Head Custodian; Multi-Bldg Head Custodian 4. Custodian - Full-Time 5. Custodian - Part-Time
JMS Head Custodian or JHS 2nd Shift Head Custodian		1. JMS Head Custodian; day or night 2. Elementary Head Custodian; Multi-Bldg. Head

		Custodian
	3.	Custodian Full-Time
	4.	Custodian Part-Time
Elementary School Head Custodian	1.	Elementary Head Custodian; Mutli-Bldg. Head Custodian
	2.	Custodian Full-Time
	3.	Custodian – Part-time
Custodian Full Time	1.	Custodian – Full-Time
	2.	Custodian – Part-Time
Custodian Part Time	1.	Custodian Part-Time

Bump must be exercised by affected employee(s) within 5 working days of notification. If not exercised by employee within 5 working days the District may determine "bump for employee".

(For example – if a Grade I Maintenance employee is laid off, that person could bump a less senior Grade I Maintenance employee. If the Grade I Maintenance is less senior than the other Grade 1 Maintenance personnel, the Grade I Maintenance employee could bump a less senior Grade II Maintenance employee. If none, the Grade I Maintenance employee could bump a less senior JHS Head Custodian (day or night). If none, the Grade I Maintenance employee could bump a less senior JMS Head Custodian (day or night). If none, the Grade I Maintenance employee could bump a less senior Elementary Head Custodian or Multi-Bld. Head Custodian. If none, the Grade I Maintenance employee could bump a less senior full time custodian. If none, the Grade I Maintenance employee could bump a less senior part time custodian. The laid off employee must bump a less senior employee in the respective category and must bump into the first classification in which there is a less senior employee.)

Part-time custodial employees (those working regularly for the School District less than forty (40) hours per week) shall be laid off before any full-time custodian/maintenance employees are laid off.

ARTICLE X
Reduction in Force

10.1 Negotiations with the Association

The District shall not take final action on any considerations of reduction in force prior to first meeting with the Association to negotiate over any alternatives.

10.2 Reduction of Work Hours v Lay-Off

There shall be no reduction in the normal work hours provided for any Bargaining Unit Member or position without the prior agreement of the Association. In the event of a reduction in the work hours in a department, Bargaining Unit Members with the greater seniority may

use same to maintain his/her normal work schedule by displacing Bargaining Unit Members with less seniority on the work schedule.

In no case shall a reduction of any Bargaining Unit Member's work hours take effect until thirty (30) work days after written notice to the affected Bargaining Unit Member(s) is given by the District.

10.3 **Layoff for Cause**

Layoff shall be defined as a necessary reduction in the workforce beyond normal attrition.

10.4 **Notice**

Written notice shall be sent to the Bargaining Unit Member's address on file with the District via certified mail or via personal delivery with receipt. Such notice of an honorable dismissal, reduction in force (RIF), must be given thirty (30) days before the dismissal (RIF) is effective.

10.5 **Order of Dismissal**

In the event of a necessary RIF, Bargaining Unit Members with the shorter length of continuing service with the District, within the category of position, shall be dismissed first beginning with probationary Bargaining Unit Members.

10.6 **Bumping Rights and New Hires**

In no case shall a new employee be employed by the District while there are laid off Bargaining Unit Members who are qualified for a vacant or newly-created position. Any Bargaining Unit Members RIF'd, shall have the right to assume a position ("bump") of less senior employees in the same category of position for any positions the employee is qualified to hold as stated in the District's seniority list.

10.7 **Laid-Off Employees/Substitution**

A laid off Bargaining Unit Member shall, upon application and at his/her option, be granted priority status on the substitute list according to his/her seniority.

A. Fringe Benefits/Laid-Off Employees

Laid off Bargaining Unit Members may continue their health, dental and life insurance benefits by paying the regular monthly per subscriber group rate premium for such benefits to the District after the first thirty (30) days of such layoff, during which time all fringe benefits will be continued by the Employer.

B. The District may fill the position on a temporary basis until the recalled Bargaining Unit Member can report for work providing the Bargaining Unit Member reports within the ten (10) day period. Bargaining Unit Members recalled to full-time work for which they are qualified are obligated to take said work.

C. A Bargaining Unit Member who declines recall to full-time work for which he/she is qualified shall forfeit his/her seniority rights. Bargaining Unit Members on layoff shall accrue seniority during the period of such layoff.

10.8 **Recall Rights**

It shall be the Bargaining Unit Member's responsibility to keep the District notified as to his/her personal email address and current mailing address.

Laid off Bargaining Unit Members shall be recalled in order of seniority, with the most senior being recalled first, to any position for which they are qualified. Any Bargaining Unit Member who has served more than thirty (30) working days in a classification shall be deemed qualified for any position in that classification. Upon recall of an employee to service after lay-off or other reduction in force, the District shall first give such employee a written notice of recall sent to the last known address of the employee. The recall notice shall state the time and date on which the Bargaining Unit Member is to report back to work. In the event an employee fails to give written notice of acceptance of recall within fifteen (15) calendar days from receipt of notice, excluding Saturday, Sunday and holidays, days of mailing as provided by this section, the employee's right to return to service shall be deemed ended.

ARTICLE XI
LEAVES

11.1 **Sick Leave**

Regularly employed employees with 1-19 years experience shall be entitled to 8 hours (full-time employee) of sick leave or pro-rated by number of hours worked per day for a part-time employee per month of employment. Regularly employed employees with 20+ years' experience shall be entitled to 15 days of sick leave per year. Sick leave shall be charged in one hour increments. A portion of one hour shall be charged as a full hour. Unused sick leave shall accumulate to no limit. If at the end of a fiscal year, an employee has used *(3)* or fewer sick days in that preceding year, the employee will be granted an additional (3) sick leave days for the next fiscal year. First year employees who use not more than 1 sick day prior to the end of first year of employment will be granted an additional (2) sick leave days for the next fiscal year.

Sick leave may be taken for personal illness or that of immediate family, quarantine at home, or serious illness, or death in the member's immediate family.

For purposes of sick leave, "immediate family"" shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

After an absence of three (3) days for personal illness, the employee may be requested to deliver to his/her supervisor a physician's statement concerning the reason for the employee's absence from work.

Excessive absenteeism or a recurring pattern of absenteeism shall be reviewed by the Superintendent and/or his designee. The Superintendent at any time may request a physician's statement from an employee suspected of abusing sick leave.

11.2 Absence Due to On The Job Injury

Absence due to injury incurred in the course of the employee's workday while assigned duties shall be treated as sick leave. However, income received from Worker's Compensation shall be deducted from the District's compensation liability to the employee. When income from other than District's funds is received by the employee due to his/her injury, the District shall only be responsible for the remaining salary owed the employee. The intent of the District is that in no case shall the employee who was injured while performing his/her duties receive more than 100 percent of his/her gross salary.

If an employee who is injured on the job receives no District funds, no sick leave benefits will be deducted. If an employee who is injured receives District funds, sick leave benefits will be deducted on a pro-rata basis. If an individual runs out of sick days, excused absence and/or vacation leave which has been accrued on the date that sick leave expires may be used at the employee's discretion on a pro-rata basis.

11.3 Personal Leave

A. Upon request to the superintendent's office or his designees up to three personal leave days may be granted employees for the purpose of handling important business or personal obligations, which the employee cannot reasonably be expected to deal with on other than school time or a school day.

B. Personal leave days off immediately before or after Christmas and Spring vacations, or during the first or last week of school will be approved only upon submittal of the cause of absence. The reason for absence should fall within Board policy. Generally, using these days will be discouraged, and employees are expected to make appointments around these days.

C. If possible, three (3) days' notice should be given the building administrator using forms provided by the District. If this is not possible, then the form should be filed as soon as possible. Personal leave requested after the end of the day preceding or on the day of absence must be followed within three (3) days of the return of the employee by a completed form.

D. Any charges for personal leave days shall be in one-half day increments.

E. At the end of the school year any unused personal leave days shall be added to the employee's sick leave accumulation.

11.4 Leave for Jury Duty

When an employee is called for jury duty, the employee shall be granted leave with full pay,

but employee shall pay to the District any amount of money received for such duty. Leave for jury duty shall not be counted against allowance for emergency leave or sick leave.

11.5 Bereavement Leave

Employees shall be granted five (5) paid days of Bereavement Leave per incident connected with the death of an immediate family member. For the purpose of this Article, immediate family shall include spouse, children, father, mother, parents-in-law, brother, sister, brother-in-law, sister-in-law, grandmother, grandfather, grandchildren, and legal guardian.

The leave covered under this Article shall be annual and will not accumulate.

Sick Leave Days may be used in the event of death of a secondary relative or as an extension beyond the five (5) paid Bereavement Leave Days connected with the death of an immediate family member. For the purpose of this Article, secondary relatives are cousins, aunts, uncles, nieces or nephews

11.6 In-District Annual Travel Allowance

Building head custodians and the JHS Bowl/Field House Custodian will receive an annual travel allowance of $100.00 per year which will be paid in two installments in December and May.

11.7 Sick Leave Bank

Any employee covered under the terms of this contract shall be eligible to participate in a VOLUNTARY district-wide Sick Leave Bank. The intent is to provide extended sick leave benefits to those persons who incur a period of extended illness, injury, or hospitalization. Only those employees who donate the required days to the bank shall be eligible to apply to draw from the bank when needed.

New participants in the voluntary sick leave bank shall submit written notice between August 15 and September 15 of intent to participate on a form created by the Sick Leave Bank Committee and provided by the Jacksonville School District. If a new employee is hired during the school year he/she may take part in the Sick Leave Bank by submitting intent to participate form provided by the JSD. New employees will have two (2) weeks from the first day of employment to decide if he/she wishes to participate in the Sick Leave Bank.

Each employee electing to participate in the bank shall contribute two (2) sick days to the sick bank each year until the sick leave bank reaches the minimum capacity of 600 days. In case of depletion of the sick leave bank below 200 days all employees enrolled will automatically have one (1) sick day deducted and added to the sick bank. HR will notify all members of the sick bank in writing of the depletion of sick bank days and that an automatic one (1) sick day will be taken out of their personal sick days on said date that it will occur.

Membership is automatically renewed each year unless a member submits written notice of cancellation by September 15 of the school year in which cancellation is desired. A participant may cancel membership by indicating in writing directed to the attention of HR. HR shall then transfer the letter of cancellation to the Sick Leave Bank Committee within 5 business days after receipt. Cancellation of sick leave bank membership, regardless of reason, shall mean forfeiture of any claim to their contributed days and benefits of membership.

The intent of the bank is to provide additional financial protection to those employees who incur a period of catastrophic illness, prolonged illness, serious injury, or hospitalization, as verified in writing by a physician, if requested by the Committee. The bank is not applicable to any employee utilizing days for illness in the family except in emergency situations following approval of the Superintendent and the Sick Leave Bank Committee. It remains the intent of both parties to strive to retain good attendance in the district. It is not the purpose of this bank to provide additional days to employees who have exhausted their accumulated sick leave and are applying for days because of colds, sore throats, flu, or some other non-catastrophic illness.

Beginning with the fourth (4th) unpaid day after the employee has exhausted all of his/her sick, vacation, and personal leave, an employee may be eligible to submit an application to use the Sick Leave Bank. If the employee is eligible, the plan coverage shall be retroactive to include the first (1st) day of eligibility which begins on the fourth (4th) unpaid consecutive day of absence. The consecutive day rule does not apply to intermittent absences due to life threatening occurrences.

Authorized withdrawals by participating employees of the sick leave bank shall be made only upon approval of the sick leave bank committee and their decision shall be final. No one shall draw from the bank until a doctor's certificate of illness is presented to the sick bank leave committee, certifying that the employee is unable to work due to a prolonged illness, injury, or hospitalization.

An employee may be eligible to draw a maximum of sixty (60) days in one (1) school year and a maximum of one hundred eighty (180) days during his/her employment in the District. An employee must notify in writing the Sick Leave Bank Committee and the Superintendent or his/her designee at least five (5) working days before returning to work. Upon returning to work, the employee will pay back 25% of their allotted days each year to reimburse half of the days borrowed from the bank.

The Sick Leave Bank Committee will be composed of 3 from association members (with one always appointed by JEA president) and 2 from district administration. They will act on all matters that concern the policies and decisions of the Sick Leave Bank. The admin to work with the associations to create guidelines for this committee; the guidelines will then be adopted in an MOU. Once completed, these guidelines shall be listed in this contract and subsequent contracts. The Sick Leave Bank Committee shall hold an initial meeting prior to

October 1 of each school year. The purpose of the initial meeting will be to review the qualifications and procedures of the plan. Subsequent meetings will be held as needed to review applications and determine eligibility. In making decisions, the committee will use the simple majority rule. Following the date of a decision rendered by the Committee, an employee may appeal in writing said decision to the Board of Education within thirty (30) calendar days.

All accrued personal and vacation days shall be used before eligibility to request sick bank days.

Employees requesting days from the sick bank shall first be required to use a maximum of twice their annual sick day allotment earned at the beginning of the current school year. For example, an employee who earns 12 sick days at the beginning of the current school year shall be required to use 24 sick days from those the employee has accrued and saved.

Any retiring member of the sick bank may donate his/her unused sick days to the sick bank.

Any member who is absent for illness or injury due to a work related accident (which is compensational under the Illinois Workers' Compensation Act) will not avail himself/herself to any benefits of the bank.

The voluntary sick leave bank shall not be subject to the grievance procedure contained in this Agreement.

This section of the contract shall not be an open issue for subsequent bargaining unless both parties agree.

11.8 **Leaves - Medical Insurance**

Employees on approved unpaid leave for medical reasons, personal disability or worker's compensation, will continue to receive the district's hospital-medical insurance benefits during their leave, but not to exceed ninety (90) consecutive school days. Thereafter, the employee may remain on the district's plan if the employee makes monthly payments of premium in advance.

Employees on approved leaves for other purposes may remain in the District's hospital-medical insurance program upon monthly payment, in advance, of the premiums.

A committee shall be created with members from administration and each of the Associations within the District.

ARTICLE XII
COMPENSATION AND BENEFITS

12.1 **Salary**

Schedule A Employees:

When a custodian is initially employed that person will be placed on Schedule A, Step 1. A person will move to Step 2 the next fiscal year beginning July 1, if they were employed between July 1 and December 31 the preceding year, otherwise, they would remain on Step 1, if they were employed between January 1 and June 30. Each year thereafter on July 1, an employee moves down a step on the schedule.

In the event an employee moves from Schedule A to one of the Head Custodian positions, the employee will receive a one-time hourly raise upon taking the new position in the following amounts:

Elementary Head Custodian:	$1.50 per hour
JMS Head 2nd Shift Custodian:	$2.00 per hour
JMS Head Custodian/JHS Head 2nd Shift Custodian:	$2.75 per hour
JHS Head Custodian:	$3.50 per hour

The employee will not move to another salary schedule. In the event an employee transfers, no seniority will be lost.

Schedules B-I Employees:
In the event an employee moves to a higher paying classification, the employee will lose 1 step for every grade moved through the chart. For example, an employee with 10 years of experience as a Custodian on the "B" chart who moves to Head Custodian JHS Day would be placed on Step 7.

In the event an employee moves to a lower paying classification, the employee will be placed on a step not lower than their current step. The employee will be placed on a higher step, if the employee lost any steps when previously moving into a higher classification.

In the event an employee transfers, no seniority will be lost.

Compensation for Temporary Assignment

In the event that an employee substitutes for an absent employee, that employee will be paid for any time worked upon assuming those duties. These duties shall not include disciplinary action or reporting.

When a head custodian is on leave, a regular, full-time employee shall assume their duties and receive the difference between the employee's regular hourly wage and that of the head custodian for the hours substituting.

One employee shall be chosen to substitute for the Director of Building and Grounds in his absence. That employee shall receive a stipend of $2,400/year to compensate for the wage difference and the additional responsibilities. The employee chosen to substitute shall be chosen by the Director of Building and Grounds.

12.2 Overtime

A. Overtime rates shall apply to all work in excess of 8 hours per day or 40 hours per week actually worked. Paid holidays and pre-approved personal leave and approved vacation

shall count toward the 40 hours actually worked requirement. Any employee may be required to work overtime at the discretion of the administration. Non-school associated functions as defined by the administration held on Sunday to which a full- time (40 hours actually worked/week) employee covered by this agreement is assigned shall be compensated at (2) two times the regular hourly salary.

Overtime shall be offered in the following manner:

1. Building level
2. Volunteers district-wide
3. Inverse seniority with rotation by building.

B. Non-school associated functions held on certain holidays (Christmas Day, New Year's Day, Thanksgiving Day, July 4th, Easter) to which a full-time employee covered by this agreement is assigned shall be compensated at (2) two times the regular hourly salary.

12.3 **Call out pay**

When an employee is called back to work outside his/her normal shift, the employee shall be paid a guaranteed minimum of 2 hours pay at the employee's appropriate pay rate. If an employee is called out at times outside his/her normal shift, the employee will be paid his/her actual time from the time the employee leaves his/her residence to returning to that residence upon completion of the call out work assignment provided the assignment takes less than 2 hours to complete. If the work assignment takes 2 hours or more, exclusive of travel time, the travel time will not be paid to the employee. Employees will be paid mileage from home to the school building and back home for call outs.

12.4 **Pay Days**

Paydays will be in equal installments on the 15th and the last calendar day of each month. The amount of pay will be based upon each employee's hourly rate, times the number of hours per day, times the number of days to be paid each fiscal year. Adjustments will be made for appropriate items such as a change in rate of pay or hours to be docked.

The District's chief financial officer will publish a yearly calendar listing the pay dates for the year. Starting in September, 1998, all payments will be made by direct deposit for employees hired after September 1, 1998. Current employees hired prior to September 1, 1998, may request to not have their checks directly deposited. Current employees who opt to have their checks directly deposited may not change after they have signed up for direct deposit.

12.5 **Employee Insurance Plan**

A. The District will pay the full individual premium for a medical insurance plan.

B. The District will offer a Supplemental Dental Insurance Plan for each employee in the bargaining unit at no cost to the District. The cost of the supplemental dental insurance plan will be paid by the employee.

C. The Board and the Association agree to maintain an Insurance Committee to review, as

needed, the District's Insurance Provider. This committee shall have the authority to modify the insurance plan (if acceptable to the Insurance provider) and/or provider pending approval by the Association and the Board.

D. The district will allow each employee in the bargaining unit to payroll deduct premiums for family coverage, dependent care expenses, dental insurance premiums, term life insurance premiums, and unreimbursed medical/dental expenses. Only one company per benefit will be selected by the Insurance Committee and approved by the Board of Education and the Association.

E. Effective the first of the month following ratification of the contract for 2008-2009, the Plan will include a $40,000.00 term life insurance policy for full-time employees and all others will receive a $20,000.00 term life policy.

F. The District will provide employees an IRS Section 125 flexible spending account. The account will include payment for medical insurance premiums for family coverage, term life premiums, dependent care expenses, dental insurance premiums, and unreimbursed medical/dental expense. Any administrative cost which may be charged by the company selected by the District to administer the plan will be paid semi-monthly through payroll deduction by the employee. Balances not to exceed $300 that remain in the Section 125 Plan account at the statutory end of each year's activity will become the property of the District. The amount in excess of $300 shall be set aside to offset future administrative costs of the third party administrator on a prorata basis for persons enrolling for the plan year two years later based on those enrollees with an effective date of February 1. The flexible spending account will begin February 1st of each year. New employees may enroll within 30 calendar days of initial employment.

12.6 Retirement

Any custodial/maintenance employee who retires and has accrued unused sick leave days in excess of 100 days in School District 117 may be paid for those days in excess of 100 days or use them for retirement purposes or a combination thereof. Days in excess of 101 may be paid at a rate of $50 per day.

12.7 Travel and Expense Reimbursement

A. The established payment rates for various expenses incurred by employees while on District business are listed below. Approval from proper administrative level must be obtained prior to expenditure.

1. Transportation

Effective the first of the month following ratification of the contract for 2005-2006, private car mileage will be reimbursed at the IRS allowable rate per mile for in- district and out of district mileage. Reimbursement requests for in-district and out of district travel shall be submitted not later than 14 calendar days following the end of the semester in which the travel expense is incurred.

Rail or air travel will be reimbursed at the lesser amount of the actual cost or the standard private car mileage rate computed round trip between the two cities.

Taxi travel will be reimbursed at cost with a maximum amount of $12.00 per day for one employee and $24.00 for two or more district employees sharing a taxi.

Parking will be reimbursed at cost with a day maximum amount of $I0.00 per day with submission of the dated receipt.

2. **Meals**

Meals will be reimbursed at cost with the following maximum rates.
Breakfast = $5.00, Lunch = $15.00, Dinner = $20.00.

Meal rates include tips not to exceed 15%.

One banquet costing more than these maximums may be substituted for one of the above meals when attendance is pre-approved.

3. **Lodging**

The District shall book the lodging at the time of the approval. Accommodations shall include breakfast.

4. **Registration**

The District shall pay the registration fee upon approval and registration.

5. **Receipts**

There will be no reimbursements for any expenses for which receipts or canceled checks are not provided with the exception of private car mileage. If more than one employee is attending the same conference, they shall carpool.

ARTICLE XIII
LABOR/MANAGEMENT COMMITTEE

A Labor/Management Committee shall be established. Association's President shall select up to three (3) representatives. The Superintendent shall select up to three (3) representatives. The purpose of the Committee is to meet and confer monthly to discuss topics of mutual interest. A monthly meeting can be cancelled by mutual agreement. Nothing said by any person during a committee meeting may be used adversely against that person or the parties in any other context or proceeding. These meetings shall not constitute collective bargaining sessions. It is in the interest of all parties to provide constructive dialogue to resolve issues in a cooperative effort. Nothing prohibits the attendance of an additional person if both sides agree.

ARTICLE XIV
EFFECT OF AGREEMENT

14.1 Complete Understanding

The terms and conditions set forth in this agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.

14.2 Individual Contract

Any individual contract issued by the Board to an employee shall be subject to and consistent with the terms and conditions as set in the agreement. If an individual contract is inconsistent with the agreement, the agreement shall be controlling.

14.3 Savings Clause

Should any article, section, or clause of this agreement be declared illegal by a court of competent jurisdiction, then that article, section, or clause shall be deleted from this agreement to the extent that it violates the law. The remaining articles, sections and clauses shall remain in full force and effect for the duration of this agreement.

14.4 Management Rights

It is expressly understood and agreed that all functions, rights, powers, authority, and legal responsibilities of the Board which are not specifically limited by the express language of this agreement are retained by the Board.

The Board shall not be required to bargain over matters of inherent managerial policy which shall include such areas of discretion or policy as the functions of the employer, standards of service, its overall budget, the organizational structure and selection of new employees and direction of employees.

14.5 No Strike Statement

During the term of this agreement and any mutual extension thereof no employee covered by this agreement, not the Association, nor any person acting on behalf of the Association shall ever or at any time engage in, authorize, or instigate picketing, any recognition of any picket line at the School District's premises, any strike, slowdown or other refusal to render full and complete services to the Board, or any activity whatsoever which would disrupt in any manner in whole or in part the operation of the School District.

A. Any violating employee shall be subject to discipline or discharge as determined appropriate in the sole and unilateral discretion of the Board.

B. The Association shall, upon notice from the Board, immediately direct such employees

both orally and in writing to resume normal operations immediately and take every other reasonable effort to end any violations.

14.6 **Duration**

This Agreement shall be effective July 1, 2019 and shall remain in effect until June 30, 2022.

IN WITNESS WHEREOF:

For the Jacksonville Support Personnel Association/IEA/NEA Maintenance and Custodial Personnel	For the Board of Education Jacksonville School District #117
Matt Swift, Co-President	Noel Beard, President
Don Grubb, Co-President	Teresa Wilson, Secretary

2019-2020 Salary Schedule - Custodians

Step	Custodian A 19-20	index
1	$15.85	
2	$16.01	1.01
3	$16.17	1.01
4	$16.33	1.01
5	$16.49	1.01
6	$16.66	1.01
7	$16.83	1.01
8	$16.99	1.01
9	$17.16	1.01
10	$17.34	1.01
11	$17.51	1.01
12	$17.68	1.01
13	$17.86	1.01
14	$18.04	1.01
15	$18.22	1.01
16	$18.40	1.01
17	$18.59	1.01
18	$18.77	1.01
19	$18.96	1.01
20	$19.15	1.01
21	$19.34	1.01

Step	Custodian B 19-20	index
1	$22.98	
2	$23.12	1.006
3	$23.24	1.005
4	$23.33	1.004
5	$23.40	1.003
6	$23.47	1.003
7	$23.56	1.004
8	$23.66	1.004
9	$23.75	1.004
10	$23.85	1.004
11	$23.99	1.006
12	$24.02	1.001
13	$24.11	1.004
14	$24.21	1.004
15	$24.30	1.004
16	$24.40	1.004
17	$24.48	1.003
18	$24.57	1.004
19	$24.67	1.004
20	$24.77	1.004
21	$24.87	1.004

Step	Elementary Head Custodian C 19-20	index
1	$23.54	
2	$23.63	1.004
3	$23.70	1.003
4	$23.80	1.004
5	$23.91	1.005
6	$24.01	1.004
7	$24.11	1.004
8	$24.23	1.005
9	$24.35	1.005
10	$24.47	1.005
11	$24.57	1.004
12	$24.67	1.004
13	$24.76	1.004
14	$24.91	1.006
15	$25.04	1.005
16	$25.14	1.004
17	$25.26	1.005
18	$25.46	1.008
19	$25.57	1.004
20	$25.67	1.004
21	$25.77	1.004

Step	JMS Head 2nd Shift Custodian D 19-20	index
1	$23.80	
2	$23.91	1.005
3	$24.01	1.004
4	$24.11	1.004
5	$24.23	1.005
6	$24.35	1.005
7	$24.44	1.004
8	$24.57	1.005
9	$24.74	1.007
10	$24.84	1.004
11	$24.99	1.006
12	$25.09	1.004
13	$25.21	1.005
14	$25.36	1.006
15	$25.44	1.003
16	$25.57	1.005
17	$25.72	1.006
18	$25.93	1.008
19	$26.03	1.004
20	$26.16	1.005
21	$26.29	1.005

Step	JMS Head Cust JHS Head 2nd Shift E 19-20	index
1	$24.04	
2	24.17	1.005
3	24.26	1.004
4	24.36	1.004
5	24.48	1.005
6	24.60	1.005
7	24.70	1.004
8	24.82	1.005
9	25.00	1.007
10	25.10	1.004
11	25.25	1.006
12	25.35	1.004
13	25.48	1.005
14	25.63	1.006
15	25.71	1.003
16	25.84	1.005
17	25.99	1.006
18	26.20	1.008
19	26.30	1.004
20	26.43	1.005
21	26.57	1.005

Step	JHS Head Custodian F 19-20	index
1	$24.68	
2	$24.80	1.005
3	$24.95	1.006
4	$25.08	1.005
5	$25.20	1.005
6	$25.33	1.005
7	$25.48	1.006
8	$25.66	1.007
9	$25.76	1.004
10	$25.92	1.006
11	$26.07	1.006
12	$26.20	1.005
13	$26.33	1.005
14	$26.46	1.005
15	$26.62	1.006
16	$26.76	1.005
17	$26.89	1.005
18	$27.10	1.008
19	$27.21	1.004
20	$27.35	1.005
21	$27.49	1.005

2019-2020 Salary Schedule - Maintenance

Step	MAINTENANCE GRADE 2 G 19-20	index
1	$26.28	
2	$26.41	1.005
3	$26.56	1.006
4	$26.71	1.005
5	$26.85	1.005
6	$27.00	1.006
7	$27.17	1.006
8	$27.32	1.006
9	$27.50	1.006
10	$27.67	1.006
11	$27.85	1.007
12	$27.87	1.000
13	$28.15	1.010
14	$28.34	1.007
15	$28.49	1.005
16	$28.68	1.007
17	$28.84	1.005
18	$29.13	1.010
19	$29.27	1.005
20	$29.45	1.006
21	$29.62	1.006

Step	MAINTENANCE GRADE 1 H 19-20	index
1	$26.69	
2	$26.85	1.006
3	$27.01	1.006
4	$27.18	1.007
5	$27.33	1.005
6	$27.50	1.006
7	$27.68	1.006
8	$27.88	1.007
9	$28.06	1.006
10	$28.25	1.007
11	$28.43	1.006
12	$28.63	1.007
13	$28.82	1.007
14	$28.99	1.006
15	$29.20	1.007
16	$29.36	1.006
17	$29.55	1.006
18	$29.99	1.015
19	$30.15	1.005
20	$30.36	1.007
21	$30.57	1.007

Step	MAINTENANCE TECH I 19-20	index
1	$28.59	
2	$28.77	1.006
3	$28.93	1.006
4	$29.12	1.007
5	$29.27	1.005
6	$29.46	1.006
7	$29.65	1.006
8	$29.87	1.007
9	$30.06	1.006
10	$30.26	1.007
11	$30.45	1.006
12	$30.67	1.007
13	$30.87	1.007
14	$31.06	1.006
15	$31.28	1.007
16	$31.45	1.006
17	$31.66	1.006
18	$32.13	1.015
19	$32.30	1.005
20	$32.52	1.007
21	$32.75	1.007

2020-2021 Salary Schedule - Custodians

Step	Custodian A 20-21	index
1	$15.93	
2	$16.17	1.015
3	$16.41	1.015
4	$16.66	1.015
5	$16.91	1.015
6	$17.16	1.015
7	$17.42	1.015
8	$17.68	1.015
9	$17.94	1.015
10	$18.21	1.015
11	$18.49	1.015
12	$18.76	1.015
13	$19.05	1.015
14	$19.33	1.015
15	$19.62	1.015
16	$19.92	1.015
17	$20.21	1.015
18	$20.52	1.015
19	$20.82	1.015
20	$21.14	1.015
21	$21.45	1.015

Step	Custodian B 20-21	index
1	$23.55	
2	$23.70	1.006
3	$23.81	1.005
4	$23.91	1.004
5	$23.98	1.003
6	$24.05	1.003
7	$24.15	1.004
8	$24.25	1.004
9	$24.34	1.004
10	$24.44	1.004
11	$24.59	1.006
12	$24.61	1.001
13	$24.71	1.004
14	$24.81	1.004
15	$24.91	1.004
16	$25.01	1.004
17	$25.08	1.003
18	$25.18	1.004
19	$25.28	1.004
20	$25.39	1.004
21	$25.49	1.004

Step	Elementary Head Custodian C 20-21	index
1	$24.13	
2	$24.23	1.004
3	$24.30	1.003
4	$24.39	1.004
5	$24.52	1.005
6	$24.61	1.004
7	$24.71	1.004
8	$24.84	1.005
9	$24.96	1.005
10	$25.09	1.005
11	$25.19	1.004
12	$25.29	1.004
13	$25.39	1.004
14	$25.54	1.006
15	$25.67	1.005
16	$25.77	1.004
17	$25.90	1.005
18	$26.11	1.008
19	$26.21	1.004
20	$26.32	1.004
21	$26.42	1.004

Step	JMS Head 2nd Shift Custodian D 20-21	index
1	$24.40	
2	$24.52	1.005
3	$24.62	1.004
4	$24.71	1.004
5	$24.84	1.005
6	$24.96	1.005
7	$25.06	1.004
8	$25.19	1.005
9	$25.36	1.007
10	$25.46	1.004
11	$25.62	1.006
12	$25.72	1.004
13	$25.85	1.005
14	$26.00	1.006
15	$26.08	1.003
16	$26.21	1.005
17	$26.37	1.006
18	$26.58	1.008
19	$26.69	1.004
20	$26.82	1.005
21	$26.95	1.005

Step	JMS Head Cust JHS Head 2nd Shift E 20-21	index
1	$24.64	
2	24.76	1.005
3	24.86	1.004
4	24.96	1.004
5	25.09	1.005
6	25.21	1.005
7	25.31	1.004
8	25.44	1.005
9	25.62	1.007
10	25.72	1.004
11	25.88	1.006
12	25.98	1.004
13	26.11	1.005
14	26.27	1.006
15	26.34	1.003
16	26.48	1.005
17	26.63	1.006
18	26.85	1.008
19	26.96	1.004
20	27.09	1.005
21	27.23	1.005

Step	JHS Head Custodian F 20-21	index
1	$25.30	
2	$25.42	1.005
3	$25.58	1.006
4	$25.70	1.005
5	$25.83	1.005
6	$25.96	1.005
7	$26.12	1.006
8	$26.30	1.007
9	$26.41	1.004
10	$26.56	1.006
11	$26.72	1.006
12	$26.86	1.005
13	$26.99	1.005
14	$27.13	1.005
15	$27.29	1.006
16	$27.43	1.005
17	$27.56	1.005
18	$27.78	1.008
19	$27.89	1.004
20	$28.03	1.005
21	$28.17	1.005

2020-2021 Salary Schedule - Maintenance

Step	MAINTENANCE GRADE 2 G 20-21	index
1	$26.94	
2	$27.07	1.005
3	$27.23	1.006
4	$27.37	1.005
5	$27.52	1.005
6	$27.68	1.006
7	$27.85	1.006
8	$28.00	1.006
9	$28.19	1.006
10	$28.36	1.006
11	$28.55	1.007
12	$28.56	1.000
13	$28.85	1.010
14	$29.05	1.007
15	$29.20	1.005
16	$29.40	1.007
17	$29.56	1.005
18	$29.86	1.010
19	$30.00	1.005
20	$30.18	1.006
21	$30.36	1.006

Step	MAINTENANCE GRADE 1 H 20-21	index
1	$27.36	
2	$27.53	1.006
3	$27.68	1.006
4	$27.87	1.007
5	$28.01	1.005
6	$28.19	1.006
7	$28.38	1.006
8	$28.58	1.007
9	$28.76	1.006
10	$28.96	1.007
11	$29.14	1.006
12	$29.35	1.007
13	$29.54	1.007
14	$29.72	1.006
15	$29.93	1.007
16	$30.10	1.006
17	$30.29	1.006
18	$30.75	1.015
19	$30.91	1.005
20	$31.12	1.007
21	$31.34	1.007

Step	MAINTENANCE TECH I 20-21	index
1	$29.30	
2	$29.49	1.006
3	$29.66	1.006
4	$29.85	1.007
5	$30.01	1.005
6	$30.20	1.006
7	$30.40	1.006
8	$30.62	1.007
9	$30.81	1.006
10	$31.02	1.007
11	$31.22	1.006
12	$31.44	1.007
13	$31.64	1.007
14	$31.84	1.006
15	$32.06	1.007
16	$32.24	1.006
17	$32.45	1.006
18	$32.94	1.015
19	$33.11	1.005
20	$33.34	1.007
21	$33.57	1.007

2021-2022 Salary Schedule - Custodians

Step	Custodian A 21-22	index
1	$16.01	
2	$16.25	1.015
3	$16.49	1.015
4	$16.74	1.015
5	$16.99	1.015
6	$17.25	1.015
7	$17.51	1.015
8	$17.77	1.015
9	$18.03	1.015
10	$18.31	1.015
11	$18.58	1.015
12	$18.86	1.015
13	$19.14	1.015
14	$19.43	1.015
15	$19.72	1.015
16	$20.02	1.015
17	$20.32	1.015
18	$20.62	1.015
19	$20.93	1.015
20	$21.24	1.015
21	$21.56	1.015

Step	Custodian B 21-22	index
1	$24.14	
2	$24.28	1.006
3	$24.41	1.005
4	$24.50	1.004
5	$24.58	1.003
6	$24.65	1.003
7	$24.75	1.004
8	$24.85	1.004
9	$24.95	1.004
10	$25.05	1.004
11	$25.20	1.006
12	$25.22	1.001
13	$25.32	1.004
14	$25.42	1.004
15	$25.53	1.004
16	$25.63	1.004
17	$25.70	1.003
18	$25.81	1.004
19	$25.91	1.004
20	$26.01	1.004
21	$26.12	1.004

Step	Elementary Head Custodian C 21-22	index
1	$24.73	
2	$24.83	1.004
3	$24.91	1.003
4	$25.01	1.004
5	$25.13	1.005
6	$25.23	1.004
7	$25.33	1.004
8	$25.46	1.005
9	$25.59	1.005
10	$25.71	1.005
11	$25.82	1.004
12	$25.92	1.004
13	$26.02	1.004
14	$26.18	1.006
15	$26.31	1.005
16	$26.42	1.004
17	$26.55	1.005
18	$26.76	1.008
19	$26.87	1.004
20	$26.98	1.004
21	$27.08	1.004

Step	JMS Head 2nd Shift Custodian D 21-22	index
1	$25.01	
2	$25.14	1.005
3	$25.24	1.004
4	$25.34	1.004
5	$25.46	1.005
6	$25.59	1.005
7	$25.69	1.004
8	$25.82	1.005
9	$26.00	1.007
10	$26.11	1.004
11	$26.26	1.006
12	$26.37	1.004
13	$26.50	1.005
14	$26.66	1.006
15	$26.74	1.003
16	$26.87	1.005
17	$27.03	1.006
18	$27.25	1.008
19	$27.36	1.004
20	$27.50	1.005
21	$27.63	1.005

Step	JMS Head Cust JHS Head 2nd Shift E 21-22	index
1	$25.26	
2	$25.38	1.005
3	$25.48	1.004
4	$25.59	1.004
5	$25.71	1.005
6	$25.84	1.005
7	$25.95	1.004
8	$26.08	1.005
9	$26.26	1.007
10	$26.36	1.004
11	$26.52	1.006
12	$26.63	1.004
13	$26.76	1.005
14	$26.92	1.006
15	$27.00	1.003
16	$27.14	1.005
17	$27.30	1.006
18	$27.52	1.008
19	$27.63	1.004
20	$27.77	1.005
21	$27.90	1.005

Step	JHS Head Custodian F 21-22	index
1	$25.93	
2	$26.06	1.005
3	$26.22	1.006
4	$26.35	1.005
5	$26.48	1.005
6	$26.61	1.005
7	$26.77	1.006
8	$26.96	1.007
9	$27.07	1.004
10	$27.23	1.006
11	$27.39	1.006
12	$27.53	1.005
13	$27.67	1.005
14	$27.81	1.005
15	$27.97	1.006
16	$28.11	1.005
17	$28.25	1.005
18	$28.48	1.008
19	$28.59	1.004
20	$28.74	1.005
21	$28.88	1.005

2021-2022 Salary Schedule - Maintenance

Step	MAINTENANCE GRADE 2 G 21-22	index
1	$27.61	
2	$27.75	1.005
3	$27.91	1.006
4	$28.06	1.005
5	$28.21	1.005
6	$28.37	1.006
7	$28.55	1.006
8	$28.71	1.006
9	$28.89	1.006
10	$29.07	1.006
11	$29.27	1.007
12	$29.28	1.000
13	$29.58	1.010
14	$29.78	1.007
15	$29.94	1.005
16	$30.14	1.007
17	$30.30	1.005
18	$30.61	1.010
19	$30.76	1.005
20	$30.94	1.006
21	$31.13	1.006

Step	MAINTENANCE GRADE 1 H 21-22	index
1	$28.04	
2	$28.22	1.006
3	$28.38	1.006
4	$28.57	1.007
5	$28.72	1.005
6	$28.90	1.006
7	$29.09	1.006
8	$29.30	1.007
9	$29.49	1.006
10	$29.69	1.007
11	$29.87	1.006
12	$30.08	1.007
13	$30.28	1.007
14	$30.47	1.006
15	$30.68	1.007
16	$30.85	1.006
17	$31.05	1.006
18	$31.52	1.015
19	$31.68	1.005
20	$31.90	1.007
21	$32.13	1.007

Step	MAINTENANCE TECH I 21-22	index
1	$30.03	
2	$30.22	1.006
3	$30.39	1.006
4	$30.59	1.007
5	$30.75	1.005
6	$30.95	1.006
7	$31.15	1.006
8	$31.38	1.007
9	$31.58	1.006
10	$31.79	1.007
11	$31.99	1.006
12	$32.22	1.007
13	$32.43	1.007
14	$32.63	1.006
15	$32.86	1.007
16	$33.04	1.006
17	$33.26	1.006
18	$33.75	1.015
19	$33.93	1.005
20	$34.17	1.007
21	$34.40	1.007

APPENDIX B-1

CUSTODIAL JOB DESCRIPTION

It is the intent of School District #117 to provide students and staff with facilities which are safe, clean, attractive, and reflect routine upkeep. The Department of Buildings and Grounds and its custodial employees are responsible for maintaining these standards. The following information will provide a general job description and aid the custodial employee in maintaining a district wide standard of cleanliness.

GENERAL CUSTODIAL RESPONSIBILITIES:

1) Dress appropriately for the work which is assigned.

2) Communicate and maintain positive relationships with supervisors, staff, students, the public, and co- workers.

3) Assume responsibility for the general security and fire safety for the facility which you are assigned to.

4) Become familiar with building fire alarm, security alarm, disaster, and evacuation procedures.

5) Immediately report safety concerns and damage to school property to the appropriate supervisory personnel.

6) Become familiar with and have a working knowledge of the location of water, gas, and electrical shutoffs.

7) Properly dispose of trash and waste.

8) Remove snow, ice or other debris from ramps, stairs and walkways which provide access and egress of District property.

9) Maintain District equipment and report repairs needed to supervisor.

10) Perform seasonal duties such as the trimming of grass, hedges and trees as directed.

11) Perform work in the safest manner possible.

12) Understand and follow verbal and written instructions.

13) Assist in the preparation, set, take down, and clean up for special events in the building as directed by the principal and supervisor.

14) Perform cleaning tasks as outlined in cleaning schedules and/or as may be assigned by your principal or supervisor which are reasonably related to primary job functions.

HEAD CUSTODIAN:

In addition to general custodial duties:

1) Responsibility for assignment of duties to other custodians assigned to same facility. Employees shall report to the Head Custodian to receive duty assignments for the shift. If the Head Custodian is absent, only then should the employee report to the Building Principal, or designee, for duty assignments. Communication between the Head Custodian and the Building Principal is a necessity in regards to duty assignments and additional needs

2) Should have sufficient knowledge of cleaning chemicals and equipment to aid in training other custodians under his/her supervision.

3) Should submit orders and monitor supplies to assure that custodians have sufficient materials to complete

their work assignments.

4) Responsible for maintaining equipment in proper working order.

5) Be alert for unsafe conditions and correct or report them immediately.

SCHOOL DISTRICT #117

Minimum Cleaning Tasks to be Performed at Each facility

FREQUENCY - TWICE DAILY	FREQUENCY - DAILY	FREQUENCY - WEEKLY
1. Sweep, dry mop, vacuum, pick up paper, in high traffic areas.	1. Clean & disinfect restrooms (mirrors, towel dispensers, walls, floors, sinks, toilets, urinals & stall partitions).	1. Wash chalkboards.
	2. Sweep & mop floors in food service areas.	2. Treat clean mop heads for use.
2. Monitor restrooms for trash, and maintain proper supply of paper products.	3. Dustmop, wetmop or vacuum all floors in classrooms, offices, halls, gyms and special use rooms.	3. Clean windows on inside of building doors and rooms.
	4. Empty all trash cans & pencil sharpeners.	
	5. Clean erasers & chalk gutters.	5. General dusting (door edges, top of chalkboards, pictures, etc.)
	6. Clean windows inside & out on main entrances (if needed).	6. Clean baseboards (as needed).
	7. Change burned out light bulbs, as needed.	7. Clean/dust light fixtures, as needed.
	8. Check to insure that all exit doors/ panic bars are working properly.	8. Monitor outside of building, sidewalk & parking areas for trash and debris.
	9. Clean Drinking Fountains as needed.	
Other tasks as assigned by principal or supervisor—need clarification	Other tasks as assigned by principal or supervisor—need clarification	Other tasks as assigned by principal or supervisor—need clarification

MAINTENANCE JOB DESCRIPTIONS

It is the intent of School District #117 to provide students and staff with facilities which are safe, clean, attractive, well maintained and meet the needs of the school district. The Maintenance Department and its employees are responsible for the care and maintenance of building and grounds.

GENERAL MAINTENANCE RESPONSIBILITIES/ QUALIFICATIONS/REQUIREMENTS

1. Valid Driver's License.
2. High School Diploma or GED.
3. Dress appropriately for the work which is assigned.
4. **Communicate and maintain positive relationships with supervisors, staff, students, the public and co-workers.**
5. Maintain District Equipment.
6. Perform seasonal duties.
7. Perform work in a safe manner.
8. Understand and follow verbal and written instructions.
9. Electrical, carpentry, plumbing, HVAC, refrigeration, equipment repair, flooring, masonry, welding, painting, paving, asbestos, pest management, weed control, and other functions as needed.

MAINTENANCE- GRADE 2

RESPONSIBILITIES:

Duties and responsibilities include general maintenance responsibilities.

QUALIFICATIONS AND REQUIREMENTS

Take training test for Pesticide and Public Operator License and (if passed) willingness to maintain and utilize license.

Take training and test for Asbestos Worker License and (if passed) willingness to maintain and utilize license.

Willingness to participate in training and development programs provided by the District.

MAINTENANCE – GRADE 1

RESPONSIBILITIES:

Includes duties and responsibilities of Maintenance, Grade 1, but recognizes more training, skill, knowledge, and ability to solve complex maintenance functions in a number of areas.

QUALIFICATIONS/REQUIREMENTS

- Must satisfy all requirements for Grade 2
- Must possess, maintain, and utilize:
  - Universal Refrigerant Type 1 and 2 transition recovery certificate
  - Pesticide Public Operator License
  - Asbestos Worker License
  - Pesticide Public Applicator License with right of way category
- Successfully complete District 117 Computer Class on Microsoft Windows.
- Successfully complete 2 classes at Lincoln Land Community College and other Illinois Community Colleges adjacent to Jacksonville School District 117 from the following:

  ARH 101 Basic Refrigeration
  BDM 106 Basic Carpentry 1
  BDM 110 Basic Masonry
  BDM 114 Basic Plumbing
  ELM 103 Principles of Electricity
  HRT 103 Turf Management
  WEL 101 Basic Metal Arc and Oxyacetylene Welding

MAINTENANCE TECHNICIAN

RESPONSIBILITIES:

Includes duties and responsibilities of Maintenance Grade 2 and 1, but recognizes greater skill, training, and ability to solve more complex maintenance functions in a greater number of areas. Able to provide technical assistance, supervision and guidance to other maintenance staff as needed.

QUALIFICATIONS/REQUIREMENTS:

- Must satisfy all requirements for Grade 2 and Grade 1 Maintenance
- Successfully complete AFT 194 Basic Pneumatics class at Lincoln Land Community College.
- Certificate of Completion/Certificate of Achievement - Lincoln Land Community College and other Illinois Community Colleges adjacent to Jacksonville School District 117 in one of the following:

  Air Conditioning, Refrigeration and Heating -Advanced; Construction Occupations;
  Or two of the following Certificate of Completion - Lincoln Land Community College and other Illinois Community Colleges adjacent to Jacksonville School District 117:
  - Air Conditioning, Refrigeration and Heating
  - Commercial Electrical Maintenance Landscape
  - Design/Turf Management Welding Operator

Individuals must display competencies in District work areas as determined by Supervisor of Building and Grounds and Assistant Superintendent for Business prior to being named a Maintenance Technician.

PROFESSIONAL DEVELOPMENT PROGRAM, COURSE REIMBURSEMENT AND APPEAL COMMITTEE PROCEDURES

In the event the Lincoln Land Community College curriculum or programs change, the District reserves the right to change course/program requirements. The Board will consult with JEA-ESP's prior to changes in employee requirements is made.

District will reimburse District 117 Custodial/Maintenance employees only for tuition costs, books and lab fees for course work at Lincoln Land Community College as follows:

25% upon enrollment-documentation required
25% upon successful completion of course-documentation required
25% One year after completion of course
25% Two years after completion of course

District will not reimburse for course work taken prior to becoming a District custodial/ maintenance employee or coursework taken prior to May 9, 2000. Should an employee resign or leave the employment of District #117 for any reason, the above payment schedule is forfeited.

The District will consider training from educational or vocational institutions other than Lincoln Land Community College; however, said employees must receive prior approval, of the District Administration, for courses taken at other institutions while a District 117 custodial/maintenance employee. Reimbursement shall not exceed amounts that would have been paid if course were taken at Lincoln Land Community College.

Persons employed as District Maintenance staff as of May 9, 2000 will be grandfathered into the classification for which they hold as of May 9, 2000, but they can only move into a higher classification by satisfying the requirements as specified above.

In the event an employee is promoted to a higher grade, they must satisfy all qualifications/requirements for that grade. In the event an employee has been promoted and the employee fails to maintain and utilize licenses and certifications required for that classification, the employee will be demoted to that classification for which the employee meets the qualifications/requirements.

1) The Board agrees to pay for all required license fees and renewals.

2) If an Employee takes a proficiency test in an area, and passes the test, the Board will accept certification of the proficiency. The Board will pay for expenses incurred in testing, if passed, on the above schedule. If Lincoln Land Community College does not offer proficiency exams, the Association and the Board will discuss the establishment of proficiency exams with Lincoln Land Community College. Proficiency exams offered by other educational/vocational institutions may be substituted for LLCC classes with prior approval of the administration.

3) Board will allow employees to modify their work schedule with the approval of the administration to take classes.

APPEAL COMMITTEE

Should an individual wish to appeal the decision of the District's chief financial officer, they may do so with a written letter to the Appeals Committee within ten (10) business days of the initial denial letter.

The Appeal Committee shall be comprised of the District Superintendent and the Director of Labor Relations. This employee will have the right to present information or witnesses to this committee that the individual deems necessary.

The Appeal Committee will render its decision in writing to the employee within ten (10) business days of the appeal. This committee will either overturn the previous decision or support the denial and indicate what steps are necessary to complete the promotion to the Maintenance Technician Level.

APPENDIX C

Jacksonville School District #117
211 W. State St
Jacksonville, Illinois 62650
Office: (217) 243-9411

Fax: (217) 243-6844

SICK LEAVE BANK AGREEMENT
(optional)

The Sick Leave Bank is established to provide extended leave to employees who have exhausted all accumulated benefit time. The intent is to provide extended sick leave benefits to those persons who incur a period of extended illness, injury, or hospitalization. Only those employees who donate the required days to the bank shall be eligible to apply to draw from the bank when needed.

Participation in the bank is *voluntary*. Each employee electing to participate in the bank shall contribute two (2) sick days to the sick bank each year until the sick leave bank reaches the minimum capacity of 600 days. In case of depletion of the sick leave bank below 200 days all employees enrolled will automatically have one (1) sick day deducted and added to the sick bank. Human Resources will notify all members of the sick bank in writing of the depletion of sick bank days and that an automatic one (1) sick day will be taken out of their personal sick days on said date that it will occur.

Membership is automatically renewed each year unless a member submits written notice of cancellation by September 15 of the school year in which cancellation is desired. A participant may cancel membership by indicating in writing directed to the attention of Human Resources.

The intent of the bank is to provide additional financial protection to those employees who incur a period of catastrophic illness, prolonged illness, serious injury, or hospitalization, as verified in writing by a physician, if requested by the Committee.

Employees receiving Workers' Compensation benefits, or benefits from any similar program are not eligible to receive donation days from the bank. (See paragraph "M" of the Sick Bank policy.)

I, _____, have read the policy and procedures for the administration and participation in the Sick Leave Bank (attached), and agree to abide by the decisions of the Sick Leave Bank Committee. Furthermore, I authorize the District to withdraw two (2) sick leave days from my current sick leave allotment. I understand that cancellation from the bank must be in writing addressed to Human Resources Office. Any member resigning will forfeit days donated and will become ineligible for any future benefits through the bank, until such time that they reinstate their membership in the Sick Leave Bank.

Signature _____ Date _____

RETURN THIS FORM TO THE HUMAN RESOURCES OFFICE

APPENDIX E

JACKSONVILLE EDUCATION SUPPORT PERSONNEL IEA/NEA

A. Date of Grievance: _____

B. Statement of Grievance: _____

_____

_____

_____

_____

_____

C. Applicable Contact Provisions: _____

_____

_____

D. Remedy Sought: _____

_____

_____

_____

_____

_____

_____

_____ _____

Date Signature

_____

Title

cc: Grievant
Association President
Immediate Supervisor

September 16, 2020

ACTION ITEM

TO: Board of Education

FROM: Steve Ptacek

SUBJECT: Consideration of Official School Calendar Change

PROPOSED MOTION BY THE BOARD OF EDUCATION:

That the Board of Education approve the official school calendar change for 2020-2021 school year as presented.

MOVED BY: _____ Seconded _____

YEA:		NAY:	YEA:		NAY:
_____	RYAN	_____	_____	MCBRIDE	_____
_____	BEARD	_____	_____	LEONARD	_____
_____	CANTRELL	_____	_____	WILSON	_____
_____	LONERGAN	_____			

Background Information:

Jacksonville School District 117
2020-2021 School Calendar

July -- 2020

S	M	T	W	TH	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	12	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		
						Total	0

August -- 2020

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

September -- 2020

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

October -- 2020

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

November -- 2020

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

December -- 2020

S	M	T	W	TH	F	S	
		1	2	3	4	5	4
6	7	8	9	10	11	12	5
13	14	15	16	17	18	19	5
20	21	22	23	24	25	26	0
27	28	29	30	31			
						Total	14

January -- 2021

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

February -- 2021

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

March -- 2021

S	M	T	W	TH	F	S	
	1	2	3	4	5	6	5
7	8	9	10	11	12	13	5
14	15	16	17	18	19	20	5
21	22	23	24	25	26	27	5
28	29	30	31				0
						Total	20

April -- 2021

S	M	T	W	TH	F	S	
				1	2	3	0
4	5	6	7	8	9	10	5
11	12	13	14	15	16	17	5
18	19	20	21	22	23	24	5
25	26	27	28	29	30		5
						Total	20

May -- 2021

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

June -- 2021

S	M	T	W	TH	F	S	
		1	2	3	4	5	0
6	7	8	9	10	11	12	0
13	14	15	16	17	18	19	0
20	21	22	23	24	25	26	0
27	28	29	30				0
						Total	0

X	=	Pupil Attendance Day
NIA	=	Not in Attendance
XHS	=	Half Day School Improvement Planning
ED	=	One Hour Early Dismissal

FPT	=	Full Day Parent/Teacher Conferenc
HOL	=	Holiday
XED	=	Emergency Day
TI	=	Teacher Institute/Workshop
RPD	=	Remote Learning Planning Day/No student Attendance

1st semester days	81
2nd semester days	93
Total Student Attendance Days	174
Teacher Institute/Workshop	4
Full Day P/T Conferences	2
Total Teacher Work Days	180

Parent/Teacher Conferences from 3:30 pm to 8:30 pm

****Parent/Teacher Conferences from 7:30 am to 12:30 pm***

ACTION ITEM September 16, 2020

TO: Board of Education
FROM: Kelly Zoellner
SUBJECT: Approval of Early Years Handbooks

PROPOSED MOTION BY THE BOARD OF EDUCATION:
That the Board of Education approves Early Years Handbooks for the 2020-2021 school year as presented.

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	RYAN	_____	_____	McBRIDE	_____
_____	BEARD	_____	_____	LEONARD	_____
_____	CANTRELL	_____	_____	WILSON	_____
_____	LONERGAN	_____			

Background Information:

No significant changes were made this year. The handbooks are updated annually with policies and recommendations from the Illinois Principals Association Model Student Handbook. Title IX information will need to be updated pending final language from IPA Model Student Handbook.

Jacksonville School District #117

Early Years Program

Preschool for All

516 Jordan Street
Jacksonville, IL 62650
217-243-2876

Parent Handbook
2020-2021



Table of Contents

Welcome Letter 1
General School District Information 2
Program Staff 3

I. Program Description and Enrollment

Mission 4
Philosophy 4
Program Description 4
Enrollment 5
Residency 5
Programming for Children Under 3 Years Old 6

II. Attendance, Schedule and Transportation

Attendance Policy 7
Student Absences 7
Pre-Arranged Absences 7
Release Time for Religious Instruction/Observance 7
Program Schedule 8
Arrival and Dismissal 8
Transportation 9
School Closings 10
Late-In Schedule 10
School Messenger System 10

III. Behavioral Expectations

Student Behavior 11
Student Expulsion 11
School Dress Code/Student Appearance 11
Dressing for the Cold 12
Search and Seizure 12
Prevention and Response to Bullying, Intimidation, and Harassment 13

IV. Meals and Snacks

Meals 14
Soda at School 14
Snacks 14
Students with Food Allergies 14

V. Instructional Procedures

Staff/Child Ratio 15
Curriculum 15
Curriculum Goals 15
Assessment 16
Parent/Teacher Conferences 16
Education of Children with Disabilities 16
Discipline of Students with Disabilities 17
Access to Classroom for Special Education Observation or Evaluation 17
Homeless Child's Right to Education 18
English Learners 18

School Visitation Rights 18
Lost and Found 18
School Pictures 18
Telephone Use and Messages 19
Change of Telephone Number or Address 19
Hearing Impaired: Request for an Interpreter 19
REMIND and Teaching Strategies GOLD 19
Field Trips 19
Toileting 19
Student Teachers 20
School Improvement Process (SIP) 20
RTI – Response to Intervention 20
Student Records 21
Student Biometric Information 23
Parental Right Notifications 23

VI. Health and Safety

Required Health Examinations and Immunizations 24
Exemptions 24
School Nurse 25
Birth Certificates 25
Vision/Hearing Screening 25
Dental Examination 25
Student Medication 25
School Medication Authorization 26
Self-Administration of Medication 26
Care of Students with Diabetes 26
Designated Caregiver Administration of Medical Cannabis 27
Personnel Authorized to Administer Medication 27
Medication on Field Trips 28
Communicable Diseases 28
Illness 28
Exemptions to Outdoor Play and Learning 29
Head Lice 29
Suicide and Depression Awareness and Prevention 29
Safety Drill Procedures and conduct 30
Drug, Alcohol, and Tobacco Free Environment 30

VII. Internet, Technology, and Publications

Internet Acceptable Use 30

VII. **Miscellaneous**

Chain of Command 33
Accommodating Individuals with Disabilities 33
Pesticide Application Notice 33
Mandated Reporter 33
Equal Opportunity and Sex Equity 34
Cleaning 34
Invitations and Gifts 34

Animals on School Property 34
Visitors 35
Visitors to and Conduct on School Property 35
School Visitation Rights 35
School Volunteers 36
Facility Use 37
Video and Audio Monitoring Systems 37
Sex Offender Notification Law 37
Violent Offender Community Notification 38
Transitioning into the Preschool For All Program 39
Transitioning out of the Preschool For All Program (other than Kindergarten) 39
Transitioning into Kindergarten 40
Recruitment Activities 41

Dear Parent/Guardian,

It is with great pleasure that we welcome you to the Early Years Program. We look forward to the upcoming school year and the opportunity to share in the educational development of your child.

We realize the importance of these early years in establishing a solid foundation for the future. Our focus is to provide a nurturing, quality learning experience for children emphasizing developmentally appropriate practice. We believe parents are their child's first teacher and we gladly partner with you! If you have any questions, feel free to call the school.

Early Years Staff

General School District Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.jsd117.org or at the Board office, located at:

211 West State Street
Jacksonville, Il 62650
243-9411

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

Mr. Noel Beard, President
Mr. Steve Cantrell, Member
Mrs. Heather Leonard, Member
Mr. Mike Lonergan, Vice-President
Mr. Bob McBride, Member
Mrs. Jan Ryan, Member
Mrs. Teresa Wilson, Member

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

Mr. Steve Ptacek, Superintendent
Ms. Sarah English, Principal

The school is located and the Principal may be contacted at:

516 Jordan Street
Jacksonville, IL 62650
(217) 243-2876

Office Staff

Sarah English – Principal of the Early Years Program
Heather Walker – Secretary
Karin Chumley-School Nurse
Karla Evans – Custodian

Preschool Staff

Tanell Anders – Preschool Teacher
Kelly Ballard – Instructional Leader
Jessie Bonds – Preschool Teacher
Amy Dufelmeier – Preschool Teacher
Diana Lewis – Murrayville Teacher (Long-term Substitute)
Maghen Matthews – Preschool Teacher
Holly Saxer– Preschool Teacher
Megan Venz – Preschool Teacher
Katie Williams – Preschool Teacher
Sarah Wilson – Preschool Teacher

David Bergschneider – Teacher Assistant
Melissa Bolino – Teacher Assistant
Camri Brogdon – Teacher Assistant
Camille Cockerill-Teacher Assistant
Sarah Kokinias – Teacher Assistant
Barbara Osborne – Teacher Assistant
Amanda Tomhave – Teacher Assistant
Tiffany Burton – Teacher Assistant
Rashelle Young – Teacher Assistant

Mary Watts – Parent Educator
Rich Webb – Parent Educator
Shelly Hannant-Parent Educator

Birth to 3 Prevention Initiative Staff

Kayla Wright – Home Visitor
Ann Erickson – Home Visitor
Rosemary Grace– Home Visitor
Ronny Waters– Home Visitor
Jennifer Williams – Home Visitor
Brittany Peterson – Home Visitor
Mary Steelman – Home Visitor

I. PROGRAM DESCRIPTION AND ENROLLMENT

Mission

The Early Years Program, with the participation of parents, caretakers and community, will provide a nurturing, quality learning experience for children aged birth to 5, emphasizing developmentally appropriate practice.

Philosophy

The Jacksonville School District #117 Early Years Program strives to promote the individual child's development through appropriate learning activities in a warm, nurturing environment. The Early Years Program believes that parents are the child's first teacher and we emphasize the important role that parents play in their child's education. Our staff respects the cultural and linguistic backgrounds of all children and their families by providing rich multicultural experiences and works to increase the understanding of diversity within the community.

Program Description

The Early Years Program of Jacksonville School District #117 strives to promote the individual child's development through appropriate learning activities in a warm, nurturing environment. The curriculum will provide developmentally appropriate activities throughout each class session and during home visits. Our curriculum addresses the following areas: social/emotional development, language arts, mathematics, science, social science, fine arts, physical development and health.

Parents:
Our program emphasizes the important role parents play in their child's education.
Because we believe that parents are the child's first teacher, we welcome parents to attend parenting sessions, field trips and make classroom visits. We encourage parents to be relaxed, creative, helpful, fun-loving and rewarding teachers. If you are in need of services or just want to talk, feel free to stop in or call. If parents or caregivers have any concerns or problem with staff or program policies, they may call the office for assistance.

Enrollment

1. Children ages 3-5 are screened using the Speed DIAL. Children ages birth-3 are screened using the Brigance.
2. Parents complete a confidential family history that helps determine placement in the program. Program qualifiers include parents' educational background, premature birth, problems with vision, hearing, or speech, single parent family, a history of school problems in the family, English Learners, homelessness and/or other concerns.
3. Children served by Early Intervention and children in the birth-3 program who qualify for services may transition into the Preschool for All program.
4. Parents or guardians are encouraged to:
    - Attend parenting sessions and activities with the child
    - Be available for scheduled home visits
    - Be willing to continue learning activities in the home
    - Attend parent/child activities throughout the school year
5. Parent/Teacher conferences will be held in the fall with a report sent home in February and exit visits at the end of the school year.
6. A planned home visit will be held at the beginning of the school year or upon entry into the program and as needed throughout the year.
7. Newsletters, fliers and a monthly calendar will be sent home with your child, in your preferred language when needed. You can also preview the newsletter and calendar on the web site: http://earlyyears.jsd117.org/
8. Parents may call the Early Years Program regarding services for children under the age of 3.

Residency

A student's residence is the same as the person who has legal custody of the student. Anyone seeking to enroll a student must present a certified or registered birth certificate for the student and proof of residency.

Proof of residency can be established by providing school officials with the following:

Category I (one document required)

- most recent property tax bill and proof of payment
- mortgage papers
- signed and dated lease with proof of the lasts month's payment
- letter from manager and proof of lasts month's payment
- letter of residence from landlord

Category II (two documents required)

- driver's license
- vehicle registration
- voter registration
- recent cable, electric, gas, or water bill
- public aid card
- current homeowners/renters insurance policy
- current library card
- receipt for moving van rental
- mail received at new residence

Programming for Children Under 3 Years Old

The Prevention Initiative program serves children 0 to 3 years old and expectant mothers. The program is designed to help families learn more about parenting, support your child's development, and help with the challenges of family life.

Our services for your family include:

- Personal Encounters – conducted by a parent educator to support you in your parenting role and provide child development information.
- Group Encounters – opportunities for families to come together and share activities as well as listening to guest speakers on relevant topics.
- Child screening – developmental, vision and hearing screenings along with a health review that can identify potential developmental delays.
- Resource network – connection to resources in the community based on the interests and needs of your family.
- Services are voluntary and there is no cost for participation.

Expectations for Participation:

Home visiting services are most effective when parents, children and parent educators work together to achieve common goals. Therefore we request you:

- Be present for visits – if you need to cancel a visit or reschedule for a different day, please contact your parent educator at least 1 hour in advance.
- Turn off the television and silence your cell phone during home visits
- Attend group connections
- Share your observations of your child at each visit and during screenings
- Actively participate in the program

Contact the office to set up an appointment with one of our parent educators to see if you qualify for this program.

II. ATTENDANCE, SCHEDULE AND TRANSPORTATION

Attendance Policy

Children ARE expected to attend class. In the event of any absence, the student's parent or guardian is required to notify the school to explain the reason for the absence. Please call the office or bus garage **30 minutes** before your child is to be picked up by the bus so the driver can be notified. Placement in the program can depend on attendance. Program staff will contact you about chronic absences to determine the cause.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the Principal. If the student has a condition or injury that requires exemption from outdoor and/or indoor gross motor time on an ongoing basis, a doctor's note detailing the reason for exemption will be required.

The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent or guardian is required to call the school at 243-2876 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Pre-arranged Absences

Families are encouraged to use the pre-arranged absence process in the event an absence from school can be predicted.

Release Time for Religious Instruction/Observance

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

Program Schedule

All preschool classes meet five days a week unless otherwise noted on the calendar. Below lists the hours for each session/site.

Full day classes meet from 8:00 a.m. until 2:30 p.m.

Half day classes meet from 8:00 a.m. until 10:45 a.m. *or* 11:45 a.m. until 2:30 p.m.

Before school child care is available upon approval by the Principal. This begins at 7:30 a.m. in the Gym. If you have a special circumstance that requires before school care for a short period of time (1 day, week, etc.), please call the office to make arrangements.

Murrayville class meets from 9:00 a.m. until 11:30 a.m.

Arrival and Dismissal

Parent/visitor parking is allowed in the west lot. There is no parking allowed in front of the school on Jordan Street from 7:15 a.m. – 8:30 a.m. *or* from 2:00 p.m. – 2:45 p.m. to ensure the safety of our students and to avoid blocking traffic. The east lot is for staff parking and loading and unloading of buses only.

The main door at the front of the building on Jordan Street is the only entrance and exit to be used by families and children or any other visitors to Early Years.

Before school care begins at 7:30 a.m. If you are bringing your child to Early Years by car, **walk** them to the Gym before 7:55 and leave your child with an aide. From 8:00 to 8:35 take them to their classroom. After 8:35 you must sign students in at the office. For afternoon classes, if after 12:00 p.m., you must sign them in at the office.

Be sure that your child is never left alone and walk them to the Gym or the classroom door. Parents bringing children to PM classes will need to be buzzed in and wait with their child in the foyer.

All buildings are locked for student safety. The Early Years building is locked after 8:35 a.m. and will remain locked for the rest of the day. Visitors (including parents and caregivers) must check-in at the office, if after 8:35 for full day/morning classes or 12:00 for afternoon classes, to receive a pass before being welcomed into the classroom.

Your child must arrive by 9:30 (a.m. students), 10:00 (full day students) or before 1:00 (p.m. students) to be admitted into school for the day. If your child is enrolled in a full day class, you MUST call the office before 9:00 a.m. to let the staff know your child will be late so that a lunch can be ordered. If you do not call by 9:00 a.m., you may be required to bring a nutritious lunch for your child. **It is very important to call the office and request a lunch if your child will be tardy.**

At dismissal, children will be released to the parent by the teacher or assistant. For safety reasons, you must walk up to receive your child; we will not send them to you. Weather permitting, children will be in their designated class area in front of the school for pickup. In the case of inclement weather, students may be picked up in the Gym.

Dismissal times for half day are 10:45 a.m. *or* 2:30 p.m. Full day dismissal is 2:30 p.m. Murrayville dismissal is 11:30 a.m. You must pick up your child by this time.

Please check the *Release for Pickup* to update the names of people picking up your child. Identity verification, such as a driver's license, may be needed.

Arrival and dismissal times are good opportunities to share communication with your child's teacher and classroom parent educator. Also feel free to call the office for any concerns or information.

Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Parents must, at the beginning of the school year, select one bus pick up address at which a student is to be picked up, and one drop off address at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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

In the interest of student safety, the following expectations are to be observed:

1. A responsible adult will be waiting with your child at the bus stop.
2. If your child will not need transportation, be sure to call the school at 243-2876, **early enough (30-45 minutes before pick-up time) to cancel the bus.**
3. Do not send food or drink on the bus.
4. Remind your child to remain seated with their seat belts buckled and use a quiet voice.
5. When your child returns to the bus stop, the driver will not allow your child to exit the bus unless the designated, responsible adult is present on the same side of the road as the exit from the bus.
6. If you have a different adult picking up your child than normal you will need to contact the school to notify them of the change and inform the adult to bring a photo id with them so the bus driver can verify the information. The school will inform the bus driver of the change.

7. If you miss pickup/take home 2 times and neglect to call the office with a reason, your child may be denied busing privileges. Continued failure to meet the bus will result in the child losing transportation services.
8. If you need a change in transportation, please notify the Secretary in the school office.
9. When School District #117 cancels school because of inclement weather or other emergencies, Early Years classes will also be cancelled. The following stations will announce school closings:

AM	WJIL	1550	FM	WEAI	107.1
AM	WLDS	1180	FM	WJVO	105.5

10. If it becomes necessary to run emergency bus snow routes in the rural areas, the emergency routing will be in effect for both pick-up and take home runs. The designated adult NEEDS to be at the emergency stop to pick up the child.

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

School Closings

Jacksonville Early Years Program follows the District #117 schedule for holidays and vacations as well as early dismissal and emergency day announcements. Occasional days of non-attendance will result from early dismissals or staff development. Check your child's classroom newsletters and monthly calendars for this information.

Late-In Schedule

The school board adopted a "late-in" option for cold weather days. This schedule will be announced by the superintendent if the criteria for this type if schedule is met. If this option is used, Before School Care will begin at 9:30 and school will begin at 10:00. Dismissal will continue to be at 2:30. Please be sure to have your phone numbers up to date in Skyward so you will receive these important announcements on changes in our school day due to weather.

School Messenger System

When it may be necessary to close schools or have a late start, the District will use the School Messenger System to place calls to home telephones, cell phones, and e-mail addresses as provided to the District. School Messenger is a school-to-parent notification service that allows the District to make one phone call, record a detailed voice message, and send the message immediately to all parents. It is very important that parents keep the school informed of any changes in their telephone number.

III. BEHAVIORAL EXPECTATIONS

Student Behavior

Teaching staff help children manage their behavior by guiding and supporting children to play cooperatively with other children, use language to communicate needs, gain control of physical impulses, use problem-solving techniques, persist when frustrated and learn turn- taking. When teaching staff respond to a child's challenging behavior, the following strategies are used:

- provide for the safety of the child and for the safety of others in the classroom
- stay calm
- are respectful to the child
- provide the child with information on acceptable behavior.

Student Expulsion

Schools cannot expel preschool students for exhibiting challenging behavior.

Instead, these schools must use other methods to better help the student:

- Use community resources to help the student;
- Document the steps taken to ensure that the student can safely participate in the preschool program;
- Create a transition plan, if necessary, for the student's well-being;
- Move the student to a different program

If the student is a serious safety threat to other students, the school may temporarily remove them from group settings. Under the Illinois preschool expulsion law, the school must help the student return back to group settings as quickly as possible.

Throughout these processes, the school must communicate with the student's parents or guardians.

School Dress Code/Student Appearance

We encourage you to dress your children in play clothes. We paint, glue, run, and jump both inside and outside. Children need soft soled shoes and comfortable clothes that are easy for the child to manage. Students are encouraged to be neat, clean, and to wear clothes which will not draw attention to themselves. Some types of clothing are inappropriate for school. Among those are shirts with inappropriate printing or pictures including weapons or something of a violent or scary nature. Parents are asked to exercise good judgment in the kinds of clothing they allow their child to wear to school. An extra set of clothes, including underwear and socks should always be available at school for your child.

Dressing for the Cold

During the winter months, students should wear heavier clothing, including hats, gloves and coats. Our schools keep thermostats set a little lower to conserve fuel so please send your child in layered clothing. Classrooms go outside to play each day "weather permitting." The definition of "weather permitting" in Illinois means temperatures between 25 and 90 degrees, taking into consideration the wind chill and heat index. For example, if the temperature is 30 degrees, but 18 with the wind chill factored in, it is not expected that the children will have outdoor play time.

Search and Seizure

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

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

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

Students

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

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

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability t0 educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

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

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

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

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

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

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

Complaint Managers:

Tami Stice
211 West State Street
Jacksonville, IL 62650
243-9411

Tim Chipman
1700 South West Street
Jacksonville, IL 62650 (217)
(217) 245-5514

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

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

IV. MEALS and SNACK

Meals

Children attending the Early Years Program full day/morning session may eat breakfast consisting of items that follow the USDA guidelines.

Children attending the full day program will receive a school lunch. Children can bring a nutritious sack lunch if preferred and your child may purchase a milk for lunch for $.40. . **Soda is not permitted.**

There is currently no charge for breakfast or lunch at the Early Years Program.

Soda at School

Schools in Illinois may not sell soda to students during the school day. We encourage families to have their children drink nutritious milk at school. If you are sending an alternate drink with your child for lunch, please choose juice, yogurt drinks, or water. Beverages should not be sent in glass containers for obvious reasons.

Snack

Snack includes a state regulated nutritious food and a drink. Teaching staff sit with the children during snack and engage them in conversations/topics of the day. You are welcome to send a snack for your child to share. Snacks must be purchased at the store. It is the policy of our school district that no food prepared in the home is served at school. Special treats on birthdays and holidays are welcome. Please let your child's teacher know in advance that you are bringing a treat.

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the Principal at 217-243-2876.

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

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. *If your child has a food allergy that requires a substitution or other special care, a Physician Statement for Food Substitution form must be completed and signed by their doctor and turned in to the program office. Copies of this form are available from the office upon request.*

V. INSTRUCTIONAL PROCEDURES

Staff/Child Ratio:

According to Illinois statute, the staff/child ratio may not exceed one (1) adult to ten (10) children and no more than twenty (20) children served in a classroom.

Curriculum

The Creative Curriculum for Preschool is the curriculum used at the Early Years Program.

Curriculum Goals

The Early Years Program has the following goals:

1. With teacher assistance, children ages 3, 4, 5 will write own first name using appropriate upper/lowercase letters (5.A.ECc)
2. Children ages 3, 4, 5 will recognize and name some upper/lowercase letters of the alphabet, especially those in own name. (4.B.ECb)
3. Children ages 3, 4, 5 will begin to understand and follow rules (30.A.ECd)

4. Children ages 3, 4, 5 will use socially appropriate behavior with peers and adults, such as helping, sharing, and taking turns (31.B.ECc)
5. Children ages 3, 4, 5 will verbally recite numbers from 1 to 10. (6.A.ECf)

Assessment

Assessment will not necessarily be performance based, but when possible informal by observation.

- Teaching Strategies GOLD documentation in the following areas: Language and Literacy, Math, Science, Social Science and Fine Arts, Physical Development and Health, ESL (when appropriate) and Social Emotional
- JSD 117 District/Pre-K Checklist
- Narrative Summary Report
- Progress Report and writing sample

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled for all parents in October and February. A third conference day in May will also be held if requested by the teacher or parent. Parent-teacher conferences provide opportunities for parents and teachers to discuss each child's progress on a planned basis. Purposes for the parent-teacher conferences:

1. To develop a positive relationship between parent and teacher so each may work to the greatest advantage of the child.
2. To enable parents and teachers to discuss the child's progress at home and at school.
3. To consult with each other in order that both may be in a better position to secure the best reaction from the child at all times.

Conferences should be scheduled at any time the teacher or parent believes one is necessary.

Special Needs

Children with special learning needs will be referred for a comprehensive screening at Four Rivers. When determined, children may receive speech services, for those students needing extra help in language development and/or articulation, or a special education inclusion support teacher present in the classroom. An Individualized Education Plan (IEP) will be developed for these children with parent and specialist input.

The district policy is as follows:

Education of Children with Disabilities

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

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

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

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

For further information, please contact:

Sarah English
217-243-2876
The Early Years Program

Discipline of Students with Disabilities

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

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

Access to Classroom for Special Education Observation or Evaluation

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

Homeless Child's Right to Education

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

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

Other resources may be available to homeless children. To learn more about these resources, parents should contact the school at 243-2876 or contact Central Office at 243-9411.

English Learners

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

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

For questions related to this program or to express input in the school's English Learners program, contact the Principal.

School Visitation Rights

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

Lost and Found

Please label your personal items, especially lunch boxes, book bags and coats. Lost items are placed in the lost and found box located in the foyer for several days. Remaining articles are given to Goodwill in the summer.

School Pictures

Individual pictures are taken in the fall for student records. Parents may purchase picture packages from a variety of options. Information is sent home in September.

Telephone Use and Messages

Generally, students are allowed to call home only for urgent matters or with teacher permission. When your child comes to school in the morning, please be sure he/she knows what to do at dismissal and that the teacher knows what your young child is to do at dismissal. This avoids many problems. Should plans change during the day, please call the school before 2:00 P.M., so we have time to relay the message before dismissal. **Students will be directed to their regular routine, (ie. ride bus, go to daycare) unless you inform us otherwise.**

Change of Telephone Number or Address

If your home telephone number, work number, or emergency numbers change during the year, it is important that you notify the office immediately.

Hearing Impaired: Request for an Interpreter

Families with hearing impaired members may request an interpreter. Early Years will provide interpreters for all Early Years functions you wish to attend including parent/teacher conferences, PTAC meetings, open houses, etc. PLEASE make the request three (3) weeks in advance, if possible.

REMIND and Teaching Strategies GOLD

All parents will be asked to subscribe to their child's class REMIND & Teaching Strategies GOLD (TSG). REMIND and TSG are apps that allow the teacher to send a brief message to parents, while parents can see how their child is doing on standards assessed in the classroom through notes and photographs. For additional information, contact your child's teacher.

Field Trips

Various field trips, that parents are encouraged to attend, may be planned throughout the year by the program staff. When needed, children enrolled in the program will be transported by a district bus. Families who attend with children under age 3, will need to be transported by car in a child safety seat. School aged children cannot attend daytime events.

Teaching staff will have a communication device and first aid kit on each trip.

Toileting

For children who are unable to use the toilet consistently, the staff will check the student every 2 hours for signs of soiling. If a child is found to be wet or soiled, the student is changed using a commercially available pull-up. Clothing that is soiled is immediately placed inside a red plastic bag (without rinsing or handling) and sent home that day for laundering. If the child rides the bus, the parent or caregiver will be called to pick up the red bag within 24 hours. If it is not picked up within 24 hours, the red bag will be

discarded. Changing areas are disinfected with bleach water and are not used for placement of objects, food, etc.

Student Teachers

Colleges and Universities may have student teachers and student tutors working in our buildings over the next school year. Student teachers are offered the opportunity to participate in and instruct in as many phases of the educational program as possible, but the supervising teacher makes certain that such participation and instruction is of value to the students being taught.

School Improvement Process (SIP)

In 1985 the Illinois Legislature passed the School Reform Act. That law along with related legislation passed in 1991 outlines a procedure to be followed for school improvement by all public schools in the state. This improvement process is to be repeated every year to ensure that 1) all students' needs are being met as much as possible and that 2) all students are learning. In essences, the plan focuses on 30 goals for learning in the areas of language arts, math, science, social science, fine arts, physical education, health and foreign language. These goals are referred to as the Illinois State Goals for Learning. There are Learning Standards for each of the State Goals and Learning Benchmarks which define progress at five grade or developmental levels for each Standard. Each school must align its curriculum to the State Goals and Learning Standards and then design and/or select a variety of assessments for determining how well the students at each grade level are measuring up to the targeted levels of expected performance.

Assessment results are analyzed and subgroups of students within each grade level are identified. A building based plan for improvement is developed based on this information. This process is repeated every year to ensure that the needs of all students are being met. A copy of the School Improvement Plan is available for viewing in the school office. Parents and the community will receive information each year as to how well the students in each grade level are performing in relation to the mandated goals.

RTI Response to Intervention

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

How does RtI work?

When a child begins to have some area of concern affecting his/her school progress the classroom teacher will create an intervention plan designed to improve the student's performance. If the child continues to have difficulty, the teacher will meet with a team of other staff members to discuss the child's needs, consider other interventions, and outline a method to carefully monitor the child's progress**. The child's progress is measured over time. If he/she makes acceptable progress the interventions may be discontinued (if sufficient progress is made) or continued (if the team feels the interventions are needed to help the student succeed). If the child continues to struggle then more intensive interventions may be tried.

** This team - referred to as the "Student Assistance Program" or SAP - uses the insight and expertise of several different school staff members. SAP members contribute in different ways to the RtI process: offering suggestions, gathering data, and communicating with other staff and/or parents. The SAP meets regularly to discuss and monitor student concerns.

What is the role of the Parent in RTI?

Jacksonville School District #117 upholds the philosophy that parents are a child's first teachers as well as their lifetime coach. Therefore the Jacksonville school District greatly values the important role of the parent in the RtI process.

When a child is not responding to the core curriculum, classroom teachers will communicate concerns regarding the student's performance to the parent and invite parent to participate in telephone conversations and/or team meetings regarding their child. Parents will most often be given an active role in the intervention plan for their student.

Parents provide insight into a child's learning and development to understand the problem and why it occurs, plan and implement an intervention plan, and measure and evaluate the plan's effectiveness. Parents should contact their child's teacher with any concerns regarding academics or behavior.

Student Records

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

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

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

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

2. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**
   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law

enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws.

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

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

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

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

Period of Attendance in school

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

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

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

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

Student Biometric Information

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

Parental Right Notifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

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

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

VI. HEALTH and SAFETY

Required Health Examinations and Immunizations

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

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade - **this includes students enrolling in a preschool program**

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required).

Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

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

All students must provide proof of immunization against measles before they may attend JSD #117 schools, per school board policy.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack or access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

School Nurse

A registered nurse is assigned to every school. The time frame the nurse is in the building will vary from year to year. Typically, the nurse will be present 4 hours a day. The nurse's office is responsible for medication administration required at school, care of students with acute illness and care of students who have first aid needs. The nurse will provide comfort measures as available.

Birth Certificates

Illinois law requires that all parents, who are enrolling a student in school for the first time in any school at any grade level, furnish the school with a certified copy of the child's birth certificate (original birth certificate must be presented - a copy is not acceptable). **Parents have 30 days to comply with the law or the matter must be reported to the State police.** All Early Years students should have a copy of their birth certificate in their permanent files.

Vision/Hearing Screening

Each fall and spring the Morgan County Health Department conducts vision and hearing screenings. If your child fails either of these screenings, you will be notified by the Health Department. Please be sure to follow up on recommendations.

Dental Examination

Each fall your child will have the opportunity to receive a dental exam provided you have turned in the permission form. The results will be sent home with your child and please be sure to follow up on any recommendations.

Student Medication

Taking medication during school hours or during school-related activities is prohibited 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 by completing a "School Medication Authorization Form."

School Medication Authorization

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/Treatment Authorization Form" is submitted by the student's parent/guardian. This form shall be completed annually, and shall be on file at the school building in which the child attends. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Self-Administration of Medication

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

Care of Students with Diabetes

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

a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

c. Sign the Diabetes Care Plan.

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

For further information, please contact the Principal.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if: 1 A school district may, but is not required, to adopt a policy on the maintenance of undesignated epinephrine injectors, undesignated asthma medication and undesignated opioid antagonists. Please consult district policy regarding these matters. Schools that maintain undesignated epinephrine auto-injectors, undesignated asthma medication or undesignated opioid antagonists must have parents complete the relevant portion of MSH 5.20-E1 (School Medication Authorization Form) or opt out of allowing school officials to administer an undesignated epinephrine auto-injector, undesignated asthma medication or undesignated opioid antagonist to their child.

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;

2. Copies of the registry identification cards are provided to the District; and

3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis. Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.
After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited.

The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Personnel Authorized to Administer Medication

1. All student medication shall be left in the school office or with the nurse unless otherwise authorized by the Principal. If there is no school nurse in the building, the medication shall be given to the person designated by the Principal. Medicine should be kept in a secure place.
2. All medication shall be in the original container and be clearly marked with the student's name, doctor's name, contents and dosage.
3. All student medication will be administered by a school nurse, the Principal or his/her designee.
4. A record shall be kept of all medication dispensed by school personnel to students specifying the time of dispensation, dosage and supervising personnel.
5. When appropriate, the Principal may request parent(s)/guardian(s) to come to school to administer medication or aid.

Medication on Field Trips

1. Parents of students who require medication on field trips shall provide the certified school personnel responsible for the field trip with a copy of the school medical authorization described above.
2. If medication in addition to that described above is needed, an additional authorization form shall be provided prior to the field trip.
3. The following instructions shall appear on all parental permission forms required for field trips and outdoor education experiences:

All medication to be administered by school personnel or by student during this field trip or school-related activity shall be clearly marked with:

Student's name
Medication name/dosage
Administration route and/or other directions

Communicable Diseases

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

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

Illness

Illness symptoms include a body temperature of 100 degrees or higher, repeated vomiting, open wound with drainage which cannot be contained in a dressing, incidence of diarrhea 2 or more times, unexplained rash or croup-like cough. Students with these illness symptoms should not attend school. If these symptoms occur while at school, the parent/guardian will be contacted and the student will be required to go home.

In addition, any student who has symptoms of impetigo, pinkeye, scabies, or ringworm will be sent home and should not attend school until they have been under treatment for 24 hours or have a written release from their physician stating they may return to school.

If the student has symptoms other than those already listed, the nurse, principal or designated school staff member will contact the parent/guardian to discuss the best course of action. No student may leave school during the day due to illness unless he/she has permission from the school office. **The student should be free of symptoms for 24 hours before returning to school.**

Any reasonable suspicion of communicable disease should be reported to the school nurse or principal immediately. This includes chickenpox, mumps, measles, strep throat, diarrhea, flu-like symptoms, pink eye, ringworm, scabies, lice, or unexplained rashes.

Children who are ill will be excluded from the group in a separate space and will be kept until a caregiver arrives. In case of severe illness, the child will be kept in the office. **It is important for parents to provide current, working phone numbers for themselves and their emergency contacts and to keep those numbers updated throughout the school year. We MUST be able to contact someone if your child is ill or in case of emergency.**

Exemptions to Outdoor Play and Learning

Outdoor play and learning is a vital part of our educational program. This is where children build skills in the Physical Domain of development such as balancing, pedaling, hopping, and skipping. Because of the educational and developmental value of this outdoor time, all students will be expected to go outdoors, weather permitting. The definition of "weather permitting" in Illinois means temperatures between 25 and 90 degrees, taking into consideration the wind chill and heat index. **Therefore, if your child cannot go outside, a note detailing the reason for exemption from outdoor play and signed by your child's doctor will be required.**

Head Lice

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

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

Suicide and Depression Awareness and Prevention

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

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

Safety Drill Procedures and Conduct

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

Drug, Alcohol and Tobacco Free Environment

According to Jacksonville School District 117 policy, all District 117 work places are a drug, alcohol, and tobacco free environment.

VII. INTERNET, TECHNOLOGY AND PUBLICATIONS

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;

3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

Use of Email – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." The domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

VIII. MISCELLANEOUS

Chain of Command

The Jacksonville School District takes pride in its communication efforts with all stakeholders of the District. To ensure that parent concerns or issues are heard by the appropriate individual who can resolve the issue at the point of origin and provide a direct response, the Board of Education asks that parents follow the District's Chain of Command outlined below. It is the intent of the Chain of Command to resolve concerns and issues during the earliest steps with the individual (s) directly involved with the concerns.

1. In the event of a concern, a parent or community member should contact the teacher, supervisor, coach, or staff member who is directly involved with the concern or situation.
2. If a parent or community member has completed Step 1 and feels that the issue/concern was not remedied, they should contact the building Principal, Director of the program, or the Athletic Director.
3. If a parent or community member has completed Step 1 and Step 2, and feels that the issue/concern warrants yet further discussion, the parent or community should then contact Central Office.

4. If the issue/concern of the parent or community member still remains after the completion of Steps 1, 2, and 3, the parent or community member should contact a Board of Education member. The Board of Education member in consultation with the Board of Education President and Superintendent will re-direct the individual back to the appropriate level or request that the concern be placed on the Board of Education agenda for full Board discussion.

Accommodating Individuals with Disabilities

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

Pesticide Application Notice

Notification will be given before application of the pesticide on Skyward as well as the district calendar. Prior notice is not required if there is imminent threat to health or property.

Mandated Reporter

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

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Tami Stice , Human Resources (217)243-9411.

Cleaning

The program follows a routine frequency of cleaning and sanitizing all surfaces in the facility. Sprays, air fresheners and deodorizers are not used in the classrooms nor stored in the custodial closets. Ventilation and sanitization are used to control odors. Children who suffer from allergies or other special health needs are assessed by a school nurse and parent or caretaker concerning any special maintained areas or procedures needed for that child.

Invitations & Gifts

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

Animals on School Property

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

Visitors

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

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

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

Visitors to and Conduct on School Property

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must first report to the main office. Any person wishing to speak with a staff member should contact the staff member by phone or email to make an appointment. Conferences with teachers are held, when possible, outside school hours. The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface School District property;
4. Violate any Illinois law or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons
7. Impede, delay, disrupt or otherwise interfere with any school activity of function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
9. 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.

School Visitation Rights

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

School Volunteers

All school volunteers must complete the application provided through the "Secure Volunteer" portal found at jsd117.org and be approved by the director prior to assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the Principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Confidentiality

School volunteers see and hear things that are private. A student acts out and has to be disciplined. A teacher asks a volunteer to help enter grades in the grade book.

Volunteers need to know certain information before they can help in the classroom. If a student gets extra time to take a test because of a learning disability, the volunteer needs to know that to be fair to all students. But, school volunteers should understand the importance of confidentiality.

What you SEE and HEAR in any school, classroom, hallway, bathroom, cafeteria, or at any site or activity the school participates in, should be considered confidential and only discussed or repeated to your supervisor, teacher, or principal. Even if you know a parent of one of the students you work with, do not discuss those activities with the parent.

If you overhear a conversation between students, staff, and/or administrators, do not repeat them. If you are concerned about what you have heard, talk to the supervisor, teacher, or principal.
Volunteers should not take the liberty to read documents or browse through folders left in the office, on any desk, or in any filing cabinet.

Parent Pledge

In order to protect my own child, I agree to the following guidelines:

1. I will not discuss any child other than my own outside of the school and/or the classroom. To do so is to violate the 1972 Federal Rights Privacy Act.
2. I will not criticize the teacher in front of the students.
3. I will not ask for confidential data about any student other than my own.
4. If I have a problem with something a teacher does, I will talk to the teacher privately. If I am unsatisfied, I can talk to the Principal about it.

I agree to these guidelines in order to protect my own child. If I do not follow these guidelines, I may not be asked to volunteer.

Facility Use

The use of school facilities is not automatically extended to any person or group. Approval of facility usage is at the discretion of the administration. The School District reserves the right to limit or refuse use of facilities and to require cash deposits or certificates of insurance from any individual or organization with respect to rental or use of any school facility.

Video & Audio Monitoring Systems

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

It is the practice of Jacksonville School District 117 to allow only school personnel overseeing the video monitoring system to view video/audio tapes. This practice is to secure the safety and privacy rights of all children.

Sex Offender Notification Law

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

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

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

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website.

The ISP website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry,
www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders,
www.isp.state.il.us/sor/faq.cfm

Jacksonville School Dist. 117 – Early Years Program Transition Activities

Transitioning into the Preschool for All Program

1. Families receive a welcome brochure from the administrator.
2. At the screening, parents do a needs assessment and have a short introduction to Preschool for All
3. Families visit a Preschool for All classroom, meet the teacher, and see the surroundings.
4. Teachers make a home-visit to each family explaining the Parent Handbook and the school calendar.
5. Preschool for All Registration and Open House activities answer questions and concerns
6. Parent Educators assist parents in acquiring birth certificates, immunizations and physicals
7. Prepare for bus transportation if needed
8. Discussions with parents about separation anxiety.
9. Coordination with daycares for before and after school care.
10. Parents are encouraged to stay with an anxious child for an appropriate amount of time.

Transitioning out of the Preschool for All Program (other than Kindergarten)

1. Family will notify the school of the upcoming transition

2. Program staff will work with family to complete a transition plan if time allows, considering the following:

- Discuss referral options
- Discuss questions/concerns of the family
- Explore Early Childhood programs
- Discuss parental rights and responsibilities
- Actions to complete for a successful referral

3. Program staff will provide family with appropriate contact information and/or paperwork

4. Program staff will forward any records allowable by school law

Transitioning into Kindergarten

- Preschool teachers share students' strengths and needs with Kindergarten teachers through a student profile sheet given to the child's Kindergarten school at the end of the child's last year in Pre-Kindergarten. Ongoing communication continues with the Kindergarten school as needed.
- Parents are asked to confirm where their child will be going to Kindergarten in case this has changed.
- Preschool families are informed of Kindergarten Nights that are held within the district. The Early Years Program staff attend these nights as assigned.
- Early Years Program Parent Educators can assist with setting up tours to visit schools in the district. Parent Educators can be present for the tours per parent request.
- The purpose of the tours are as follows:
    - Family can become comfortable within the school they will be attending.
    - Family is able to view the layout of the building.
    - Family is able to meet staff members.
    - Family is able to see special education program options.
- For students receiving special education services, meetings will be conducted for the transition from Preschool to Kindergarten. Any Domain, Eligibility Determination Conference (EDC) or Individualized Education Program (IEP) meeting will be attended by the Early Years Administration/Coordinator, Four Rivers representative, Preschool and Kindergarten teachers (general and special education). Parent Educators may attend the meetings as assigned or requested.
- Assessment and progress information is shared at the end of the year to update parents on their child's progress and share Kindergarten expectations.
- The Early Years Program staff share ideas for summer activities to continue student learning.
- Parents are encouraged to walk or drive by their child's new school so that the preschooler can become comfortable with the new surroundings.

Jacksonville School Dist. 117 – Early Years Program

Recruitment Activities

1. Word of mouth / drop-ins with existing clients and from location of program
2. Siblings
3. Prevention Initiative and Early Intervention programs
4. Agency referrals
5. Community Bulletin Boards
6. Fliers and newsletters
7. Resource Fair
8. Screenings and Open House/Registrations
9. District web-site/Administrators/ Parents
10. Program website and Facebook page
11. District Television Channel
12. Local businesses and social service agencies

ACTION ITEM September 16, 2020

TO: Board of Education
FROM: Kelly Zoellner
SUBJECT: Approval of Elementary School Handbooks

PROPOSED MOTION BY THE BOARD OF EDUCATION:

That the Board of Education approves Elementary School Handbooks for the 2020-2021 school year as presented.

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	RYAN	_____	_____	McBRIDE	_____
_____	BEARD	_____	_____	LEONARD	_____
_____	CANTRELL	_____	_____	WILSON	_____
_____	LONERGAN	_____			

Background Information:

No significant changes were made this year. The handbooks are updated annually with policies and recommendations from the Illinois Principals Association Model Student Handbook. Title IX information will need to be updated pending final language from IPA Model Student Handbook.



Logo by Steve Varble, Eisenhower Class of '80

PARENT - STUDENT HANDBOOK

2020-2021

Eisenhower Elementary School

1901 W. Lafayette Avenue

Jacksonville, Illinois 62650

(217) 245-5107

www.eisenhower.jsd117.org

August 2020

Dear Eisenhower Elementary Parents/Guardians:

Welcome to a new school year at Eisenhower Elementary School! Members of our faculty, staff, and administration are looking forward to another year aligned with our school Mission Statement: **creating a collaborative learning environment in which each child has the opportunity to reach his or her full potential**.

One way for parents/guardians to ensure their children's success is to review and discuss with them the policies and procedures presented in this Handbook. Please read together this handbook with the offerings and expectations for students, and do not hesitate to contact the school with questions.

Another means of parent/guardian support in this mission is to become active partners with us in the education of your child(ren). There are multiple ways to become involved in the school: please consider joining us for our quarterly Parent Teacher Advisory Council (PTAC) meetings, volunteering in the school, or helping with field trips and special projects.

Any time you might have a question, please do not hesitate to call the school or stop by for a visit. We look forward to joining with you to provide a great education for your child!

Beth Brockschmidt
Principal

INTRODUCTORY INFORMATION AND GENERAL NOTICES

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (www.jsd117.org) or at the Board office, located at

211 W. State St.
Jacksonville, IL 62650

Board of Education

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

Mr. Noel Beard, President
Mr. Mike Lonergan, Vice-President
Mrs. Teresa Wilson, Secretary
Mr. Steve Cantrell, Member
Mrs. Heather Leonard, Member
Mr. Bob McBride, Member
Mrs. Jan Ryan, Member

Administration

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

Mr. Steve Ptacek, Superintendent
Mrs. Beth Brockschmidt, Principal
Mrs. Jennifer Stendback, Dean of Students

Location

The school is located and may be contacted at 1901 W. Lafayette Ave., Jacksonville, IL 62650, 217-245-5107,

Additional Information

For more information, visit us online at www.eisenhower.jsd117.org.

RESIDENCY

Only students who are residents of the District may attend a District school without a tuition charge. A student's residence is the same as the person who has legal custody of the student.

Anyone seeking to enroll a student must present a certified or registered birth certificate for the student and proof of residency.

Proof of residency can be established by providing school officials with the following:

<u>Category I (one document required)</u>

- most recent property tax bill and proof of payment
- mortgage papers
- signed and dated lease with proof of the lasts month's payment
- letter from manager and proof of lasts month's payment
- letter of residence from landlord

<u>Category II (two documents required)</u>

- vehicle registration
- voter registration
- driver's license
- recent cable, electric, gas, or water bill
- public aid card
- current homeowners/renters insurance policy
- current library card
- receipt for moving van rental
- mail received at new residence

Contact Information, Change of Residence, Change in Telephone Number, etc.
If you change your address, home telephone number, parent's work numbers, or emergency numbers, please notify the office immediately.

STUDENT TRANSFER
If you move to an address outside the Eisenhower attendance area, you must either fill out a transfer request form to remain at Eisenhower for the rest of the year or enroll your child in the appropriate school for that area. Transfer request forms are available at each school or from the District Office. Class size, attendance record, behavior, parental involvement, and the reason for the request are some of the factors used in determining the approval or denial of the request.

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

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

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

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

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

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

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the District Director of Operations at (217) 243-9411.

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

SCHOOL VOLUNTEERS
All school volunteers must complete the application provided through the "Secure Volunteer" portal found at www.jsd117.org and be approved by the school principal prior to assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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

INVITATIONS, GIFTS, BIRTHDAY PARTIES, AND TREATS
Party invitations, flowers, gifts, or treats for classmates should not be brought to school to be distributed. Flowers and gifts sent to the school will be sent home with the parent. Birthday parties and treats are not permitted during school time.

Invitations may not be sent to school. Items such as these are of a personal nature and should be mailed home using the list in the school directory if available. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Treats and Snacks
Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks must not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value. **NO BIRTHDAY TREATS, PLEASE!**

EMERGENCY SCHOOL CLOSINGS
In cases of bad weather and other local emergencies, please listen to any messages sent through the School Messenger System as well as local radio or television stations to be advised of school closings or early dismissals. School closings for any reason will be announced as soon as possible. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If schools dismiss early for an emergency, all after-school functions are automatically cancelled.

LATE-IN SCHEDULE
The school board has adopted a "late-in" option for poor weather days. This schedule will be announced by the superintendent if the criteria for this type of schedule is met. If this option is used, Eisenhower Elementary doors will open at 9:30 and school will begin at 10:10. Dismissal will continue to be at 2:35. Please be sure to have your phone numbers up to date in Skyward so you will receive these important announcements on changes in our school day due to weather.

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

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

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 245-5107.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to

provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

CARE OF STUDENTS WITH DIABETES
If you child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must

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

For further information, please contact the building principal.

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

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

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

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

Student Absences
There are two types of absences: excused and unexcused. Excused absences include illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

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

All other absences, including family vacations, are considered unexcused. Prearranged excused absences must be approved by the principal.The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at (217) 245-5107 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

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

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

Make-Up Work
If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

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

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Additionally, being on time for the start of any school day is very important to a child's academic success. Eisenhower periodically rewards students/classes for excellent attendance. In addition, sometimes losing privileges can help change poor attendance patterns. Students may lose non-academic privileges such as recess time when tardiness becomes excessive.

GRADING AND PROMOTION
School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

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

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

EXEMPTION FROM PE REQUIREMENT (K-8TH)
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.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.301.

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

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

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

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

HOME AND HOSPITAL INSTRUCTION
A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

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

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

For information on home or hospital instruction, contact Barbie Davidsmeyer, Director of Special Services at (217) 243-9411.

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

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

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

The district office will give additional consideration where one or more of the following factors are present:
• An illness in the family;
• Unusual expenses such as fire, flood, storm damage, etc.;
• Seasonal employment;
• Emergency situations; or
• When one or more of the parents/guardians are involved in a work stoppage.

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

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

SCHOOL BREAKFAST AND LUNCH PROGRAM
Breakfast is served every school day from 7:30 a.m. to 7:55 a.m. Breakfast may be purchased on a daily basis for $1.50 or may be deducted from a student's cafeteria account. Milk and/or juice is included with breakfast, or may be purchased separately. Milk is $.40 and juice is $.30.

Lunch is served daily as well. A student may bring a sack lunch from home or may purchase a school lunch for $2.35 and/or milk for $.40. **Soda and energy drinks are not permitted**. School lunches are ordered by 8:30 a.m. Free or reduced price meals are available for qualifying students. For an application, contact the school.

If a child will be arriving late to school, parents need to notify the office to order school lunch or provide the child with lunch on that day.

Online cafeteria payment is available through Skyward Family Access. In addition, parents may send a check or cash for breakfast or lunch. Payment should be sent to school on the first day of the week when possible. Money sent to school should be sealed in an envelope and labeled with the following:
• Child's name
• Teacher's name
• Amount & Purpose

Parents and guardians may sign up to receive "low balance" alerts via email and phone. Directions for receiving alerts can be found online at www.jsd117.org under the "For Parents" tab. Unused cafeteria funds will be credited with any remaining balance rolled into the next school year.

TRANSPORTATION AND PARKING
Bus Transportation
The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off.

Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

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

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

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

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

For questions regarding school transportation issues, contact Brent Dunn, Director of Transportation at (217) 245-6624.

Bus Conduct
Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:
1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

Drop-Off/Pick-up, Traffic Pattern, and Parking
The traffic pattern, parking areas, and crosswalks have been established for our children's safety and will be enforced. Please help us keep all children safe by…

1. Pulling all the way up when dropping off in the morning. This reduces waiting time.

2. Using the main lot if you intend to help your child exit the vehicle in the morning. This reduces waiting as well.
3. Refraining from passing other vehicles while in line to drop off. This is dangerous to all involved.
4. Parking only within the main parking lot. Vehicles must not be parked outside the islands on the west end of the lot. This is part of the driveway and double parking creates a dangerous situation.
5. Observing and respecting the ONE WAY traffic pattern.
6. Respecting crossing guards: they keep our children safe!
7. Respecting **SCHOOL ZONE SPEED LIMITS**. Offenders are reported to local law enforcement.
8. Obeying State law regarding **NO CELL PHONE USE**. Offenders are reported to local law enforcement.
9. Reserving the handicap parking space for parents/guardians who need this accessibility when leaving the vehicle to pick up their child. Children first grade or older will use the crosswalk to meet caregivers in the main parking lot.
10. Watching out for children at all times.

*Remember: all traffic flow around Eisenhower is **ONE WAY** during school hours and while children are present and will be strictly enforced. For safety reasons, during arrival and dismissal times, all traffic south of the building must exit to the west.

Students Who Walk to School
Please encourage your children to use the sidewalks and crossings provided and to refrain at all times from walking in the road and through our neighbors' yards.

At dismissal walkers should not cross the school parking lot or head west. All walkers should use only the marked crosswalks.

Students Who Ride Bicycles or Scooters
• should walk their vehicles on school grounds and across the supervised crossing area east of the school
• should NOT ride on the school sidewalks
• should ride in the same direction as traffic, staying to side of the road
• should not ride in the middle of the road or "criss-cross"
• should obey traffic signs
• Bicycles should be parked in an orderly manner in the racks provided just east of the building. Bike locks should be used and will not be provided
• Skateboards and rollerblades should NOT be brought to school

Parking
Visitors may park in the main parking lot on the south side of the school except where marked. ONLY STAFF may use the staff parking lot during school hours.

Vehicles MAY NOT be parked or located in the bus, daycare, or fire lanes at ANY TIME. Bus Lanes, fire lanes, and day care pickup lanes are clearly marked. Vehicles located in these locations will be asked to move. Failure to comply may result in being ticketed and/or towed by the police.

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS
Required Health Examinations and Immunizations
All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to
1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by **October 15** of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New

students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

All students must provide proof of immunization against measles <u>before they may attend JSD#117 schools, per school board policy.</u>

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

Dental Examination
All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions
A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack or access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

STUDENT MEDICATION
Taking medication during school hours or during school-related activities is prohibited 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 by completing a "School Medication Authorization Form."

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

SELF-ADMINISTRATION OF MEDICINE
A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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

ADMINISTRATION OF MEDICAL CANNABIS

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

EMERGENCY AID TO STUDENTS

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

DESIGNATED CAREGIVER ADMINISTRATION OF MEDICAL CANNABIS

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

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

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

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she required administration of the product during school hours.

COMMUNICABLE DISEASES

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.

4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

HEAD LICE

The school will observe the following procedures regarding head lice.

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

SAFETY DRILL PROCEDURES AND CONDUCT

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

GENERAL BUILDING CONDUCT

Students shall not arrive at school before 7:30 a.m. Classes begin at 8:05 a.m.; students are dismissed at 2:35 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be
- removed before entering.
- Students shall not run, talk loudly or yell in the hallways, nor shall they push, shove or hit
- others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing gum is not permitted in the school building.
- Skateboards are not permitted at school.
- No toys are allowed to be brought to school without teacher or administrator permission. This includes collectible cards and sports equipment as well.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the
- principal.

SCHOOL DRESS CODE & STUDENT APPEARANCE

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. Because a closed toe shoe is best for all

activities, NO FLIP-FLOPS, SLIDES or SANDALS are allowed.

- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

STUDENT BEHAVIOR

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Prohibited Student Conduct

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

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

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

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

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in

another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "lookalikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral

interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

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

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Gang and Gang Activity Prohibited
"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

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

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

Complaint Managers:

Ms. Tami Stice, Director of Human Resources
211 W. State Street
Jacksonville, IL 62650
(217)243-9411

Mr. Tim Chipman, Principal
1700 S. West Street
Jacksonville, IL 62650
(217)245-5514

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

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

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

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
    1. Substantially interfering with a student's educational environment
    2. Creating an intimidating, hostile, or offensive educational environment;
    3. Depriving a student of educational aid, benefits, services, or treatment; or

4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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Nondiscrimination Coordinator:
Ms. Tami Stice, Director of Human Resources
211 W. State Street
Jacksonville, IL 62650
(217) 243-9411
tstice@jsd117.org

Complaint Manager:
Mr. Tim Chipman
1700 S. West Street
Jacksonville, IL 62650
(217)243-9411
tchipman@jsd117.org

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Cafeteria Rules

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked and dropped in the trash can. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except when given permission by lunchroom aides.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

FIELD TRIPS

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

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;

- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

INTERNET, TECHNOLOGY & PUBLICATIONS

Access to Student Social Networking Passwords and Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. 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.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod©, iPad©, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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.

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or

proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use - All users of the District Technology System ("System") must comply with the District's Acceptable Use Policy (AUP). "User" is defined as any individual who uses the System. These guidelines may change and notice will be given to stakeholders through www.jsd117.org. The Board's comprehensive policy manual is available for public inspection through the District's website www.jsd117.org or at the Board office located at: 211 W. State St., Jacksonville, IL 62650.

A signed AUP must be on file for each User no later than 10 school days after the start of the school year. It is also understood that this document goes into effect beginning with the first day of school. The AUP is to be electronically acknowledged online during registration or upon entering as a new student to the district. Users with no AUP on file after the 10th day will be denied access to the System.

The System shall include:
• Personal devices when connected to the System
• All device hardware and software owned or operated by the District
• District electronic mail, website, and browser-based services (e.g. Skyward, District Google accounts)
• District affiliated social media services
• District wired and wireless network access

The System, including all information and documentation contained therein is the property of the District except as otherwise provided by law.

"Use" of the System shall include use of or obtaining access to the System from any device whether or not owned or operated by the District.

The Board of Education of Jacksonville School District 117 supports the use of the Internet and other computer networks in the District's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration. Use of the System shall be consistent with the curriculum adopted by the school district, as well as the varied instructional needs, learning styles, abilities, and developmental levels of users.

Authority
The electronic information available to users does not imply endorsement of the content by the school district, nor does the District guarantee the accuracy of information received on the Internet. The District shall not be responsible for any information that may be lost, damaged, or unavailable when using the System or for any information that is retrieved via the Internet. While the District takes precautions to restrict controversial material, it is impossible to restrict all materials that might be deemed controversial.

The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Users have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any user files accessed through the System. The District has the right to and does monitor use of the System by users, including access of the Internet, as part of System maintenance and to determine whether use is consistent with federal and state laws and District policies and guidelines.

The Board establishes that use of the System is a privilege, not a right; inappropriate, unauthorized, and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Responsibility
The District shall provide reasonable effort and supervision to ensure that this educational resource is used responsibly. Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students are responsible for appropriate behavior on the District's System just as they are in a classroom or on a playground.

No warranty, expressed or implied, is made as to the quality or extent of Internet service or access by users on the District's system. The District shall not be responsible for any damages the user suffers. This includes, but is not limited to, damage to personal devices, loss of data from delays, non-deliveries, missed- deliveries, or service interruptions caused by negligence, errors, or omissions. Use of information obtained via the Internet is at the user's own risk. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

Network Guidelines
Network accounts will be used only by the authorized owner of the account for its authorized purpose. System users shall respect the privacy of other users on the system. Each user is responsible for his/her individual account and must take all reasonable precautions to prevent others from being able to use their account(s).

Prohibitions

Users are expected to act in a responsible, ethical, and legal manner in accordance with District policy, accepted rules of network etiquette, and federal and state law. Prohibitions include but are not limited to the following:

1. Engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the System's use.
2. Access, retrieve, or view obscene, profane, or indecent materials, which, taken as a whole, do not have any literary, artistic, political, or scientific value that is connected to the District curriculum.
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing full name, home address, or phone number of any student, District employee, or System user.
4. Transfer any software to or from the System without authorization from the System Administrator.
5. Use of the System for commercial or for-profit purposes.
6. Use of social networking of any form (e.g. Facebook, Twitter, Yahoo mail, Google for Education) unless approved by a District Administrator for educational purposes.
7. Use of the System for product advertisement for political lobbying.
8. Use of the System to harass, threaten, intimidate, or demean an individual or group of individuals for any reason including but not limited to: sex, color, race, religion, disability, national origin, or sexual orientation.
9. Use of the System to disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
10. Gain unauthorized access to or vandalize the data or files of another user.
11. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials
12. Forge or improperly alter electronic mail messages, use an account owned by another user without authorization, or disclose the user's individual password or that of another user.
13. Use of the System to invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
14. Use of the System to download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
15. Use of the System to search for inappropriate sites/content. Internet searches are to be curricular related.
16. Use of the System to intentionally obtain or modify files, passwords, and data belonging to other users.

17. Conceal or misrepresent the user's identity, or the use of any means to remain anonymous while using the System.
18. Installation, loading, or use of unauthorized games, program files, or other electronic media.
19. Destruction, modification, or abuse of network hardware and software
20. Using the System while access privileges are suspended or revoked
21. Using another person's account or password
22. Possessing personal storage devices that contain executable files including but not limited to portable browsers, hacking tools, network sniffers, etc. Personal storage devices may only be used to store non-executable files unless prior approval is granted by the system administrator

Consequences for Inappropriate Use

1. The District may discipline a user whose personal web site or other off-site activity involving electronic technology causes, or can be reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved the use of the System.
2. The System user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts that violate this policy.
3. General standards of good behavior and communication apply when using the System.
4. Any user of the System who engages in any of the prohibited acts listed above, shall be subject to discipline which may include:
    a. discipline as provided in the District's policies,
    b. suspension or revocation of System privileges, and
    c. referral to law enforcement authorities or other legal action in appropriate cases.
5. The building administrator shall have the authority to determine what constitutes inappropriate use, and his/her decision is final.
6. Illegal use of the System, intentional deletion or damage to files of data belonging to others, copyrighting violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution.
7. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any part of the System. This includes, but is not limited to, uploading or creation of computer viruses.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Users shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in with another user's name.
3. Users identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. If a user identifies a security problem, he/she must notify the appropriate building personnel. Building personnel will notify the District's system administrator. Do not demonstrate the problem to others.
5. Attempts to log on to the System as a system administrator by anyone other than the system administrator will result in cancellation of user privileges.

Safety

Reasonable and good faith efforts shall be employed to protect users from harassment or unwanted or unsolicited electronic communication. Any user who receives threatening or unwelcome communications shall immediately bring them to the attention of the appropriate building personnel. Building personnel will notify the appropriate building administrator. The building administrator will notify the district system administrator.

User shall not reveal personal addresses to other users on the network, unless required to do so by law or court order.

Copyright
The illegal use of copyrighted software by users is prohibited. Any software uploaded to or downloaded from the System shall be subject to "fair use" guidelines.

Republishing of text or graphics found on the Web or on the District's Web Site or file servers shall provide a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

Guidelines for Student Distribution of Non-School Publications
A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

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

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

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

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

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

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. 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.

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

Questioning of Students Suspected of Committing Criminal Activity
Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

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

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

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

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

For further information, please contact:
Ms. Barbie Davidsmeyer, Director of Student Services
211 W. State Street

Jacksonville, IL 62650
(217)243-7402

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

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

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

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

For further information, please contact the school principal.

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

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

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

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

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

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

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

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

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

1.
    1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**
       The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
    2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**
       Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
    3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**
       A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should

clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**
   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

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

   Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

   Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

6. **The right to prohibit the release of directory information.**
   Throughout the school year, the District may release directory information regarding students, limited to:
   • Name
   • Address
   • Grade level
   • Birth date and place
   • Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
   • Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored

activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
• Academic awards, degrees, and honors
• Information in relation to school-sponsored activities, organizations, and athletics
• Major field of study
• Period of attendance in school

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

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.[2]**
   Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **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

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520=

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

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

- NWEA Measures of Academic Progress (K-5)
- Illinois Assessment of Readiness (3-5)

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

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

7. Encourage students to relax on testing day.

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

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

Sex Education Instruction
Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion.

Nothing in this Section prohibits instruction in sanitation, hygiene, or traditional courses in biology.

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

Parent Involvement Compact (Title 1)
The school annually has a meeting for all Parents/Guardians, which takes place on the September PTAC meeting. At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers.

Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy. The school provides Parents/Guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government, and ourselves. In order to better assist in educating the students, we need the help of all parents and guardians.

We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the building principal.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the building principal.

The state's resources on parental involvement can be located at http://illinoisparents.org/. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

English Learners
The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.
Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact the school principal at 245-5107.

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

Pesticide Application Notice
Notification will be given before application of the pesticide on Skyward as well as the district calendar. Prior notice is not required if there is imminent threat to health or property.

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

Unsafe School Choice Option
The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

Student Privacy
The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

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

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

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

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

A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification
State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:
Illinois Sex Offender Registry, www.isp.state.il.us/sor/
Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/
Frequently Asked Questions Concerning Sex Offenders,
www.isp.state.il.us/sor/faq.cfm

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

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

Annual Report Card
Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.jsd117.org.

For further information on any of the above matters, please contact the building principal.

INCENTIVES AND REWARDS
Incentives or rewards may be used to encourage students to do their very best. Students who demonstrate good citizenship, work habits, and appropriate behavior will be permitted to participate in specially planned activities throughout the year. These activities are privileges planned as rewards for students and therefore MUST BE EARNED. Quarterly rewards may include room parties, movies, assemblies, discovery days, and other special days

(Fall Celebration, Fun & Fitness, and Talent Show, etc.). Students earn participation in these activities by meeting the aforementioned criteria. In addition, more frequent rewards may be planned throughout the year as school-wide or classroom incentives for reaching a class or building goal.

Excellent Eagles are Respectful, Responsible, and Safe! Students are expected to make Eisenhower a GREAT place to learn by following the 3 B's of Eisenhower's Behavior Expectations Matrix which can be found online at eisenhower.jsd117.org or throughout the building.

RESPONSE TO INTERVENTION (RtI)
RtI is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) collaborate to meet the needs of individual students. The goal of RTI is to provide students with the help they need to be successful as early as possible in their school career.

How does RtI work?
When a child begins to have an area of concern affecting his/her school progress the classroom teacher will create an intervention plan designed to improve the student's performance. If the child continues to have difficulty, the teacher will refer the child to the RtI team.

What is the role of the Parent in RtI?
Jacksonville School District 117# upholds the philosophy that parents are a child's first teachers as well as their lifetime coach. Therefore the Jacksonville School District greatly values the important role of the parent in the RtI process.

When a child is not responding to the core curriculum, classroom teachers will communicate concerns regarding the student's performance to the parent and invite them to participate in telephone conversations and/or team meetings regarding their child. Parents will most often be given an active role in the intervention plan for their student. Parents provide insight into a child's learning and development to understand the problem and why it occurs, plan and implement an intervention plan, and measure and evaluate the plan's effectiveness. Parents should contact their child's teacher with any concerns regarding academics or behavior.

HOMEWORK CLUB
Homework Club is for students in grades 3-5 who are identified by their teacher as needing additional support. Students must be recommended by their teachers in order to attend HW Club. Teachers will recommend students who need additional support in completing assignments, studying for upcoming tests, or developing a particular academic skill. If your child is recommended to attend HW Club, you will be contacted in advance and will be asked to sign a permission form. Children who attend must have parent/guardian permission to walk home or be picked up by 3:15 pm. HW Club should not be considered punishment, but rather an opportunity for a child to experience success.

PARENT TEACHER ADVISORY COUNCIL (PTAC)
Our school has enjoyed strong support and involvement of our PTAC for many years. The PTAC consists of teachers and parents/guardians with students enrolled in Eisenhower. A volunteer sheet is available at registration and is also sent home during the first weeks of school.

The PTAC carries out numerous "parent involved" activities and programs during the year. The PTAC has provided Eisenhower with computers, iPads, smart boards, cameras, paper, trees, new books, playground equipment, games, etc.

All parents are welcome to attend PTAC meetings. Please contact the school for more information.

NWEA TESTING
In addition to the Illinois Assessment of Readiness (IAR) test in grade 3-5, all grade 1-5 students will be assessed three times per year with the Northwest Education Association's Measures of Academic Progress (MAP) tests in both reading and math. The MAP tests are computer based and provide immediate feedback. The test adjusts to a student's correct or incorrect responses; therefore, providing independent performance data as well as identifying

what a student should be working on in order to improve. Kindergarten students will be assessed using MAP once in the spring. Results are shared with parents at conferences, or sent home in the form of a progress report. In addition, data from NWEA testing provides valuable information used during focused instructional planning and monitoring.

AWARDS

President's Academic Excellence Award

The President's Education Awards Program (PEAP), formerly called the Presidential Academic Fitness Awards, was established in 1983 as a concrete way of recognizing academic excellence among students. In District #117, in order to qualify for these awards, fifth grade students must have achieved at the 78th percentile on the standardized achievement tests, and have earned all As/Bs in grades 3-5. Students receiving the award have their names inscribed on a plaque.

Chad Wallbaum Award

This award honors the memory of Chad Wallbaum, a sixth grader at Eisenhower who died in 1985. The recipient is chosen by the Eisenhower staff upon completion of 5th grade for exemplary character, citizenship, scholarship, and leadership.

Eric Olson Memorial Science Award

This award shall be awarded to a 5th grade Eisenhower student who shows love and enthusiasm for science, not based on merit or grades or performance. The student to receive this award will be recommended by the 5th grade Eisenhower teachers with possible input from the 4th grade Eisenhower teachers.

Wyatt Crews "Best Buddy" Award

This award will be given at the end of each school year to a student who demonstrates the following: treating all others with respect, willingly assisting fellow students during weekly activities, interacting positively with other students, enjoying learning with and from others, and being genuinely kind and caring.

Suzan Fellhauer Memorial Award

This award honors the memory of Suzan Fellhauer, speech teacher, and friend to so many students during her time at Eisenhower. Suzan passed away unexpectedly during the summer of 2008 and she will be forever missed by those touched by her love of children and passion for life. Each year, staff will choose a student to receive this award who shares these same qualities.

Fine Arts

In addition to academic awards, students in intermediate grades are chosen for excelling in art and music. Recipients are chosen by the fine arts teachers.

Physical Education

Students from the intermediate grades are chosen annually for Outstanding Physical Education Student of the Year. Participation, effort, and attitude are considered. Recipients are chosen by the physical education teacher.

SCHOOL COMMUNICATIONS

School Messenger is a messaging system that allows the district to quickly send mass notifications to employees, parents and students. Skylert is a web portal that works through Skyward's Family Access to provide you with the means to manage your contact sources and choose how you will be contacted for a variety of purposes. You can decide the contact method(s) by which you receive messages.

School Messenger can provide you with information in three ways:
- Telephone/Cell Phone
- Email
- Text message*

*Provided the text message option is currently available, messaging fees assessed by your cellular provider are your responsibility.

Remind and Class Dojo

Parents will be asked to subscribe to their child's teacher's Remind or Class Dojo account. Remind is an app that allows the teacher to send a brief message to all parents at one time without the personalization of text messaging. Class Dojo is a similar app. Signing up for Remind or Dojo is easy and doesn't require personal information. For additional information, contact your child's teacher.

School Website

Eisenhower maintains a comprehensive website at www.eisenhower.jsd117.org. All parents, guardians, and friends are encouraged to check back frequently for up-to-date information on school events. Parents with smartphones can save the homepage directly to their phone's home screen just like any app. The information provided may currently be viewed in English, French, or Spanish versions.

Twitter

Twitter users can follow the Eisenhower Eagles via @eaglessoar71. Use the hashtag #eaglessoar71 to search posts. Additionally, many individual teachers are "tweeting" the good things happening in our classrooms. To follow teachers, go to Ike (@eaglessoar71) and search followers.

LINCOLN ELEMENTARY SCHOOL
Handbook

Jacksonville School District #117

2020-2021



Table of Contents

Message from the Principal and Staff	6
Introductory Information and General Notices	7
Chain of Command	8
Transfer of Students between Schools	9
Visitors	9
Equal Opportunity and Sex Equity	9
Animals on School Property	9
School Volunteers	10
Parent Volunteers and Confidentiality	10
Parent-Teacher Conferences	10
Facility Use	10
Invitations,Gifts, Birthday Parties, and Treats	11
Emergency School Closings	11
Video & Audio Monitoring Systems	11
Accommodating Individuals with Disabilities	11
Students with Food Allergies	11
Care of Students with Diabetes	12
Treats & Snacks	12
Suicide and Depression Awareness and Prevention	12
Attendance, Promotion & Graduation	12
Attendance	12
Student Absences	13
Pre-arranged Absences	13
District 117 policy regarding Pre-Arranged Absences	14
Absences Due to Illness	14
Release Time for Religious Instruction/Observance	15
Make-Up Work	15
Truancy	15
Tardiness	16
Grading & Promotion	16
Grading Scale Grades 3-5	17
Homework	17
Administrative Procedures and Guidelines for Student Retention	17

School Messenger and Skylert 18
Home and Hospital Instruction 18
Library 18
Exemption from Physical Education 18
Student Fees and Meal Costs 19
Fines, Fees, and Charges; Waiver of Student Fees 19
School Breakfast & Lunch Program 20
Lunchroom Expectations 20
Soda at School 20
Cafeteria Rules 21
Bus Transportation 21
Bus Conduct 22
Health and Safety 23
School Nurse 23
Birth Certificates 23
Immunization, Health, Eye and Dental Examinations 23
Student Medication 24
Designated Caregiver Administration of Cannabis 25
Illness during School 26
Safety Drill Procedures and Conduct 26
Guidance & Counseling 26
Communicable Diseases 26
Head Lice 27
Discipline and Conduct 27
General Building Conduct 27
School Hours 27
Late-In Schedule 28
General School Rules 28
Playground Rules 28
Indoor Recess Rules for the Classroom 28
Other General Rules 28
Damage to School Property 29
School Dress Code / Student Appearance 29
Student Behavior 30
Prevention of and Response to Bullying, Intimidation, and Harassment 34
Sexual Harassment & Teen Dating Violence Prohibited 36

Field Trips 37
Access to Student Social Networking Passwords & Websites 37
Student Use of Electronic Devices 37
Internet, Technology & Publications 38
Internet Acceptable Use 38
Guidelines for Student Distribution of Non-School Publications 40
Search and Seizure 41
Special Education 42
Education of Children with Disabilities 42
Discipline of Students with Disabilities 42
Access to Classroom for Special Education Observation or Evaluation 43
Student Records & Privacy 43
Student Privacy Protections 43
Student Records 43
Student Biometric Information 46
Parental Right Notifications 46
Teacher Qualifications 46
Standardized Testing 46
Annual Academic Testing 46
Homeless Child's Right to Education 47
Sex Education Instruction 47
Parent Involvement Compact (Title 1) 47
School Improvement Process (SIP) 48
English Learners (EL) 49
RtI Response to Intervention 49
Accelerated Reader (AR) 50
School Visitation Rights 50
Lost and Found 50
School Pictures 50
Telephone Use and Messages 50
Change of Telephone Number or Address 50
Pesticide Application Notice 50
Mandated Reporter 50
Hearing Impaired: Request for an Interpreter 51

Unsafe School - Transfer 51
Drug, Alcohol, and Tobacco Free Environment 51
Leaving School without Permission 51
Sex Offender Notification Law 51
Offender Community Notification Laws 51
Incentives & Rewards 52
Class DoJo 52
Roar Store 52
Back-on-Track Group 52
Drop Off/ Pick up, Traffic Pattern, and Parking 52
Students who walk to School 53
Dismissal Map 54
Parent/ Guardian Handbook Acknowledgement 55

The Lincoln School Community will provide

the highest educational experience for its

Students with respect for all!

Dear Families and Friends of Lincoln Elementary School;

The teachers, staff and I welcome you to the 2020 school year. Our goal is for the year to be successful and enjoyable for every student. We will provide assistance for each child to acquire the skills needed for future success. We will do so while encouraging each student to be creative, use their curiosity effectively and develop a desire for becoming learners.

We believe a child will best succeed if there is a partnership between the school and the home that fosters an atmosphere of education. Parents and caregivers are an essential part of the educational process. Learning is not easy! It involves effort, learning from mistakes and support at home as well as in the classroom.

The following pages of the Handbook contain important information about policies and procedures that families and students need to know. Please examine each page together with your child so you and your child will understand what is offered and what is expected of our students.

Feel free to contact the school if you have questions about our policies, rules and expectations of our students. Open and clear communication between the school and families is important to the success of our students. We at Lincoln Elementary School are dedicated along with you to our children's academic development.

We have made a strong commitment to creating a positive and safe environment for learning. Every student will have the opportunity to learn and succeed in school. To ensure that we will work with you this year and we will share the joy of seeing our children learn.

You can find more information by looking at the school website at www.Lincoln.jsd.117.org.

Sincerely,

Sue Lovdahl, Principal

Lincoln Elementary School

Introductory Information and General Notices

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.jsd117.org or at the Board office, located at:

211 West State Street
Jacksonville, IL 62650

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

Mr. Noel Beard, President
Mr. Mike Lonergan, Vice-President
Mr. Bob McBride , Member
Mr. Steve Cantrell, Member
Mrs. Heather Leonard, Member
Mrs. Jan Ryan, Member
Mrs. Teresa Wilson, Member

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

Mr. Steve Ptacek, Superintendent

Mr. Mike McGiles, Director of Operations
Ms. Sue Lovdahl, Principal
Mrs. Susie Newman, Dean of Students

The school is located and may be contacted at:

320 West Independence Avenue

Jacksonville, Illinois 62650
School Ph. (217) 245-8720
Fax (217) 243-2757

Chain of Command

The Jacksonville School District takes pride in its communication efforts with all stakeholders of the District. To ensure that parent concerns or issues are heard by the appropriate individual who can resolve the issue at the point of origin and provide a direct response, the Board of Education asks that parents follow the District's Chain of Command outlined below. It is the intent of the Chain of Command to resolve concerns and issues during the earliest steps with the individual (s) directly involved with the concerns.

Step 1) In the event of a concern, a parent or community member should contact the teacher, supervisor, coach, or staff member who is directly involved with the concern or situation.

Step 2) If a parent or community member has completed Step 1 and feels that the issue or concerns was not remedied, they should contact the building Principal, Director of the program.

Step 3) If a parent or community member has completed Step 1 and Step 2, and feels that the issue or concern warrants yet further discussion, the parent or community member should then contact Central Office.

Step 4) If the issue or concern of the parent or Community member still remains after the completion of Steps 1, 2, and 3, the parent or community member should contact a Board of Education member. The Board of Education member in consultation with the Board of Education President and Superintendent will redirect the individual back to the appropriate level or request that the concern be placed on the Board of Education agenda for full Board discussion.

Residency

Only students who are residents of the District may attend a District school without a tuition charge. A student's residence is the same as the person who has legal custody of the student. Anyone seeking to enroll a student must present an original certified or registered birth certificate for the student and proof of residency.

Residency can be established by providing school officials with the following:

Category I (**one document required**)

- Most recent property tax bill and proof of payment
- Mortgage papers
- Signed and dated lease with proof of the last month's payment
- Letter from manager and proof of last month's payment
- Letter of residence from landlord

AND

Category II (**two documents required**)

- Driver's license
- Vehicle registration Voter registration
- Recent cable, electric, gas or water bill
- Public aid card
- Current homeowners/renters insurance policy
- Current library card
- Receipt for moving van rental
- Mail received at new residence

Transfer of Students between Schools

If you move to an address outside the Lincoln attendance area, you must either fill out a REQUEST FOR TRANSFER form to remain at Lincoln for the rest of the year, or enroll your child in the area

school. All students who do not reside in the Lincoln attendance area **must** have an approved REQUEST FOR TRANSFER on file. These forms are available from the office. Continued approval of "transfers" cannot be guaranteed from year to year and they need to be renewed annually. Approval depends on attendance/ tardy record, behavior, reason for the request, etc.

Visitors

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

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

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

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Tami Stice, Director of Human Resources at (217) 243-9411.

Animals on School Property

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

School Volunteers

All school volunteers must complete the application provided through the "Secure Volunteer" portal found at Jsd117.org under Quicklinks. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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

Parent Volunteers and Confidentiality

School volunteers should understand the importance of confidentiality. Volunteers may see or hear things in the school setting or at school activities (field trips, school events, etc.) that are private matters and should be considered confidential. These things should only be discussed with or repeated to the volunteer's supervisor, teacher, or principal. Even if the volunteer knows the parent of a child they work with, confidential matters should not be discussed with them. These matters should go to the parent from the teacher involved or the principal. Matters of concern should be reported to the supervisor, teacher, or principal. Of course, volunteers should not take the liberty of reading or browsing through documents that are private. We honor our student's and parent's right to confidentiality. This builds the trust that is essential for the good of our school community.

Parent-Teacher Conferences

Parent-Teacher conferences (Gr. K-5) are scheduled for all parents in October. A second conference day in February will also be held. Parent-teacher conferences provide opportunities for parents and teachers to discuss each child's progress on a planned basis. Purposes for the parent-teacher conferences:

1. To develop a positive relationship between parent and teacher so each may work to the greatest advantage of the child.
2. To enable parents and teachers to discuss the child's progress at home and at school.
3. To consult with each other in order that both may be in a better position to secure the best reaction from the child at all times.

Conferences should be scheduled at any time the teacher or parent believes one is necessary.

Facility Use

The use of school facilities is not automatically extended to any person or group. Approval of facility usage is at the discretion of the administration. The School District reserves the right to limit or refuse use of facilities and to require cash deposits or certificates of insurance from any individual or organization with respect to rental or use of any school facility.

Invitations, Gifts, Birthday Parties, and Treats

Party invitations, flowers, gifts, or treats for classmates **should not** be brought to school to be distributed. Flowers and gifts sent to the school will be sent home with the parent. Birthday parties and treats are not permissible during school time.

Invitations may not be sent to school. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone

numbers of students who are not listed in the school directory.

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced as soon as possible. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Video & Audio Monitoring Systems

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

Accommodating Individuals with Disabilities

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

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 245-8720.

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

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

Care of Students with Diabetes

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

a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

c. Sign the Diabetes Care Plan.

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

For further information, please contact the building principal (217) 245-8720.

Treats & Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value. **NO BIRTHDAY TREATS PLEASE!**

Suicide and Depression Awareness and Prevention

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

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

Attendance, Promotion & Graduation

Attendance

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the

ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health or safety, attending a military honors funeral to sound TAPS1 , or other reason as approved by the building principal.

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

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

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

In the event of any absence, the student's parent/guardian is required to call the school at **217-245-8720** before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Pre-arranged Absences

Families are encouraged to use the pre-arranged absence process in the event an absence from school can be predicted. This process helps with communication regarding assignments and make-up work.

Forms for approval are available in the school office. Upon completion of the form, the principal will review the purpose of the pre-arranged absence. The purpose will be evaluated in accordance with the definitions for excused and unexcused absences. After the administrative evaluation, the family will be notified if the pre-arranged absence is an excused absence or unexcused absence.

District 117 Policy Regarding Pre-Arranged Absences

To obtain a pre-arranged absence a student's parent/guardian is required to give 48 hours' notice in writing to the school office. The written notice should include reasons and dates of absences. A form for pre=arranged absences is available in the school office. The student is to use the form to notify teachers of the absence(s). Upon this notification, appropriate assignments may be given before the absence or after the absence. These assignments may be due before the absence or upon the student's return to school, as determined by the teacher. Credit is not given for assignments that are not submitted. The building administrator may determine that a pre-arranged absence from a necessary for school sponsored events that take a student out of regular class. Vacations are encouraged when school is not in session. Vacations during the school year interrupt the educational process and students do not receive the adequate instruction from the teacher. When it is necessary for a student to miss school for a vacation, the following procedure must be followed.

1. Student/parent brings written notification to school. School provides the pre-arranged form to student/parent.
2. Student completes pre-arranged from and submits to building administrator for approval. Student follows the building process for notifying teachers of the absence(s).
3. Teachers may provide the assignment before the absence or upon the student's return to school.
4. Upon, return to school, the student will have 1 day for each day of absence to complete the assignments.
5. Any school work submitted after the deadline will be considered late and will be subject to the grading policy in place for the school/teacher regarding late work.
6. Pre-arranged absences for vacations will be recorded as unexcused in accordance with Illinois School Code. If a pre-arranged form is used while a student is on vacation, credit will be given for assignments provided the completed work fulfills the completion policy.

Absences Due to Illness

Many studies show that successful performance in school is dependent upon regular student attendance and participation. Successful performance in school can directly impact the choices available to students late in life. Because of the magnitude of this impact, school officials are required to monitor student attendance. One piece of this monitoring includes the oversight of student health needs in relationship to their attendance and scholastic advancement. It is the practice of District 117 to require that if a student is continually sick and repeatedly absent from school due to illness that said student must be under the supervision of a physician in order to receive an excuse from attendance. The diagnosis of the licensed medical professional is used to support the parent in parenting and to support the school with the delivery of services. Without the support of the medical professional, valuable time and resources could be misdirected. It is the practice of District 117 to require a doctor's excuse after 10 days of excused absence (within an academic year) based on communications from the parent or guardian that their child is ill. All absences after the 10 day mark are recorded as unexcused unless a remedy is established between the school and the family. In the event a student has a chronic or documented health condition, parents should readily communicate this to school officials for documentation in the student file. This communication will secure that all resources can be reviewed to support the child and family in the school setting. Students and families who abuse the approved and excused absences policy will be considered to have committed academic dishonesty. Examples of abuse include falsifying an illness or family emergency, falsely claiming that attendance at the event is required, falsely

claiming to have attended and event, or falsely claiming that an absence is approved.

Release Time for Religious Instruction/Observance

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

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

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Truancy

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

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

Parents will receive notice of truancy after 4, 7, and 9 days of unexcused absences. Upon the 4th unexcused absence or tardy, a truancy packet is completed and sent to the Truant Officer at the Regional Office of Education

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Additionally, being on-time for the start of any school day is very important to a child's academic success. Lincoln periodically rewards students/classes for excellent attendance.

Tardiness

Students are considered tardy if, **for any reason**, they are not in their assigned classrooms by 8:05A.M. Tardiness becomes part of the student's official attendance record and will be reported to parents each quarter.

Being late not only has a negative effect on the tardy student, but also disrupts the class in progress and puts unnecessary burdens on the teacher's precious time. We ask parents to see that their child arrives "on time" each day.

If your child must be tardy, please call the school before 8:30 to let us know what his/her plans are for lunch. We order lunches by 8:45 and need an accurate count for all students to get a lunch.

Excessive tardiness may be reported to the truant officer by the principal.

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

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

Grades

Teachers are responsible for determining and maintaining evaluations of the academic achievement of their pupils. A record of grades for each student is kept in grades 1-5. Academic progress is reported to parents quarterly on a Report Card (2nd, 3rd and 4th quarter only for Kindergarten).

Completion and accuracy of assignments, test and quiz scores, homework, special projects, class participation, and extra credit work all contribute to a student's final grade. We believe that a student earns his grades and is responsible for them. Parent support and encouragement is vital to good grades.

At grades 3-5 a uniform grading scale is used in order to strive for consistency of student evaluation. However, this is not meant to reduce teacher flexibility and judgment. At times teachers may take into account the difficulty of the assignment, extra credit work, class participation, etc., in determining grades.

Parents should expect frequent "graded" assignments to be brought home by their student. If they are not bringing these papers home for you to check their progress, contact his/her teacher before too much time goes by.

GRADING SCALE GRADES 3-5

A+	**98-100**	**OUTSTANDING**
A	**93-97**	**OUTSTANDING**
A-	**90-92**	**OUTSTANDING**
B+	**87-89**	**ABOVE AVERAGE**
B	**83-86**	**ABOVE AVERAGE**
B-	**80-82**	**ABOVE AVERAGE**

C+	**77-79**	**AVERAGE**
C	**73-76**	**AVERAGE**
C-	**70-72**	**AVERAGE**
D+	**67-69**	**BELOW AVERAGE**
D	**63-66**	**BELOW AVERAGE**
D-	**60-62**	**BELOW AVERAGE**
F	**0-59**	**DEFICIENT**

Homework

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

Administrative Procedures and Guidelines for Student Retention

In making retention decisions teachers and administrators shall use the District 117 Student Retention Process and Timeline. The criteria for retention outlined there shall serve as a guideline for making those decisions. There may be cases where it is in the student's best interest to be retained, even though he/she does not meet the criteria for retention. Because retention decisions must be based on objective data, the Retention Information Sheet will be utilized for all students being considered.

In the event the parent does not agree with the school's (teacher-principal) recommendation to retain a student, the building Retention Review Committee will make the final decision. Further the Retention Review Committee will decide all retention cases where the student meets the criteria for retention, but the teacher, principal, and/or parents agree that a promotion is in the best interests of the student.

SchoolMessenger and Skylert

SchoolMessenger is a messaging system that allows the district to quickly send mass notifications to employees, parents, and students. **Skylert** is a web portal that works through Skyward's Family Access to provide you with the means to manage your contact sources and choose how you will be contacted for a variety of purposes. You can decide the contact method(s) by which you receive messages.

SchoolMessenger can provide you with information in three ways:

- Telephone/Cell Phone
- E-mail
- Text Message

Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician 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.

For information on home or hospital instruction, contact: Barbie Davidsmeyer, Director of Special Services at (217) 243-7402.

Library

All Lincoln students (Gr. K-5) visit the school library twice a week. They may check out a maximum of two books per week. Books may be renewed each week for a one-week period. Students are reminded of overdue books through notes to the teacher. Notices of long overdue books are sent to parents and new materials will not be checked out until the overdue books are returned. We ask parents to see that their child is responsible for returning books on time and taking good care of the books. Lost or damaged books must be paid for.

Exemption From PE Requirement [K8]

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

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.301.

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

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

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:2

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

Student Fees and Meal Costs

Fines, Fees, and Charges; Waiver of Student Fees

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites are met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or

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

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

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

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

School Breakfast & Lunch Program

All students receive free breakfast and lunches at Lincoln Elementary due to our enrollment in the Community Eligibility Program. Schools that participate in the community Eligibility Program are able to provide healthy breakfasts and lunches each day at no charge for All Students enrolled in that school during the 2019-2020 School Year. A lunch menu is sent home each month, so you can decide which lunches your child will want to eat.

Breakfast is served every school day from 7:30 a.m. to 8:00 a.m.Lunch is served every school day

from 10:50 a.m. to 12:15 p.m., except when there is a 11:00 a.m. or earlier dismissal. A student may purchase an additional breakfast for $1.50. Breakfast may be purchased on a weekly basis for $7.50.

A student may bring a sack lunch from home or may purchase a school lunch for $2.25 and/or milk for $0.40. **Soda is not permitted.** Lunch may be purchased on a weekly basis for $12.25.

Free or reduced price meals are available for qualifying students.

Lunches are ordered by phone early each morning from the Central Kitchen at JHS. **We need to know by 8:30 A.M. if your child will be arriving late. LATE ARRIVALS WILL NOT BE INCLUDED IN THE LUNCH COUNT UNLESS THE PARENT CALLS THE SCHOOL BEFORE 8:30 A.M. IF THE SCHOOL IS NOT CONTACTED BY THIS TIME, THE STUDENT NEEDS TO BRING A SACK LUNCH.**

Lunchroom Expectations

The lunch/recess period is meant to be an enjoyable time for all students. For this reason, students are expected to follow all lunchroom rules and procedures.. Students who cannot meet these expectations may be denied lunchroom or recess privileges.

1. Walk at all times in the lunchroom.
2. Talk normally without shouting.
3. Remain seated. Raise your hand if you need help.
4. Keep your area clean (table, bench, floor).
5. Do not trade food.
6. Obey adult Supervisors. Stop talking and listen when the whistle blows.

Soda at School

Schools in Illinois may not sell soda to students during the school day. We encourage families to have their children drink nutritious milk at school. If you are sending an alternate drink with your child for lunch, please choose juice, yogurt drinks, or water. Beverages should not be sent in glass containers for obvious reasons. Please see the wellness policy for healthy options.

Cafeteria Rules

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.

11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail

when exiting the bus.

9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

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

For questions regarding school transportation issues, contact Brett Dunn, Director of Transportation at (217)245-6624.

Bus Conduct

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

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

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

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

Health and Safety

School Nurse

A registered nurse is assigned to every school. The time frame the nurse is in the building will vary from year to year. Typically, the nurse will be present 2 hours a day. The nurse's office is responsible for medication administration required at school, care of students with acute illness and care of students who have first aid needs. The nurse will provide comfort measures as available. Please refrain from going to the nurse for problems that should be taken care of at home or in a physician's office.

Birth Certificates

Illinois law requires that all parents, who are enrolling a student in school for the first time in any school at any grade level, furnish the school with a certified copy of the child's birth certificate (original birth certificate must be presented - a copy is not acceptable). **Parents have 30 days to comply with the law or the matter must be reported to the State police.** All Lincoln Elementary students should have a copy of their birth certificate in their permanent files.

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the ages of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

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

All students must provide proof of immunization against measles before they may attend JSD #117 schools, per school board policy

Eye Examination

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

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days

after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Student Medication

Taking medication during school hours or during school-related activities is prohibited 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 by completing a "School Medication Authorization Form."

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

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21

years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if: 1 A school district may, but is not required, to adopt a policy on the maintenance of undesignated epinephrine injectors, undesignated asthma medication and undesignated opioid antagonists. Please consult district policy regarding these matters. Schools that maintain undesignated epinephrine auto-injectors, undesignated asthma medication or undesignated opioid antagonists must have parents complete the relevant portion of MSH 5.20-E1 (School Medication Authorization Form) or opt out of allowing school officials to administer an undesignated epinephrine auto-injector, undesignated asthma medication or undesignated opioid antagonist to their child.

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;

2. Copies of the registry identification cards are provided to the District; and

3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis. Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.
After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited.

The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Illness during School

Illness symptoms include a body temperature of 100 degrees or higher, repeated vomiting, open wound with drainage which cannot be contained in a dressing, incidence of diarrhea 2 or more times, unexplained rash or croup-like cough. Students with these illness symptoms should not attend school. If these symptoms occur while at school, the parent/guardian will be contacted and the student will be required to go home. In addition, any student who has symptoms of impetigo, pink eye, scabies, or ringworm will be sent home and should not attend school until they have been under treatment for 24 hours or have a written release from their physician stating they may return to school.

If the student has symptoms other than those already listed, the nurse, principal or designated school staff member will contact the parent/guardian to discuss the best course of action. No student may leave school during the day due to illness unless he/she has permission from the school office. **The student should be free of symptoms for 24 hours before returning to school.**

Any reasonable suspicion of communicable disease should be reported to the school nurse or principal immediately. This includes chickenpox, mumps, measles, strep throat, diarrhea, flu-like

symptoms, pink eye, ringworm scabies, lice, or unexplained rashes.

Safety Drill Procedures and Conduct

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

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Communicable Diseases

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

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

Head Lice

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

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

Discipline and Conduct

General Building Conduct

All students who arrive after 8:05 A.M. must report to the office for "sign in" and a tardy pass. Any student required to leave the building before dismissal time must report to the office with a parent (or authorized adult) who will sign the student out.

School Hours

GRADES K-5 … … 8:05 A.M. - 2:35 P.M.

We insist that students NOT arrive before 7:30 a.m., unless arriving by bus. **Supervision of students is NOT provided before 7:30 a.m.** so students should not arrive before then. Students should immediately enter the building on arrival and go to the gym to sit with their classmates or to the cafeteria for breakfast. At 7:50 a.m., the morning meeting will begin in the gym, followed by students being dismissed to go to their classrooms. **The tardy bell rings at 8:05 a.m., classes begin at 8:05 a.m.**

The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

Late-In Schedule

The school board adopted a "late-in" option for cold weather days. This schedule will be announced by the superintendent if the criteria for this type of schedule is met. If this option is used, Lincoln Elementary will open the doors at 9:30 and school will begin at 10:05. Dismissal will continue to be at 2:35. Please be sure to have your phone numbers up to date in Skyward so you will receive these important announcements on changes in our school day due to weather.

General School Rules

1. Walk on the sidewalks and inside the building at all times.
2. Treat other students with respect.
3. Proceed **quietly and orderly** in the building during class times.
4. Show respect for adults and listen to and follow their directions.
5. Respect the property of others and take good care of school property.
6. Use the restroom appropriately without "horseplay" or disturbing noise. Help keep them clean. Do not loiter there.
7. Know and obey all other school rules and procedures.

Playground Rules

1. Stay in assigned areas. **Do not leave the playground without permission** from the adult in charge.
2. Use equipment in a safe manner according to the specific rules for each item. (ie. slide, swings, etc.)
3. Stop and listen when the whistle blows.
4. No food or drink on the playground.
5. Show good sportsmanship and cooperation in games. Play fair. Follow the game rules.
6. "Rough play" is not allowed. (ie. No tackle football, etc.)
7. Throwing objects (rocks, sticks, dirt, snowballs, etc.) is forbidden. Playground balls are the exception.
8. Line up **promptly** when the whistle is blown.
9. Students wearing flip flops need a pair of tennis shoes for recess.

STUDENTS ARE EXPECTED TO GO OUTSIDE FOR RECESS, UNLESS THEY HAVE A WRITTEN EXCUSE FROM A PARENT OR PERMISSION FROM THEIR TEACHER TO STAY INDOORS. DURING INCLEMENT WEATHER, RECESS IS INDOORS. IN THE WINTER, IF THE OUTDOOR TEMPERATURE IS ABOVE 30°F (INCLUDING THE WIND CHILL FACTOR), WE TRY TO GO OUTDOORS. CHILDREN MAY BE KEPT INSIDE IF THEY ARE NOT DRESSED FOR THE WEATHER.

Indoor Recess Rules for the Classroom

1. Walk directly from the classroom to the lunchroom.
2. No running or chasing in the classroom.
3. No throwing things, unless they are part of a teacher approved game.
4. No loud or rough play.
5. Put games away and be seated when time to get ready.

Other General Rules

1. **Keep your hands**, feet, and body **to yourself.** (no pushing, bumping, elbowing, hitting, spitting, kicking, fighting, etc.)
2. **Use appropriate language**. (No talking back, swearing, mean spirited teasing, name calling, etc.)
3. Do not bring toys, balls, games, trading cards, purses, etc. to school without your teacher's permission.
4. Any **dangerous objects** (knives, matches, cigarettes, chewing tobacco, caps, water pistols, lighters, balloons, etc.) will be confiscated until a parent is able to get them from school.
5. Perfume, body sprays, and make-up should be applied at home, not school. No fake finger nails at school.

ALL TEACHERS EXPLAIN AND DISCUSS THESE RULES DURING THE FIRST WEEK OF SCHOOL. TEACHERS ALSO DISCUSS SAFETY AND EMERGENCY PROCEDURES DURING THE FIRST WEEK.

Damage to School Property

Students are responsible for the care of school property. any permanent damage to, or loss of, school property will result in a fine to repair or replace the property. These items include: textbooks, library books, furniture (including bus seats, windows, chairs, desks, lockers, etc.), and other property.

Library books: If a lost book is found after it has been paid for, the money will be refunded. Any student who continues to lose or damage library books will be denied the opportunity to check out

books.

Textbooks: Cost as much as $60 each when new.

Lockers: Should be treated with care, not slammed or kicked shut. Lockers should be kept in order for easy access. School Officials have the right to each locker if they have reason to believe the contents violate school rules.

School Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. **A closed toe shoe is best for all activities. Sandals, flip flops, and heels are not appropriate for physical education and recess.**
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Student Behavior

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are

under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

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

   Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use

of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that

was used to violate school rules.

10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal Punishment

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

Weapons Prohibition

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably

could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;

3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

Complaint Managers:

Tami Stice	Timothy Chipman
211 W. State St.	1700 S. West St.
Jacksonville, IL 62650	Jacksonville, IL 62650
(217) 243-9411	(217) 245-5514
tstice@jsd117.org	tchipman@jsd117.org

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

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

Sexual Harassment & Teen Dating Violence Prohibited

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:

    1. Substantially interfering with a student's educational environment
    2. Creating an intimidating, hostile, or offensive educational environment;
    3. Depriving a student of educational aid, benefits, services, or treatment; or
    4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation,

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

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

Complaint Managers:

Tami Stice
211 W. State St.
Jacksonville, IL 62650
(217) 243-9411; tstice@jsd117.org

Any person making a knowingly false accusation regarding prohibited conduce will likewise be subject to discipline.

Field Trips

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

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

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. 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.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod©, ipad©, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:[2]

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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.

Internet, Technology & Publications

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational

excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

A signed AUP must be on file for each User no later than 10 school days after the start of the school year. It is also understood that this document goes into effect beginning with the first day of school. The AUP is to be electronically acknowledged online during registration or upon entering as a new student to the district. **Users with no AUP on file after the 10th day will be denied access to the System.**

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service

interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

Use of EMail – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

5. Use of the School District's email system constitutes consent to these regulations.

Guidelines for Student Distribution of Non-School Publications

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

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

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

Search and Seizure

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

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

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

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

the use of specially trained dogs.

Students

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

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

Special Education

Education of Children with Disabilities

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

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

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

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

For further information, please contact:

Sue Lovdahl
217-245-8720
Lincoln Elementary School

Discipline of Students with Disabilities

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

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

Access to Classroom for Special Education Observation or Evaluation

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

For further information, please contact the school principal.

Student Records & Privacy

Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.

6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

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

Instructional Material

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

Student Records

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

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

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**
   The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.
   These rights are denied to any person against whom an order of protection has been entered concerning the student**.**
2. **The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.**[1]
   A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**
   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.
   Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
   The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first
5. **The right to prohibit the release of directory information.**
   Throughout the school year, the District may release directory information regarding students, limited to:
   Name
   Address
   Gender
   Grade level
   Birth date and place
   Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
   Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
   Academic awards, degrees, and honors
   Information in relation to school-sponsored activities, organizations, and athletics
   Major field of study

Period of Attendance in school

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

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

Student Biometric Information

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

Parental Right Notifications

Teacher Qualifications

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

Standardized Testing

Students and parents/guardians should be aware that students in grades 3-5 will take standardized tests on Reading, Math and Science. **Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests.** Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;

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

Annual Academic Testing

Each Year students take test designed to provide teachers and parents' information about their individual academic ability and achievement. The group results of some test are reported to the public.

IAR TEST-- These test, designed by the state to provide information about how well the students of a school are doing in various basic subjects, are given to students in **grades 3, 4, and 5** (both Reading & Math). PARCC tests are given in **March**. Individual results are sent to parents when available from the State of Illinois.

NWEA MAP Test - This is a computerized test that students take three times a year in the areas of reading and mathematics. This test is designed to show the levels that students are functioning in each subject area. This program is now being used K-12 District wide.

Homeless Child's Right to Education

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

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

Sex Education Instruction

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

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

Parent Involvement Compact (Title 1)

The school annually has a meeting for all Parents/Guardians, which takes place at the September PTO

meeting.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the building principal at (217) 245-8720.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the building principal at (217) 245-8720.

The state's resources on parental involvement can be located at http://illinoisparents.org/. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

School Improvement Process (SIP)

In 1985 the Illinois Legislature passed the School Reform Act. That law along with related legislation passed in 1991 outlines a procedure to be followed for school improvement by all public schools in the state. This improvement process is to be repeated every year to ensure that 1) all

students' needs are being met as much as possible and that 2) all students are learning. In essences, the plan focuses on 30 goals for learning in the areas of language arts, math, science, social science, fine arts, physical education, health and foreign language. These goals are referred to as the Illinois State Goals for Learning. There are Learning Standards for each of the State Goals and Learning Benchmarks which define progress at five grade or developmental levels for each Standard. Each school must align its curriculum to the State Goals and Learning Standards and then design and/or select a variety of assessments for determining how well the students at each grade level are measuring up to the targeted levels of expected performance.

Assessment results are analyzed and subgroups of students within each grade level are identified. A building based plan for improvement is developed based on this information. This process is repeated every year to ensure that the needs of all students are being met. A copy of the School Improvement Plan is available for viewing in the school office. Parents and the community will received information each year as to how well the students in each grade level are performing in relation to the mandated goals.

English Learners (EL)

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

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

For questions related to this program or to express input in the school's English Learners program, contact the building principal at (217) 245-8720.

RTI Response to Intervention

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

How does RtI work?

When a child begins to have some area of concern affecting his/her school progress the classroom teacher will create an intervention plan designed to improve the student's performance. If the child continues to have difficulty, the teacher will meet with a team of other staff members to discuss the child's needs, consider other interventions, and outline a method to carefully monitor the child's progress**. The child's progress is measured over time. If he/she makes acceptable progress the interventions may be discontinued (if sufficient progress is made) or continued (if the team feels the interventions are needed to help the student succeed). If the child continues to struggle then more intensive interventions may be tried.

** This team - referred to as the "Student Assistance Program" or SAP - uses the insight and expertise of several different school staff members. SAP members contribute in different ways to the RtI process: offering suggestions, gathering data, and communicating with other staff and/or parents. The SAP meets regularly to discuss and monitor student concerns.

What is the role of the Parent in RTI?

Jacksonville School District #117 upholds the philosophy that parents are a child's first teachers as

well as their lifetime coach. Therefore the Jacksonville school District greatly values the important role of the parent in the RtI process.

When a child is not responding to the core curriculum, classroom teachers will communicate concerns regarding the student's performance to the parent and invite parent to participate in telephone conversations and/or team meetings regarding their child. Parents will most often be given an active role in the intervention plan for their student.

Parents provide insight into a child's learning and development to understand the problem and why it occurs, plan and implement an intervention plan, and measure and evaluate the plan's effectiveness. Parents should contact their child's teacher with any concerns regarding academics or behavior.

Accelerated Reader (AR)

The Lincoln Elementary supports the Accelerated Reader Program in grades K - 5. After students read selected children's literature (books are identified in our library with a bright green sticker on the spine), they take a computerized test to earn points for rewards and incentives. Inside the cover are the reading level (L) and the point value (P) of that book. A list of AR requirements and incentives is sent home at the beginning of each year.

School Visitation Rights

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

Lost and Found

Please label your personal items, especially lunch boxes, book bags and coats. Lost items are placed in the lost and found box located in the cafeteria for several days. Remaining articles are given to Goodwill in the summer.

School Pictures

Individual pictures are taken in the fall for student records. Parents may purchase picture packages from a variety of options. Information is sent home in September.

Telephone Use and Messages

Generally, students are allowed to call home only for urgent matters or with teacher permission. When your child comes to school in the morning, please be sure he/she knows what to do at dismissal. This avoids many problems. Should plans change during the day, please call the school before 2:00 P.M., so we have time to relay the message before dismissal. **Students will be directed to their regular routine, (ie. ride bus, go to daycare) unless you inform us otherwise.**

Change of Telephone Number or Address

If your home telephone number, work number, or emergency numbers change during the year, it is important that you notify the office immediately.

Pesticide Application Notice

Notification will be given before application of the pesticide on Skyward as well as the district calendar. Prior notice is not required if there is imminent threat to health or property.

Mandated Reporter

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

Hearing Impaired: Request for an Interpreter

Families with hearing impaired members may request an interpreter. Lincoln Elementary will provide interpreters for all Lincoln Elementary functions you wish to attend including parent/teacher conferences, PTO meetings, open houses, etc. PLEASE make the request three (3) weeks in advance, if possible.

Unsafe School - Transfer

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

Drug, Alcohol, and Tobacco Free Environment

Jacksonville School District #117 policy requires all District #117 workplaces to be drug, alcohol, and tobacco free environments.

Leaving School without Permission

If a student leaves the school building and grounds without permission, the police and parents/guardians will be notified immediately.

Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

Offender Community Notification Laws

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

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry,

www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders,

www.isp.state.il.us/sor/faq.cfm

Incentives & Rewards

Incentives or rewards may be used to encourage students to do their very best. Students who demonstrate good citizenship, work habits, and appropriate behavior will be permitted to participate in specially planned activities throughout the year. These activities are privileges planned as rewards for students and therefore **MUST BE EARNED**. In addition, more frequent rewards may be planned throughout the year as school-wide or classroom incentives for reaching a class or building goal.

Our goal is that 100% of students will reach Excellent Lincoln Lion status and earn the quarterly reward each quarter.

Additionally, Lincoln Lions are Respectful, Responsible, and Safe! Help make Lincoln a GREAT place to learn.

CLASS DOJO

All parents will be asked to subscribe to their child's class DOJO. DOJO is an app that allows the teacher to send a brief message to parents, while parents can see how their child is on a daily basis. For additional information, contact your child's teacher.

Roar Store

Lincoln Elementary has a Roar Store which is used as a behavior incentive. The store is open for business 6 or 7 times a year. Each week students earn Roar Dollars based on their DOJO percentage. They are issued a paycheck with their accumulated dollars before each store. Classes are scheduled to visit the store during their recess time to spend their Roar Dollars. Any unspent money goes into savings for the next store.

Back-on-Track Group

Late and missing assignments can damage a student's academic progress. We offered a homework club last year. This year we will be offering a Back-on-Track group that will meet in the mornings and after school. Students will be assigned to attend the group as needed so that they can catch up and keep up with their assignments.

Drop Off/Pick up, Traffic Pattern, and Parking

The traffic pattern, parking area, and crosswalks have been established for our children's safety and will be enforced. Please help us keep all children safe by …

- Pulling all the way down to the second set of doors (west-end of building) when dropping

off in the morning. This reduces waiting time.
- Refraining from passing other vehicles while in line to drop off. This is dangerous to all involved.
- Vehicles should not park in front of the building, this is part of the driveway possibly creating a dangerous situation.
- Observing and respecting the traffic pattern.
- Respecting crossing guards…they keep our children safe!
- Respecting **SCHOOL ZONE SPEED LIMITS.** Offenders are reported to local law enforcement.
- Obeying State Law regarding NO CELL PHONE USE. Offenders are reported to local law enforcement.
- Watching out for children at all times.

Students Who Walk to School
Please encourage your children to use the sidewalks and crossings provided and to refrain at all times from walking in the road and through people's yards.

At dismissal all walkers should use only the marked crosswalks.

Students Who Ride Bicycles or Scooters
- Should walk their vehicles on school grounds and across the supervised crossing area east of the school
- Should NOT ride on the school sidewalks
- should ride in the same direction as traffic staying to the side of the road
- should not ride in the middle of the road or "criss-cross"
- should obey traffic signs
- bicycles should be paired in an orderly manner in the racks provided just east of the building. Bike locks should be used and will not be provided
- skateboards and rollerblades should NOT be brought to school

Parents may park along West Independence Street. **Parking is not permitted in the front circle drive during arrival and dismissal times**. There is no parking allowed along the West drive of the school, and handicap parking is available along the East side of the school is the designated spots.

Those dropping off children may do so in the front location during the following hours: 7:30 A.M.-8:05 A.M.

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations will be asked to move. Failure to comply may result in being ticketed and/or towed by the police.

SEE THE MAP ON THE FOLLOWING PAGE FOR INSTRUCTIONS.

MAP INSERT

Parent/Guardian Handbook Acknowledgement

Dear Parent/Guardian:

Please complete the following form and return to the office by **September 4, 2020.**

From: The Parent/Guardian of: (1). _____

To: Lincoln Elementary School

I have reviewed a copy of the Student/Parent Handbook with my child(ren) in an effort to

promote a better understanding of Lincoln Elementary School rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year to provide a learning environment that supports the socio-emotional and academic development of students. This handbook is applicable to all students upon implementation of any change, The administration will communicate in a timely fashion with parents and students of any changes to the handbook.

_____ _____

Signature of Student Date

_____ _____

Signature of Parent/Guardian Date

Comments:

_____

_____

_____

_____

Murrayville Woodson Elementary School



Parent and Student Handbook

2020-2021

Table of Contents

Message from the Principal and Staff 5
Introductory Information and General Notices 6
General School Information 6
Visitors 8
Equal Opportunity and Sex Equity 8
Animals on School Property 8
School Volunteers 9
Invitations, Gifts, Birthday Parties, and Treats 9
Emergency School Closings 9
Late-In Schedule 9
Video & Audio Monitoring Systems 9
Accommodating Individuals with Disabilities 10
Students with Food Allergies 10
Care of Students with Diabetes 10
Treats & Snacks 11
Suicide and Depression Awareness and Prevention 11
Attendance, Promotion & Graduation 11
Attendance 11
Student Absences 11
Release Time for Religious Instruction/Observance 12
Make-Up Work 12
Exemption from Physical Education Requirement [K-8] 12
Truancy 13
Tardy Procedure 13
Grading & Promotion 13
Homework 14
Home and Hospital Instruction 14
Student Fees and Meal Costs 14
Fines, Fees, and Charges; Waiver of Student Fees 14
Bus Transportation 15
Bus Conduct 17
Parking 17

Health and Safety 18
Immunization, Health, Eye and Dental Examinations 18
Student Medication 19
Self-Administration of Medication 19
Guidance & Counseling 20
Safety Drill Procedures and Conduct 20
Communicable Diseases 20
Head Lice 21
Discipline and Conduct 21
General Building Conduct 21
School Dress Code / Student Appearance 21
Student Behavior 22
Prevention of and Response to Bullying, Intimidation, and Harassment 27
Sexual Harassment & Teen Dating Violence Prohibited 28
Cafeteria Rules 30
Field Trips 30
Access to Student Social Networking Passwords & Websites 31
Student Use of Electronic Devices 31
Internet, Technology & Publications 32
Internet Acceptable Use 32
Guidelines for Student Distribution of Non-School Publications 34
Search and Seizure 35
Special Education 36
Education of Children with Disabilities 36
Discipline of Students with Disabilities 37
Access to Classroom for Special Education Observation or Evaluation 37
Student Records & Privacy 37
Student Privacy Protections 37
Student Records 38
Student Biometric Information 41
Parental Right Notifications 41
Teacher Qualifications 41
Standardized Testing 41

Homeless Child's Right to Education 42
Sex Education Instruction....42
Parent Involvement Compact (Title 1) 42
English Learners....43
School Visitation Rights....44
Pesticide Application Notice 44
Mandated Reporter 44
Unsafe School – Transfer 44
Sex Offender Notification Law 44
Violent Offender Community Notification....45



Message from the Principal and Staff

Dear Murrayville-Woodson Elementary Parents and Families:

Welcome Back! We are happy to have the privilege of working with you and your children this year. We will work hard to provide your children with the best possible opportunity for educational, emotional, and social growth. We are excited about working with your children and building a positive relationship with you.

The information included in the Parent/Student Handbook will allow you to know what the expectations are at Murrayville-Woodson Elementary in regard to the school program. I would ask you to please read this handbook with your child. Discuss the contents with your child and please call the school if you have any questions about the information. Keep your handbook throughout the year and refer to it if you have questions. If something is not clear, please call Murrayville-Woodson Elementary for clarification.

My goal is to help provide a quality learning experience for all students. I recognize that the best learning takes place when the school and home work together, support one another, and communicate on an ongoing basis. For this reason, I welcome opportunities to discuss with you any questions or concerns that you might have about your child's learning experiences, behavior, or other needs.

At Murrayville-Woodson Elementary, we feel the support and involvement of parents is a key part in the school environment. I would like to take this opportunity to encourage you to become involved at Murrayville-Woodson Elementary.

The faculty and staff of Murrayville-Woodson Elementary wish you and your family well during the coming year. We all look forward to working with you and your students in making Murrayville-Woodson Elementary School the best it can be.

Sincerely,

Emily English

Principal

Introductory Information and General Notices

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.jsd117.org or at the Board office, located at:

211 West State
Jacksonville, IL 62650

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

Mr. Noel Beard, President
Mr. Mike Lonergan, Vice-President
Mrs. Teresa Wilson, Secretary
Mr. Steve Cantrell, Member
Mrs. Heather Leonard, Member
Mr. Bob McBride, Member
Mrs. Jan Ryan, Member

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

Mr. Steve Ptacek, Superintendent
Mike McGiles, Director of Operations
Emily English, Principal
Heather Staats, Dean of Students

The school is located and may be contacted at:

307 Masters Street
Murrayville, IL 62668
Phone: 217-882-3121
Fax: 217- 882-2302
www.jsd117.org

School Attendance Times

Regular Dismissal – 7:45 am - 2:15 pm
Half Day Dismissal – 7:45 am -12:00 pm
Drop Off / Pick Up – 7:40 am / 2:15pm

Staff Members
Ms. Emily English, Principal
Ms. Heather Staats, Dean of Students
Mrs. Erica Helmich, Kindergarten
Mrs. Alaina Rueter, 1st grade
Miss Angel Ewing, 2nd grade
Ms. Mary Parks, 3rd grade
Mrs. Gina Lowe, 4th grade
Mrs. Lisa Horton, 5th grade
Mrs. Monica Dixon, Physical Education and Health
Mrs. Ashley Wear, Special Education
Mrs. Tammie Powell, Special Education
Ms. Pam Waggener, Special Education
Ms. Amanda Alred, Special Education
Mrs. Robin Casler, Title I

Support Staff
TBA , Secretary
Mrs. Milene Paulus, Media/Library Aide
Mr. Dustin Pennell, Head Custodian
Mrs. Jilda Evans, Cook

Other District #117 Staff Supporting Murrayville Woodson Elementary School
Ms. Alisha Evans, Speech
Mrs. Amanda Braley, Music
Mrs. Amanda Howell, School Psychologist
Mrs. Rachel Denzin, Social Worker
Mr. Adam Cisne, Art
Mrs. Lisa Lillpop, Nurse

Transportation Department
217-245-6624

Visitors

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

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

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

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mike McGiles, Director of Operations at (217) 243-9411.

Animals on School Property

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

School Volunteers

All school volunteers must complete the application provided through the "Secure Volunteer" portal found at jsd117.org and be approved by the school principal prior to assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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

Invitations, Gifts, Birthday Parties, and Treats

Party invitations, flowers, gifts, or treats for classmates should not be brought to school to be distributed. Flowers and gifts sent to the school will be sent home with the parent. Birthday parties and treats are not permissible during school time.

Invitations may not be sent to school. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory if available.

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any messages sent through the School Messenger System as well as local radio or television stations to be advised of school closings or early dismissals. School closings for any reason will be announced as soon as possible. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Late-In Schedule

The school board has adopted a "late-in" option for cold weather days. The superintendent will announce this schedule if the criteria for cold weather is met. If this option is used, Murrayville-Woodson Elementary will open the doors at 9:15 and school will begin at 9:50. Dismissal will continue to be at 2:15. Please be sure to have your phone numbers up to date in Skyward so you will receive these important announcements on changes in our school day due to weather.

Video & Audio Monitoring Systems

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

Accommodating Individuals with Disabilities

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

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 882-3121.

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

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

Care of Students with Diabetes

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

a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

c. Sign the Diabetes Care Plan.

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

For further information, please contact the building principal.

Treats & Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Suicide and Depression Awareness and Prevention

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

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

Attendance, Promotion & Graduation

Attendance

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

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental,

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

A student who has a fever of 100 degrees or higher, or who experiences vomiting or diarrhea, may not attend school until he/she has been symptom free for 24 hours. This includes no usage of medication to control symptoms. Any student presenting with these symptoms, in addition to pink eye, impetigo, and 11 severe rashes, will be sent home until their symptom free period has expired, or they are cleared (in writing) by their physician.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent/guardian is required to call the school at 217-882-3121 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Release Time for Religious Instruction/Observance

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

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

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Exemption from Physical Education Requirement [K-8]

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.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.1. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:
1. The time of year when the student's participation ceases; and
2. The student's class schedule.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Tardy Procedure

If you bring your child to school, please make every effort to have your child at school by the start of the day. It is very important that each child is in his or her classroom prepared for class by the first bell. When students arrive late to school, it is disruptive to their routine and to others. Students that are tardy miss important instruction time. **When students arrive after the 7:50 am starting bell, parents must accompany student to the office to prior to going to class. The teacher will not allow the student to**

enter class without having first checked into the office.

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

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

Homework

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

Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician 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.

For information on home or hospital instruction, contact: Barbie Davidsmeyer, Director of Special Services at (217) 243-7402.

Student Fees and Meal Costs

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of

their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or

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

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

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

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

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

School Breakfast & Lunch Program

Breakfast is served every school day from 7:20 a.m. to 7:40 a.m. Lunch is served every school day from 11:00 a.m. to 12:30 p.m., except when there is a 11:00 a.m. or earlier dismissal.

Murrayville Woodson Elementary School is participating in the National School Lunch and School Breakfast Programs known as the Community Eligibility Option (CEO) and provides healthy breakfasts and lunches each day at NO CHARGE for ALL students enrolled during the 2019-2020 school year.

A student may purchase an extra breakfast for $1.50, and/or an extra lunch for $2.25.

Extra milk = .40 or Juice (at breakfast) = .30

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty

seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

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

For questions regarding school transportation issues, contact: Brent Dunn, Director of Transportation at (217) 245-6624.

Bus Conduct

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

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

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

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

Parking

The school has specific locations available for school visitor parking which are located at both the north and south side of the school. Those dropping off and picking up their students may do so in the appropriate locations. The morning drop off window begins at 7:20 am and ends at 7:40 am.

Please use the designated parent drop off area at each school, or park in the visitor parking lots and walk your child safely to the school. **Do not park or drop off your child in the bus lane.**

Please make prior arrangements before 11:00 am when you know you will be picking up your child. For safety reasons, parents must attend to younger children at all times. Please do not allow younger children to wander unsupervised.

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

Health and Safety

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

All students must provide proof of immunization against measles before they may attend JSD #117 Schools per school board policy

Eye Examination

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

Dental Examination

All students entering kindergarten, second, and sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;

2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;

3. Health examination or immunization requirements on medical grounds if a physician provides written verification;

4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack or access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or

5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Student Medication

Taking medication during school hours or during school-related activities is prohibited 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 by completing a "School Medication Authorization Form."

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

Self-Administration of Medication

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

a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

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

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

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis. Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Safety Drill Procedures and Conduct

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

Communicable Diseases

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

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

Head Lice

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

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

Discipline and Conduct

General Building Conduct

Students shall not arrive at school before 7:15 a.m. and classes begin at 7:45 a.m. and students are dismissed at 2:15 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.

- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

School Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Student Behavior

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Prohibited Student Conduct

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

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

    Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must

be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)

8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal Punishment

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

Weapons Prohibition

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in

writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

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

Complaint Managers:

Tami Stice
211 West State
Jacksonville, IL 62650
(217) 243-9411

Tim Chipman
1700 South West Street
South Jacksonville, IL 62650
(217) 245-5514
tchipman@jsd117.org

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

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

Sexual Harassment & Teen Dating Violence Prohibited

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:

    1. Substantially interfering with a student's educational environment
    2. Creating an intimidating, hostile, or offensive educational environment;
    3. Depriving a student of educational aid, benefits, services, or treatment; or
    4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

Tami Stice
211 West State
Jacksonville, IL 62650
(217) 243-9411
tstice@jsd117.org

Complaint Managers:

Tami Stice
211 West State
Jacksonville, IL 62650

Tim Chipman
1700 South West Street
South Jacksonville, IL 62650

(217) 243-9411 (217) 245-5514
tchipman@jsd117.org

Any person making a knowingly false accusation regarding prohibited conduce will likewise be subject to discipline.

Cafeteria Rules

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons, or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunch room supervisor.
12. Soda is not allowed in the cafeteria without permission from the building principal.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Field Trips

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

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

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. 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

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod©, ipad©, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.[1]

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:[2]

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the

student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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.

Internet, Technology & Publications

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;

9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

Use of Email – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

Guidelines for Student Distribution of Non-School Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.

4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
   a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
   b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
   c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
   d. Is reasonably viewed as promoting illegal drug use; or
   e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.[1]
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

Search and Seizure

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

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

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

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

Students

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

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

Special Education

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact:

Barbie Davidsmeyer

Director of Special Education

217-243-7402

Discipline of Students with Disabilities

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

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

Access to Classroom for Special Education Observation or Evaluation

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

For further information, please contact the school principal.

Student Records & Privacy

Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

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

Instructional Material

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

Student Records

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

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

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**
   The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age

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

2. **The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.**[1]

   A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

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

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

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

   Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

   Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
   The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first
5. **The right to prohibit the release of directory information.**
   Throughout the school year, the District may release directory information regarding students, limited to:
   Name
   Address
   Gender
   Grade level
   Birth date and place
   Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
   Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
   Academic awards, degrees, and honors
   Information in relation to school-sponsored activities, organizations, and athletics
   Major field of study
   Period of Attendance in school

   Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.
6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

Student Biometric Information

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

Parental Right Notifications

Teacher Qualifications

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

Standardized Testing

Students and parents/guardians should be aware that students in grades 3-6 will take standardized tests on Reading, Math, and Science. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

Homeless Child's Right to Education

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

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

Sex Education Instruction

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

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

Parent Involvement Compact (Title 1)

The school annually has a meeting for all Parents/Guardians, which takes place at the September PTO Meeting.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the building principal at (217)882-3121.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the building principal at (217)882-3121.

The state’s resources on parental involvement can be located at http://illinoisparents.org/. The state’s website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

English Learners

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

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

For questions related to this program or to express input in the school's English Learners program, contact the building principal at (217)882-3121.

School Visitation Rights

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

Pesticide Application Notice

Notification will be given before application of the pesticide on Skyward as well as the district calendar. Prior notice is not required if there is imminent threat to health or property.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Mandated Reporter

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

Unsafe School – Transfer

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

Sex Offender Notification Law

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.

3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

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

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

A violation of this law is a Class 4 felony.

Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: http://www.isp.state.il.us/sor/.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: http://www.isp.state.il.us/cmvo/.

NORTH ELEMENTARY SCHOOL

Jacksonville School District #117

Parent- Student Handbook

2020- 2021

Table of Contents

Introductory Information and General Notices 7
General School Information 7
Chain of Command 8
Residency 8
Transfer of Students between Schools 9
Visitors 9
Equal Opportunity and Sex Equity 9
Animals on School Property 9
School Volunteers 10
Parent Volunteers and Confidentiality 10
Parent-Teacher Conferences 10
North School Community Club 10
North School Community Club Officers 11
Community Club Support 11
Book It! 12
Box Tops for Education 12
North's Business Partnerships 12
Sending Money to School 12
Facility Use 12
Invitations, Gifts, Birthday Parties, and Treats 12
Emergency School Closings 12
Late-In Schedule 13
Video and Audio Monitoring Systems 13
Accommodating Individuals with Disabilities 13
Students with Food Allergies 13
Care of Students with Diabetes 14
Treats and Snacks 14
School District Wellness Policy 14
Healthful Food and Beverage Options for School Functions* 14
Suicide and Depression Awareness and Prevention 15
Attendance, Promotion and Graduation 15
Attendance 15
Student Absences 15
Pre-arranged Absences 16
District 117 Policy Regarding Pre-Arranged Absences 16

Absences Due to Illness 17
Release Time for Religious Instruction/Observance 17
Make-Up Work 17
Truancy 17
Tardiness 18
Grading and Promotion 18
Grades 18
GRADING SCALE GRADES 3 - 5 19
Administrative Procedures and Guidelines for Student Retention 19
Daily Instructional Practice 20
Homework 23
School Messenger and Skylert 23
Home and Hospital Instruction 23
Library 24
Exemption from Physical Education 24
Student Fees and Meal Costs 24
Fines, Fees, and Charges; Waiver of Student Fees 24
School Breakfast and Lunch Program 25
Lunch Schedule 26
Lunchroom Expectations 26
Soda at School 26
Cafeteria Rules 26
Bus Transportation 27
Bus Conduct 28
Bus Routes 28
Health and Safety 29
School Nurse 29
Immunization, Health, Eye, and Dental Examinations 29
Birth Certificates 30
Student Medication 30
Illness during School 31
Medication on Field Trips 32
Safety Drill Procedures and Conduct 32
Guidance and Counseling 32
Communicable Diseases 32
Head Lice 33

Discipline and Conduct 33
General Building Conduct 33
School Hours 33
General School Rules 33
Playground Rules 33
Indoor Recess Rules for the Classroom 34
Other General Rules 34
Damage to School Property 35
School Dress Code / Student Appearance 35
Student Behavior 35
Prevention of and Response to Bullying, Intimidation, and Harassment 40
Sexual Harassment and Teen Dating Violence Prohibited 41
Field Trips 42
Access to Student Social Networking Passwords and Websites 43
Student Use of Electronic Devices 43
Internet, Technology and Publications 44
Internet Acceptable Use 44
Guidelines for Student Distribution of Non-School Publications 46
Search and Seizure 47
Special Education 47
Education of Children with Disabilities 47
Discipline of Students with Disabilities 48
Access to Classroom for Special Education Observation or Evaluation 48
Student Records and Privacy 48
Student Privacy Protections 48
Student Records 49
Student Biometric Information 51
Parental Right Notifications 51
Teacher Qualifications 51
Standardized Testing 51
Annual Academic Testing 52
Homeless Child's Right to Education 52
Parent Involvement Compact (Title 1) 52
Section 504 Policies 53
School Improvement Process (SIP) 53
English Learners (EL) 54

RtI Response to Intervention 54
Positive Behavior Systems (PBS) & Incentives 55
Accelerated Reader Program (AR) 55
School Visitation Rights 55
Lost and Found 55
School Pictures 56
Yearbook 56
Telephone Use and Messages 56
Change of Telephone Number or Address 56
Pesticide Application Notice 56
Mandated Reporter 56
Hearing Impaired: Request for an Interpreter 56
Unsafe School - Transfer 56
Drug, Alcohol, and Tobacco Free Environment 57
Leaving School without Permission 57
Sex Offender Notification Law 57
Violent Offender Community Notification 57
Vehicles: Parking, Arriving, and Dismissal 57

First Day of School

The First Full Attendance Day is August 18th, 2020 from 8:00 AM - 2:30 PM

Mission of North Elementary School

The mission of North School is to provide a positive atmosphere and a challenging curriculum to insure the maximum growth of the mind, body, and spirit of each child.

...developed by the Faculty of North School with Community Club approval (May, 2000)



Dear Parents, Guardians, and Students of North School,

Our staff strives to carry out this mission each day. We ask for your continued support in our mission.

This handbook, approved by the Board of Education, includes policies and procedures to help us accomplish this. Please be sure to read it and keep it for reference. Although it is not comprehensive, we tried to make it helpful and clear. All of the information in the Jacksonville School District 117 Activities Calendar and Behavior Code also applies to North Elementary School.

Let us work together to provide a positive atmosphere and the best education possible for our students. Contact us any time, if you have questions or concerns. We Look forward to another great school year and we wish you all the best!

Mrs. Bobbie Mills

Mrs. Bobbie Mills,

Principal of North Elementary School

Introductory Information and General Notices

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.jsd117.org or at the Board office, located at:

211 W. State St.
482

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

Mr. Noel Beard, President
Mr. Mike Lonergan, Vice-President
Mrs. Teresa Wilson, Secretary
Mrs. Jan Ryan, Member
Mr. Steve Cantrell, Member
Mr. Bob McBride, Member
Mrs. Heather Leonard, Member

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

Mr. Steve Ptacek, Superintendent
Mr. Mike McGiles, Director of Operations
Mrs. Bobbie Mills, Principal
Mrs. Jennifer Stendback, Dean of Students

The school is located and may be contacted at:

1626 State Highway 78 N
Jacksonville, IL 62650
217.245.4084
217.243.2818 (fax)

Chain of Command

The Jacksonville School District takes pride in its communication efforts with all stakeholders of the District. To ensure that parent concerns or issues are heard by the appropriate individual who can resolve the issue at the point of origin and provide a direct response, the Board of Education asks that parents follow the District's Chain of Command outlined below. It is the intent of the Chain of Command to resolve concerns and issues during the earliest steps with the individual (s) directly involved with the concerns.

Step 1) In the event of a concern, a parent or community member should contact the teacher, supervisor, coach, or staff member who is directly involved with the concern or situation.

Step 2) If a parent or community member has completed Step 1 and feels that the issue or concerns were not remedied, they should contact the building Principal, Director of the program, or the Athletic Director.

Step 3) If a parent or community member has completed Step 1 and Step 2, and feels that the issue or concern warrants further discussion, the parent or community member should then contact Central Office.

Step 4) If the issue or concern of the parent or community member still remains after the completion of Steps 1, 2, and 3, the parent or community member should contact a Board of Education member. The Board of Education member in consultation with the Board of Education President and Superintendent will redirect the individual back to the appropriate level or request that the concern be placed on the Board of Education agenda for full Board discussion.

Residency

Only students who are residents of the District may attend a District school without a tuition charge. A student's residence is the same as the person who has legal custody of the student. Anyone seeking to enroll a student must present an original certified or registered birth certificate for the student and proof of residency.

Residency can be established by providing school officials with the following:

Category I (***one document required***)

- Most recent property tax bill and proof of payment
- Mortgage papers
- Signed and dated lease with proof of the lasts month's payment
- Letter from manager and proof of lasts month's payment
- Letter of residence from landlord

AND

Category II (***two documents required***)

- Driver's license
- Vehicle registration
- Voter registration
- Recent cable, electric, gas, or water bill
- Public aid card
- Current homeowners/renters insurance policy
- Current library card
- Receipt for moving van rental
- Mail received at new residence

Transfer of Students between Schools

If you move to an address outside the North attendance area, you must either fill out a REQUEST FOR TRANSFER form to remain at North for the rest of the year, or enroll your child in the area school. All students who do not reside in the North attendance area **must** have an approved REQUEST FOR TRANSFER on file. These forms are available from the office. Continued approval of "transfers" cannot be guaranteed from year to year and they need to be renewed annually. Approval depends on attendance/tardy record, behavior, reason for the request, etc.

Visitors

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

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

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

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Tami Stice, Director of Human Resources, at (217)243-9411.

Animals on School Property

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

School Volunteers

All school volunteers must complete the application provided through the "Secure Volunteer" portal found at www.jsd117.org and be approved by the school principal prior to assisting at the school. Some teachers utilize parent volunteers in the classroom. The principal will approve this decision and place

volunteers where they are needed most. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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

Parent Volunteers and Confidentiality

School volunteers should understand the importance of confidentiality. Volunteers may see or hear things in the school setting or at school activities (field trips, school events, etc.) that are private matters and should be considered confidential. These things should only be discussed with or repeated to the volunteer's supervisor, teacher, or principal. Even if the volunteer knows the parent of a child they work with, confidential matters should not be discussed with them. These matters should go to the parent from the teacher involved or the principal. Matters of concern should be reported to the supervisor, teacher, or principal. Of course, volunteers should not take the liberty of reading or browsing through documents that are private. We honor our student's and parent's right to confidentiality. This builds the trust that is essential for the good of our school community.

Parent-Teacher Conferences

Parent-Teacher conferences (Gr. K - 5) are scheduled for all parents in October. A second conference day in February will also be held. Parent-teacher conferences provide opportunities for parents and teachers to discuss each child's progress on a planned basis. Purposes for parent-teacher conferences:

1. To develop a positive relationship between parent and teacher so each may work to the greatest advantage of the child.
2. To enable parents and teachers to discuss the child's progress at home and at school.
3. To consult with each other in order that both may be in a better position to secure the best reaction from the child at all times.

Conferences should be scheduled at any time the teacher or parent believes one is necessary.

Community Club

We are proud of North's active parent-teacher organization, the Community Club. This group tirelessly gives volunteer support and financial assistance for the good of North School through a variety of activities and projects. All North parents and teachers are members. Their efforts and support are greatly appreciated.

The Community Club Executive Board (President, Secretary, Treasurer, Chair Positions, Teacher Representatives, and Principal) meets monthly at North School. These meetings are generally brief. All families are encouraged to attend. Please see the school calendar on the website for dates and times of upcoming meetings.

Each year we send home a note seeking volunteers for Community Club projects. If you did not have a chance to volunteer and would like to be involved, please call the office or one of the officers. We will send you a form or simply add your name to the list of volunteers for those projects you are interested in. Any way you can help will be appreciated. The following are some of the Community Club projects supported by volunteer help:

PENNY WARS: An all-school class competition to see who brings in the most pennies and points for North in the spring.

MAGAZINE SALES: Our **major** fundraising event held each September provides most of the Club's budget. Please buy or renew your subscriptions with us. Forty percent of all sales dollars go to North school. Student participation is voluntary. Incentives are offered. Organizers and workers are needed at school during September.

REFRESHMENTS: "Goodies" are provided at most special events. Workers may be needed to help serve. Each grade takes a turn providing cookies or other refreshments. Notes requesting your help are sent home approximately a week beforehand.

SCHOOL PICNIC: This is held each May or June during the school day for students. Organizers and workers are needed at school around the lunch periods and into the afternoon.

FIFTH GRADE RECOGNITION: Parents are needed to help organize and work at this evening event in late May.

SPELL-A-THON: Students raise money for North by mastering spelling words. Cash incentives are given. Participation is voluntary. Your support is appreciated. Organizers and workers are needed during parts of two school days to tally amounts and check the spelling tests. More information will be sent home in January.

TEACHER APPRECIATION LUNCHEON: The last day of school, North teachers and staff members, including bus drivers, are appreciated with a luncheon. The staff always looks forward to this event. Volunteers are needed to organize and/or bake.

Community Club officers are elected by the parents and teachers at the May general meeting.

2020 - 2021 Community Club Officers

President…..Suzanne Meggison

Secretary…..Katie Armstrong

Treasurer…..Stephanie Baker

Fundraiser Co- Chair's….. Leah Cantrell, Katie Armstrong and Heather Miller

AR/ Box Top Chair- Vicki Selby

Appreciation Chair- Olivia Marquis

Community Club Support

A budget is presented at the September Community Club meeting. The budget provides for a variety of events and materials for North students and teachers. Examples of past support: yearly field trips, yearly student assemblies, tv-vcr in each classroom, library books, ceiling fans for the entire school, new cafeteria tables, computers, our PA system, the Accelerated Reader program, library central air-conditioning, school picnics, yearbook film and developing, lockers, tables and chairs for the library, yearly cash to each teacher to spend on his/her class, school stereo system, student awards, radios for communication ... **THANK YOU!**

Book It!

Each year North students may participate in the Pizza Hut Book It! program. By reading for a specified amount of minutes each month, students can earn up to 6 personal pan pizzas from October - March. Details are sent home at the beginning of October. Some North students meet the goal in all 6 months!

Box Tops for Education

We collect Box Tops for Education that we turn in for 10 cents each. Please send them to the classroom teacher or office anytime during the year and you are also able to download the app on your smart device to scan your store receipts to earn for your school.

North's Business Partnerships

The Jacksonville Kiwanis Club is North's business partner. The Kiwanis Club assists us financially and with volunteers, who work at school projects and activities. Kiwanis has also provided monthly guest readers for each classroom, tutors, mentors, and sponsors our Student of the Month program. In the past this organization has purchased mulch for our playground, our Great Books program, and robots for our STEAM lab. We are very appreciative of their support of our students and want them to feel at home at North!

Sending Money to School

Any time money is sent to school for any purpose, please seal it in an envelope with the following information on the envelope: **child's name**, **teacher**, **purpose**, and **amount**.

Facility Use

The use of school facilities is not automatically extended to any person or group. Approval of facility usage is at the discretion of the administration. The School District reserves the right to limit or refuse use of facilities and to require cash deposits or certificates of insurance from any individual or organization with respect to rental or use of any school facility.

Invitations, Gifts, Birthday Parties, and Treats

Party invitations, flowers, gifts, or treats for classmates should **not** be brought to school to be distributed. Flowers and gifts sent to the school will be sent home with the parent. Birthday parties and treats are **not** permissible during school time.

Invitations may not be sent to school. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any messages sent through the School Messenger System as well as local radio or television stations to be advised of school closings or early dismissals. School closings for any reason will be announced as soon as possible. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Late-In Schedule

The school board adopted a "late-in" option for cold weather days. This schedule will be announced by the superintendent if the criteria for this type of schedule is met. If this option is used, North Elementary will open the doors at 9:30 and school will begin at 10:00. Dismissal

will continue to be at 2:30. Please be sure to have your phone numbers up to date in Skyward so you will receive these important announcements on changes in our school day due to weather.

Video and Audio Monitoring Systems

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

Accommodating Individuals with Disabilities

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

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 245-4084.

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

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

Care of Students with Diabetes

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

a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

c. Sign the Diabetes Care Plan.

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

For further information, please contact the building principal.

Treats and Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. **No** homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

School District Wellness Policy

The District has a school wellness policy in accord with federal law that promotes goals for good health, physical activity, and nutrition education. In supporting and promoting good nutrition for students we recommend that parents consider sending nutritional treats for seasonal parties and such.

Healthful Food and Beverage Options for School Functions*

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges-cantaloupe, honeydew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit-nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits-raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Breadsticks with marinara
- Fat-free or low-fat flavored yogurt and fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice cold water

**This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices*. Not all food and beverage items on this list will necessarily meet district nutrient standards as items vary in sugar, fat and calorie content from brand to brand. However, all of the items in the list are believed to be consistent with the intent of the wellness policy to promote student health and reduce childhood obesity.

Suicide and Depression Awareness and Prevention

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

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

Attendance, Promotion and Graduation

Attendance

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

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reasons as approved by the principal.

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

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

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

In the event of any absence, the student's parent or guardian is required to call the school at (217) 245-4084 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Pre-arranged Absences

Families are encouraged to use the pre-arranged absence process in the event an absence from school can be predicted. This process helps with communication regarding assignments and make-up work.

Forms for approval are available in the school office. Upon completion of the form, the principal will review the purpose of the pre-arranged absence. The purpose will be evaluated in accordance with the definitions for excused and unexcused absences. After the administrative evaluation, the family will be notified if the pre-arranged absence is an excused absence or unexcused absence.

District 117 Policy Regarding Pre-Arranged Absences

To obtain a pre-arranged absence a student's parent/guardian is required to give 48 hours' notice in writing to the school office. The written notice should include reasons and dates of absences. A form for pre-arranged absences is available in the school office. The student is to use the form to notify teachers of the absence(s). Upon this notification, appropriate assignments may be given before the absence or after the absence. These assignments may be due before the absence or upon the student's return to school, as determined by the teacher. Credit is not given for assignments that are not submitted. The building administrator may determine that a pre-arranged absence form is necessary for school sponsored events that take a student out of regular class. Vacations are encouraged when school is not in session. Vacations during the school year interrupt the educational process and students do not receive the adequate instruction from the teacher. When it is necessary for a student to miss school for a vacation, the following procedure must be followed.

1. Student/parent brings written notification to school. School provides the pre-arranged form to student/parent.
2. Student completes pre-arranged form and submits to the building administrator for approval. Student follows the building process for notifying teachers of the absence(s).
3. Teachers may provide the assignment before the absence or upon the student's return to school.
4. Upon return to school, the student will have 1 day for each day of absence to complete the assignments.
5. Any school work submitted after the deadline will be considered late and will be subject to the grading policy in place for the school/teacher regarding late work.
6. Pre-arranged absences for vacations will be recorded as unexcused in accordance with Illinois School Code. If a pre-arranged form is used while a student is on vacation, credit will be given for assignments provided the completed work fulfills the completion policy.

Absences Due to Illness

Many studies show that successful performance in school is dependent upon regular student attendance and participation. Successful performance in school can directly impact the choices available to students later in life. Because of the magnitude of this impact, school officials are required to monitor student attendance. One piece of this monitoring includes the oversight of student health needs in relationship to their attendance and scholastic advancement. It is the practice of District 117 to require that if a student is continually sick and repeatedly absent from school due to illness that said student must be under the supervision of a physician in order to receive an excuse from attendance. The diagnosis of the licensed medical professional is used to support the parent in parenting and to support the school with the delivery of services. Without the support of the medical professional, valuable time and resources could be misdirected. It is the practice of District 117 to require a doctor's excuse after 10 days of excused absence (within an academic year) based on communications from the parent or guardian that their child is ill. All absences after the 10 day mark are recorded as unexcused unless a remedy is established between the school and the family. In the event a student has a chronic or documented health condition, parents should readily communicate this to school officials for documentation in the student file. This communication will secure that all resources can be reviewed to support the child and family in the school setting. **Students and families who abuse the approved and excused absences policy will be considered to have committed academic dishonesty.** Examples of abuse include falsifying an illness or family emergency, falsely claiming that attendance at the event is required, falsely claiming to have attended an event, or falsely claiming that an absence is approved. If a school official determines that a

student/family is guilty of falsifying attendance information, consequences are outlined in the Behavior Consequence Chart at the end of this handbook.

Release Time for Religious Instruction/Observance

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

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

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

Truancy

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are considered truant. Students who miss 5% or more of the prior 18 regular school days without valid cause are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

Parents will receive notice of truancy after 4, 7, and 9 days of unexcused absences. Upon the 4th unexcused absence or tardy, a truancy packet is completed and sent to the Truant Officer at the Regional Office of Education.

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

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Additionally, being on-time for the start of any school day is very important to a child's academic success. North rewards students/classes for excellent attendance quarterly.

Tardiness

Students are considered tardy if, **for any reason**, they are not in their assigned classrooms by 8:00 a.m. Tardiness becomes part of the student's official attendance record and will be reported to parents each quarter.

Being late not only has a negative effect on the tardy student, but also disrupts the class in progress and puts unnecessary burdens on the teacher's precious time. We ask parents to see that their child arrives "on time" each day.

If your child must be tardy, please call the school before 8:15 a.m. to let us know what his/her plans are for lunch. We order lunches early and need an accurate count for all students to get a lunch.

Excessive tardiness may be reported to the truant officer by the principal.

Grading and Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

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

Grades

Teachers are responsible for determining and maintaining evaluations of the academic achievement of their pupils. A record of grades for each student is kept in grades 1 - 5. Academic progress is reported to parents quarterly on a Report Card (2nd, 3rd and 4th quarter only for Kindergarten).

Completion and accuracy of assignments, test and quiz scores, homework, special projects, class participation, and extra credit work all contribute to a student's final grade. We believe that a student earns his grades and is responsible for them. Parent support and encouragement is vital to good grades.

At grades 3 - 5 a uniform grading scale is used in order to strive for consistency of student evaluation. However, this is not meant to reduce teacher flexibility and judgment. At times teachers may take into account the difficulty of the assignment, extra credit work, class participation, etc. in determining grades.

Parents should expect frequent "graded" assignments to be brought home by their students. If they are not bringing these papers home for you to check their progress, please contact his/her teacher before too much time goes by.

GRADING SCALE GRADES 3 - 5

A+	**98-100**	**OUTSTANDING**
A	**93-97**	**OUTSTANDING**
A-	**90-92**	**OUTSTANDING**
B+	**87-89**	**ABOVE AVERAGE**
B	**83-86**	**ABOVE AVERAGE**
B-	**80-82**	**ABOVE AVERAGE**
C+	**77-79**	**AVERAGE**
C	**73-76**	**AVERAGE**
C-	**70-72**	**AVERAGE**
D+	**67-69**	**BELOW AVERAGE**
D	**63-66**	**BELOW AVERAGE**

D-	**60-62**	**BELOW AVERAGE**
F	**0-59**	**DEFICIENT**

Administrative Procedures and Guidelines for Student Retention

In making retention decisions teachers and administrators shall use the District 117 Student Retention Process and Timeline. The criteria for retention outlined there shall serve as a guideline for making those decisions. There may be cases where it is in the student's best interest to be retained, even though he/she does not meet the criteria for retention. Because retention decisions must be based on objective data, the Retention Information Sheet will be utilized for all students being considered.

In the event the parent does not agree with the school's (teacher-principal) recommendation to retain a student, the building Retention Review Committee will make the final decision. Further the Retention Review Committee will decide all retention cases where the student meets the criteria for retention, but the teacher, principal, and/or parents agree that a promotion is in the best interests of the student.

Daily Instructional Practice

Objective: To establish and support the Board of Education's belief that daily instructional practice is an essential part of the learning process.

Definition: Daily instructional practice (at times referred to as *"homework"*) can be an in-class learning experience or an out-of-class learning experience assigned by a teacher to further a student's educational development. These assignments are adaptations or applications of the classroom instruction used by the teacher to monitor student learning and how to better direct student understanding of designated learning goals. In alignment with the Common Core Standards adopted by the State of Illinois, classroom teachers will be assessing primarily in the classroom as they look for evidence of skill and concept mastery by students.There are typically 4 types of daily instructional practice, each with a specific purpose and outcome.

Types of Daily Practice (Beyond the classroom)	What is it?	Purpose	Application	Examples
Practice	Assigned work that reinforces skills and concepts taught in the classroom.	Develops fluency and moves learning from short-term memory to long-term memory.	Effective practice will require students to be able to independently perform required skills.	3-10 math problems that reinforce the day's learning or reading with an adult.
Completion	Any assigned work not completed during class time.	Keeps students within the pacing of the designed curriculum.	Completing assignments will secure that students are current with classroom learning targets.	Complete math assignment. Revise an essay. Complete a group project survey.

Preparation	Work that prepares student for upcoming learning.	Encourages students to acquire background knowledge and prior experiences to upcoming units of study.	Providing resources to secure students have a cognitive framework to support the grade level learning.	Interview a family member about family traditions prior to a writing assignment. Read a book about a historical time period.
Extension	Any work that refines, explores, or expands on classroom learning.	Encourages students to problem solve, think creatively, or think critically.	Student learning is not independent of classroom instruction. Instead, deepens understanding and relates learning to the real world.	Science project that requires students to take home seeds in soil, tend the plant, and report the growth in a chart format. Chart is returned to school for discussion purposes.

Effective Daily Instructional Practice:

While the District Policy does not require practice to be assigned daily, the characteristics of effective daily practice are that it be:

- curriculum-based and meet the developmental needs of students through differentiation, modifications, and accommodations
- purposely planned to support student learning and avoid student overload
- reviewed and discussed with students in a timely manner
- mindful of resources available to students outside of the classroom
- non-punitive in nature

Daily Instructional Practice and Time Management

Daily practice can be assigned at any time. Teachers are asked to collaborate with other relevant subject teachers to ensure that students have ample time to prepare for workloads relating to the grade level curriculum. Whenever possible, teachers are encouraged to provide students and their families with advance notice of major projects/assigned work to allow for flexible time management. Teachers are encouraged to have a heightened awareness of holidays and extended breaks from the classroom.

Suggested Amount of Time to be Spent on Daily Instructional Practice Outside of the Classroom

Kindergarten	10-15 minutes, up to 4 times a week
1st-2nd Grade	20-30 minutes, up to 4 times a week
3rd- 6th Grade	30-60 minutes, up to 4 times a week
7th and 8th Grade	Up to one hour per night, up to 4 times a week

9th-12th Grade	Up to two hours. up to 4 times a week

* Parents with students who continually need extended time to complete the assigned daily practice should request a parent-teacher conference at the earliest convenience of the parent.

Responsibilities Relating to Assigned Instructional Daily Practice

Student

- Makes effective use of class time.
- Seeks clarity with directions.
- Records assignment in planner.
- Plans to complete assignments on time and returns assignments to the teacher.
- Transports materials to and from school.
- Contacts teacher regarding assignments when absent from school.

Teacher

- Understands and complies with District's Daily Practice Policy.
- Reflects on purpose, assessment, and feedback necessary to support student learning.
- Posts assignments in a variety of locations for student and parent reference.
- Communicates type, purpose, and objective of assigned daily practice.
- Secures that daily practice is meaningful and supports currently taught curriculum and learning targets.
- Considers the developmental stages, learning styles, and skills of individual students.
- Corrects daily practice quickly and provides feedback to students.
- Uses daily practice as a formative tool and record progress in Skyward.

Family

- Establishes household routines to support a time, place, and resources for completing daily practice.
- Assists students in organizing tasks, information, and record-keeping.
- Communicates with teacher regarding misunderstandings, progress, or other questions.
- Communicates with teacher if family responsibilities cannot be met.
- Communicates with teacher if a student is consistently unable to complete work within the suggested time frame or struggles to work independently.

Principal

- Ensures that all staff and parents are familiar with the District's Daily Practice Policy.
- Monitors the District's Daily Practice Policy effectiveness, compliance, and strategies.
- Coordinates school-wide resources for teachers, students, and families to use for the completion of daily practice.
- Monitors how teachers assess daily practice for the purpose of grades.
- Mediates situations that relate to student learning, assignments, and work-outside of the classroom.

Communication between Home and School

Students and parents will have a variety of ways to access information regarding assigned daily practice. The following resources are available for families to use regarding assigned work:

- Planners
- Skyward
- School web pages
- Teacher and Administrative Emails
- Remind, DOJO

Teacher classroom management plans should include specifics with regards to the posting of assignments for student recording.

Grading of Daily Practice

Daily practice can be an out-of-class learning experience assigned by a teacher to further a student's educational development. These assignments are adaptations or applications of the classroom instruction used by the teacher to monitor student learning and determine how to better direct student understanding of designated learning goals.

Teachers will monitor the completion of daily practice through individualized classroom charts, student data binders, or Skyward. At the end of each quarter the teacher will calculate the number of out-of class learning assignments completed to formulate a class/course grade. The out-of-class daily practice grade cannot reflect more than 10% of the student's overall grade in a subject area. The remaining 90% of the grade for subject area will be based on mastery the student exhibits in the classroom.

Daily Instructional Practice during Extended Absences

Teachers shall not be expected to provide detailed classroom work and daily practice assignments for students who are away for extended periods of time as a result of family-or parent-initiated absences. Parents may use the communication sources listed above to acquire the needed information. Depending on the nature of the time period and the timing of the school year, assignments will be made available before or after the absence.

For absences due to extended illness, parents may contact the principal to discuss the available options.

Homework

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

SchoolMessenger and Skylert

SchoolMessenger is a messaging system that allows the district to quickly send mass notifications to employees, parents, and students. ***Skylert*** is a web portal that works through Skyward's Family Access to provide you with the means to manage your contact sources and choose how you will be contacted for a variety of purposes. You can decide the contact method(s) by which you receive messages.

SchoolMessenger can provide you with information in three ways:

- Telephone/Cell Phone
- Email
- Text Message

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician 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.

For information on home or hospital instruction, contact Barbie Davidsmeyer, Director of Special Services at (217) 243-7402.

Library

All North students (Gr. K - 5) visit the school library once a week. They may check out a maximum of two books per week. Books may be renewed each week for a one-week period. Students are reminded of overdue books through notes to the teacher. Notices of long overdue books are sent to parents and new materials will not be checked out until the overdue books are returned. We ask parents to see that their child is responsible for returning books on time and taking good care of the books. Lost or damaged books must be paid for.

Exemption from Physical Education

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.

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

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

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

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

Student Fees and Meal Costs

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability

of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

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

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

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

School Breakfast and Lunch Program

We are pleased to inform you that North School will be participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Option (CEO) for the 2020- 2021 School Year. Schools that participate in the CEO are able to provide healthy breakfasts and lunches each day at no charge for ALL students enrolled in that CEO school during the 2020- 2021 school year. A lunch menu is sent home each month, so you can decide which lunches you child will want to eat.

1. If your student brings a sack lunch or wishes to purchase an additional carton of milk beyond the carton provided with the school lunch/breakfast, cost is .40 per carton, or orange juice at breakfast at .40 per carton. **Soda is not permitted.**
2. Students may receive one (1) lunch/breakfast per day at no charge. If your student orders a second school lunch, cost is $2.25 per additional lunch or $1.50 per additional breakfast and is to be paid on the date of the extra purchase. **Extra meals may not be charged.**

Lunches are ordered by phone early each morning from the Central Kitchen at JHS. We need to know by 8:15 a.m. if your child will be arriving late. **LATE ARRIVALS WILL NOT BE INCLUDED IN THE LUNCH COUNT UNLESS THE PARENT CALLS THE SCHOOL BEFORE 8:15 A.M.. IF THE SCHOOL IS NOT CONTACTED BY THIS TIME, THE STUDENT NEEDS TO BRING A SACK LUNCH.**

If a student is ordering an extra lunch, lunch must be paid for on the day they are ordering an extra. **The student must tell the teacher at the morning lunch count that he/she is ordering 2 lunches.** If the student forgets, the office will not order enough to give the extra one.

Lunch Schedule

Grades K and 1 …… 11:00- 11:20 Recess/ 11:20- 11:40 Lunch

Grades 2 and 3 …… 11:40- 12:00 Recess/ 12:00- 12:20 Lunch

Grades 4 and 5 ….. 12:20- 12:40 Recess/ 12:40- 1:00 Lunch

Lunchroom Expectations

The lunch/recess period is meant to be an enjoyable time for all students. For this reason, students are expected to follow all lunchroom rules and procedures. Students who cannot meet these expectations may be denied lunchroom or recess privileges.

1. Walk at all times in the lunchroom.
2. Talk normally without shouting.
3. Remain seated. Raise your hand if you need help.
4. Keep your area clean (table, bench, floor).
5. Do not trade or share food.
6. Obey adult supervisors. Stop talking and listen when the whistle blows.

Soda at School

Schools in Illinois may not sell soda to students during the school day. We encourage families to have their children drink nutritious milk at school. If you are sending an alternate drink with your child for lunch, please choose juice, yogurt drinks, or water. Beverages should not be sent in glass containers for obvious reasons. Please see the wellness policy for healthy options.

Cafeteria Rules

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons, or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except when given permission by the supervisors to do so.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

Bus Transportation

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

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

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

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

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

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

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

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

For questions regarding school transportation issues, contact Jack Harney, Director of Transportation at (217) 245-6624.

Bus Conduct

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

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

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.

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.

Bus Routes

Bus routes with "pick up" and "return" will be about the same as last year. After our final August School Registration, please check Skyward for your bus schedule. FAMILIES NEW TO NORTH MAY CALL THE BUS GARAGE (245-6624) FOR INFORMATION REGARDING BUS ROUTES AND TIMES. OFTEN NEIGHBORS WITH CHILDREN CAN BE OF HELP ON THE TIMES. (subject to change per bus garage).

Please visit www.jsd117.org and click on 

to find information regarding emergency snow routes when available.

Health and Safety

School Nurse

A registered nurse is assigned to every school. The time frame the nurse is in the building will vary from year to year. Typically, the nurse will be present 2 hours mid-day. The nurse's office is responsible for medication administration required at school, care of students with acute illness and care of students who have first aid needs. The nurse will provide comfort measures as available. Please refrain from going to the nurse for problems that should be taken care of at home or in a physician's office

Immunization, Health, Eye, and Dental Examinations

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the ages of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

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

All students must provide proof of immunization against measles before they may attend JSD #117 schools, per school board policy.

Eye Examination

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

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempt from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;

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

Birth Certificates

Illinois law requires that all parents, who are enrolling a student in school for the first time in any school at any grade level, furnish the school with a certified copy of the child's birth certificate (original birth certificate must be presented – a copy is not acceptable). **Parents have 30 days to comply with the law or the matter must be reported to the police.** All North students should have a copy of their birth certificate in their permanent files.

Student Medication

Taking medication during school hours or during school-related activities is prohibited 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 by completing a "School Medication Authorization Form."

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

All medication must be brought to the school office by a parent or guardian. Students are NOT ALLOWED TO BRING MEDICINE TO SCHOOL ON THE BUS. This is for the safety of all students.

Self-Administration of Medication

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

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

Designated Caregiver Administration of Medical Cannabis

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

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

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

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Illness during School

Illness symptoms include a body temperature of 100 degrees or higher, repeated vomiting, open wound with drainage which cannot be contained in a dressing, incidence of diarrhea 2 or more times, unexplained rash or croup-like cough. Students with these illness symptoms should not attend school. If these symptoms occur while at school, the parent/guardian will be contacted and the student will be required to go home.

In addition, any student who has symptoms of impetigo, pinkeye, scabies, or ringworm will be sent home and should not attend school until they have been under treatment for 24 hours or have a written release from their physician stating they may return to school.

If the student has symptoms other than those already listed, the nurse, principal or designated school staff member will contact the parent/guardian to discuss the best course of action. No student may leave school during the day due to illness unless he/she has permission from the school office. **The student should be free of symptoms for 24 hours before returning to school.**

Any reasonable suspicion of communicable disease should be reported to the school nurse or principal immediately. This includes chicken pox, mumps, measles, strep throat, diarrhea, flu-like symptoms, pink eye, ringworm, scabies, lice, or unexplained rashes.

Medication on Field Trips

Parents of students who require medication on field trips shall provide the certified school personnel responsible for the field trip with a copy of the school medical authorization form. If medication in addition to that described above is needed, an additional authorization form shall be provided by the parent prior to the field trip. All medication to be administered by school personnel or by student during a field trip or school-related activity shall be clearly marked with the student's name, medication name and dosage, and administration route and/or other directions.

Safety Drill Procedures and Conduct

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

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Communicable Diseases

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

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

Head Lice

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

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

Discipline and Conduct

General Building Conduct

All students who arrive after 8:00 a.m. must report to the office for "sign in" and a tardy pass. Any student required to leave the building before dismissal time must report to the office with a parent (or authorized adult) who will sign the student out.

School Hours

GRADES K – 5 ……**8:00 a.m. - 2:30 p.m**.

We insist that students **NOT** arrive before 7:30 a.m., unless arriving by bus. Supervision of students is not provided before 7:30 a.m. so students should not arrive before then. Students should immediately enter the building on arrival and go to the gym to sit with their classmates or to the cafeteria for breakfast. At 7:50 a.m., students are dismissed to go to their classrooms. The tardy bell rings at 8:00 a.m.

General School Rules

1. **Walk** on the sidewalks and inside the building at all times.
2. Treat other students with respect.
3. Proceed **quietly and orderly** in the building during class times.
4. Show respect for adults and listen to and follow their directions.
5. Respect the property of others and take good care of school property.
6. Use the restroom appropriately without "horseplay" or disturbing noise. Help keep them clean. Do not loiter there.
7. Know and obey all other school rules and procedures.

Playground Rules

1. Stay in assigned areas. **Do not leave the playground without permission** from the adult in charge.
2. Use equipment in a safe manner according to the specific rules for each item. (ex: slide, swings, chin up bars, etc.).
3. Stop and listen when the whistle blows.
4. No food or drink on the playground.
5. Show good sportsmanship and cooperation in games. Play fair. Follow the game rules.
6. "Rough play" is not allowed. (ex: No tackle football, etc.)
7. Throwing objects (rocks, sticks, dirt, snowballs, etc.) is forbidden. Playground balls are the exception.
8. Line up **promptly** at the bell.
9. Students wearing flip flops need a pair of tennis shoes for recess.

STUDENTS ARE EXPECTED TO GO OUTSIDE FOR RECESS, UNLESS THEY HAVE A WRITTEN EXCUSE FROM A PARENT OR PERMISSION FROM THEIR TEACHER TO STAY INDOORS. DURING INCLEMENT WEATHER, RECESS IS INDOORS. IN THE WINTER, IF THE OUTDOOR TEMPERATURE IS ABOVE 30ºF (INCLUDING THE WIND CHILL FACTOR), WE TRY TO GO OUTDOORS. CHILDREN MAY BE KEPT INSIDE IF THEY ARE NOT DRESSED FOR THE WEATHER.

Indoor Recess Rules

1. **Walk** directly from the lunchroom to the gym.
2. No running or chasing.
3. No throwing things, unless they are part of an approved game.
4. No loud or rough play.
5. Put games away and be lined up at the bell.

Other General Rules

1. **Keep your hands**, feet, and body **to yourself**. (No pushing, bumping, elbowing, hitting, spitting, kicking, fighting, etc.)

2. **Use appropriate language.** (No talking back, swearing, mean spirited teasing, name calling, etc.)
3. Do not bring **toys, balls, games, trading cards, purses, etc.** to school without your teacher's permission.
4. Any **dangerous objects** (knives, matches, cigarettes, chewing tobacco, caps, water pistols, lighters, balloons, etc.) will be confiscated until a parent is able to get them from school.
5. 5. Perfume, body sprays, and make-up should be applied at home, not school. No fake fingernails at school.
6. Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
7. Students shall not write on walls, desks or deface or destroy school property.
8. Chewing of gum is not permitted in the school building.
9. Skateboards are not permitted at school.
10. Water guns, play guns, and/or real guns are not permitted at school.
11. No radios, tape players, CD players, cameras are permitted without permission from the principal.

ALL TEACHERS EXPLAIN AND DISCUSS THESE RULES DURING THE FIRST WEEK OF SCHOOL. TEACHERS ALSO DISCUSS SAFETY AND EMERGENCY PROCEDURES DURING THE FIRST WEEK.

Damage to School Property

Students are responsible for the care of school property. Any permanent damage to, or loss of, school property will result in a fine to repair or replace the property. These items include: textbooks, library books, furniture (including bus seats, windows, chairs, desks, lockers, etc.), and other property.

Library books: If a lost book is found after it has been paid for, the money will be refunded. Any student who continues to lose or damage library books will be denied the opportunity to check out books.

Textbooks: Cost as much as $60 each when new.

Lockers: Should be treated with care, not slammed or kicked shut. Lockers should be kept in order for easy access. School officials have the right to search lockers if they have reason to believe the contents violate school rules.

School Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.

- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Student Behavior

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcoholic beverages are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
   a. Any illegal drug, controlled substance, or cannabis (including marijuana, and hashish).
   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. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
   g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
   h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones, and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification, or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing, or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited

to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (UAS) or drones for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)

8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal Punishment

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

Weapons Prohibition

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Gang and Gang Activity Prohibited

"Gang" is defined as any group, club, or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia, or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures,

or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, 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 the orderly operation of a school.

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

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

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

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

Complaint Managers:

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

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

Sexual Harassment and Teen Dating Violence Prohibited

Sexual Harassment Prohibited

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

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

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

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

Tami Stice
211 W. State St.
Jacksonville, IL 62650
(217) 243-9411
tstice@jsd117.org

Complaint Managers:

Tami Stice
211 W. State St.
Jacksonville, IL 62650
(217) 243-9411
tstice@jsd117.org

Tim Chipman
1700 S. West St.
Jacksonville, IL 62650
(217) 245-5514
tchipman@jsd117.org

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Field Trips

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

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

Access to Student Social Networking Passwords and Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. 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.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), ipod©, ipad©, laptop computer, tablet computer, or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students may be allowed to use electronic devices during non-instructional time, which is defined as before and after school and other times only with permission granted.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft, or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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.

Internet, Technology and Publications

Internet Acceptable Use

Editor's Note: This handbook procedure contains broad language to give schools a wide range of options in adopting an AUP. Consult your school district policy manual to assure consistency and alignment with district policy.

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

Use of Email – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

Guidelines for Student Distribution of Non-School Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.

2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.

3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.

4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.

5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.

6. Students must not distribute material that: a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities; b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright; c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,

d. Is reasonably viewed as promoting illegal drug use; or

e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.

7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

Search and Seizure

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

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

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

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

Students

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

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for a school to make a factual determination.

Seizure of Property

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

Special Education

Education of Children with Disabilities

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

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

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Discipline of Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

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

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

For further information, please contact:

Barbie Davidsmeyer, Director of Special Services

(217) 243-7402

3 W. Central Park Plaza

Access to Classroom for Special Education Observation or Evaluation

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

For further information, please contact the school principal.

Student Records and Privacy

Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

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

Instructional Material

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

Student Records

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

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

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**
   The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.
   These rights are denied to any person against whom an order of protection has been entered concerning the student**.**
2. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.
   If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**
   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
   Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.
   Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
   The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a

student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first

5. **The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to:
    a. Name
    b. Address
    c. Grade level
    d. Birth date and place
    e. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
    f. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
    g. Academic awards, degrees, and honors
    h. Information in relation to school-sponsored activities, organizations, and athletics
    i. Major field of study
    j. Period of Attendance in school

    Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.
6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

Student Biometric Information

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

Parental Right Notifications

Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status through which State licensing criteria have been waived;
- The teacher's college major;

- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

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

Standardized Testing

Students and parents/guardians should be aware that students in grades 3-5 will take standardized tests on Reading, Math, and Science. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

Annual Academic Testing

Each year students take tests designed to provide teachers and parents' information about their **individual** academic ability and achievement. The **group** results of some tests are reported to the public.

PARCC TEST These tests, designed by the state to provide information about how well the students of a school are doing in various basic subjects, are given to students in grades 3, 4, and 5 in both Reading & Math. Also, Science is given in grade 5. PARCC tests are given in March. Individual results are sent to parents when available from the State of Illinois.

NWEA MAP Test This is a computerized test that students take three times a year in the areas of reading and mathematics. This test is designed to show the levels that students are functioning in each subject area. This program is now being used K-12 District wide.

TESTING DATES ARE SENT HOME IN THE MONTHLY CALENDAR.

Homeless Child's Right to Education

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

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

Parent Involvement Compact (Title 1)

The school annually has a meeting for all Parents/Guardians, which takes place during the September Community Club meeting. At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as

an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government, and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the building principal.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the building principal.

The state's resources on parental involvement can be located at http://illinoisparents.org/. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

Section 504 Policies

Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C., Section 794, protects disabled person from discrimination based on their disabled status. The Board of Education recognizes the requirement to provide a free appropriate public education to each disabled student within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of Jacksonville School District No. 117 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 under this policy even though they do not require special education services pursuant to the Individuals with Disabilities Education Act (IDEA). Procedural safeguards are guaranteed for disabled students and their parents in Jacksonville School District No. 117.

For purposes of compliance with the Act, the Superintendent shall develop and implement appropriate procedures and forms to include evaluation, eligibility, services plan, service delivery and periodic case review. The Board of Education shall designate a Section 504 Coordinator and shall provide annual notice of available services and the process for access to services.

School Improvement Process (SIP)

In 1985 the Illinois Legislature passed the School Reform Act. That law along with related legislation passed in 1991 outlines a procedure to be followed for school improvement by all public schools in the state. This improvement process is to be repeated every year to ensure that 1) all students' needs are being met as much as possible and that 2) all students are learning. In essence, the plan focuses on 30 goals for learning in the areas of language arts, math, science, social science, fine arts, physical education, health and foreign language. These goals are referred to as the Illinois State Goals for Learning. There are Learning Standards for each of the State Goals and Learning Benchmarks which define progress at five grade or developmental levels for each Standard. Each school must align its curriculum to the State Goals and Learning Standards and then design and/or select a variety of assessments for determining how well the students at each grade level are measuring up to the targeted levels of expected performance.

Assessment results are analyzed and subgroups of students within each grade level are identified. A building based plan for improvement is developed based on this information. This process is repeated every year to ensure that the needs of all students are being met. A copy of the School Improvement Plan is available for viewing in the school office. Parents and the community will receive information each year as to how well the students in each grade level are performing in relation to the mandated goals.

English Learners (EL)

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact the building principal.

Response to Intervention RtI

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

How does RtI work?

When a child begins to have some area of concern affecting his/her school progress the classroom teacher will create an intervention plan designed to improve the student's performance. If the child continues to have difficulty, the teacher will meet with the SPRINT team of other staff members to discuss the child's needs, consider other interventions, and outline a method to carefully monitor the child's progress**. The child's progress is measured over time. If he/she makes acceptable progress the interventions may be discontinued (if sufficient progress is made) or continued (if the team feels the interventions are needed to help the student succeed). If the child continues to struggle then more intensive interventions may be tried.

What is the role of the Parent in RtI?

Jacksonville School District 117# upholds the philosophy that parents are a child's first teachers as well as their lifetime coach. Therefore the Jacksonville School District greatly values the important role of the parent in the RtI process.

When a child is not responding to the core curriculum, classroom teachers will communicate concerns regarding the student's performance to the parent and invite the parent to participate in telephone conversations and/or team meetings regarding the child. Parents will most often be given an active role in the intervention plan for their student.

Parents provide insight into a child's learning and development to understand the problem and why it occurs, plan and implement an intervention plan, and measure and evaluate the plan's effectiveness. Parents should contact their child's teacher with any concerns regarding academics or behavior.

Positive Behavior Systems & Incentives

Incentives or rewards may be used to encourage students to do their very best. Students who demonstrate good citizenship, work habits, and appropriate behavior will be permitted to participate in specially planned quarterly activities throughout the year. These activities are privileges planned as rewards for students and therefore **MUST BE EARNED**. In addition, more frequent rewards may be planned throughout the year as school-wide or classroom incentives for reaching a class or building goal.

Our Positive Behavior System (PBS) motto is to Take Care of Yourself, Take Care of your School, and Take Care of Others. We want 100% of our students to reach their goals and earn the quarterly reward.

Class Dojo or Remind

All parents will be asked to subscribe to their child's class Dojo or Remind accounts. These are apps that allows the teacher to send a brief message to parents, while parents can see how their child is on a daily basis. For additional information, contact your child's teacher.

Accelerated Reader Program (AR)

The North faculty and Community Club support the Accelerated Reader Program in grades K - 5. After students read selected children's literature (books are identified in our library with a bright green sticker on the spine), they take a computerized test to earn points for rewards and incentives. Inside the cover are the reading level (L) and the point value (P) of that book. A list of AR requirements and incentives is sent home at the beginning of each year.

School Visitation Rights

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

Lost and Found

Please label your personal items, especially lunch boxes, book bags, and coats. Lost items are placed in the Lost & Found Box in the cafeteria for several days. Remaining articles are given to Good Will in the summer.

School Pictures

Individual pictures are taken in the fall for student records and the North School yearbook. Parents may purchase picture packages from a variety of options. Information is sent home in September.

Yearbook

Parent volunteers put together a yearbook full of North students and activities. Purchase forms are sent home in February or March. Yearbooks usually arrive at the beginning of the next school year. The Community Club supports the cost of photos, developing, etc.

Telephone Use and Messages

Generally, students are allowed to call home only for urgent matters or with teacher permission. When your child comes to school in the morning, please be sure he/she knows what to do at dismissal. This avoids many problems. Should plans change during the day, please call the school before 2:00 P.M., so we have time to relay the message before dismissal. **Students will be directed to ride the bus, unless you inform us otherwise.**

Change of Telephone Number or Address

If your home telephone number, work number, or emergency numbers change during the year, it is important that you notify the office **immediately.**

Pesticide Application Notice

Notification will be given before application of the pesticide on Skyward as well as the district calendar. Prior notice is not required if there is imminent threat to health or property.

Mandated Reporter

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

Hearing Impaired: Request for an Interpreter

Families with hearing impaired members may request an interpreter. North School will provide interpreters for all North School functions you wish to attend including parent/teacher conferences, community club meetings, open houses, etc. PLEASE make the request two weeks in advance, if possible.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

Drug, Alcohol, and Tobacco Free Environment

Jacksonville School District #117 policy requires all District #117 workplaces to be drug, alcohol, and tobacco free environments.

Leaving School without Permission

If a student leaves the school building and grounds without permission, the police and parents/guardians will be notified immediately.

Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

Violent Offender Community Notification

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

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm

Vehicles: Parking, Arriving, and Dismissal

PARKING:

NO PARKING IS ALLOWED IN THE CIRCULAR DRIVE IN FRONT OF THE BUILDING. THE DRIVE MUST BE OPEN.

Parking is available to the north of the building. Any cars parked in the North lot during the day must be moved at least a half hour before dismissal. The South parking lot is reserved for staff only.

ARRIVAL BY CAR:

NO STUDENT IS TO BE DROPPED OFF IN FRONT OF THE SCHOOL. THIS AREA IS FOR DAYCARE VEHICLES AND BUSES ONLY.

If you plan to just drop your child off, please use the far lane that we use for dismissal and pull up alongside the building. Your child should exit the car to the left and get on the sidewalk. The child should walk up the sidewalk and around the building to the front door. You will then pull your car out of the drop off lane and into lane 5 to exit the lot. Please take precautions and watch for parents that might be walking their child to the door.

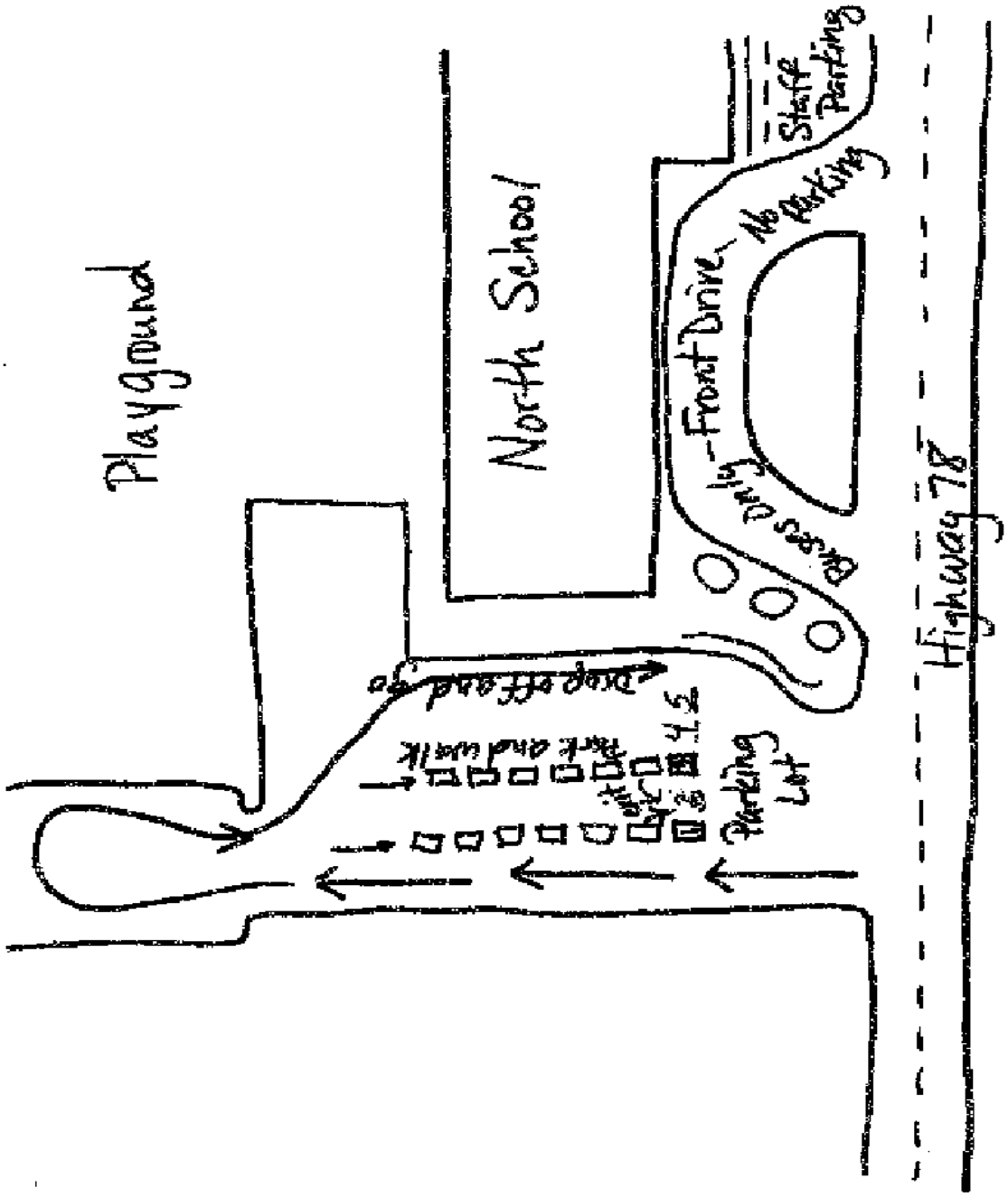
If you are parking and then walking your child in to the building, please enter the lot using the far left lane. Pull into lane 1 or lane 3 facing the highway. Please escort your child from the car to the sidewalk by securing their hand walking together to the opening by the fence which leads to the front door. Once you are ready to leave the lot, simply pull into lane 2 to exit on to the highway, always watching for incoming traffic. If you have small siblings with you, please always hold their hand in the parking lot for their safety and the safety of those around them.

DISMISSAL:

NO STUDENT IS TO BE PICKED UP AT THE FRONT OF THE SCHOOL. THIS AREA IS FOR DAYCARE VEHICLES AND BUSES ONLY.

Traffic in the parking area is heavy at dismissal time. PLEASE BE CAUTIOUS AS CHILDREN ARE OFTEN UNPREDICTABLE. After school pick-up is done in the parking lot on the North side of the building. When arriving for after school pick-up, cars should enter the parking lot on the North end. Cars will then drive to the back of the lot, make a u-turn and form 5 rows facing West.

Those picking up students should remain in their cars. If you need to leave your car for any reason, you will have to park behind the school or in the back northeast lot. Students being picked up by car will be dismissed all at one time to enter their respective vehicles. Once students are in their cars, a staff member will begin to safely dismiss each car. Anyone picking up students must follow these directions to allow for a safe and efficient departure. At dismissal, buses and daycare vans will be parked in the front circular drive.



Parent/Guardian Handbook Acknowledgement

Dear Parent/Guardian:

Please complete the following form and return to the office by ***September 4, 2020***

Mrs. Bobbie Mills

Mrs. Bobbie Mills, Principal

From: The Parent/Guardian of: (1). _____

(2). _____

(3). _____

(4). _____

(5). _____

To: North Elementary School

I have reviewed a copy of the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of North Elementary School rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year to provide a learning environment that supports the socio-emotional and academic development of students. This handbook is applicable to all students upon the implementation of any change. The administration will communicate in a timely fashion with parents and students of any changes to the handbook.

_____ _____

Signature of Parent or Guardian Date

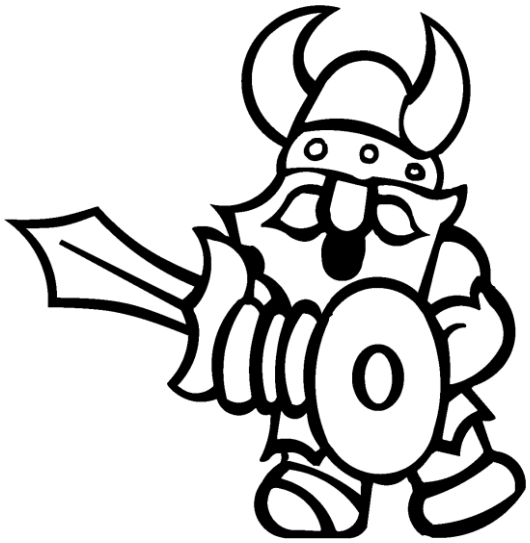
Comments:

_____

_____

_____

South Elementary School



Parent-Student Handbook

2020-2021

We are South Elementary School, a community of learners committed to building a foundation of academic and social excellence.

Table of Contents

Message from the Principal and Staff 5
Introductory Information and General Notices 6
General School Information 6
Visitors 7
Equal Opportunity and Sex Equity 7
Animals on School Property 8
School Volunteers 8
Invitations, Gifts, Birthday Parties, and Treats 9
Emergency School Closings 9
Video and Audio Monitoring Systems 10
Accommodating Individuals with Disabilities 10
Students with Food Allergies 10
Care of Students with Diabetes 10
Treats and Snacks 11
Suicide and Depression Awareness and Prevention 11
Guidance & Counseling 11
Attendance, Promotion and Graduation 11
Attendance 11
Student Absences 12
Release Time for Religious Instruction/Observance 14
Make-Up Work 14
Truancy 14
Grading and Promotion 15
Homework 16
Home and Hospital Instruction 17
Library 17
Exemption From PE Requirement 17
Student Fees and Meal Costs 18
School Breakfast & Lunch Program 19
Cafeteria Rules 19
Bus Transportation 20
Bus Conduct 21

Health and Safety 22
Immunization, Health, Eye and Dental Examinations 22
Student Medication 23
Communicable Diseases 25
Head Lice 26
Discipline and Conduct 26
General Building Conduct 26
School Dress Code / Student Appearance 28
Student Behavior 29
Prevention of and Response to Bullying, Intimidation, and Harassment 33
Sexual Harassment & Teen Dating Violence Prohibited 35
Access to Student Social Networking Passwords & Websites 36
Student Use of Electronic Devices 36
Internet, Technology & Publications 37
Internet Acceptable Use 37
Guidelines for Student Distribution of Non-School Publications 40
Search and Seizure 40
Special Education 41
Education of Children with Disabilities 41
Discipline of Students with Disabilities 42
Access to Classroom for Special Education Observation or Evaluation 42
Student Records & Privacy 42
Student Privacy Protections 42
Student Records 43
Student Biometric Information 45
Parental Right Notifications 45
Teacher Qualifications 45
Standardized Testing 45
Homeless Child's Right to Education 46
Sex Education Instruction 46
Parent Involvement Compact (Title 1) 47

School Improvement Process (SIP) 48
English Learners (EL) 48
School Visitation Rights 49
Pesticide Application Notice 50
Mandated Reporter 50
Unsafe School - Transfer 50
Sex Offender Notification Law 51
Offender Community Notification Laws 51
Incentives & Rewards 51
Drop Off/Pick Up, Traffic Pattern, and Parking 53

Message from the Principal and Staff

Dear Families and Friends of South Elementary School:

Welcome Back! Again, we are excited to have the privilege of working with you and your children this year. We will work diligently to provide your children with the best opportunity to enhance their educational, emotional and social development. As the principal of South Jacksonville School, I am looking forward to enhancing a good working relationship between parents, teachers, staff and students.

The information included in the Parent/Student Handbook will allow you to know what South's expectations are in regard to the school program. Within the handbook you will also receive information related to behavior. Please read the information in its entirety with your child. Discuss the handbook and please call the school if you have any questions about the information contained within. Our goal is to improve upon South's tradition of excellence in all facets of the school. South has a dedicated faculty and staff who are committed to this goal.

We recognize that the best learning takes place when the school and home work together, support one another and communicate on an ongoing basis. I welcome opportunities to work with you and answer questions or concerns you have about your child's learning environment, behavior or other needs.

At South, the support and involvement of parents is of vital importance. We would like to take this opportunity to encourage you to become ***involved in our school***. Our PTO is looking for parents to help us build a top notch parent group. Please consider joining this very important organization. Research shows that parents who are involved in the school have children who succeed in school.

The school program continues to improve with our school improvement structure, school wide staff development and strategic planning.

Our PTO continues to provide excellent support with school projects and activities. Our parent organization is the best. The school appearance continues to be a matter of pride. Our school continues to get better and better, but it can truly improve if you are our partner in this process. We look forward to working with you in the year ahead.

In Viking Pride,

Tim Chipman

Principal

South Elementary School

Introductory Information and General Notices

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.jsd117.org or at the Board office, located at:

211 W. State Street
Jacksonville, IL 62650

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

Mr. Noel Beard, President
Mr. Mike Lonergan, Vice-President
Mrs. Teresa Wilson, Secretary
Mr. Bob McBride, Member
Mr. Steve Cantrell, Member
Mrs. Heather Leonard, Member
Mrs. Jan Ryan, Member

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

Mr. Steve Ptacek, Superintendent
Mr. Mike McGiles, Director of Operations
Mr. Timothy Chipman, Principal
Ms. Heather Staats, Dean of Students

The school is located and may be contacted at:

1700 South West Street
Jacksonville, IL 62650
Phone: 217-245-5514
Fax: 217-245-2804

Chain of Command

The Jacksonville School District takes pride in its communication efforts with all stakeholders of the District. To ensure that parent concerns or issues are heard by the appropriate individual who can resolve the issue at the point of origin and provide a direct response, the Board of Education asks that parents follow the District's Chain of Command outlined below. It is the intent of the Chain of Command to resolve concerns and issues during the earliest steps with the individual (s) directly involved with the concerns.

Step 1) In the event of a concern, a parent or community member should contact the teacher, supervisor, coach, or staff member who is directly involved with the concern or situation.

Step 2) If a parent or community member has completed Step 1 and feels that the issue or concerns was not remedied, they should contact the building Principal, Director of the program.

Step 3) If a parent or community member has completed Step 1 and Step 2, and feels that the issue or concern warrants yet further discussion, the parent or community member should then contact Central Office.

Step 4) If the issue or concern of the parent or Community member still remains after the completion of Steps 1, 2, and 3, the parent or community member should contact a Board of Education member. The Board of Education member in consultation with the Board of Education President and Superintendent will re-direct the individual back to the appropriate level or request that the concern be placed on the Board of Education agenda for full Board discussion.

Visitors

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

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

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

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mike McGiles, Director of Operations at (217)243-9411.

Animals on School Property

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

School Volunteers

All school volunteers must complete the application provided through the "Secure Volunteer" portal found at jsd117.org and be approved by the school principal prior to assisting at the school. Should a parent anticipate volunteering, it is highly advised a parent complete "Secure Volunteer" as soon as possible. Once a copy of an approved volunteer card is received, please be sure the office receives a copy for their records. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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

Parent Volunteers and Confidentiality

School volunteers should understand the importance of confidentiality. Volunteers may see or hear things in the school setting or at school activities (field trips, school events, etc.) that are private matters and should be considered confidential. These things should only be discussed with or repeated to the volunteer's supervisor, teacher, or principal. Even if the volunteer knows the parent of a child they work with, confidential matters should not be discussed with them. These matters should go to the parent from the teacher involved or the principal. Matters of concern should be reported to the supervisor, teacher, or principal. Of course, volunteers should not take the liberty of reading or browsing through documents that are private. We honor our student's and parent's right to confidentiality. This builds the trust that is essential for the good of our school community.

Parent Teacher Organization (PTO)

South School is fortunate to have an active Parent Teacher Organization, which is made stronger through the involvement of parents, guardians, and partners in education. PTO's aim is to support students, families, faculty, and staff at South School through fundraising, special events, celebrations, and

recognitions, including collection of Box Tops for Education, pack-the-house events, and Spirit Wear orders.

Speedway Skating, located at 1204 S. Lincoln Ave., designates one night a month to be set aside for the exclusive use of families form each of the schools in Jacksonville. South's night is typically the first Thursday of each month, September through May. The time is 6:00 pm until 8:00 pm. Our school's PTO receives a portion of the total admissions.

PTO meetings are held monthly on the third Thursday of the month at 6:00 p.m. in the Media Center (enter through the building's main entrance). Please visit the PTO page on the South School website ("For Parents") and keep up with events on the PTO Facebook page.

Parent-Teacher Conferences

Parent-Teacher conferences (Gr. K-5) are scheduled for all parents in October. A second conference day in February will also be held. Parent-teacher conferences provide opportunities for parents and teachers to discuss each child's progress on a planned basis. Purposes for the parent-teacher conferences:

1. To develop a positive relationship between parent and teacher so each may work to the greatest advantage of the child.
2. To enable parents and teachers to discuss the child's progress at home and at school.
3. To consult with each other in order that both may be in a better position to secure the best reaction from the child at all times.

Conferences should be scheduled at any time the teacher or parent believes one is necessary.

Facility Use

The use of school facilities is not automatically extended to any person or group. Approval of facility usage is at the discretion of the administration. The School District reserves the right to limit or refuse use of facilities and to require cash deposits or certificates of insurance from any individual or organization with respect to rental or use of any school facility.

Invitations, Gifts, Birthday Parties, and Treats

Party invitations, flowers, gifts, or treats for classmates **should not** be brought to school to be distributed. Flowers and gifts sent to the school will be sent home with the parent. Birthday parties and treats are not permissible during school time. Invitations may not be sent to school. Items such as these are of a personal nature and should be mailed home using the list in the school directory (if applicable). The office is unable to release addresses and phone numbers of students who are not listed in the school directory if available.

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any messages sent through the School Messenger System as well as local radio or television stations to be advised of school closings or

early dismissals. School closings for any reason will be announced as soon as possible. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Video and Audio Monitoring Systems

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

Accommodating Individuals with Disabilities

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

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 245-5514.

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

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

Care of Students with Diabetes

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

a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

c. Sign the Diabetes Care Plan.

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

For further information, please contact the building principal.

Treats and Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value. **NO BIRTHDAY TREATS PLEASE!**

Suicide and Depression Awareness and Prevention

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

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

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Attendance, Promotion and Graduation

Attendance

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages

of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

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

A student who has a fever of 100 degrees or higher, or who experiences vomiting or diarrhea, may not attend school until he/she has been symptom free for 24 hours. This includes no usage of medication to control symptoms. Any student presenting with these symptoms, in addition to pink eye, impetigo, and severe rashes, will be sent home until their symptom free period has expired, or they are cleared (in writing) by their physician.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

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

In the event of any absence, the student's parent/guardian is required to call the school at 217-245-5514 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Pre-arranged Absences

Families are encouraged to use the pre-arranged absence process in the event an absence from school can be predicted. This process helps with communication regarding assignments and make-up work.

Forms for approval are available in the school office. Upon completion of the form, the principal will review the purpose of the pre-arranged absence. The purpose will be evaluated in accordance with the definitions for excused and unexcused absences. After the administrative evaluation, the family will be notified if the pre-arranged absence is an excused absence or unexcused absence.

District 117 Policy Regarding Pre-Arranged Absences

To obtain a pre-arranged absence a student's parent/guardian is required to give 48 hours' notice in writing to the school office. The written notice should include reasons and dates of absences. A form for pre=arranged absences is available in the school office. The student is to use the form to notify teachers of the absence(s). Upon this notification, appropriate assignments may be given before the absence or after the absence. These assignments may be due before the absence or upon the student's return to school, as determined by the teacher. Credit is not given for assignments that are not submitted. The building administrator may determine that a pre-arranged absence from a necessary for school sponsored events that take a student out of regular class. Vacations are encouraged when school is not in session. Vacations during the school year interrupt the educational process and students do not receive the adequate instruction from the teacher. When it is necessary for a student to miss school for a vacation, the following procedure must be followed.

1. Student/parent brings written notification to school. School provides the pre-arranged form to student/parent.
2. Student completes pre-arranged from and submits to building administrator for approval. Student follows the building process for notifying teachers of the absence(s).
3. Teachers may provide the assignment before the absence or upon the student's return to school.
4. Upon, return to school, the student will have 1 day for each day of absence to complete the assignments.
5. Any school work submitted after the deadline will be considered late and will be subject to the grading policy in place for the school/teacher regarding late work.
6. Pre-arranged absences for vacations will be recorded as unexcused in accordance with Illinois School Code. If a pre-arranged form is used while a student is on vacation, credit will be given for assignments provided the completed work fulfills the completion policy.

Absences Due to Illness

Many studies show that successful performance in school is dependent upon regular student attendance and participation. Successful performance in school can directly impact the choices available to students late in life. Because of the magnitude of this impact, school officials are required to monitor student attendance. One piece of this monitoring includes the oversight of student health needs in relationship to their attendance and scholastic advancement. It is the practice of District 117 to require that if a student is continually sick and repeatedly absent from school due to illness that said student must be under the supervision of a physician in order to receive an excuse from attendance. The diagnosis of the licensed medical professional is used to support the parent in parenting and to support the school with the delivery of services. Without the support of the medical professional, valuable time and resources could be misdirected. It is the practice of District 117 to require a doctor's excuse after 10 days of excused absence (within an academic year) based on communications from the parent or guardian that their child is ill. All absences after the 10 day mark are recorded as unexcused unless a remedy is established between the school and the family. In the event a student has a chronic or documented health condition, parents should readily communicate this to school officials for documentation in the student file. This communication will secure that all resources can be reviewed to support the child and family in the school setting. Students and families who abuse the approved and excused absences policy will be considered to have committed academic dishonesty. Examples of abuse include falsifying an

illness or family emergency, falsely claiming that attendance at the event is required, falsely claiming to have attended and event, or falsely claiming that an absence is approved.

Release Time for Religious Instruction/Observance

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

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

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

Truancy

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

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

Parents will receive notice of truancy after 4, 7, and 9 days of unexcused absences. Upon the 4th unexcused absence or tardy, a truancy packet is completed and sent to the Truant Officer at the Regional Office of Education.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Students arriving to school after 8:30 am should be walked in to the office by a parent. Parents are required to sign in their child upon arrival.

Additionally, being on-time for the start of any school day is very important to a child's academic success. South Elementary periodically rewards students/classes for excellent attendance.

Tardiness

Students are considered tardy if, **for any reason**, they are not in their assigned classrooms by 8:05A.M. Tardiness becomes part of the student's official attendance record and will be reported to parents each quarter.

Being late not only has a negative effect on the tardy student, but also disrupts the class in progress and puts unnecessary burdens on the teacher's precious time. We ask parents to see that their child arrives "on time" each day.

If your child must be tardy, please call the school before 8:15 to let us know what his/her plans are for lunch. We order lunches by 8:20 and need an accurate count for all students to get a lunch.

Excessive tardiness may be reported to the truant officer by the principal.

Late-In Schedule

The school board adopted a "late-in" option for cold weather days. This schedule will be announced by the superintendent if the criteria for this type of schedule is met. If this option is used, South Elementary will open the doors at 9:30 a.m. and school will begin at 10:00 a.m. Dismissal will continue to be at 2:30 p.m. Please be sure to have your phone numbers up to date in Skyward so you will receive these important announcements on changes in our school day due to weather.

Grading and Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

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

Grades

Teachers are responsible for determining and maintaining evaluations of the academic achievement of their pupils. A record of grades for each student is kept in grades 1-5. Academic progress is reported to parents quarterly on a Report Card (2nd, 3rd and 4th quarter only for Kindergarten).

Completion and accuracy of assignments, test and quiz scores, homework, special projects, class participation, and extra credit work all contribute to a student's final grade. We believe that a student earns his grades and is responsible for them. Parent support and encouragement is vital to good grades.

At grades 3-5 a uniform grading scale is used in order to strive for consistency of student evaluation. However, this is not meant to reduce teacher flexibility and judgment. At times teachers may take into account the difficulty of the assignment, extra credit work, class participation, etc., in determining grades.

Parents should expect frequent "graded" assignments to be brought home by their student. If they are not bringing these papers home for you to check their progress, contact his/her teacher before too much time goes by.

GRADING SCALE GRADES 3-5

A+	**98-100**	**OUTSTANDING**
A	**93-97**	**OUTSTANDING**
A-	**90-92**	**OUTSTANDING**
B+	**87-89**	**ABOVE AVERAGE**
B	**83-86**	**ABOVE AVERAGE**
B-	**80-82**	**ABOVE AVERAGE**
C+	**77-79**	**AVERAGE**
C	**73-76**	**AVERAGE**
C-	**70-72**	**AVERAGE**
D+	**67-69**	**BELOW AVERAGE**
D	**63-66**	**BELOW AVERAGE**
D-	**60-62**	**BELOW AVERAGE**
F	**0-59**	**DEFICIENT**

Homework

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

Administrative Procedures and Guidelines for Student Retention

In making retention decisions teachers and administrators shall use the District 117 Student Retention Process and Timeline. The criteria for retention outlined there shall serve as a guideline for making those decisions. There may be cases where it is in the student's best interest to be retained, even though he/she does not meet the criteria for retention. Because retention decisions must be based on objective data, the Retention Information Sheet will be utilized for all students being considered.

In the event the parent does not agree with the school's (teacher-principal) recommendation to retain a student, the building Retention Review Committee will make the final decision. Further the

Retention Review Committee will decide all retention cases where the student meets the criteria for retention, but the teacher, principal, and/or parents agree that a promotion is in the best interests of the student.

SchoolMessenger and Skylert

SchoolMessenger is a messaging system that allows the district to quickly send mass notifications to employees, parents, and students. **Skylert** is a web portal that works through Skyward's Family Access to provide you with the means to manage your contact sources and choose how you will be contacted for a variety of purposes. You can decide the contact method(s) by which you receive messages.

SchoolMessenger can provide you with information in three ways:

- Telephone/Cell Phone
- E-mail
- Text Message

Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician 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.

For information on home or hospital instruction, contact Barbie Davidsmeyer, Director of Special Services at (217) 243-7402.

Library

All South Elementary students (Gr. K-5) visit the school library twice a week. They may check out a maximum of two books per week. Books may be renewed each week for a one-week period. Students are reminded of overdue books through notes to the teacher. Notices of long overdue books are sent to parents and new materials will not be checked out until the overdue books are returned. We ask parents to see that their child is responsible for returning books on time and taking good care of the books. Lost or damaged books must be paid for.

Exemption From PE Requirement

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.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.301.

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

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

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

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

Student Fees and Meal Costs

Fines, Fees, and Charges; Waiver of Student Fees

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or

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

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

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

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

School Breakfast & Lunch Program

All students receive free breakfast and lunches at South Elementary due to our enrollment in the Community Eligibility Program. Schools that participate in the community Eligibility Program are able to provide healthy breakfasts and lunches each day at no charge for **All Students** enrolled in that school during the 2019-2020 School Year. A lunch menu is available each month, either by obtaining one in the main office or online at the district website, so you can decide which lunches your child will want to eat.

Breakfast is served every school day from 7:30 a.m. to 8:00 a.m. Lunch is served every school day from 10:50 a.m. to 12:15 p.m. A student may purchase an additional breakfast for $1.50.

A student may bring a sack lunch from home or may purchase an additional school lunch for $2.25 and/or milk for $0.40. **Soda and/or energy drinks are not permitted.**

Lunches are ordered by phone early each morning from the Central Kitchen at JHS. **We need to know by 8:15 A.M. if your child will be arriving late. LATE ARRIVALS WILL NOT BE INCLUDED IN THE LUNCH COUNT UNLESS THE PARENT CALLS THE SCHOOL BEFORE 8:15 A.M. IF THE SCHOOL IS NOT CONTACTED BY THIS TIME, THE STUDENT NEEDS TO BRING A SACK LUNCH.**

Lunchroom Expectations

The lunch/recess period is meant to be an enjoyable time for all students. For this reason, students are expected to follow all lunchroom rules and procedures.. Students who cannot meet these expectations may be denied lunchroom or recess privileges.

1. Walk at all times in the lunchroom.
2. Talk normally without shouting.
3. Remain seated. Raise your hand if you need help.
4. Keep your area clean (table, bench, floor).
5. Do not trade food.
6. Obey adult Supervisors. Stop talking and listen when the whistle blows.

Cafeteria Rules

1. Students shall walk to lunch and shall be orderly and quiet during lunch.
2. All trash shall be gathered neatly at the table until the end of the lunch period. No student will get up to dispose of their unwanted items. No food or drink shall leave the cafeteria.
3. Loud talking, yelling, screaming, and other disruptions are prohibited.
4. Students shall not throw food, milk cartons or other items.
5. Students shall not trade food.
6. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
7. Students shall remain seated while in the cafeteria. Students are to raise their hand if they need assistance from lunchroom staff.
8. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
9. Students shall report spills and broken containers to cafeteria staff immediately.
10. Students shall be dismissed from the cafeteria by the lunchroom supervisor, their classroom teacher, or another designated employee.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.

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

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

For questions regarding school transportation issues, contact Brett Dunn, Director of Transportation at (217)245-6624.

Bus Conduct

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

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

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

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

Health and Safety

School Nurse

A registered nurse is assigned to every school. The time frame the nurse is in the building will vary from year to year. Typically, the nurse will be present 2 hours a day. The nurse's office is responsible for medication administration required at school, care of students with acute illness and care of students who have first aid needs. The nurse will provide comfort measures as available. Please refrain from going to the nurse for problems that should be taken care of at home or in a physician's office.

Birth Certificates

Illinois law requires that all parents, who are enrolling a student in school for the first time in any school at any grade level, furnish the school with a certified copy of the child's birth certificate (original birth certificate must be presented - a copy is not acceptable). **Parents have 30 days to comply with the law or the matter must be reported to the State police.** All South Elementary students should have a copy of their birth certificate in their permanent files.

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the ages of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

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

the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

All students must provide proof of immunization against measles before they may attend JSD #117 schools, per school board policy.

Eye Examination

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

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Student Medication

Taking medication during school hours or during school-related activities is prohibited 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 by completing a "School Medication Authorization Form."

All medicines are to be delivered to school by an adult, and not sent with a student.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is

allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if: 1 A school district may, but is not required, to adopt a policy on the maintenance of undesignated epinephrine injectors, undesignated asthma medication and undesignated opioid antagonists. Please consult district policy regarding these matters. Schools that maintain undesignated epinephrine auto-injectors, undesignated asthma medication or undesignated opioid antagonists must have parents complete the relevant portion of MSH 5.20-E1 (School Medication Authorization Form) or opt out of allowing school officials to administer an undesignated epinephrine auto-injector, undesignated asthma medication or undesignated opioid antagonist to their child.

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;

2. Copies of the registry identification cards are provided to the District; and

3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis. Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.
After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited.

The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Illness during School

Illness symptoms include a body temperature of 100 degrees or higher, repeated vomiting, open wound with drainage which cannot be contained in a dressing, incidence of diarrhea 2 or more times, unexplained rash or croup-like cough. Students with these illness symptoms should not attend school. If these symptoms occur while at school, the parent/guardian will be contacted and the student will be required to go home. In addition, any student who has symptoms of impetigo, pink eye, scabies, or ringworm will be sent home and should not attend school until they have been under treatment for 24 hours or have a written release from their physician stating they may return to school.

If the student has symptoms other than those already listed, the nurse, principal or designated school staff member will contact the parent/guardian to discuss the best course of action. No student may leave school during the day due to illness unless he/she has permission from the school office. **The student should be free of symptoms for 24 hours before returning to school.**

Any reasonable suspicion of communicable disease should be reported to the school nurse or principal immediately. This includes chickenpox, mumps, measles, strep throat, diarrhea, flu-like symptoms, pink eye, ringworm scabies, lice, or unexplained rashes.

Safety Drill Procedures and Conduct

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

Communicable Diseases

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

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

Head Lice

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

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

Discipline and Conduct

General Building Conduct

All students who arrive after 8:05 A.M. must report to the office for "sign in" and a tardy pass. Any student required to leave the building before dismissal time must report to the office with a parent (or authorized adult) who will sign the student out.

School Hours

GRADES K-5 … … 8:05 A.M. - 2:35 P.M.

We insist that students NOT arrive before 7:30 a.m., unless arriving by bus. **Supervision of students is NOT provided before 7:30 a.m.** so students should not arrive before then. Students should immediately enter the building on arrival and go to the gym to sit with their classmates or to the cafeteria for breakfast. At 7:50 a.m., students are dismissed to go to their classrooms. **The tardy bell rings at 8:05 a.m., classes begin at 8:05 a.m.**

The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

General School Rules

1. Walk on the sidewalks and inside the building at all times.
2. Treat other students with respect.
3. Proceed **quietly and orderly** in the building during class times.

4. Show respect for adults and listen to and follow their directions.
5. Respect the property of others and take good care of school property.
6. Use the restroom appropriately without "horseplay" or disturbing noise. Help keep them clean. Do not loiter there.
7. Know and obey all other school rules and procedures.

Playground Rules

1. Stay in assigned areas. **Do not leave the playground without permission** from the adult in charge.
2. Use equipment in a safe manner according to the specific rules for each item. (ie. slide, swings, etc.)
3. Stop and listen when the whistle blows.
4. No food or drink on the playground.
5. Show good sportsmanship and cooperation in games. Play fair. Follow the game rules.
6. "Rough play" is not allowed. (ie. No tackle football, etc.)
7. Throwing objects (rocks, sticks, dirt, snowballs, etc.) is forbidden. Playground balls are the exception.
8. Line up **promptly** when the whistle is blown.
9. Students wearing flip flops need a pair of tennis shoes for recess.

STUDENTS ARE EXPECTED TO GO OUTSIDE FOR RECESS, UNLESS THEY HAVE A WRITTEN EXCUSE FROM A PARENT OR PERMISSION FROM THEIR TEACHER TO STAY INDOORS. DURING INCLEMENT WEATHER, RECESS IS INDOORS. IN THE WINTER, IF THE OUTDOOR TEMPERATURE IS ABOVE 30°F (INCLUDING THE WIND CHILL FACTOR), WE TRY TO GO OUTDOORS. CHILDREN MAY BE KEPT INSIDE IF THEY ARE NOT DRESSED FOR THE WEATHER.

Indoor Recess Rules for the Classroom

1. Walk directly from the classroom to the lunchroom.
2. No running or chasing in the classroom.
3. No throwing things, unless they are part of a teacher approved game.
4. No loud or rough play.
5. Put games away and be seated when time to get ready.

Other General Rules

1. **Keep your hands**, feet, and body **to yourself.** (no pushing, bumping, elbowing, hitting, spitting, kicking, fighting, etc.)
2. **Use appropriate language**. (No talking back, swearing, mean spirited teasing, name calling, etc.)
3. Do not bring toys, balls, games, trading cards, purses, etc. to school without your teacher's permission.
4. Any **dangerous objects** (knives, matches, cigarettes, chewing tobacco, caps, water pistols, lighters, balloons, etc.) will be confiscated until a parent is able to get them from school.
5. Perfume, body sprays, and make-up should be applied at home, not school. No fake finger nails at school.

ALL TEACHERS EXPLAIN AND DISCUSS THESE RULES DURING THE FIRST WEEK OF SCHOOL. TEACHERS ALSO DISCUSS SAFETY AND EMERGENCY PROCEDURES DURING THE FIRST WEEK.

Damage to School Property

Students are responsible for the care of school property. Any permanent damage to, or loss of, school property will result in a fine to repair or replace the property. These items include: textbooks, library books, furniture (including bus seats, windows, chairs, desks, lockers, etc.), and other property.

Library books: If a lost book is found after it has been paid for, the money will be refunded. Any student who continues to lose or damage library books will be denied the opportunity to check out books.

Textbooks: Cost as much as $60 each when new.

Lockers: Should be treated with care, not slammed or kicked shut. Lockers should be kept in order for easy access. School Officials have the right to each locker if they have reason to believe the contents violate school rules.

School Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. **A closed toe shoe is best for all activities. Sandals, flip flops, and heels are not appropriate for physical education and recess.**
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Student Behavior

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Prohibited Student Conduct

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

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

a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).

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

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

d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

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

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

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

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

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device.

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

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

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

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

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

16. Being absent without a recognized excuse.

17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

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

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-

exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal Punishment

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

Weapons Prohibition

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the

aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

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

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

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

Complaint Managers:

Tami Stice
211 W. State St.
Jacksonville, IL 62650
(217) 243-9411
tstice@jsd117.org

Timothy Chipman
1700 S. West St.
Jacksonville, IL 62650
(217) 245-5514
tchipman@jsd117.org

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

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

Sexual Harassment & Teen Dating Violence Prohibited

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:

    1. Substantially interfering with a student's educational environment
    2. Creating an intimidating, hostile, or offensive educational environment;
    3. Depriving a student of educational aid, benefits, services, or treatment; or
    4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

Tami Stice
211 W. State St.
Jacksonville, IL 62650
(217) 243-9411; tstice@jsd117.org

Complaint Managers:

Tami Stice	Timothy Chipman
211 W. State St.	1700 S. West St.
Jacksonville, IL 62650	Jacksonville, IL 62650
(217) 243-9411	(217) 245-5514
tstice@jsd117.org	tchipman@jsd117.org

Any person making a knowingly false accusation regarding prohibited conduce will likewise be subject to discipline.

Field Trips

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

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

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. 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.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod©, ipad©, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:[2]

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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.

Internet, Technology & Publications

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are

provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

A signed AUP must be on file for each User no later than 10 school days after the start of the school year. It is also understood that this document goes into effect beginning with the first day of school. The AUP is to be electronically acknowledged online during registration or upon entering as a new student to the district. **Users with no AUP on file after the 10th day will be denied access to the System.**

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained

via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

Use of EMail – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

Guidelines for Student Distribution of Non-School Publications

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

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

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

Search and Seizure

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

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

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

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

Students

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

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

Special Education

Education of Children with Disabilities

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

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

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

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

For further information, please contact:

Tim Chipman
217-245-5514

Discipline of Students with Disabilities

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

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

Access to Classroom for Special Education Observation or Evaluation

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

For further information, please contact the school principal.

Student Records & Privacy

Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.

5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

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

Instructional Material

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

Student Records

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

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

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**
   The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.
   These rights are denied to any person against whom an order of protection has been entered concerning the student**.**
2. **The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.**[1]
   A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible

student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**
   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.
   Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
   The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first
5. **The right to prohibit the release of directory information.**
   Throughout the school year, the District may release directory information regarding students, limited to:
   Name
   Address
   Gender
   Grade level
   Birth date and place
   Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
   Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
   Academic awards, degrees, and honors
   Information in relation to school-sponsored activities, organizations, and athletics
   Major field of study

Period of Attendance in school

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

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

Student Biometric Information

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

Parental Right Notifications

Teacher Qualifications

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

Standardized Testing

Students and parents/guardians should be aware that students in grades 3-5 will take standardized tests on Reading, Math and Science. **Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially**

dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

Annual Academic Testing

Each year students take test designed to provide teachers and parents information about their individual academic ability and achievement. The group results of some test are reported to the public.

IAR TEST-- These test, designed by the state to provide information about how well the students of a school are doing in various basic subjects, are given to students in **grades 3, 4, and 5** (both Reading & Math). Illinois Assessment of Readiness tests are given in **March**. Individual results are sent to parents when available from the State of Illinois.

NWEA MAP Test - This is a computerized test that students take three times a year in the areas of reading and mathematics. This test is designed to show the levels that students are functioning in each subject area. This program is now being used K-12 District wide.

Homeless Child's Right to Education

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

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

Sex Education Instruction

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

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

Parent Involvement Compact (Title 1)

The school annually has a meeting for all Parents/Guardians, which takes place at the September PTO meeting.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the building principal at (217) 245-5514.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the building principal at (217) 245-5514.

The state's resources on parental involvement can be located at http://illinoisparents.org/. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and

information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

School Improvement Process (SIP)

In 1985 the Illinois Legislature passed the School Reform Act. That law along with related legislation passed in 1991 outlines a procedure to be followed for school improvement by all public schools in the state. This improvement process is to be repeated every year to ensure that 1) all students' needs are being met as much as possible and that 2) all students are learning. In essences, the plan focuses on 30 goals for learning in the areas of language arts, math, science, social science, fine arts, physical education, health and foreign language. These goals are referred to as the Illinois State Goals for Learning. There are Learning Standards for each of the State Goals and Learning Benchmarks which define progress at five grade or developmental levels for each Standard. Each school must align its curriculum to the State Goals and Learning Standards and then design and/or select a variety of assessments for determining how well the students at each grade level are measuring up to the targeted levels of expected performance.

Assessment results are analyzed and subgroups of students within each grade level are identified. A building based plan for improvement is developed based on this information. This process is repeated every year to ensure that the needs of all students are being met. A copy of the School Improvement Plan is available for viewing in the school office. Parents and the community will received information each year as to how well the students in each grade level are performing in relation to the mandated goals.

English Learners (EL)

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

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

For questions related to this program or to express input in the school's English Learners program, contact the building principal at (217) 245-5514.

RTI Response to Intervention

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

How does RtI work?

When a child begins to have some area of concern affecting his/her school progress the classroom teacher will create an intervention plan designed to improve the student's performance. If the child continues to have difficulty, the teacher will meet with a team of other staff members to discuss the child's needs, consider other interventions, and outline a method to carefully monitor the child's

progress**. The child's progress is measured over time. If he/she makes acceptable progress the interventions may be discontinued (if sufficient progress is made) or continued (if the team feels the interventions are needed to help the student succeed). If the child continues to struggle then more intensive interventions may be tried.

** This team - referred to as the "Student Assistance Program" or SAP - uses the insight and expertise of several different school staff members. SAP members contribute in different ways to the RtI process: offering suggestions, gathering data, and communicating with other staff and/or parents. The SAP meets regularly to discuss and monitor student concerns.

What is the role of the Parent in RTI?

Jacksonville School District #117 upholds the philosophy that parents are a child's first teachers as well as their lifetime coach. Therefore the Jacksonville school District greatly values the important role of the parent in the RtI process.

When a is not responding to the core curriculum, classroom teachers will communicate concerns regarding the student's performance to the parent and invite parent to participate in telephone conversations and/or team meetings regarding their child. Parents will most often be given an active role in the intervention plan for their student.

Parents provide insight into a child's learning and development to understand the problem and why it occurs, plan and implement an intervention plan, and measure and evaluate the plan's effectiveness. Parents should contact their child's teacher with any concerns regarding academics or behavior.

Accelerated Reader (AR)

The South Elementary supports the Accelerated Reader Program in grades K - 5. After students read selected children's literature, they take a computerized test to earn points for rewards and incentives. Inside the cover are the reading level (L) and the point value (P) of that book. A list of AR requirements and incentives is sent home at the beginning of each year.

School Visitation Rights

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

Lost and Found

Please label your personal items, especially lunch boxes, book bags and coats. Lost items are placed in the lost and found box located in the main hallway. Remaining articles are given to Goodwill in the summer.

School Pictures

Individual pictures are taken in the fall for student records. There are also pictures taken in the spring. Parents may purchase picture packages from a variety of options. Information is sent home several weeks ahead of the dates so that families can prepare accordingly.

Telephone Use and Messages

Generally, students are allowed to call home only for urgent matters or with teacher permission. When your child comes to school in the morning, please be sure he/she knows what to do at dismissal. This avoids many problems. Should plans change during the day, please call the school before 2:00 P.M., so we have time to relay the message before dismissal. **Students will be directed to their regular routine, (ie. ride bus, go to daycare) unless you inform us otherwise.**

Change of Telephone Number or Address

If your home telephone number, work number, or emergency numbers change during the year, it is important that you notify the office immediately.

Pesticide Application Notice

Notification will be given before application of the pesticide on Skyward as well as the district calendar. Prior notice is not required if there is imminent threat to health or property.

Mandated Reporter

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

Request for an Interpreter

Families with hearing impaired members, or family members who speak a language other than English, may request an interpreter. South Elementary will provide interpreters for all South Elementary functions you wish to attend including parent/teacher conferences, PTO meetings, open houses, etc. PLEASE make the request three (3) weeks in advance, if possible.

Unsafe School - Transfer

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

Drug, Alcohol, and Tobacco Free Environment

Jacksonville School District #117 policy requires all District #117 workplaces to be drug, alcohol, and tobacco free environments.

Leaving School without Permission

If a student leaves the school building and grounds without permission, the police and parents/guardians will be notified immediately.

Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

Offender Community Notification Laws

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

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry,

www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders,

www.isp.state.il.us/sor/faq.cfm

Incentives & Rewards

Incentives or rewards may be used to encourage students to do their very best. Students who demonstrate good citizenship, work habits, and appropriate behavior will be permitted to participate in specially planned activities throughout the year. These activities are privileges planned as rewards for students and therefore **MUST BE EARNED**. In addition, more frequent rewards may be planned throughout the year as school-wide or classroom incentives for reaching a class or building goal.

Our goal is that 100% of students will reach Excellent Viking Varsity status and earn the quarterly reward each quarter.

Additionally, South Vikings are Respectful, Responsible, and Safe! Help make South a GREAT place to learn.

CLASS DOJO

All parents will be asked to subscribe to their child's class DOJO. DOJO is an app that allows the teacher to send a brief message to parents, while parents can see how their child is on a daily basis. For additional information, contact your child's teacher.

AWARDS CEREMONY

An end-of-the-year assembly will be held to recognize building awards, memorials and other recognitions. This will take place on the last day of student attendance.

VIKING VARSITY

Students in grades 3-5 who, on their report cards, earn no more than one B per quarter for four quarters in any academic year in the areas of Reading, Language, Math, Science, and Social Studies, will qualify for our honor roll called Viking Varsity. Students meeting these criteria receive High Honor Roll status.

SOUTH STARS

Students in grades 3-5 who, on their report cards, earn a maximum of 3 "B's" with no "C's" per quarter for four quarters in any academic year in the areas of Reading, Language, Math, Science, and Social Studies, will qualify for our honor roll called South Stars

PERFECT ATTENDANCE

This is an incentive program for students who maintain Perfect Attendance throughout the year. Awards are given at the end of the year for being in attendance and on time every day. The only exception or "excused" tardy is for a doctor or dentist appointment. Appointments lasting more than 1 hour will be counted against perfect attendance.

KULKARNI-SMITH AWARD

Each spring, a First grade student will be chosen to win this award. This award is based on citizenship and friendship. The student's name and current school year will be inscribed on a plaque at the school. The recipient is chosen by the first grade teachers and is announced at the end of the year assembly.

AMANDA KAY BORMAN AWARD

An award to honor the memory of Amanda Kay Borman, a Second grade student at South who died in 1984, has been established for an outstanding Second grader who excels in scholarship, citizenship, and kindness and consideration of fellow students. The student's name and current school year will be inscribed on a plaque at the school. The recipient is chosen by the second grade teachers and is announced at the end of the year assembly.

ADAMS' APPLE AWARD

The Adams' Apple Award is given to two students who best exemplify writing in the Third grade class. This award was established by Mrs. Jan Adams, a former teacher at South. The student's name and current school year will be inscribed on a plaque at the school. The recipients are chosen by the third grade teachers and are announced at the end of the year assembly.

ROBBIE MCEVERS AWARD

Each spring, teachers in Grade 4, along with the PE instructor, pick an outstanding Fourth grade student who excels in scholarship, citizenship, and athletic ability. The student's name and current school year will be inscribed on a plaque at the school. The recipient is announced at the end of the year assembly.

NEAL BRAWNER AWARD

Each spring, a Fifth grade student will be chosen to win this award. This award is based on citizenship, being kind to fellow students, being hardworking, and displaying good behavior. The student's name and current school year will be inscribed on a plaque at the school and awarded a special gift chosen and presented by Mrs. Patty Brawner. The recipient is announced at the 5th grade recognition. This award was established in 1996.

DR. AND MRS. LYNCH AWARD

The Lynch Award is presented to the Fifth grade student who earns the most AR points by the end of the Fifth grade year. The student's name and school year are inscribed on a plaque at the school. The award is announced at the 5th grade recognition. This award was established by Dr. Ronald Lynch and Mrs. Kim Lynch, a former librarian at South.

Drop Off/Pick Up, Traffic Pattern, and Parking

The traffic pattern, parking area, and crosswalks have been established for our children's safety and will be enforced. Please help us keep all children safe by …

- Pulling all the way down to the main entrance doors when dropping off in the morning. This reduces waiting time.
- Refraining from passing other vehicles while in line to drop off. This is dangerous to all involved.
- Vehicles should not park in front of the building, This is part of the driveway possibly creating a dangerous situation.
- Observing and respecting the traffic pattern.
- Respecting crossing guards…they keep our children safe!
- Respecting **SCHOOL ZONE SPEED LIMITS.** Offenders are reported to local law enforcement.
- Obeying State Law regarding NO CELL PHONE USE. Offenders are reported to local law enforcement.
- Watching out for children at all times.

Students Who Walk to School

Please encourage your children to use the sidewalks and crossings provided and to refrain at all times from walking in the road and through people's yards.

At dismissal <u>all walkers should use only the marked crosswalks</u>.

Students Who Ride Bicycles

- Should walk their bicycles on school grounds and across the supervised crossing areas
- Should NOT ride on the school sidewalks
- Should ride in the same direction as traffic staying to the side of the road
- Should not ride in the middle of the road or "criss-cross"
- Should obey traffic signs
- Bicycles should be paired in an orderly manner in the racks provided just east of the building. Bike locks should be used and will not be provided
- Skateboards and rollerblades should NOT be brought to school

<u>Parking is not permitted in the front circle drive during arrival and dismissal times</u>.

Those dropping off children may do so in the front location during the following hours: 7:30 A.M.-8:05 A.M.

Vehicles **<u>MAY NOT</u>** be parked or located in the bus lanes or fire lanes at **<u>ANY TIME</u>**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations will be asked to move. Failure to comply may result in being ticketed and/or towed by the police.

Washington Elementary School Handbook

Jacksonville School District #117

2020-2021



"Washington Wildcats: Leading and Learning Everyday"

Table of Contents

Message from the Principal and Staff 5
Introductory Information and General Notices 6
General School Information 6
Visitors 7
Equal Opportunity and Sex Equity 7
Animals on School Property 7
School Volunteers 8
Invitations & Gifts 8
Emergency School Closings 8
Video & Audio Monitoring Systems 9
Accommodating Individuals with Disabilities 9
Students with Food Allergies 9
Care of Students with Diabetes 9
Treats & Snacks 10
Suicide and Depression Awareness and Prevention 10
Attendance, Promotion & Graduation 10
Attendance 10
Student Absences 10
Release Time for Religious Instruction/Observance 11
Make-Up Work 11
Truancy 12
Exemption From PE Requirement [K8] 12
Grading & Promotion 13
Homework 13
Home and Hospital Instruction 13
Student Fees and Meal Costs 13
Fines, Fees, and Charges; Waiver of Student Fees 13
School Breakfast & Lunch Program 14
Bus Transportation 14
Bus Conduct 16
Parking 16
Health and Safety 17

Immunization, Health, Eye and Dental Examinations 17
Student Medication 18
Guidance & Counseling 20
Safety Drill Procedures and Conduct 20
Communicable Diseases 20
Discipline and Conduct 21
General Building Conduct 21
School Dress Code / Student Appearance 21
Student Behavior 22
Prevention of and Response to Bullying, Intimidation, and Harassment 27
Sexual Harassment & Teen Dating Violence Prohibited 28
Cafeteria Rules 30
Field Trips 30
Access to Student Social Networking Passwords & Websites 31
Student Use of Electronic Devices 31
Internet, Technology & Publications 32
Internet Acceptable Use 32
Guidelines for Student Distribution of Non-School Publications 34
Search and Seizure 35
Special Education 36
Education of Children with Disabilities 36
Discipline of Students with Disabilities 37
Access to Classroom for Special Education Observation or Evaluation 37
Student Records & Privacy 37
Student Privacy Protections 37
Student Records 38
Student Biometric Information 41
Parental Right Notifications 41
Teacher Qualifications 41
Homeless Child's Right to Education 42
Sex Education Instruction 42
Parent Involvement Compact (Title 1) 43
English Learners 44

School Visitation Rights 44
Pesticide Application Notice 44
Mandated Reporter 45
Unsafe School - Transfer 45
Sex Offender Notification Law 45
Sex Offender & Violent Offender Community Notification Law 45

Message from the Principal and Staff

Welcome to the 2020-21 School Year! Washington Elementary Principal, Mary Camerer and the staff would like to thank you for valuing your child's education. We look forward to providing your child the best academic and social experience that they can have as well as the ability to be a young leader. We are embedding leadership skills into our learning again this year by incorporating Stephen Covey's 7 Habits for students and staff.

Washington Elementary School's Vision:

Our Vision is to provide a high quality education with an emphasis on respect, cultural understanding, and college or career preparedness while empowering students to be leaders.

Washington Elementary School's Mission:

Washington Elementary: Leading and Learning Everyday!

We want to encourage all parents to get involved in their child's education by volunteering, assisting their child with homework and participating in Parent-Teacher Organization Meetings.

Please join us in welcoming a new year full of exciting learning opportunities!

Respectfully,

Mary Camerer

Washington Elementary Principal

Introductory Information and General Notices

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.jsd117.org or at the Board office, located at:

211 West State St.
Jacksonville, IL 62650

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

Mr. Noel Beard, President
Mr. Mike Lonergan, Vice-President
Mr. Steve Cantrell, Member
Heather Leonard, Member
Mr. Bob McBride, Member
Mrs. Jan Ryan, Member
Mrs. Teresa Wilson, Member

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

Mr. Steve Ptacek, Superintendent
Mr. Mike McGiles, Director of Operations

Mrs. Kelly Zoellner, Director of the Curriculum
Mary Camerer, Principal
Alyson Karsgaard, Dean of Students

Jody Albers, Administrative Assistant

The school is located and may be contacted at:

Washington Elementary School
524 S. Kosciusko St.

Jacksonville, IL 62650

217-243-6711

Visitors

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

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

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

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mr. Mike McGiles at Central Office, 217-243-9411.

Animals on School Property

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

School Volunteers

All school volunteers must complete the "Volunteer Information Form" and go to the District 117 Homepage and complete the Secure Volunteer application and pay the fee. Volunteers must be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should not be brought to school. The office is unable to release addresses and phone numbers of students.

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by as soon as possible. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

The school board adopted a "late-in" option for cold weather days. This schedule will be announced by the superintendent if the criteria for this type if schedule is met. If this option is used, Washington Elementary will open the doors at 9:30 and school will begin at 10:00 am. Dismissal will continue to be at 2:30. Please be sure to have your phone numbers up to date in Skyward so you will receive these important announcements on changes in our school day due to weather.

Video & Audio Monitoring Systems

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

these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Accommodating Individuals with Disabilities

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

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 243-6711.

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

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

Care of Students with Diabetes

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

a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

c. Sign the Diabetes Care Plan.

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

For further information, please contact the building principal.

Treats & Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Suicide and Depression Awareness and Prevention

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

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

Attendance, Promotion & Graduation

Attendance

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

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health or safety,

attending a military honors funeral to sound TAPS1 , or other reason as approved by the building principal.

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

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

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

In the event of any absence, the student's parent/guardian is required to call the school at **217-243-6711** before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Release Time for Religious Instruction/Observance

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

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

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students will have two days to turn in work missed during the excused absence. Students who are unexcused from school will not be allowed to make up missed work.

Truancy

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

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

Exemption From PE Requirement [K8]

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

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.301.

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

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

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:2

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

2. The student's class schedule.

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

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

Homework

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

Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician 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.

For information on home or hospital instruction, contact: Barbie Davidsmeyer, Director of Special Services at Clay Court at 217- 243-7402.

Student Fees and Meal Costs

Fines, Fees, and Charges; Waiver of Student Fees

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2.
3. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

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

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

School Breakfast & Lunch Program

All students at Washington Elementary receive free breakfast and free lunch.

Breakfast is served every school day from 7:30 a.m. to 7:45 a.m. Lunch is served every school day from 11 a.m. to 12:20 p.m., except when there is a 11 a.m. or earlier dismissal.

A student may purchase breakfast for $1.25. Breakfast may be purchased on a weekly basis for $6.25.

A student may bring a sack lunch from home or may purchase an extra school lunch for $2.15 and/or extra milk for $.40. Lunch may be purchased on a weekly basis for $10.75.

Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

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

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

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

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

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

For questions regarding school transportation issues, contact: Brent Dunn at the Bus Garage.

Bus Conduct

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

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

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

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

Parking

The school has numerous locations available for school visitor parking.

Those dropping of and picking up children may do so in the front of the building in the a.m. and p.m. on Kosciusko Street during the following hours: 7:30 a.m. – 8:00 a.m. and 2:30 – 2:45 p.m.. You may also drop off your child at the crosswalk by the basketball courts on Fayette Street in the mornings from 7:30 a.m. to 7:50 a.m.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Only staff vehicles may enter the staff parking lot at any time. Vehicles located in these locations may be ticketed and/or towed by the police.

Health and Safety

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

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

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with any other of the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an

immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

All students must provide proof of immunization against measles before they may attend JSD #117 schools, per school board policy.

Eye Examination

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

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack or access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Student Medication

Taking medication during school hours or during school-related activities is prohibited 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 by completing a "School Medication Authorization Form." No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure. Self-Administration of Medication A student may possess an epinephrine auto-

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

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

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if: 1 A school district may, but is not required, to adopt a policy on the maintenance of undesignated epinephrine injectors, undesignated asthma medication and undesignated opioid antagonists. Please consult district policy regarding these matters. Schools that maintain undesignated epinephrine auto-injectors, undesignated asthma medication or undesignated opioid antagonists must have parents complete the relevant portion of MSH 5.20-E1 (School Medication Authorization Form) or opt out of allowing school officials to administer an undesignated epinephrine auto-injector, undesignated asthma medication or undesignated opioid antagonist to their child.

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;

2. Copies of the registry identification cards are provided to the District; and

3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis. Medical cannabis infused product (product) includes oils, ointments, foods,

and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited.

The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Safety Drill Procedures and Conduct

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

Communicable Diseases

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.

4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice

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

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

Discipline and Conduct

General Building Conduct

Students shall not arrive at school before 7:30 a.m. and morning meeting begins at 7:45 a.m. Classes begin at 8:00 a.m. and students are dismissed at 2:30 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

School Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.

- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Student Behavior

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
    a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing

physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

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

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

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

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

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device.

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

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

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

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

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in

such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal Punishment

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

Weapons Prohibition

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or

threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

Complaint Managers:

Mr. Mike McGiles	**Timothy Chipman**
516 Jordan St.	516 Jordan St.
Jacksonville, IL 62650	Jacksonville, IL 62650
217-243-9411	217-243-9411
mmcgiles@jsd117.org	tchipman@jsd117.org

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

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

Sexual Harassment & Teen Dating Violence Prohibited

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or

2. Has the purpose or effect of:

    1. Substantially interfering with a student's educational environment
    2. Creating an intimidating, hostile, or offensive educational environment;
    3. Depriving a student of educational aid, benefits, services, or treatment; or
    4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement: Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

Steve Ptacek

516 Jordan St.

Jacksonville, IL 62650

217-243-9411

sptacek@jsd117.org

Complaint Managers:[1]

Steve Ptacek	**Timothy Chipman**
516 Jordan St.	516 Jordan St.
Jacksonville, IL 62650	Jacksonville, IL 62650

217-243-9411	217-243-9411
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Any person making a knowingly false accusation regarding prohibited conduce will likewise be subject to discipline.

Cafeteria Rules

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Field Trips

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

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;

- Other reasons as determined by the school.

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. 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

Student Use of Electronic Devices

Editor's Note: This handbook procedure is an *alternative* to the language currently found in handbook procedure 6.30. It is designed for schools that want a more descriptive procedure on student use of electronic devices. This handbook procedure and handbook procedure 6.30 are fully aligned with the Illinois Association of School Board's PRESS service. Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod©, ipad©, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.[1]

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:[2]

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.

3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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.

Internet, Technology & Publications

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;

5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

Use of E-Mail – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

Guidelines for Student Distribution of Non-School Publications

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

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

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

Search and Seizure

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

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons,

or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Special Education

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may

qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Mary Camerer
217-243-6711
Washington Elementary School

Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Access to Classroom for Special Education Observation or Evaluation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

Student Records & Privacy

Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the

student's school records. They are:

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**
   The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.
   These rights are denied to any person against whom an order of protection has been entered concerning the student**.**
2. **The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.**[1]
   A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.
3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**
   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of

the information, and an opportunity to inspect, copy, and challenge such records.
Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.
Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
   The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first
5. **The right to prohibit the release of directory information.**
   Throughout the school year, the District may release directory information regarding students, limited to:
   Name
   Address
   Gender
   Grade level
   Birth date and place
   Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
   Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
   Academic awards, degrees, and honors
   Information in relation to school-sponsored activities, organizations, and athletics
   Major field of study
   Period of Attendance in school

   Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.
6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Parental Right Notifications

Teacher Qualifications

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications. If you would like to receive any of this information, please contact the school office.

Standardized Testing

Students and parents/guardians should be aware that students in grades 3-6 will take standardized tests on Math, English and Language Arts. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;

5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

Educational organizations and schools:
Pre-schools and daycares.

Food bank and meal programs: The Salvation Army, Spirit of Faith Soup Kitchen and Foodbank.

Local service organizations (Goodwill, Salvation Army, etc.):

Family shelters:
Grace Methodist Church at the local Shelter.

Medical services:

Talk to Jody Albers, the Administrative Assistant in the office for this information

Other support:

Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian’s decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Parent Involvement Compact (Title 1)

The school annually has a meeting for all Parents/Guardians, which takes place at a PTO Meeting in September at 6 pm, at Washington Elementary School Media Center.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include:

Contact:

Contact:

Contact:

Contact:

The school provides Parents/Guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Barbie Davidsmeyer at 217-243-7402.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Barbie Davidsmeyer at 217-243-7402.

The state's resources on parental involvement can be located at http://illinoisparents.org/. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Mary Camerer, Principal at Washington Elementary at 217-243-6711.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Jody Albers, Administrative Assistant

Washington Elementary School
217-243-6711 or by e-mail at jalbers@jsd117.org

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Mandated Reporter

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Unsafe School - Transfer

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent /guardian may request a transfer to another public school within the district.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Law

Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry,

www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders,

www.isp.state.il.us/sor/faq.cfm

ACTION ITEM September 16, 2020

TO: Board of Education
FROM: Kelly Zoellner
SUBJECT: Approval of CLC Handbook

PROPOSED MOTION BY THE BOARD OF EDUCATION:
That the Board of Education approves the CLC Handbook for the 2020-2021 school year as presented.

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	RYAN	_____	_____	McBRIDE	_____
_____	BEARD	_____	_____	LEONARD	_____
_____	CANTRELL	_____	_____	WILSON	_____
_____	LONERGAN	_____			

Background Information:

No significant changes were made this year. The handbooks are updated annually with policies and recommendations from the Illinois Principals Association Model Student Handbook. Title IX information will need to be updated pending final language from IPA Model Student Handbook.

Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided access to the student handbook and school board policy on student behavior. I have read these materials and understand all the rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all school and school district rules, policies and procedures.

I understand that the student handbook and school district policies may be amended during the year and that such changes are available in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with school and school district rules, policies and procedures.

_____ _____

Student Signature Date

Parent/Guardian Acknowledgement

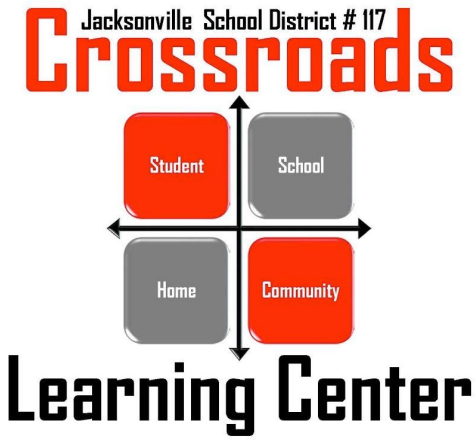
I acknowledge receiving and/or being provided access to the student handbook and school board policy on student behavior. I have read these materials and understand all the rules, responsibilities and expectations.

I understand that the student handbook and school district policies may be amended during the year and that such changes are available on the school district website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with school and school district rules, policies and procedures.

_____ _____

Parent/Guardian Signature Date



The school is located and may be contacted at:
30 N. Central Park Plaza
Jacksonville, IL 62650
217.243.0065

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.jsd117.org or at the Board office, located at 211 West State Street, Jacksonville, IL.

Return to Learning 20-21 - COVID-19 Guidelines

- **COVID-19 Symptoms During the School Day:** Students or staff members exhibiting COVID-19 symptoms (temperature greater than 100.4, fever, cough, shortness of breath/difficulty breathing, chills, fatigue, muscle/body aches, headache, sore throat, loss of taste or smell, congestion or runny nose, nausea, vomiting, diarrhea) or who test positive for COVID-19 must stay home. Once the school day begins, anyone exhibiting symptoms will be sent to the office in order to be separated to a safe area for quarantine. All areas used by the sick person will be closed until proper cleaning takes place. The school will work with JSD117 Central Office and Morgan County Health Department to contact trace to determine what individuals had close contact with the sick person. Anyone with close contact to the sick person should isolate at home for 14 days. Close contact means if the sick individual was within 6 feet for more than 15 minutes.

- **COVID-19 Positive Cases and Absence from School**: IDPH does not recommend testing for all students and staff before attending school and does not require additional testing to return to school. They are using symptom-based guidance. A positive case or symptomatic person is required to isolate for a minimum of 10 days after symptom onset and can be released after afebrile (without fever) and feeling well (without fever reducing medication) for at least 72 hours (3 days). Asymptomatic carriers must remain in isolation for 10 days from date of test. Example: A case that is well on day 3 and afebrile and feeling well for 72 hours must remain in isolation through day 10. Example: A case that is still symptomatic on day 10, and symptoms last until day 12, cannot be released until at least day 15. Close contacts must remain quarantined for 14 days after the last/most recent contact with the person when they were infectious. If a contact becomes symptomatic, they then should follow isolation rules.
- **Students Attendance/Grading**: All students are expected to attend school everyday. Daily attendance will be taken for in-person and remote students. Truancy guidelines will continue to be followed. Grades will be determined and given for all classes.
- **Masks and PPE**: Anyone entering the school must wear a facemask. They must be appropriate for the school environment. They may be removed for eating breakfast and lunch. Students choosing not to wear their masks will be sent home for insubordination. Teachers may remove their masks during filming in their classrooms by themselves with the door shut, but they must wear them at all other times. Anyone can choose to wear other school appropriate forms of PPE, in addition to masks, but are not required to do so.
- **Outside Visitors**: Outside visitors will have extremely limited access to District 117 property. Any visitor (parent, grandparent, other family member, delivery driver, salesperson, etc.) will be required to self-certify their health, wear a mask and are highly encouraged to make an appointment before visiting. All visitors must have a mask on while inside the building. While there are times for visitors to come to the school, JSD117, and ISBE guidance, discourages visitors to our buildings as much as possible during the COVID-19 pandemic. The office staff will be vigilant in watching for visitors to the building coming up to the security door and do their best to conduct business through the office security door when possible.
- **Self-Certification and Health Screening**: We will likely have families self-certify that they are checking temperatures. More information will be provided, as we finalize this process. All students/teachers/staff members need to use hand sanitizer/wash hands upon entry to school, entering the classroom, and after coughing or sneezing. Teachers/Staff members will likely self-certify themselves.
- **Social Distancing**: Students are encouraged to walk single-file and not side by side while keeping 6 feet between them and the person in front of them/behind them as much as possible.
- **Water Bottles and Fountains**: Students will be encouraged to bring a water bottle(s) to drink from during the day. Bottles need to have closable lids on them to help prevent spills in classrooms and hallways. Bottles are subject to search

based upon reasonable suspicion of an inappropriate substance present. Students will be allowed to refill bottles at the water fountain/bottle fill stations but must maintain a 6-foot social distance. An “X” will be placed on the floor to help students understand the distance they need to keep. Water fountains will be “bottle fill only” and students will not be able to drink directly from them.

- **Restrooms**: Students will be allowed to use the restrooms but must maintain a 6-foot social distance. An “X” will be placed on the floor to help students understand the distance they need to keep. All students/teachers/staff members need to use hand sanitizer/wash hands prior to and after using the restroom.
- **Arrival and Dismissal Times**: CLC students will arrive between 9 - 9:15 and leave at 3:30
- **Cleaning and Sanitizing**: All students/teachers/staff members need to use hand sanitizer/wash hands upon entry to school, entering the classroom, and after coughing or sneezing. Students/teachers/staff members need to use hand sanitizer/wash hands prior to and after eating breakfast and using the restroom. Teachers/students need to sanitize shared items each hour. This includes but is not limited to door handles, desks, chairs, writing utensils, computers/computer screens/computer keyboards/computer mice. Group work/projects is still allowed, but teachers and students must remember to wear masks and use disinfectants/hand sanitizers when possible. Hand sanitizer dispensers have been added to each classroom. Teachers will have wipes and hand sanitizer in classrooms. Numerous hand sanitizer pumps are available for use throughout the building in classrooms and hallways. Custodial staff will deep clean the building each day.
- **Special Services**: A high priority will be placed on providing in-person instruction for students who have Individualized Education Programs (IEP’s) and 504 Plans. Individualized considerations may include remote instruction for medically fragile students and students who demonstrate behaviors that may lead to safety concerns for staff and students. All meetings will occur as scheduled by the case managers and administrators. Meetings will be held virtually, as much as possible. All IEP meetings will continue to be held in accordance with special education timelines. All appointments and meetings with school staff will be scheduled in advance. Students who have chronic medical conditions will have their individual situation assessed by the school nurse. Health Care Plans, Individual Education Plans, 504 Plans, and any other relevant documentation will be reviewed. Schools will contact the student’s parents/guardians as well as the student’s physician, if needed. All students will be required to wear a face mask in accordance with the ISBE-IDPH guidelines. Should parents/guardians provide documentation from their child’s physician stating that wearing a face mask would pose a significant health risk to the student, the IEP and/or 504 team will meet to consider the recommendation. Adjustments will be made to the student’s plan as determined appropriate by the IEP and/or the 504 team. Individualized Remoted Learning Plans will be developed and modified as needed to address each student’s Individualized Education Plan (IEP). Each Remote Learning Plan will be individualized and

work to address IEP goals and consider accommodations/modifications that are needed for access to remote or a blended in-person learning model. These Remote Learning Plans will identify what services will be provided to each student. Students who receive related service minutes in the IEP will receive services using consultation/collaboration with case managers, video conferencing, hands-on tasks provided by the therapists, online materials, or materials that have been provided for families. District 117 staff will continue to work collaboratively with Four Rivers service providers to deliver services to all our students.

- **PE**: PE will not be a class offered during the day. However, students will be required to log daily physical activity and return the log to school to receive credit for the course.
- **In-Person Instructions**: Mrs. Gallo (CLC) will send information to the parents of in-person students to share the format of the class day.
- **Remote Instructions**: Ms. Dillard will arrange for the delivery of Chromebooks to those students who need them. Mrs. Gallo (CLC) will send information to the parents of remote learners to share more specific expectations for the remote learning students.

General Building Conduct

1. CLC will follow all Jacksonville School District #117 policies.

2. Students will turn in all electronic devices and all possessions upon arrival to CLC. Belongings will be stored in locked drawers and will be returned to students after successful completion of their school day.

3. Students will be "wanded" with a hand-held metal detector and searched before entering the facility. Students will be required to remove their shoes for the search.

3. Students will be escorted to the restroom and water fountain.

4. Students are allowed to bring unopened water bottles to school.

5. Breakfast and lunch will consist of a school meal or a packed meal brought from home. Food may not be delivered to students during the day. Mealtimes are not social times.

6. Student interactions will be monitored and limited to social skills training sessions.

7. CLC dress code is consistent with that of the home school. If students arrive and are not dressed appropriately for school, they will be required to change into something at CLC or spend the day in isolation.

a. Hats and clothes with hoods are not allowed.
b. Jewelry and accessories that pose a potential health hazard are not allowed.
c. Pants must be worn at waist level.
d. Skirts and shorts must be fingertip length or longer.
e. Garments with holes above fingertip length will not be allowed.
f. Shirts must cover the torso and the shoulders.
g. Logos on clothing must be school appropriate.

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 217.243.0065 before 9:00 a.m. to explain the reason for the absence.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Bus Transportation

The district provides bus transportation to and from school for all CLC students. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the principal. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

Student Medication

Taking medication during school hours is prohibited 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, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance. Expelled students must meet academic, social and emotional goals to qualify for reintegration into their home schools.

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with any other of the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

All students must provide proof of immunization against measles before they may attend JSD #117 schools, per school board policy.

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all

students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

c. Sign the Diabetes Care Plan.

d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

a. Parents are required to notify the school nurse if they suspect their child has a communicable disease.

b. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

a.. Parents are required to notify the school nurse if they suspect their child has head lice.
b. Infested students will be sent home following notification of the parent or guardian.
c. The school will provide written instructions to the parent or guardian regarding appropriate treatment for the infestation.
d. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Internet Acceptable Use

All use of the electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the district's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or building principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;

b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;

c. Downloading of copyrighted material for other than personal use;

d. Using the network for private financial or commercial gain;

e. Wastefully using resources, such as file space;

f. Hacking or gaining unauthorized access to files, resources, or entities;

g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;

h. Using another user's account or password;

i. Posting material authored or created by another without his/her consent;

j. Posting anonymous messages;

k. Using the network for commercial or private advertising;

l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and

m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.

b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.

e. Do not use the network in any way that would disrupt its use by other users.

f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.

c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The district’s email system, and its constituent software, hardware, and data files, are owned and controlled by the school district. The school district provides email to aid students as an education tool.

a. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.

b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

c. Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

e. Use of the school district’s email system constitutes consent to these regulations.

Search and Seizure

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well

as of students and their personal effects. "School authorities" includes school liaison police officers.

School 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 building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, backpacks, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities

Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

ACTION ITEM September 16, 2020

TO: Board of Education
FROM: Kelly Zoellner
SUBJECT: Approval of Jacksonville Middle School Handbook

PROPOSED MOTION BY THE BOARD OF EDUCATION:
That the Board of Education approves the Jacksonville Middle School Handbook for the 2020-2021 school year as presented.

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	RYAN	_____	_____	McBRIDE	_____
_____	BEARD	_____	_____	LEONARD	_____
_____	CANTRELL	_____	_____	WILSON	_____
_____	LONERGAN	_____			

Background Information:

No significant changes were made this year. The handbooks are updated annually with policies and recommendations from the Illinois Principals Association Model Student Handbook. A summary of changes has been added to the end of the proposal.

JMS Handbook Updates 2020-2021

Page 3. Added Temporary Schedule for 2020-2021 (CV19)

Page 3. Removed Handbook Acknowledgement signature page as this is part of the online registration process.

Page 13. Cell Phones and Electronic Devices. Added: Wireless speakers are not allowed at school.

Page 13. Cell Phones and Electronic Devices. Added: This includes, but is not limited to recording fights, or making recordings that include others in the background without their permission.

Page 15. Dress Code. Added Slippers to shoes not allowed at school.

Page 16. Updated per state law. Related Services Log

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Page 19. Updated per state law. Home and Hospital Instruction. Added physician assistant or licensed advanced practice registered nurse.

Page 21. Updated per state law. Medication. Students with epilepsy may possess and self-administer supplies, equipment, and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Page 22. Updated per state law. Notice to Parents About Educational Technology.

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians

- Other activities that are for the use and benefit of the school district

Page 23. Updated per state law. Pandemic Preparedness; Management; and Recovery

This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.

8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Page 27. Updated per state law. Student Visitation Rights. Added academic meetings, and behavioral meetings.

Page 28. Updated per state law. Student Searches. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on social networking website that violates the school's disciplinary rules of school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password of other related account information to gain access to the student's account of profile on a social networking website.

Page 28. Remove per updated law.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

State law requires the District to notify students and their parents/guardians that school officials may 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. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

Page 28. Updated per state law. Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during the questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social

worker, psychologist, nurse, counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Page 29. Update per state law. Student Behavior. Added: vapes, vape pens, or vaping related products.

Page 31. Updated per state law. Student Behavior. When and Where Conduct Rules Apply. Added: During periods of remote learning.

Page 32. Updated per state law. Student Behavior. Isolated Time Out, and Physical Restraint.

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

Page 34. Tardy Policy. Updated to be consistent with Crimson Pride Leveling. Students are allowed 5 tardies each leveling term (midterm/quarter) before disciplinary action will be taken.

Page 35. Update per state law. Visitors.

Any person wishing to confer with a staff member should contact the staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner of use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, and object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or

illegal drug consumption is detectible, regardless of when and/or where the use occurred.

10. Use of possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.

11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.

13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.

14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.

15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.

16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or school function.

Page 63. Updated Crimson Pride Leveling System.

Orange Level: allow 1 F and extracurricular privileges. Added: Any student on No Level for Grades ONLY will still have pass privileges.

Jacksonville Middle School



School Agenda
2020-2021

Regular Bell Schedule

EB 7:15-8:07
1st 8:14-9:06
2nd 9:10-10:02
3rd 10:06-10:58
4th/5th 11:02-1:20
6th 1:24-2:16
Adv. 2:20-2:55

A Lunch
Lunch 10:58-11:28
4th 11:32-12:24
5th 12:28-1:20

B Lunch
4th 11:02-11:54
Lunch 11:54-12:24
5th 12:28-1:20

C Lunch
4th 11:02-11:54
5th 11:58-12:50
Lunch 12:50-1:20

Early Dismissal (1 Hour Early)

EB 7:15-8:00
1st 8:14-8:59
2nd 9:03-9:48
3rd 9:52-10:37
4th/5th 10:41-12:45
6th 12:49-1:34
Adv. 1:38-1:55

A Lunch
Lunch 10:37-11:07
4th 11:11-11:46
5th 12:00-12:45

B Lunch
4th 10:41-11:26
Lunch 11:26-11:56
5th 12:00-12:45

C Lunch
4th 10:41-11:26
5th 11:30-12:15
Lunch12:15-12:45

SIP Early Schedule

EB 7:15-7:53
1st 8:14-8:52
2nd 8:56-9:34
3rd 9:38-10:16
6th 10:20-10:58
4th/5th 11:02-12:52
Adv. No Advisory

A Lunch
Lunch 10:58-11:28
4th 11:32-12:10
5th 12:14-12:52

B Lunch
4th 11:02-11:40
Lunch 11:40-12:10
5th 12:14-12:52

C Lunch
4th 11:02-11:40
5th 11:44-12:22
Lunch12:22-12:52

Emergency Day (2 Hour Late Start)

EB No Early Bird
1st 10:14-10:51
2nd 10:55-11:32
4th/5th 11:36-1:24
3rd 1:28-2:05
6th 2:09-2:46
Adv. 2:50-2:55

A Lunch
Lunch 11:32-12:02
4th 12:06-12:43
5th 12:47-1:24

B Lunch
4th 11:36-12:13
Lunch 12:13-12:43
5th 12:47-1:24

C Lunch
4th 11:36-12:13
5th 12:17--12:54
Lunch 12:54-1:24

2020-2021 Temporary Daily Schedule (CV19)

Doors Open- 7:55

1st Hour 8:15-9:04

2nd Hour 9:07-9:56

3rd Hour 9:59-10:48

4th Hour 10:51-11:40

5th Hour 11:43-12:32

Student Expectations

BE RESPONSIBLE…students have the responsibility of participating fully in the serious business of learning. Students must report to school and to all scheduled classes regularly and on time, remain in classes until dismissed by the teacher, pay attention to instructions, complete assignments to the best of their ability and request help when it is needed. KNOWLEDGE IS POWER!

BE RESPECTFUL…students have the responsibility of showing respect for the knowledge and authority of their teachers and other adults in the building. Remember that any adult in the building has the authority to correct students. Students should not defy authority. Students must use acceptable language when addressing adults. Students have the responsibility of recognizing the rights and human dignity of themselves and fellow students. For example, students must refrain from name-calling, fighting, harassment, belittling or engaging in deliberate attempts to embarrass or harm another student. Students must use acceptable language when addressing each other. Students are expected to keep their hands, feet, and hurtful comments to themselves. This also includes respecting others' property including trappers, supplies, and clothes of classmates. RESPECT OTHERS! Treat others as you wish to be treated!

BE SAFE…students must report to school and to all scheduled classes regularly and on time. They are to remain in classes until the teacher dismisses them. Students are expected to use time wisely and for the promotion of a positive learning environment and avoid any behavior that has a negative effect on learning. Students must cooperate by maintaining reasonable orderliness in the school and by taking care of books and other instructional materials in the classroom. Lockers, cafeteria, restrooms, school blacktop, and locker rooms are examples of other places students should maintain safe behavior. Take pride in your school!

Jacksonville Middle School Staff

The faculty and staff wish to welcome you! We are here to assist you in any way possible with your development and education. If you have any questions or concerns, contact the JMS Office and arrange an appointment. The office is open Monday through Friday 7:30 A.M. to 4:00 P.M. and the phone number is 243-3383. A staff directory with contact information can be found at jms.jsd117.org.

Handbook Acknowledgement

Parents and Students- Please make sure to read the enclosed handbook. Agreement of acknowledgement of all rules and expectations is part of the registration process that you must complete. It is the responsibility of the student and parent to follow all of the rules and expectations of the school and understand the consequences for failing to follow the requirements. This handbook may be amended during the year to provide a learning environment that supports the socio-emotional and academic development of students. This handbook is applicable to all students upon the implementation of any change. The administration will communicate in a timely fashion with parents and students of any changes to the handbook.

Table of Content

JMS Handbook

Accommodating Individuals with Disabilities..... 09
Agenda..... 09
Animals on School Property..... 09
Arrival..... 09
Assignments..... 09
Attendance……...09-10
Awards……....10
Bicycles and Skateboards..... 11
Breakfast and Lunch……..11
Bullying……..……11
Bus Transportation……..…..12
Care of Students with Diabetes & Food Allergies
……12-13
Cell Phones and Electronic Devices……..…13
Chain of Command..... ….13
Classroom Discipline..... 14
Computers..... 14
Crimson PRIDE……..…14
Discipline of Students with Disabilities……...14
District 117 Behavior & Discipline Code..... .14
Dress Code..... 14-15
Education of Students with Disabilities..... .15-16
Eligibility for Extracurricular Activities……....16
Emergency School Closings..... 16
English Language Learners..... 17
Equal Opportunity and Sex Equity..... 17
Extracurricular Code of Conduct..... 17
Facility Usage..... 17
Family Life and Sex Education……..…..17
Field Trips……..……17
Fines, Fees, & Charges; Waiver of Student Fees... 18
Food & Wellness..... 18
General School District Information..... 18
Grades..... 18
Handbook Acknowledgement..... 04
Handouts/Advertisements/Fundraising..... 18
Head Lice..... 18-19
Health Information……..19
Home and Hospital Instruction..... 19
Homeless Child's Right to Education……...20
Homework……..…20
Human Growth and Development.……20
Invitations & Gifts..... 20
Lockers……20
Loitering..... .20
Lost and Found..... 20
Mandated Reporter……..……20
Media Center..... 20-21
Medication……21-22
Notice to Parents About Educational
Technology……...22-23
Pandemic Preparedness; Management; &
Recovery……..…23
Parking..... 24
Personal Property..... 24
Physical Education..... 24
Request to Access Classroom or Personnel for
Special Education; Evaluation or Observation..... 24
Residency..... 24
Response to Intervention (RtI)……..……...25
Rights, Responsibilities and Expectations of
Stakeholders..... 25-26
Safe School Drills..... 26
School Counselors..... 27
School Insurance..... 27
School Messenger……....27
School Visitation Rights……...27
School Volunteers..... 27
Search and Seizure..... 27-28
Security Cameras..... 28
Sexual Harassment & Teen Dating Violence.....
.28-29
Skyward Family Access..... 29
Student Behavior……..……29-32
Student Expectations……..……..04
Student Privacy Protections……...32-33
Student Records……..……33-34
Suicide & Depression Awareness & Prevention.….34
Talented and Gifted Services..... 34
Tardy Policy..... 34
Telephone..... 34
Textbooks..... 34
Truancy……..……34-35
Video & Audio Monitoring Systems..... 35
Violent Offender & Sex Offender Notification Law....35
Visitors to School..... .35-36
Web Site..... 36

Student Reference Section

75 Most Commonly Misspelled Words..... 38
Bell Schedules…….. ….front cover
Citing Sources in Report..... 49
Crimson PRIDE matrix and rubric……..back cover
Effective Endings..... 40
Grabbers..... 39
Leveling Dates……..…08
MAP Goal Setting…….....59
Map of USA..... 58
Math Assessment Reference Sheet…….....56-57
Multiplication Table..... 55
Narrative Beginnings, Reflections and Guidelines. 43
Narrative Writing Checklist..... 42
Narrative Writing Rubric……..…46-47
Passionate Words..... 41
Persuasive Writing Checklist..... 41
Persuasive Writing Rubric……44-45
Reading Response Math Rubric..... 54
Reading Response Reading Rubric..... 52
Reading Response Science Rubric..... 53
Reading Strategy Checklist..... 37
Student Schedule……....06-07
Student Usernames……..08
Transitions……...48-49
Works Consulted……..…50-51

STUDENT SCHEDULE

QUARTER 1	Class	Teacher	Room
1st Hour			
2nd Hour			
3rd Hour			
4th Hour			
5th Hour			
6th Hour			
Adv/WIN time			

QUARTER 2	Class	Teacher	Room
1st Hour			
2nd Hour			
3rd Hour			
4th Hour			
5th Hour			
6th Hour			
Adv/WIN time			

QUARTER 3	Class	Teacher	Room
1st Hour			
2nd Hour			
3rd Hour			
4th Hour			
5th Hour			
6th Hour			
Adv/WIN time			

QUARTER 4	Class	Teacher	Room
1st Hour			
2nd Hour			
3rd Hour			
4th Hour			
5th Hour			
6th Hour			
Adv/WIN time			

STUDENT USERNAMES

Skyward:_____

Computer Login:_____

Schoology:_____

Locker Number/Combo:_____

Other:_____

Publishing Note: 1" x 2 ⅝" for
Avery 48260 Label

Computer password # /Media Center Barcode

Leveling Dates

TERM	DATE	TERM	DATE
M1		M3	
T1		T3	
M2		M4	
T2		T4	

Building and District Information

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities are welcome to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

AGENDA

This Agenda is a very important learning tool at JMS. It is used for recording assignments, hall passes, and teacher to parent communication. Students should have it with them at all times, as not having it will prevent them from receiving passes. Students who have lost their Agendas should report it to the counselor or office. Replacement Agendas are available to purchase in the main office. While a majority of board policies are listed within the agenda, the full handbook is located on the JMS website: jms.jsd117.org

ANIMALS ON SCHOOL PROPERTY

In order to ensure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

ARRIVAL

The school building will open at 7:30 A.M. Students will be required to wait outside until that time. Students wishing to see teachers upon their arrival should secure a pass before proceeding to a classroom.

ASSIGNMENTS

Each student will keep a record of daily assignments in his/her agenda. Students are expected to be responsible for completing lessons at school and at home as homework if necessary. Students are responsible for collecting homework missed during an absence.

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

In the elementary setting, attendance is taken at the beginning of the day and again after lunch. In the 6th-12th grade setting attendance is taken at the beginning of the day as well as each period/class of the day.

Attendance Definitions: There are two types of absences: excused and unexcused.

Excused absences include illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for

ensuring that such assignments are completed by the student prior to his or her return to school. All other absences are considered unexcused.

Unexcused absences include: All other absences that do not fall under the definition of excused. Examples of unexcused absences include, but are not limited to: oversleeping, running errands, staying at home to provide daycare for siblings, shopping with family or friends, minor aches and pains, ordinary weather conditions, vacations, business that could be held outside of regular school hours, and unsecured transportation.

Other Attendance Practices

Pre-arranged Absences

Families are encouraged to use the pre-arranged absence process in the event an absence from school can be predicted. This process helps with communication regarding assignments, make-up work, and the Crimson PRIDE level system.

Forms for approval are available in the school office. Upon completion of the form, the principal will review the purpose of the pre-arranged absence. The purpose will be evaluated in accordance with the definitions for excused and unexcused absences. After the administrative evaluation, the family will be notified if the pre-arranged absence is an excused absence or unexcused absence.

Absences Due to Illness

Many studies show that successful performance in school is dependent upon regular student attendance and participation. Successful performance in school can directly impact the choices available to students later in life. Because of the magnitude of this impact, school officials are required to monitor student attendance. One piece of this monitoring includes the oversight of student health needs in relationship to their attendance and scholastic advancement.

It is the practice of District 117 to require that if a student is continually sick and repeatedly absent from school due to illness that said student must be under the supervision of a physician in order to receive an excuse from attendance. The diagnosis of the licensed medical professional is used to support the parent in parenting and to support the school with the delivery of services. Without the support of the medical professional, valuable time and resources could be misdirected.

It is the practice of District 117 to require a doctor's excuse after 10 days of excused absence (within an academic year) based on communications from the parent or guardian that their child is ill. All absences after the 10 day mark are recorded as unexcused unless a remedy is established between the school and the family. In the event a student has a chronic or documented health condition, parents should readily communicate this to school officials for documentation in the student file. This communication will secure that all resources can be reviewed to support the child and family in the school setting.

Students and families who abuse the approved and excused absences policy will be considered to have committed academic dishonesty. Examples of abuse include falsifying an illness or family emergency, falsely claiming that attendance at the event is required, falsely claiming to have attended an event, or falsely claiming that an absence is approved. If a school official determines that a student/family is guilty of falsifying attendance information, consequences are outlined in the Behavior Consequence chart at the end of this handbook.

Notification of the School

In the event of any absence, the student's parent or guardian is required to notify the school before 8:00 a.m. to explain the reason for the absence. If notification has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will document a call to the parent or guardian to inquire why the student is not at school. In the event that communication does not occur between the parent/guardian and the school, the student will be required to submit a signed note within 48 hours of the recorded absence. The note should include: student name, parent name, date of absence, reason for absence, and parent signature. Failure to do so shall result in an unexcused absence.

AWARDS

Eighth grade students are eligible to earn the following awards at the end of the year. American Legion Award, Art Award, David Glover Award, Music Award, Spanish Award, Alexander Sweatman Student-Athlete Award, Physical Education Award, Language Arts Award, George Elliott Math Award, Illinois Council for Teachers of Mathematics, Social Studies Award, Don Kirchoffer Science Award. In addition, 8th graders who maintain straight A's for three academic years will be recognized at promotion.

BICYCLES & SKATEBOARDS

Bikes are to be parked and locked to the bike racks and skateboards kept in the student's locker. For the safety of all concerned, all bikes and skateboards are to be walked when on school property. Hoverboards are not allowed at school.

BREAKFAST AND LUNCH PROGRAMS

Breakfast is served every school day from 7:30 a.m. to 8:00a.m. Lunch is served every school day, except when there is an 11:00 a.m. or earlier dismissal. Students may bring their own lunch, purchase milk and a la carte items in the lunch line or purchase a full school lunch. Bringing in outside (fast food type) lunches is discouraged. Energy drinks should not be brought to school.

Students may pay for food purchased at school with cash or by using the Skyward lunch account. Money may be credited to the account by placing a check made out to District 117 and given to the cashier or school secretary. Parents may check account balances and usage through their Skyward Family Access account. Parents wishing to have their child eat lunch with them may do so by signing them out for the lunch period in person through the main office. 2019-2020 Prices: Breakfast- $1.50 Lunch- $2.25

BULLYING

Preventing Bullying, Intimidation & Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, 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:

· During any school-sponsored education program or activity.

· 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.

· Through the transmission of information from a school computer, a school network, or other electronic school equipment.

· Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

· Placing the student or students in reasonable fear of harm to the student's or students' person or property;

· Causing a substantially detrimental effect on the student's or students' physical or mental health;

· Substantially interfering with the student's or students' academic performance; or

· Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing. **Complaint Managers:** Mr. Gary Barlow, Principal: 243-3383 *or* gbarlow@jsd117.org **OR** School Counselor- 243-3383

BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by a building administrator, and may result in school disciplinary action.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact: 245-6624.

CARE OF STUDENTS WITH DIABETES AND FOOD ALLERGIES

If your child has diabetes or food allergy and requires assistance with managing this condition while at school and school functions, a Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

Inform the school in a timely manner of any change which needs to be made to the Care Plan, any changes to their emergency contact numbers or numbers for health care providers on file with the school for their child, Sign the Care Plan, and Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Care Plan.

For further information, please contact the Building Principal. Parents providing accurate and timely information to the school will allow the school district to review all available resources to best serve the student's needs.

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

CELL PHONES & ELECTRONIC DEVICES

Students' electronic devices and accessories (cell phones, phone watches, headphones, earbuds, etc.) must be powered off and out of sight during the educational day. Wireless speakers are not allowed at school. If a student needs to use an electronic device, he or she may do so with the permission of a staff member and under the staff member's supervision. Students are not allowed to take pictures or video of anyone without explicit permission. This includes, but is not limited to recording fights, or making recordings that include others in the background without their permission. The school administration may allow the use of electronic devices prior to the educational day and during lunch time, in the cafeteria, provided these do not negatively impact the school culture or environment. **This privilege may be revoked at any time.** Violations of this policy will result in confiscation of the device and/or disciplinary consequences. Office and classroom phones are for school district business and emergencies only. Students may use the telephone on the counter in the Main Office, with permission from the secretary.

CELL PHONE VIOLATION POLICY

If students are caught with their cell phone or using phone watch when not permitted, the following protocol will be followed:

1st Offense- Confiscated for the remainder of the day.

2nd Offense- Confiscated for the remainder of the day and student will be given a lunch detention.

3rd Offense- Confiscated from the student. Parent/Guardian must come pick up the phone. Phone will NOT be released to the student or anyone not on the students contact list.

4th Offense- Confiscated from the student. Parent/Guardian and student must have an in-person conference with administration and then the parent/guardian will be given the phone to take home, the student will be given a lunch detention or further disciplinary action.

CHAIN OF COMMAND

The Jacksonville School District takes pride in its communication efforts with all stakeholders of the District. To ensure that parent concerns or issues are heard by the appropriate individual who can resolve the issue at the point of origin and provide a direct response, the Board of Education asks that parents follow the District's Chain of Command outlined below. It is the intent of the Chain of Command to resolve concerns and issues during the earliest steps with the individual(s) directly involved with the concerns

Step 1) In the event of a concern, a parent or community member should contact the teacher, supervisor, coach or staff member who is directly involved with the concern or situation

Step 2) If a parent or community member has completed Step 1 and feels that the issue/concerns was not remedied, they should contact the building Principal, Director of the program, or the Athletic Director

Step 3) If a parent or community member has completed Steps 1 and 2 and feels that the issue/concern warrants yet further discussion, the parent or community member should then contact Central Office

Step 4) If the issue/concern of the parent or community member still remains after the completion of Steps 1, 2, and 3, the parent or community member should contact a Board of Education member. The Board of Education member in consultation with the Board of Education President and Superintendent will redirect the individual back to the appropriate level or request that the concern be placed on the Board of Education agenda for full Board discussion.

CLASSROOM DISCIPLINE

Appropriate behavior in the classroom is essential for learning. Teachers establish classroom procedures to create an atmosphere that is conducive to student learning. Any student who is disruptive to the learning process is subject to discipline by the classroom teacher. Should a teacher assign a consequence, students are required to serve that consequence.

COMPUTERS

Computers are to be used only under teacher supervision. Students must have on file an Authorization for Use (AUP) that has been signed by a guardian as well as the student before being allowed to use any computer at JMS. Access to the Internet should be made using the links provided through the JMS website or other web addresses provided by a teacher.

CRIMSON PRIDE

It is our goal to provide a system of supports for students who are identified as at-risk through objective criteria. Students will be acknowledged and offered interventions for meeting specific expectations established by the school based on data collected regularly throughout the school year. Expectations are established for student behavior, attendance and academic performance.

Crimson P.R.I.D.E.

Crimson PRIDE stands for Productive, Responsible Individuals Dedicated to Education. Students will be taught the Crimson PRIDE expectations of Be Responsible, Be Respectful and Be Safe throughout the school year. The Crimson Pride expectations are aligned with the Illinois State Board of Education's Social Emotional Learning Standards. Students who successfully meet those expectations will be acknowledged through a variety of planned activities and opportunities, as well as be awarded a level which includes privileges that are unique to each level. Students who need assistance with meeting the objectives will be offered interventions to support their needs.

Student Identification

Students will be issued ID cards following registration and will be expected to be able to produce the ID card upon request. Throughout the year, as students earn privileges they will need to show the ID card to access those privileges. Privileges may include opportunities during the school day as well as attendance at extracurricular activities at JMS and JHS. Failure to produce a valid ID card may prohibit a student's access to an earned privilege.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

DISTRICT #117 BEHAVIOR & DISCIPLINE CODE

All aspects of the Building Policies and Disciplinary Procedures are aligned with the Jacksonville District #117 Behavior & Discipline Code. Copies can be found in the following places: District web page: www.jsd117.org, District calendar each family receives at registration, and at Central Office.

DRESS CODE

Students are expected to be clean and neat in appearance and the clothing worn is expected to be appropriate to the school situation. The administration reserves the right to send home any student wearing clothing or accessories deemed inappropriate for the educational environment; time missed will be unexcused. Recurring violations of the dress code may result in disciplinary action.

What to wear to school:

Tops/Shirts—Wear tops that cover the shoulder completely, are long enough that a raised hand does not show any skin.
Pants/shorts/skirts—Wear pants, shorts and skirts that extend beyond fingertips extended at the student's side and stay at the waist.

Shoes—Wear shoes that have a back at all times while at school.

What not to wear (or bring) to school:

This list is to be used as a guide and is not intended to be all inclusive

Tops/Shirts

- See-through, mesh, or ripped
- Tops that are too tight, too short, low cut, or expose back, chest, or shoulders

Pants/shorts/skirts

- Pajama pants or boxer shorts
- Tights, or see through leggings, unless worn under an appropriate length clothing article (beyond fingertips)
- Pants with holes or rips higher than fingertips extended at the student's side, or have excessive holes/rips
- Pants that fall below the waist or expose clothing worn under them. No sagging.

Shoes

- No flip flops, athletic slides, slippers, or shoes/sandals without a back

Accessories

- Chains; necklaces with large links, pendants, or beads; excessively large or distracting earrings; studded necklaces or bracelets; and wristbands
- Purses, backpacks, fanny packs, string bags, and gym bags are to be kept in lockers during the school day
- Head coverings of any kind; hats, combs, hair picks, rollers, bandanas, sunglasses; these are to be kept in lockers

Other

- Clothing or body art with sexual/drug/alcohol/racial/gang/dual meaning or otherwise inappropriate design
- Body or clothing graffiti
- Clothing that has holes in inappropriate places
- Coats, hats and outerwear are to be kept in lockers during the school day
- No hoods are to be worn in the school building
- Food and drinks are to be consumed in the commons area only
- Other items not named on this list may also be restricted if they interrupt the educational process or pose a safety concern.

EDUCATION OF STUDENTS WITH DISABILITIES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. This identification process includes the RtI growth model.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from Jacksonville School District's Director of Special Services.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more

major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information contact the principal.

Related Services Log

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

In addition to offerings in the academic area, a number of extracurricular activities that encourage physical and social growth are available for students. The administration and staff at Jacksonville Middle School encourage extracurricular participation.

JMS follows the guidelines for eligibility as defined by the Illinois Elementary School Association, which states that students who participate in extracurricular activities, other than regularly scheduled class, maintain passing grades in all classes. A student who is failing any academic or elective class will be ineligible the following week. Eligibility is posted by teachers on Friday by 3:30 p.m. and reported to coaches. Students declared ineligible may practice the following week, but not participate in activities or competition, or travel to away games.

A student who has been declared ineligible for three weeks of the season shall not be eligible for J's or any other post-season awards (team captain, most valuable, sportsmanship, etc.). This applies to all extra-curricular activities which take students from classes - sport teams, Scholastic Bowl, student council, cheerleaders, pom pons, band, orchestra, choir, etc. Students must attend school at least half the school day to participate in a practice or competition/activity after school.

EMERGENCY SCHOOL CLOSINGS

In cases of inclement weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced as soon as possible to accommodate family needs. If inclement weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

Local media sources that receive school closure information include:

WJIL 1550 AM, WLDS 1180 AM, WEAI 107.1, WJVO 105.5, Channel 20 News

School Messenger messages will also be used to communicate with parents regarding emergency school closures. Skylert is a school-to-parent notification system service that allows the District to make one phone call, record a detailed voice message, and send it immediately to parents. It is very important that parents keep the school informed of any change in telephone number.

If it becomes necessary to run bus snow routes in the rural areas, the emergency routing will be in effect for both morning and afternoon runs. Parents are urged to be at the emergency stop to pick up their children in the afternoon as drivers are instructed not to let children off unless they live close by or someone is there to pick them up.

Weather related announcements will also be published on the District's web page at www.jsd117.org.

If school is dismissed early for an emergency of any reason, all after-school functions are reviewed by the administrative team to determine needed cancellations. Cancellations for after-school events will be sent to the same media sources and parent communication resources listed for school closures. To secure your child's safety, you are urged to make a family plan in advance with your child(ren) in the event of an early dismissal from school.

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.
Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.
For questions related to this program or to express input in the school's English Learners program, contact Gary Barlow at 243-3383.

EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Human Resource Director at 243-9411.

EXTRACURRICULAR CODE OF CONDUCT

A member of any Jacksonville Middle School competitive program must adhere to the Code of Conduct. The student assumes the responsibility of representing the school and community within the stated guidelines. Any candidate or student selected for participation that repeatedly receives behavioral referrals, suspensions, or has excessive absences or tardies may forfeit the privilege of participation. Students participating in extracurricular activities should refer to the Extracurricular Handbook for details. All participants will be required to sign and abide by its contents.

FACILITY USAGE

Any individual, group or organization wishing to use any facility in Jacksonville Middle School or on the school's property should contact the Principal for a District application for usage and a building need form. Restrictions on usage as well as certain rates and fees may apply as detailed in School Board policy.

FAMILY LIFE AND SEX EDUCATION CLASSES

State law requires that all sex education instruction must be developmentally and age appropriate, evidence-based, and medically accurate and complete. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS. A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you would like to examine instructional materials or request a class attendance waiver, please contact the main office.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons: · Failure to receive appropriate permission from parent/guardian or teacher; · Failure to complete appropriate coursework; · Behavioral or safety concerns; · Denial of permission from administration; · Other reasons as determined by the school.

FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities, including some field trips. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The building principal will give additional consideration where one or more of the following factors are present: An illness in the family, Unusual expenses such as fire, flood, storm damage, etc., Unemployment, Emergency situations, or When one or more of the parents/guardians are involved in a work stoppage. Information relating to the timelines and administrative procedures relating to the waiver of student fees can be requested from the building administrator upon enrollment in school or upon a change in the family's financial status.

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

FOOD & WELLNESS

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher or school office. All treats and snacks must be store bought and prepackaged in individual servings. Homemade treats or snacks are not allowable at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. In accordance with the JSD #117 Wellness Policy, it is strongly encouraged that you select a treat or snack with nutritional value.

GENERAL SCHOOL DISTRICT INFORMATION

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.jsd117.org or at the Board office, located at 211 W. State St., Jacksonville, Il 62650. 243-9411

The School Board governs the school district, and is elected by the community. Current School Board members are:

Noel Beard, President, Mike Lonergan, VP, Teresa Wilson, Secretary, Steve Cantrell, Jan Ryan, Bob McBride, and Heather Leonard

The School Board hires the administrative staff to operate the school. A list of JMS administrative staff can be found at jms.jsd117.org

The school is located and the principal may be contacted at **664 S. Lincoln Ave., Jacksonville, IL 62650; 243-3383.**

GRADES

School report cards are issued to students every nine weeks. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

HANDOUTS/ ADVERTISEMENTS/ FUNDRAISING

Anything non-school related (flyers, invitations, party invitations, etc.) must be cleared by the superintendent before being posted or handed out to others. Independent athletic programs should clear the distribution of handouts through the principal to ensure a balance of opportunities for all students.

HEAD LICE

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. 1. Parents are required to notify the school nurse if they suspect their child has head lice. 2. Infested students will be sent home following

notification of the parent or guardian. 3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation. 4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

HEALTH INFORMATION

School Health Physical Examinations are required for students: Entering kindergarten or the first grade; entering the sixth and ninth grades; and/or enrolling in an Illinois school for the first time, regardless of the student's grade. Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, Or (2) that a dental examination will take place within 60 days after May 15. Failure to receive the physical examination and immunizations will cause your child to be withheld from school until the required forms are presented to the school.

Exemptions*:* A student will be exempted from the above requirements for: Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection, Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption, Health examination or immunization requirements on medical grounds if a physician provides written verification, Eye examination requirement if the student's parent/guardian shows an undue burden or lack or access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Communicable Diseases: The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. 1. Parents are required to notify the school nurse if they suspect their child has a communicable disease. 2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. 3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease. 4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates that the student will be absent from school, because of an extensive 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 the continuum of placement options for home/hospital services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's, physician assistant or licensed advanced practice registered nurse written statement. In order for school officials and staff to better serve homebound or hospitalized students, the physician's written statement should include:_Diagnosis, List of symptoms that would/could manifest in the instructional setting, Transition plan for a return to school.

Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. 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. Parents seeking home or hospital instruction should contact the building principal with the detailed physician's statement. A complete physician's, physician assistant or licensed advanced practice registered nurse statement will allow the school to begin the 5 day timeline for response to the student need.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant or licensed advanced practice 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.

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or (2) enrolling the child in an attendance area in which the child or youth is actually residing. Other resources are available to homeless children. These resources are provided through Title I funding. To learn more about these resources, parents should contact the following:

School Counselor, (building Homeless Liaison) 243-3383, Kelly Zoellner, District Homeless Liaison 243-9411 ext. 1119

HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

HUMAN GROWTH AND DEVELOPMENT

Students will not be required to take or participate in any class or course in comprehensive human growth and development (sex) education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Instruction relating to sanitation, hygiene or traditional courses in health or science does not fall under this provision. Parents or guardians may request to examine the instructional materials to be used in any district sex education class or course.

INVITATIONS & GIFTS

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home or delivered outside of the school day. The office is unable to release addresses and phone numbers of students.

LOCKERS

Advisory teachers assign each student a locker for the storage of books, bags, and equipment. Locker issues should be reported to the advisory teacher. It is the student's responsibility to see that the locker is kept locked at all times and the combination not given to others. The school is not responsible for loss or theft of items from lockers. Hallway lockers and locker room lockers are the property of the school and are under the control of school personnel. Any locker may be searched by school personnel on suspicion of a threat to the health or safety of other students. Students observed using unassigned lockers will face disciplinary action. A $5 fee will be assessed for a lock, and will be refunded at the end of the school year upon return of the lock.

LOITERING

Take care of school business and quickly move to where you belong. School ends at 2:55 p.m. on a regular attendance day. Students not participating in after school activities should leave school grounds at the end of the instructional day. Rides should arrive no later than 3:10 p.m.

LOST AND FOUND

Possessions are to be clearly marked so they may be identified. All "found" articles are to be turned in to the office.

MANDATED REPORTER

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

MEDIA CENTER

The Media Center, which has student-accessible computers as well as books and magazines for assigned study and recreational reading, is open for use during the entire school day as well as before and after school. Agenda passes are

required for each visit, except before and after school, and passes must indicate the purpose of the visit. Up to two books at a time may be checked out for two-week periods; renewals are allowed. Students are required to dispose of all gum, candy, drinks, and food prior to using the Media Center.

MEDICATION

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

School Medication Authorization

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/Treatment Authorization Form" is submitted by the student's parent/guardian. This form shall be completed annually, and shall be on file at the school building in which the child attends. This form shall be filed prior to dispensation of any medication to a student, and the form shall specify the times at which the medication must be dispensed and the appropriate dosage. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication/Treatment Authorization Form". The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel. Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school. Students with epilepsy may possess and self-administer supplies, equipment, and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH:
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis,*

Medical cannabis infused product (Product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Personnel Authorized to Administer Medication

1. All student medication shall be left in the school office or with nurse unless otherwise authorized by the Principal. If there is no school nurse in the building, the medication shall be given to the person designed by the Principal. Medicine should be kept in a secure place.

2. All medication shall be in the original container and be clearly marked with the student's name, doctor's name, contents and dosage.

3. All student medication will be administered by a school nurse, the Principal or his/her designee.

4. A record shall be kept of all medication dispensed by school personnel to students specifying the time of dispensation, dosage and supervising personnel.

5. When appropriate, the Principal may request parent(s)/guardian(s) to come to school to administer medication or aid.

Administration by Students

1. A student may self-administer non-oral medication and inhalers with parental consent when under the supervision of a school nurse or other school personnel designated by the Principal.

2. A student may self-administer without supervision only with parental consent and authorization of the Principal noted on the form.

Field Trips

1. Parents of students who require medication on field trips shall provide the certified school personnel responsible for the field trip with a copy of the school medical authorization described in B.1 above.

2. If medication in addition to that described in above is needed, an additional authorization form shall be provided prior to the field trip.

3. The following instructions shall appear on all parental permission forms required for field trips and outdoor education experiences:

All medication to be administered by school personnel or by student during this field trip or school-related activity shall be clearly marked with: Student's name, Medication name/dosage, Administration route and/or other directions

NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)

- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

PANDEMIC PREPAREDNESS; MANAGEMENT; AND RECOVERY

This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

PARKING

Those dropping off and picking up children should use the circle drive off of Lincoln Ave. starting at 7:30 in the morning.

Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Vehicles located in these locations may be ticketed and/or towed by the police.

PERSONAL PROPERTY

Students and parents should consider carefully the decision to bring any non-instructional supplies to school. The school will not accept responsibility for any non-instructional items that are lost, broken or stolen. Any item brought to school that causes a disruption to the educational environment, distraction to other students or potential threat to safety will be deemed to be inappropriate and may be confiscated by the school. Confiscated items will be placed in the safe in the school's main office. The school may require a parent or guardian to sign for return of the item in the main office.

PHYSICAL EDUCATION

All students are required to participate in physical education unless exempted by a doctor. Excuse from physical education in excess of three consecutive days requires a doctor's verification. All students are required to dress in appropriate gym attire for P.E., and only gym tennis shoes (not street shoes) will be allowed on the gym floor. P.E. clothes are subject to the student dress code. All belongings should be locked in the student's P.E. locker; school personnel are not responsible for items in unlocked lockers. Students must maintain a passing grade in P.E. to be eligible for certain activities.

REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION; EVALUATION OR OBSERVATION

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. Parental permission will be sought in the event of an observation.

In order to hold instructional time sacred, this access can be granted only after an appointment has been scheduled and cleared with a building administrator. Once access has been granted, professionals and adults will be reminded of student confidentiality rights and consult with instructors only during conference and planning times.

For further information, please contact the school principal.

RESIDENCY

Only students who are residents of the District may attend a District school without a tuition charge. A student's residence is the same as the person who has legal custody of the student. Anyone seeking to enroll a student must present a certified or registered birth certificate for the student and proof of residency. Residency can be established by providing school officials with the following:

Category I (one document required)

1. Most recent property tax bill and proof of payment
2. Mortgage papers
3. Signed and dated lease with proof of the last month's payment
4. Letter from manager and proof of last month's payment
5. Letter of residence from landlord

Category II (two documents required)

1. Driver's license
2. Vehicle registration
3. Voter registration

RESPONSE TO INTERVENTION (RtI)

RtI is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) collaborate to meet the needs of individual students. The goal of RtI is to provide students with the help they need to be successful as early as possible in their school career.

How does RtI work? When a student begins to have some area of concern affecting his or her school progress, the classroom teacher will create an intervention plan designed to improve the student's performance. If the child continues to have difficulty, the teacher will meet with a team of other staff members to discuss the child's needs, consider other interventions, and outline a method to carefully monitor the child's progress. This team, referred to as the SPRINT team, uses the insight and expertise of several different school staff members. SPRINT members contribute in different ways to the RtI process: offering suggestions, gathering data, and communicating with other staff and or parents. The SPRINT meets regularly to discuss and monitor student concerns. As the child's progress is measured over time, if he or she makes acceptable progress the interventions may be discontinued or continued if the team feels the interventions are needed to help the student succeed. If the child continues to struggle, then more intensive interventions may be tried.

What is the role of the parent in RtI? Jacksonville School District #117 upholds the philosophy that parents are a child's first teachers as well as his or her lifetime coach. Therefore, the Jacksonville School District greatly values the important role of parents in the RtI process.

When a child is not responding to the core curriculum, classroom teachers will communicate concerns regarding the student's performance to the parent and invite the parent to participate in telephone conversations and/or team meetings regarding their child. Parents will most often be given an active role in the intervention plan for their student. Parents provide insight into a child's learning and development to help understand the problem and why it occurs, plan and implement an intervention plan, and measure and evaluate the plan's effectiveness. Parents should contact their child's teacher with any concerns regarding academics or behavior.

RIGHTS, RESPONSIBILITIES AND EXPECTATIONS OF DISTRICT STAKEHOLDERS

While this summary may not fully encompass every stakeholder need, it establishes a framework for reference.

Each student may expect:	**Each student is responsible to:**
· A free and appropriate education. · Due process involving any disciplinary action. · A safe educational environment conducive to learning. · An environment of civility.	· Learn and follow the rules and regulations established by the Board of Education and implemented by school personnel. · Respect the rights and individuality of others. · Refrain from taunting, bullying or harassing others. · Dress appropriately. (Appearance shall be safe, clean, and not disrupt the educational process.) · Come to school on time every day. · Go to all classes and do your best on all school assignments. · Refrain from behavior that disrupts the educational process. · Facilitate the communication and delivery of information between school and home. · Respect the authority of school personnel in maintaining discipline in school and at school-sponsored activities. · Respect and maintain school and private property in accordance with school rules.
Each parent/guardian may expect:	**Each parent/guardian is responsible to:**

· Information concerning the lawful policies, procedures, rules and regulations established by school authorities. · A safe environment conducive to learning. · To have access to his/her child's school record according to District guidelines. · Regular student progress reports. · An environment of civility when addressing academic and behavioral decisions relating to their son or daughter. · To be guided through the Chain of Command as established in Board Policy.	· Make sure that your child has necessary supplies and has completed all physicals and immunizations at the beginning of the year. · Have current contact and emergency information on file with the school office. · See that his/her child attends school in accordance with Illinois State Laws and arrives on time. · Be aware of and follow District policies and building rules, traffic laws, guidelines and regulations concerning his/her child. · Ask for academic and behavioral requirements in the classroom. · Know that nutrition, proper rest, hygiene, and overall attitude directly impact student learning. · Know your child's teachers. When a question/concern arises regarding any class, the first contact should be with that teacher. The second contact would be the building Principal. · Take an interest in your child's academic progress and discuss it frequently with your child. · Know when progress reports and report cards are due and discuss them with your child. · Encourage the involvement of your child in extra-curricular activities. · Call the school within one hour of start time if your child is ill or cannot come to school. · Create a healthy routine for the completion of homework. · Support your child through your attendance at open houses, parent-teacher conferences, student performances, awards ceremonies, and school supported organizations. · Model appropriate and successful behaviors that support your child's life skills.
School Personnel may expect:	**School Personnel are responsible to:**
· To be involved in communication to and from parents. · An environment of civility when addressing academic and behavioral decisions relating to the student performance. · To be guided through the Chain of Command as established in Board Policy.	· Know and accurately follow discipline guidelines as established by District policy. · Make school rules and regulations contained in a handbook and/or District calendar available to all students and parents. · Notify the appropriate authority of criminal violations by students. · Implement intervention procedures within his/her jurisdiction through available means. · Notify parents in a timely manner of any significant violation of discipline policy. · Communicate regularly with parents/guardians through a variety of means including report cards, progress reports, newsletters, phone calls, e-mails and parent conferences. · Notify parents whenever possible if child is absent and the parent has not called.
The Board of Education may expect:	**The Board of Education is responsible to:**
· An environment of civility when addressing decisions relating to the policies and practices of JSD #117. · To be guided through the Chain of Command as established in Board Policy.	· Secure that personnel are highly-qualified and adhere to District curriculum. · Secure that each student has equal access to established curriculum. · Hold students (and adults) accountable for disorderly conduct on school property and to discipline for disorderly conduct on the way to and from school and at any school function. · Hold parents or guardians liable for all damages caused by their child or ward. · Review any disciplinary action taken by school personnel. · Expel students from school for a serious violation or chronic series of violations of school policy guidelines.

SAFE SCHOOL DRILLS

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

SCHOOL COUNSELORS

The counselor provides services to all students by acting as coordinators of student personnel services (i.e. personal and academic counseling, classroom and small group guidance, parent consultation, class scheduling, peer mediation). The counselors can also help provide resources to outside agencies or officials. All students should feel free to arrange a conference with a school counselor. Students may get a pass from a teacher in order to see one of the counselors, or leave their name in the main office. Exceptions may be made for an emergency.

SCHOOL INSURANCE

All injuries should be reported to the office. Students with school insurance should be sure to complete claim forms promptly. Accident insurance provides the necessary coverage required for students who participate in interscholastic activities.

SCHOOL MESSENGER

School Messenger is a messaging system that allows the district to quickly send mass notifications to employees, parents and students. Skylert is a web portal that works through Skyward's Family Access to provide you with the means to manage your contact sources and choose how you will be contacted for a variety of purposes. You can decide the contact method(s) by which you receive messages. School Messenger can provide you with information in two ways: Telephone/Cell Phone or Email

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

SCHOOL VOLUNTEERS

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

SEARCH AND SEIZURE

In order to maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal or designated school authority may request the assistance of law enforcement officials to conduct inspections, breathalyzers, and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Student Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, cars (within 1000 ft. of the school), parking lots, 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, the school's rules/policies, or the district's student rules/policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on social networking website that violates the school's disciplinary rules of school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password of other related account information to gain access to the student's account of profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating the law, the school's policies/rules or the district's policies/rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities. Parental contact prior to or after a search will be based on the urgency, intensity, and immediacy of the situation. A student's refusal to submit to a search would be deemed a violation of an administrative directive.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during the questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

SECURITY CAMERAS

In order to assist the school's administration in maintaining a safe and secure environment, security cameras have been placed in various locations in and around the building. These cameras may be viewed only by school administration and law enforcement personnel if appropriate.

SEXUAL HARASSMENT AND TEEN DATING VIOLENCE

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that: 1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or 2. Has the purpose or effect of: a. Substantially interfering with a student's educational environment; b. Creating an intimidating, hostile, or offensive educational environment; c. Depriving a student of educational aid, benefits, services, or treatment; or d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student. The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited Engaging in teen dating violence that takes place at school, on school property, at school sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or

emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint; Enforcement Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Nondiscrimination Coordinator: Gary Barlow, Principal, 243-3383 or gbarlow@jsd117.org OR school counselor.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

SKYWARD FAMILY ACCESS

District 117 has implemented a web-based service that will allow JMS parents and authorized family members to view attendance records, schedules, grades, assignments, progress reports, and basic health information with a simple "point and click."

This service is located on the Jacksonville School District 117 home page [www.jsd117.org]. On the home page parents will find a link for Skyward Family Access. Each family has been assigned a unique user name and password. This will allow families to view information about their student(s) enrolled in District 117. There are also email links that allow communication directly with staff members. Families should contact the JMS records secretary if they are experiencing difficulty with this service.

STUDENT BEHAVIOR

Copies of all School District policies on student behavior are available online through the School District's website or in the school office. Prohibited Student Conduct; Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, juuls, vapes, vape pens, or vaping related products.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling or offering for sale:

a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish 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. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered

form.Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, or bullying using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.

14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

16. Being absent without a recognized excuse.

17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

3. Traveling to or from school or a school activity, function, or event; or

4. On the bus, or Bus stops

5. 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.

6. During periods of remote learning.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.

2. Disciplinary conference.

3. Withholding of privileges.

4. Temporary removal from the classroom.

5. Return of property or restitution for lost, stolen or damaged property.

6. In-school suspension (Alternative Educational Placement)

7. After-school detention or Saturday detention provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)

8. Community service.

9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.

10. Suspension of bus riding privileges.

11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on any school grounds or attending any district function.

12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on any school grounds.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than

a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

STUDENT PRIVACY PROTECTION

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Survey's Requesting Student Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.

6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material
A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 calendar days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

Name; address; gender; grade level; birthdate and place; grade level; parent/guardian names, addresses, electronic mail addresses and phone numbers; academic records, degrees and honors; major field of study; period of attendance in school.

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. 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

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

TALENTED AND GIFTED SERVICES

Gifted students' needs in all K-12 classrooms will be met through differentiated instructional models (e.g. tiered instruction, compacting, learning centers, learning contracts, etc.). Additionally, a range of opportunities will be offered including flexible grouping within the classroom. Cluster grouping and re-grouping for instruction may be provided to address the variety of strengths and learning challenges that our students possess.

TARDY POLICY

Students are allowed 5 tardies each leveling term (midterm/quarter) before disciplinary action will be taken. This could include; detentions, AEP, conference with parents, escort to class, pass restriction.

TELEPHONE

Students may use the school office phones as determined by school personnel. Parents should use the main school number, 243-3383, to leave messages for their student. Students need to make prior arrangements to be picked up by parents after school and extracurricular events. Students will need a note from the teacher to make a phone call regarding staying after school

TEXTBOOKS

Basic texts are loaned to students for their use during the school year. Students may be assessed a fee for some workbooks and other supplies. Textbooks are to be kept clean and handled carefully. Please be sure your name is written on the book labels in case the books are misplaced. A fine will be assessed based on a set schedule for abuse, misuse, or loss of books. If a book is damaged or stolen, notify a teacher immediately.

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are considered truants. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who skip class may also be considered truant. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including: Referral to the truancy officer, Reporting to officials under the Juvenile Court Act, Referral to the State's Attorney, or Appropriate school discipline. Parents will receive notice of truancy after 4, 7, and 9 days of unexcused absence. A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

It is the policy of this District that no punitive action, including out-of-school suspensions, expulsions, or court action is taken against a student who is a chronic or habitual truant solely for such truancy unless available supportive services and school resources have been offered to the student and he/she has failed, within a reasonable time, to correct the behavior.

Parents who are negligent of their child's right to a free public education will be referred to the Truant Officer at the Regional Office of Education for possible prosecution by the Morgan County State's Attorney. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

VIDEO & AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

It is the practice of Jacksonville School District 117 to allow only school personnel overseeing the video monitoring system to view video/audio tapes. This practice is to secure the safety and privacy rights of all children.

VIOLENT OFFENDER AND SEX OFFENDER NOTIFICATION LAW

Violent Offender Community Notification

State law requires schools to notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following: Illinois Sex Offender Registry, www.isp.state.il.us/sor/, Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/ Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren);

1. To attend a conference at the school with school personnel to discuss the progress of their child
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

VISITORS

All visitors, including parents and siblings, are required to enter through the designated door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact the staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other

person.

2. Behave in an unsportsmanlike manner of use vulgar or obscene language.

3. Unless specifically permitted by State law, possess a weapon, and object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.

4. Damage or threaten to damage another's property.

5. Damage or deface school property.

6. Violate any Illinois law or municipal, local or county ordinance.

7. Smoke or otherwise use tobacco products.

8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.

9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.

10. Use of possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.

11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.

13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.

14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.

15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.

16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or school function.

WEBSITE

Up to date school information and many helpful resources for parents and students may be found at the JMS Website: jms.jsd117.org. or on Twitter @JMScrimsons Several linked resources require a username and password.

Reading Strategy Checklist

Before Reading:

- I think about the cover, title, and what I know about the topic.
- I skim, looking at and thinking about illustrations, photos, graphs, and charts.
- I read the headings and captions.
- I read the back cover and/or print on the inside of the jacket.
- I ask questions.
- I make predictions.
- I read the questions before I read the selection.

During Reading:

- I make mental pictures because I am more likely to remember details if I actively picture the text in my mind as I read.
- I identify confusing parts and reread them.
- I use pictures, graphs, and charts to understand confusing parts.
- I identify unfamiliar words and use context clues to figure out their meanings.
- I stop and retell to see what I remember. If necessary, I reread.
- I predict and adjust or confirm.
- I raise questions and read on to discover answers.
- I make connections from the text to my own life or to similar situations or experiences outside the text.
- I draw conclusions and make inferences about what I read.

After Reading:

- I think about the characters, settings, events, or new information.
- I think about how this information impacts my life and the life around me.
- I think about whether I agree or disagree with what I read, or whether or not I liked or didn't like what I read.
- I discuss or talk about what I read with others.
- I write about what I read, including my reactions.
- I reread parts I enjoy.
- I skim to find details.
- I reread to find support for questions.

75 Most Commonly Misspelled Words

accept
affect
a lot
already
all ready
all right
argument
because
beginning
believe
business
calendar
character
choose
chose
concentration
definitely
doesn't
earrings
effect
embarrass
environment
except
experience
February
government
guard
it's
its
knew
know
loose
lose
maybe
minute
neighbor
new
no
opinion
principal
principle
probably
quiet
quite
realize
reason
receive
remember
restaurant
separate
succeed
surprise
taken
their
themselves
there
therefore
they're
thorough
threw
through
throughout
to
too
two
until
usually
weather
Wednesday
whether
who's
whose
woman
your
you're

Grabbers

Hook your reader! Get your reader's attention and entice him to read on.

Hook	Example
Idiom (figure of speech)	Now you're in a pickle. No food, no water, no shelter. What do you do?
Anecdote	I was living in Arkansas the first time I met prejudice face to face.
Definition	Metamorphosis means transformation. I found out this can apply to people as well as animals.
Setting	In a small school, tucked up in a hollow in Kentucky, students are discovering the power of excellence.
Quotation	"Give me liberty or give me death," declared Patrick Henry.
Pun: a play on words	Spider-silk crosshairs are spinning out of existence.
A riddle	What do you call an eight-legged weaver?
Alliterative phrase (and/ or rhyming)	Stepping and stomping. Whirling and swirling. Native Americans turn dancing into an art.
Words in capitals, bold or italics	STOP! **Look!** *Listen*! The safety patrol wants you.
Exclamation	Whew! And you thought the desert was hot!
Noises & Onomatopoeia	Slurp, slurp. Glug, glug. On a hot day the best thing to quench your thirst is a tasty fruit drink from Hollow Snack Bar.
Sentence Fragments	A rose in full bloom. Your favorite perfume. A steak cooking over charcoal. Our sense of smell tells us plenty.
Make a list	Balloons, presents, a birthday cake, lit candles…I remember my 10th birthday party.
Hyperbole (Exaggeration)	I thought I'd lose my mind the day my wallet was stolen. There had to be a million people staring at me as I lay flat on my back in the middle of the ice rink.

Effective Endings

End with your feelings: ● At that moment, I knew I would always love Rome. ● Poodles and Collies are fine, but German Shepherds are my favorite!
Leave a reminder: ● Remember, it is important for each person to take part in recycling. ● Be careful when studying spiders. Not all of them are friendly.
End with a question: ● Wouldn't you like to have a spider for a friend? ● Native Americans understood the importance of caring for the earth. Do you?
Make a prediction: ● After hearing the facts, surely you will want to start recycling today. ● The next time someone asks you why they can't fly like a bluebird, you will know the answer.
Return to the beginning: ● Beginning: Owls are amazing creatures! ● Ending: Perhaps, now, you can clearly see that owls truly are amazing creatures.
End with a portion of another piece of literature: ● Grandpa spoke wisely when he observed, "If a fellow didn't dream and have hope, life would sure be miserable." ● "In spite of everything," said Anne Frank, "I still believe that people are really good at heart."

Begin the last paragraph of persuasive writing with a strong lead in such as:

- Without a doubt…
- After reviewing the evidence presented…
- As one can see…
- Who among us would/would not support…

Finish by telling your readers what you want them to do!

Passionate Words

absolutely	unmistakably	wholeheartedly
at no time	without a doubt	always
at all times	disgraceful	never or ever
preposterous	vehemently	absurd
overwhelmingly	impossible	clearly
irresponsible	certainly	no matter
definitely	evidently	strongly
totally	completely	undoubtedly
under no circumstances	obviously	unquestionably

Persuasive Writing Checklist

Focus

- I use my introduction to set the purpose of my composition.
- I clearly state my position on the topic.
- I stay on the issue throughout the composition.
- I write a closing that effectively summarizes my position.

Support

- I use specific examples and details to explain each of the points that I use to explain my position.
- I balance my use of detail and description throughout my composition.
- I use the same *voice** throughout my composition.
- I use a variety of specific and descriptive words and phrases.
- I use words correctly and purposefully.

Organization

- My composition is arranged logically and makes sense.
- I use paragraphing to help organize my points.
- I use transition words and phrases to connect my sentences and paragraphs so that my composition flows smoothly when I read it.
- My sentences begin in different ways.
- My sentences are different lengths to make my composition more interesting for the reader.
- I avoid using the same words over and over again.

Conventions

- I use complete sentences.
- I spell familiar words correctly.
- I use capitalization and punctuation correctly.
- I make sure that the subject of my sentence agrees with the verb.
- I use the same verb tense throughout my composition.

Voice – The individuality of the writer coming through on the page. Voice gives writing a distinctiveness. The reader of the composition has the feeling that the writer is talking directly to him or her.

Narrative Writing Checklist

Focus

- I use my introduction to set the purpose of my composition.
- I have an interesting start to my story that catches the reader's attention.
- My composition is about the subject or topic.
- I write a closing that effectively unifies my writing.

Elaboration

- I use specific examples and details to describe the event or experience and my reactions and/or the reactions of others.
- I balance my use of description throughout my composition.
- I use the same *voice** throughout my composition.
- I use a variety of specific and descriptive words and phrases to make my composition more interesting for the reader.
- I use words correctly and purposefully.

Organization

- My composition moves logically through time and has a beginning, a middle, and an ending.
- I use paragraphing to help organize my story.
- I use transition words and phrases to connect my sentences and paragraphs so that my composition flows smoothly when I read it.
- My sentences begin in different ways.
- My sentences are different lengths to make my composition more interesting.
- I avoid using the same words over and over again.

Conventions

- I use complete sentences.
- I spell familiar words correctly.
- I use capitalization and punctuation correctly.
- I make sure that the subject of my sentence agrees with the verb.
- I use the same verb tense throughout my composition.

Voice – The individuality of the writer coming through on the page. Voice gives writing a distinctiveness. The reader of the composition has the feeling that the writer is talking directly to him or her.

Narrative Beginnings (After the Grabber!)

There I was…	Did I ever tell you about…
As I…	I have never felt so…
It was a…	If only I had known…
My heart was…	It all began…
I remember…	I was already…

Narrative Reflections

Looking back…	Now I know why I was…
As I think back to that day…	Now that I think about it…
I have learned…	I'll never be the same because…
I look forward to…	After this experience…
In the future, I…	If only I…
As I look back…	After all…
I now realize…	I'll always remember

Basic Short Narrative Guidelines

- Keep to the story you are telling. Do not stray or go off on a tangent.
- Make sure the events in your story happen in chronological order. Do not skip around in your telling of the story or jump from one event to another or suddenly change scenes. Use strong transitions throughout.
- Use great vocabulary. You want to show that you have a good command of words that are above and beyond those the average student your age knows.
- Use dialogue or other creative writing strategies somewhere in your story.
- Use similes and strong verbs to enhance descriptions.
- Make sure you include enough detail to make your story interesting to the reader, keeping the reader hooked.
- Write with a clear point of view and let your voice come through!

Persuasive Writing Rubric

	Focus	Support	Organization	Integration
6	• Effective opening (may or may not include specific preview) which displays some sophistication through the use of anecdotes, quotations, definitions, personal appeals or other effective strategies; may develop the Focus inductively • Clearly maintains logic throughout • Effective closing which unifies the writing	• All major points developed by specific detail • Most key points are developed evenly – to the same degree of specificity • Extensive development of Support through multiple strategies (e.g., explanation, evidence, and example) • Word choice enhances specificity • Voice is appropriate to topic, purpose, and audience	• Structure is clear and appropriate to purpose • All points appropriately paragraphed • Coherence and cohesion demonstrated by effective and varied transitions or other devices (e.g., transitions, parallel structure, pronouns, repetition, etc.) • All points are logically presented and interrelated • Varied sentence structure and word choice produce cohesion	• Fully developed for grade level • Clear and purposeful Focus; in-depth balanced Support; lines of reasoning identified and developed coherently and cohesively throughout
5	• Sets purpose through effective thematic introduction, a specific preview, or may attempt more sophisticated strategy; could be developed inductively • Clearly maintains logic throughout • Effective closing - more than a simple restatement of the introduction	• All major points are developed by specific detail; Support may not be even or balanced • Some Support developed through multiple strategies (e.g., explanation, evidence, and example) • Word choice enhances specificity • Voice is appropriate to topic, purpose, and audience	• Structure is clear and appropriate to purpose • Most major points appropriately paragraphed • Coherence and cohesion demonstrated by appropriate transitions or other devices (e.g., transitions, parallel structure, pronouns, repetition, etc.) • Most points are logically presented and interrelated • Some varied sentence structure and word choice produce cohesion	• Developed for grade level • All features are adequately developed but not equally well developed, throughout
4	• Subject/position (or issue) is identified by a general opening or a specific preview (No 'launch') • If previewed, composition develops only previewed points • Maintains logic/position throughout • Clear closing is evident (may be simple restatement of the introduction)	• Most main points are developed by specific detail • All key points supported but not necessarily evenly or in depth • Word choice may enhance specificity • Voice is present but not consistent	• Structure is evident • Most major points appropriately paragraphed • Coherence (paragraph to paragraph) and cohesion (sentence to sentence) demonstrated with appropriate transitions or other devices • May have minor digression • Most points logically presented and organized	• Bare-bones-developed composition for grade level • Simple and clear, presents nothing more than the essentials • Limited depth

3	• Subject/position (or issue) identified by at least a brief, general opening statement or is established somewhere in the composition • If previewed, composition develops more or fewer points than previewed (over-promise or over-deliver) • Minor Focus drift or lapses in logic (not really separate ideas – repetitious) • May lack closing • Lacks sufficiency to demonstrate a developed Focus	• Some major points are developed by specific detail (e.g., second-order ideas beyond major point); some Support may be general • Some Support of key points – but may lack depth • Lacks sufficiency to demonstrate developed Support • Voice shifts or disappears	• Structure is noticeable • Some appropriate paragraphing • May have a major digression • May have inappropriate or intrusive transitions that disrupt the progression of ideas (e.g., “Firstly,” “Secondly,” “Lastly” used within paragraphs) • Lacks sufficiency to demonstrate developed Organization	• Partially developed • Some (or one) of the feature(s) may not be sufficiently formed, but all are present • Inference is usually required
2	• Subject/position (or issue) may be vague or prompt-dependent; may launch with no unifying statement anywhere, or repeat prompt or a portion of it as the only focusing statement • Unrelated or illogical ideas or major drift from Focus (composition consists mostly of repetitions and redundancies) • Off-mode response that does NOT serve persuasive purpose • Multiple subjects/positions without a unifying umbrella statement • May be insufficient writing to determine that subject/issue can be sustained	• Most Support is general or consists of repetition/redundancy • Simple list that may have some extensions • May be insufficient writing to determine that the Support can be maintained • No evidence of suitable voice	• Structure is attempted, but the reader must infer it • Limited evidence of appropriate paragraphing • Limited structure within paragraphs (e.g., little purposeful ordering of sentences) • Lacks appropriate persuasive structure • May have major lapses/digressions • May be insufficient writing to determine that Organization can be sustained	• Attempts to address the assignment, but only rudiments of techniques for forming Focus, Support, and Organization can be detected • Some confusion and/or disjointedness • Lacks appropriate persuasive structure • May be insufficient writing to determine that features can be maintained
1	• Subject/position (or issue) unclear • Insufficient writing to show that criteria are met	• Support may lack clarity • Insufficient writing to show that criteria are met	• Little or no evidence of a plan • Insufficient writing to show that criteria are met	• Does not fulfill the assignment; barely deals with the topic; does not present most or all of the features • Insufficient writing to show that criteria are met

	Convections
3	• Strong knowledge of conventions is demonstrated • Standards of punctuation, capitalization. and spelling are consistently followed – may have minor lapses • May have minor errors in usage and sentence formation • A variety of sentence structures is evident
2	• Partial knowledge of conventions is evident • Severity and density of errors constitute a noticeable pattern • Little attempt at varying sentence structures
1	• Little or no discernible knowledge of conventions • Severity and density of errors is such that meaning is impaired • Sentence structure is simplistic or in error

Narrative Writing Rubric

	Focus	Support	Organization	Integration
6	• Subject and unifying event clear and maintained throughout with the event commented upon by the end of the composition • Clearly sets purpose of composition through successful introduction strategy • Reactions are effectively connected to unifying event • Effective closing which unifies the writing	• All major episodes are developed by specific detail • Episodes developed evenly (to the same degree of specificity as appropriate) • Considerable Elaboration through multiple strategies (e.g., points of view/perspective, others' reactions, dialogue, etc.) • Most episodes show significant depth of development • Word choice enhances specificity • Voice is appropriate for topic, purpose, and audience	• Narrative structure is clear, effective, and appropriate – sequence of episodes is logically presented without gaps • Appropriate and purposeful paragraphing • Coherence and cohesion demonstrated by effective and varied devices (transitions, parallel structure, pronouns, etc.) • Paragraph development follows narrative sequence • All episodes and reactions logically presented and interrelated • Varied sentence structure and word choice produce cohesion	• Fully-developed composition for grade level • Clear and purposeful Focus; in-depth, balanced Elaboration; sequence of episodes is coherently and cohesively developed throughout the composition
5	• Subject and unifying event clear and maintained throughout with the event commented upon by the end of the composition • Clearly sets purpose through effective opening or may attempt more sophisticated strategy (may not be completely successful) • Reactions are relevant to unifying event • Effective closing	• All major episodes developed by specific detail • Most Elaboration is even or balanced • Some Elaboration through multiple strategies (e.g., points of view/perspective, others' reactions, dialogue, etc.) • Word choice may enhance specificity • Voice is appropriate for topic, purpose, and audience	• Narrative structure is clear and effective – sequence of episodes is logically presented through time without significant gaps • All paragraphs appropriate • Coherence and cohesion demonstrated by appropriate devices (transitions, parallel structure, pronouns, repetition, etc.) • Most episodes and reactions logically presented and interrelated • Some varied sentence structure and word choice produce cohesion	• Developed composition for grade level • All features not equally well-developed throughout the composition • Depth is evident
4	• Subject and unifying event clear and maintained with event commented upon by the end of the composition • Sets purpose through effective opening • Reactions clearly present and appropriate • Has closing	• Many major episodes developed by specific detail; some Elaboration may be general • Elaboration may not be even or balanced • Some depth • Word choice may enhance specificity • Voice is present but inconsistent	• Narrative structure is evident – sequence of episodes moves through time with a beginning, a middle, and an ending with few gaps • Most paragraphs appropriate • Coherence (paragraph to paragraph) and cohesion (sentence to sentence) demonstrated with appropriate devices • Coherence may depend on holistic structure (e.g., chronology) • May have minor digressions • Most episodes logically presented and organized	• Bare-bones-developed composition for grade level • Simple and clear, presenting nothing more than the essentials • Limited depth

3	• Subject and event clear; may be prompt-dependent • Minor Focus drift or lapses in logic • Reactions are present • May lack closing • Lacks sufficiency to demonstrate developed Focus	• Some major episodes developed by specific detail; some Elaboration may be general or repetitive • May be list of specific episodes/reactions with some extensions • Limited depth • Voice shifts or disappears • Lacks sufficiency to demonstrate developed Elaboration	• Narrative structure is evident – sequence of episodes moves through time with significant gaps • Some appropriate paragraphing • May have a major digression • May have intrusive or inappropriate transitional devices • Lacks sufficiency to demonstrate developed Organization	• Partially developed • Some (or one) of the feature(s) are not sufficiently formed, but all are present • Inference is usually required
2	• Subject and/or event may be vague • Unrelated or illogical ideas or major drift from Focus (composition consists mostly of repetitions/redundancies) • Off-mode response (NOT narrative showing a sequence through time) • Multiple events without an umbrella statement • No reactions • Insufficient writing to determine that Focus can be sustained	• List of episodes and/or reactions which may have extensions • Most Elaboration is general or consists of repetition/redundancy • No evidence of suitable voice • Insufficient writing to determine that the Elaboration can be maintained	• Structure is noticeable, but the reader must infer it – sequence of episodes moves through time with either an expository preview developed by event/reaction, OR an event developed by reasons/examples • Limited evidence of appropriate paragraphing • May have major lapses/digressions • Insufficient writing to determine that Organization can be sustained	• Attempts to address the assignment, but only rudiments of techniques for forming Focus, Elaboration, and Organization can be detected • Some confusion and/or disjointedness • Lacks narrative structure • Insufficient writing to determine that the features can be maintained
1	• Subject/event unclear • Reactions absent • Insufficient writing to show that criteria are met	• May lack clarity • Insufficient writing to show that criteria are met	• Little or no evidence of structure • Insufficient writing to show that criteria are met	• Does not fulfill the assignment; barely deals with the topic; or does not present most or all of the features • Insufficient writing to show that criteria are met

	Convections
3	• Strong knowledge of conventions is demonstrated • Standards of punctuation, capitalization. and spelling are consistently followed – may have minor lapses • May have minor errors in usage and sentence formation • A variety of sentence structures is evident
2	• Partial knowledge of conventions is evident • Severity and density of errors constitute a noticeable pattern • Little attempt at varying sentence structures
1	• Little or no discernible knowledge of conventions • Severity and density of errors is such that meaning is impaired • Sentence structure is simplistic or in error

Transitions – Signal Words

Introducing opposite points of view

conversely
on the contrary
regardless
though
nonetheless
nevertheless
still
however
yet
even though
in spite of
although you argue
I question
It may be that you
in contrast
just the same
although
despite
notwithstanding
on the other hand
otherwise

Moving to a conclusion (summary)

accordingly
as a result
clearly
in short
in any event
to be sure
unquestionably
simply put
consequently
finally
for that reason
hence
in other words
as I have noted
without a doubt
undoubtedly
therefore
thus
for these reasons
obviously
in simpler terms
altogether
in any case
to put it differently

Adding supporting opinions

finally
similarly
in the first place
especially
frequently
in general
occasionally
furthermore
in addition
also
last
equally important
again
in particular
likewise
besides
next
moreover
further
usually
specifically

Adding several ideas

also
besides
further
to begin with
again
still
furthermore
in addition
in like manner
in the same way
likewise
in the first place
moreover
next
similarly
another
equally important
along with

Conceding a point (concession)

admittedly
certainly
doubtless
granted
no doubt
of course
to be sure
naturally
undoubtedly
unquestionably
I admit that
it may appear that

Adding an example or an illustration

as an illustration
as a case in point
after all
even
namely
for example
for instance
in fact
of course
such as
thus
certainly
specifically
to illustrate
in other words
in short
actually
the following example

Introductory Phrases

In my opinion
It is my belief
I believe
There is no doubt
From my point of view
It seems to me that
I question whether
I (dis)agree with
I maintain that

Showing special relationships

above
adjacent to
below
near
nearby
in the middle
underneath
in front
beyond
closer to
elsewhere
opposite
there
behind
next to
nearest
far
farther on
here
to the left
to the right
lowest
outside
throughout

Signaling cause and effect

as
a result
consequently
for this purpose
hence
since
if…then
caused by
this results in
was responsible for
as a consequence
therefore
thus
so
due to
for this reason
leads to
in effect
give rise to
owing to
thanks to
accordingly
because
to this end
then
brought about
made possible
as might be expected
ultimately
so it follows that

Qualifying a point

especially
frequently
in general
apparently
of course
in particular
occasionally
specifically
certainly
on a limited basis
usually
in fact
evidently
undoubtedly
in extreme cases

Showing degree

mainly
most significant
most important
best
equally important
even a small _____

Showing a contrast

conversely
however
instead
nevertheless
on the other hand
otherwise
regardless
so it follows that
although
at the same time
despite that
even so
even though
unlike
rather than
as opposed to
accordingly
because
to this end
then
brought about
made possible
as might be expected
ultimately

Making a comparison

again
also
compared to
in like manner
in a similar manner
although
even though
as compared to
primarily
in the same way
likewise
as well as
nevertheless
in spite of
equally
as
than
like
once more
similarly
have in common
all are
the same as
conversely
whether or not
by comparison
in addition

Indicating time (chronological order)

afterward
eventually
in that time
later
after a bit
after a while
as long as
as soon as
at last
at length
after
before
formerly
still
always
during
meanwhile
presently
shortly
soon
earlier
immediately
in the past
lately
while
earlier
by that time
in the meantime
simultaneously
at that time
until now
next week
subsequently
thereafter
since
so far
then
until
yet
finally
when
next
previously
concurrently
tomorrow
now
afterwards
eventually

Works Cited – or – Works Consulted

Cite your sources using *MLA* format. Follow the examples below. Be sure to mimic proper punctuation. If some of the information can't be found, leave that blank.

Books

Last name of author, first. *Title*. City of publication: Publisher, copyright date. Medium of Publication.

Kurlansky, Mark. *Salt: A World History*. East Rutherford, NJ: Penguin USA, 2011. Print.

Encyclopedia

Last name of author, first. "Article title." *Title of encyclopedia*. Edition. Date published. Medium of Publication.

Roberts, Julie. "Sodium Chloride." *Columbia Encyclopedia*. 6th edition. 2011. Web.

Internet Article

Author(s). "Article Title." *Name of website*. Date of posting/revision. Name of institution/organization affiliated with site. Medium of Publication. Date of access.

Felluga, Dino. *Undergraduate Guide to Literary Theory*. 17 Dec. 1999. Purdue University. Web.15 Nov. 2000.

Internet Site

Author. "Page title." *Site title*. Date posted. Name of sponsor. Medium of Publication. Date found.

Letterman, Stan. "The Hot Button." *Roughcut*. 26 Oct. 2004. Turner Network Television. Web. 28 Nov. 2004.

Purdue Online Writing Lab. 2009. Purdue University. Web.10 Feb. 2010.

Interview, Letter or Email

Last name of writer, first name. "Subject line." Type of message. Medium of Publication. Date addressed.

Roberts, Kim. "Latest book." Email to author. Web. 4 May 2004.

Magazines

Last name of author, first. "Article title." *Title of magazine* Date: page numbers of article. Medium of Publication.

White, Susan. "The Salt Mine." *Geology Today* Sept/Oct 2009: 182-185. Print.

"The Salt Mine." *National Geographic* Nov. 2010: 161-167. Print.

Newspapers

Last name of author, first. "Article title." *Title of newspaper* Date edition: section letter and page numbers of article.Medium of Publication.

Tanner, Nancy. "Salt Mine Museum Could Spark Tourist Trade." *Wichita Eagle* 8 May 2010 late ed.: A9. Print.

Sample Works Cited or Works Consulted

Felluga, Dino. *Undergraduate Guide to Literary Theory*. 17 Dec. 1999. Purdue University. Web.15 Nov. 2000.

Kurlansky, Mark. *Salt: A World History*. East Rutherford, NJ: Penguin USA, 2011. Print.

Letterman, Stan. "The Hot Button." *Roughcut*. 26 Oct. 2004. Turner Network Television. Web. 28 Nov. 2004.

Purdue Online Writing Lab. 2009. Purdue University. Web.10 Feb. 2010.

Roberts, Julie. "Sodium Chloride." *Columbia Encyclopedia*. 6th edition. 2011. Web.

Roberts, Kim. "Latest book." Email to author. Web. 4 May 2004.

"The Salt Mine." *National Geographic* Nov. 2010: 161-167. Print.

Tanner, Nancy. "Salt Mine Museum Could Spark Tourist Trade." *Wichita Eagle* 8 May 2010 late ed.: A9. Print.

White, Susan. "The Salt Mine." *Geology Today* Sept/Oct 2009: 182-185. Print.

Special Notes

- All entries are in alphabetical order according to the first word.
- If no author is listed, start the entry with the first available item. (See magazine example)
- If two authors share the same last name, order them by the first word that is different.
- All dates are listed as day month year (9 Aug 2001).

CITING SOURCES IN YOUR REPORT

1. The most common type of citation lists the author's last name and the page number in parentheses.

   - He and his two brothers each led one of these regiments whenever his army went to war (Kelly 49).

2. If you have already named the author in your report, just include the page number in parentheses.

   - Author Joe Baker explains … Sometimes she would attack and then retreat to lead the enemy into a trap (77).

3. Some sources do not list an author. In those cases, use the title and page number. (If the title is long, use only the first word. If more than one article title begins the same way, use the first two words.)

   - The Rocky Mountains made it difficult for the people as they were exploring the Wild West ("History" 95).

4. Some sources (especially Internet sites) do not use page numbers. In those cases, list only the author.

   - In 1492, Christopher Columbus left port in search of undiscovered islands (Anderson).

5. If a source does not list the author or page number, use the title.

   - People remember him as the King of Pop ("Michael").

6. On-line help for citing sources: https://owl.english.purdue.edu/owl/resource/747/01

Reading Response Reading Rubric

Readers identify important information found explicitly and implicitly in the text. Readers use this information to interpret the text and/or make connections to other situations or contexts through analysis, evaluation, or comparison/contrast.

Score	Criteria
4	● Reader demonstrates an accurate understanding of important information in the text by focusing on the key ideas presented explicitly and implicitly. ● Reader uses information from the text to interpret significant concepts or make connections to other situations or contexts logically through analysis, evaluation, inference, or comparison/contrast. ● Reader uses relevant and accurate references; most are specific and fully supported. ● Reader integrates interpretation of the text with text-based support (balanced).
3	● Reader demonstrates an accurate understanding of information in the text by focusing on some key ideas presented explicitly and implicitly. ● Reader uses information from the text to interpret significant concepts or make connections to other situations or contexts logically (with some gaps) through analysis, evaluation, inference, or comparison/contrast. ● Reader uses relevant and accurate references; some are specific; some may be general and not fully supported. ● Reader partially integrates interpretation of the text with text-based support.
2	● Reader demonstrates an accurate but limited understanding of the text. ● Reader uses information from the text to make simplistic interpretations or by making only limited connections to other situations or contexts. ● Reader uses irrelevant or limited references. ● Reader generalizes without illustrating key ideas; may have gaps.
1	● Reader demonstrates little or no understanding of the text; may be too brief. ● Reader makes little or no interpretation of the text. ● Reader uses no references or the references are inaccurate. ● Reader's response is insufficient to show that criteria are met.
0	● Reader's response is absent or does not address the task. ● Reader's response is insufficient to show that criteria are met.

Reading Response Science Rubric

Exceeds—must receive no more than one 3 and the rest 4's in the other areas of the rubric

Meets—may receive no more than one 2 and a combination of 3's and 4's in the other areas of the rubric

Approaches—may receive no more than one 1 and a combination of 2's, 3's or 4's in the other areas of the rubric

Begins—must receive at least a 1 in all areas of the rubric

Score	Knowledge **(Knows and understands scientific terms, facts, concepts, principles, theories and methods)**	Strategic Knowledge **(How do you plan?)** **Application** **(Applies scientific knowledge, skills and methods to manipulate, analyze, synthesize, create and evaluate)**	Communication **(Communicates scientific knowledge and applications through writing, speech and visual displays)**
4	Descriptions of scientific terms, facts, concepts, principles, theories and methods are complete and correct.	Applications are thorough, appropriate and accurate.	Written, oral and/or visual communication is well-organized and effective.
3	Descriptions of scientific terms, facts, concepts, principles, theories and methods are mostly complete and correct.	Applications are mostly thorough, appropriate and accurate.	Most of the written, oral and/or visual communication is well-organized and effective.
2	Descriptions of scientific terms, facts, concepts, principles, theories and methods are somewhat complete and correct.	Applications are somewhat thorough, appropriate and accurate.	Some of the written, oral and/or visual communication is well-organized and effective.
1	Descriptions of scientific terms, facts, concepts, principles, theories and methods are minimally complete and correct.	Applications are minimally thorough, appropriate and accurate.	Little of the written, oral and/or visual communication is well-organized and effective.
0	All descriptions of scientific terms, facts, concepts, principles, theories and methods are missing and/or incorrect.	All applications are missing and/or incorrect.	All of the written, oral and/or visual communication is missing and/or lacks organization.

Reading Response Math Rubric

Score	Mathematical Knowledge (Do you know it?)	Strategic Knowledge (How do you plan?)	Explanation (Can you explain it?)
4	• I get the right answer, and I label it correctly • I use math terms correctly to show I understand how math works • I compute with no errors	• I find all the important parts of the problem, and I know how they go together • I show all the steps I use to solve the problem • I explain any work I do in my head or with a calculator • I completely show pictures, diagrams, models or computations if I use them in my plan	• I write what I did and why I did it • If I use a drawing, I can explain all of it in writing
3	• I use most math terms correctly • I make minor errors in computation	• I find most of the important parts of the problem • I show a reasonable plan and most of the steps I use to solve the problem	• I write mostly about what I did • I write little about why I did it • If I use a drawing, I can explain most of it in writing
2	• I know how to do marts of the problem, but I make major errors in computation and get a wrong answer • I give a wrong answer or only part of the answer	• I find some of the important parts of the problem • I show some of the steps, but my plan is not clear	• I write some about what I did or why I did it, but not both • If I use a drawing, I can explain some of it in writing
1	• I try to do the problem, but I don't understand it	• I find almost no important part of the problem • I show a plan that is not reasonable • I show almost none of the steps I use to solve the problem • I may include unnecessary information	• I write or draw something that doesn't go with my answer • I write an answer that is not clear
0	• I don't try to answer the problem	• I don't show a plan	• I don't explain anything in writing

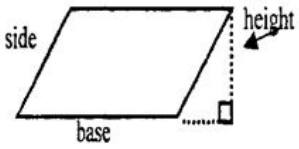
X	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
2	0	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40	42	44	46	48	50
3	0	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	54	57	60	63	66	69	72	75
4	0	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60	64	68	72	76	80	84	88	92	96	100
5	0	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	105	110	115	120	125
6	0	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96	102	108	114	120	126	132	138	144	150
7	0	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105	112	119	126	133	140	147	154	161	168	175
8	0	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120	128	136	144	152	160	168	176	184	192	200
9	0	9	18	27	36	45	54	63	72	81	90	99	108	117	126	135	144	153	162	171	180	189	198	207	216	225
10	0	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200	210	220	230	240	250
11	0	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165	176	187	198	209	220	231	242	253	264	275
12	0	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180	192	204	216	228	240	252	264	276	288	300
13	0	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195	208	221	234	247	260	273	286	299	312	325
14	0	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210	224	238	252	266	280	294	308	322	336	350
15	0	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300	315	330	345	360	375
16	0	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240	256	272	288	304	320	336	352	368	384	400
17	0	17	34	51	68	85	102	119	136	153	170	187	204	221	238	255	272	289	306	323	340	357	374	391	408	425
18	0	18	36	54	72	90	108	126	144	162	180	198	216	234	252	270	288	306	324	342	360	378	396	414	432	450
19	0	19	38	57	76	95	114	133	152	171	190	209	228	247	266	285	304	323	342	361	380	399	418	437	456	475
20	0	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300	320	340	360	380	400	420	440	460	480	500
21	0	21	42	63	84	105	126	147	168	189	210	231	252	273	294	315	336	357	378	399	420	441	462	483	504	525
22	0	22	44	66	88	110	132	154	176	198	220	242	264	286	308	330	352	374	396	418	440	462	484	506	528	550
23	0	23	46	69	92	115	138	161	184	207	230	253	276	299	322	345	368	391	414	437	460	483	506	529	552	575
24	0	24	48	72	96	120	144	168	192	216	240	264	288	312	336	360	384	408	432	456	480	504	528	552	576	600
25	0	25	50	75	100	125	150	175	200	225	250	275	300	325	350	375	400	425	450	475	500	525	550	575	600	625

Math Assessment Reference Sheet

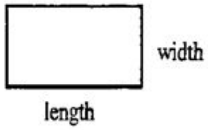
Square $A = s^2$



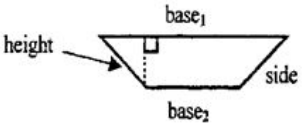
Parallelogram $A = b\,h$



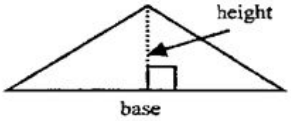
Rectangle $A = l\,w$



Trapezoid $A = \frac{(b_1 + b_2)}{2} \cdot h$



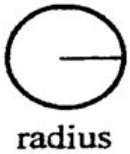
Triangle $A = \frac{b\,h}{2}$



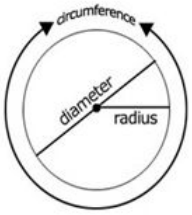
PERIMETER of a Polygon – distance around the entire polygon (add the length of all the sides).

CIRCLES

AREA $= \pi r^2$



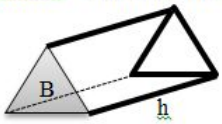
$C = d\,\pi$ or $C = 2\pi r$

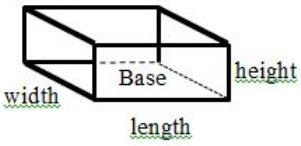


VOLUME – General Prisms

$V = Bh$

where B is the area of the base polygon

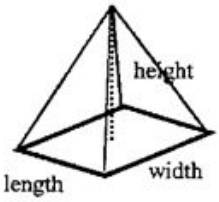




Surface Area: The area of all surfaces added together

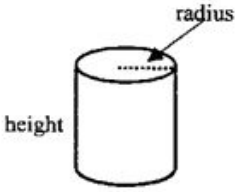
Math Assessment Reference Sheet (cont.)

Rectangular Pyramid



$V = \frac{Bh}{3}$

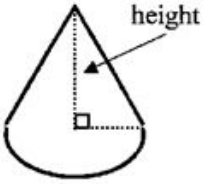
Cylinder $V = \pi r^2 h$



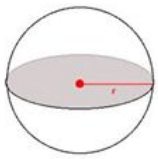
Unit Labels

Perimeter- units (u)
Area- square units (u^2)
Volume- cubic units (u^3)

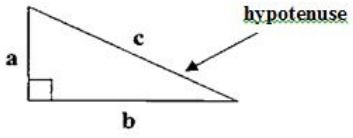
Cone $V = \frac{\pi r^2 h}{3}$



Sphere $V = \frac{4 \pi r^3}{3}$



Pythagorean Theorem $a^2 + b^2 = c^2$



1 inch = 2.54 centimeters
1 meter = 39.37 inches
1 mile = 5,280 feet
1 mile = 1,760 yards
1 mile = 1.609 kilometers

1 kilometer = 0.62 mile
1 pound = 16 ounces
1 pound = 0.454 kilograms
1 kilogram = 2.2 pounds
1 ton = 2,000 pounds

1 cup = 8 fluid ounces
1 pint = 2 cups
1 quart = 2 pints
1 gallon = 4 quarts
1 gallon = 3.785 liters
1 liter = 0.264 gallons
1 liter = 1000 cubic centimeters


Olympia
Washington
Salem
Oregon
Montana
Helena
Boise
Idaho
Wyoming
Cheyenne
Carson City
Sacramento
Nevada
Salt Lake City
Utah
California
Colorado
Denver
Arizona
Phoenix
Sante Fe
New Mexico
North Dakota
Bismarck
South Dakota
Pierre
Nebraska
Lincoln
Topeka
Kansas
Oklahoma
Oklahoma City
Texas
Austin
Minnesota
St. Paul
Iowa
Des Moines
Missouri
Jefferson City
Arkansas
Little Rock
Louisiana
Baton Rouge
Wisconsin
Madison
Illinois
Springfield
Michigan
Lansing
Indiana
Indianapolis
Ohio
Columbus
Kentucky
Frankfort
Tennessee
Nashville
Mississippi
Jackson
Alabama
Montgomery
Georgia
Atlanta
Florida
Tallahassee
South Carolina
Columbia
North Carolina
Raleigh
Virginia
Richmond
West Virginia
Charleston
Pennsylvania
Harrisburg
New York
Albany
Vermont
Montpelier
Maine
Augusta
New Hampshire
Concord
Massachusetts
Boston
Rhode Island
Providence
Connecticut
Hartford
New Jersey
Trenton
Delaware
Dover
Maryland
Annapolis
Alaska
Jureau
Hawaii
Honolulu

717

58

MAP Testing Goal Sheet

Reading

Fall RIT: _____ Winter RIT:_____ Spring RIT: _____

Lexile: _____ _____ _____

Baseline: _____ (previous year's SPRING RIT Score) Previous Year's Lexile Range _____

Previous Year																	
Fall																	
Winter																	
Spring																	

MAP Testing Goal Sheet

Math

Fall RIT: _____ Winter RIT:_____ Spring RIT: _____

Baseline: _____ (previous year's SPRING RIT Score)

Previous Year																	
Fall																	
Winter																	
Spring																	

*Students MUST have Hall Pass filled out and agenda with them anytime they are out of class!

HALL PASS

NAME _____ GRADE___ QT___

Date	Time Out	Time In	Destination	Teacher

Date	Time Out	Time In	Destination	Teacher

Codes for Destination

CL=Classroom
C=Counselor
N=Nurse
L=Locker
O=Office
RR=Restroom

MC=Media Center

B=Book
P=Print
L=Links
AR=Accelerated Reader
R=Read
T=Type
W=Work at Table

*Students MUST have Hall Pass filled out and agenda with them anytime they are out of class!

HALL PASS

NAME _____ GRADE___ QT___

Date	Time Out	Time In	Destination	Teacher

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P=Print
L=Links
AR=Accelerated Reader
R=Read
T=Type
W=Work at Table

Crimson PRIDE

***P**roductive **R**espectful **I**ndividuals **D**edicated to **E**ducation*

	Be Respectful	**Be Responsible**	**Be Safe**
Hall	-Make only positive comments to others -Talk quietly	-Keep the hallway and stairs clean -Use time wisely	-Hands and feet to self -Keep moving -Walk on the right side -Touch each stair
Restroom	-Make only positive comments to others	-Flush the toilet -Throw paper towels in the wastebasket -Turn the water off -Leave the restroom clean	-Keep hands and feet to yourself -Take care of your business in a timely fashion and return to class -Leave when finished
Cafeteria	-Use peaceful and appropriate language at all times -Speak in a low volume -Speak to people at own table -Remain in line	-Clean up after yourself -Keep to yourself -Place trash in the trash can -Get everything the first time -Use time wisely	-Keep hands and feet to yourself -Touch only your own food -Use food appropriately
Classroom	-Be quiet while the teacher is talking -Listen to peers share their answers and opinions -Ask permission to use materials or for privileges -Ask questions/get help -Believe in yourself	-Use materials appropriately -Have necessary materials for class -Make it to class on time -Use time wisely and hand homework in on time -Set goals and reflect on success -Be honest/fair	-Use materials appropriately
Events/ Assemblies	-Show good sportsmanship -Support and respect the efforts of all participants -Listen to peers being recognized -Respect opponents and officials -After school, eat in designated area	-Clean up your area -Give 100% effort -Be prepared to be called	-Move during designated times -Be seated quickly -Use stairs on bleachers
Bus	-Keep to your own space -Use appropriate language	-Maintain condition of the bus -Be on time	-Follow rules of the driver -Sit appropriately in your seat and remain seated -Move quickly to bus after school
Locker Room/ Gym	-Keep to self -Use only your belongings -Keep negative comments to self -Respect personal space and individual differences -Demonstrate good sportsmanship	-Open only your own locker -Place all items in locker -Practice good personal hygiene	-Dress quickly -Lock lockers -Use equipment properly -Gum and candy prohibited
Media Center	-Use quiet voices -Wait your turn -Respect others' space	-Have purpose/agenda ready -Be productive -Ask for help when needed -Return books on time -Return books in good condition	-Keep hands, feet, and objects to yourself -Use paint sticks correctly -Push in chairs
School/ Community	-Use appropriate language -Speak in a low volume -Respect property -Convey a positive attitude & be accepting of differences -Be polite -Use self-talk -Make choices best for YOU	-Accept consequences for choices made -Follow school dress code -Clean up after yourself -Follow the law-think first -Support your school and community	-Allow personal space -Have school ID at all times -Resist risk-taking behaviors

Crimson PRIDE Program

Productive, Respectful Individuals Dedicated to Education

Red Level	**Blue Level**	**Green Level**	**Orange Level**
Criteria	Criteria	Criteria	Criteria
• 1 or fewer tardies • 0 TMRs (teacher referral) • 3 or fewer missing assignments • 0 D or F • 0 Office Discipline Referrals (ODR) • 0 suspensions (AEP or OSS)	• 2 or fewer tardies • 1 or fewer TMRs • 6 or fewer missing assignments • 0 D or F • 0 Office Discipline Referrals (ODR) • 0 suspensions (AEP or OSS)	• 3 or fewer tardies • 2 or fewer TMRs • 9 or fewer missing assignments • 0 F • 1 or fewer ODRs • 0 suspensions (AEP or OSS)	• 4 or fewer tardies • 3 or fewer TMRs • 12 or fewer missing assignments • 1 F • 2 or fewer ODRs • 1 or fewer AEP / 0 OSS
Privileges	Privileges	Privileges	Privileges
• Cafeteria seating privileges • Pass privileges • Free admission to JMS sport events • Periodic celebrations • No crimson cash needed for celebrations • All year red celebration	• Cafeteria seating privileges • Pass privileges • Extra-curricular privileges • Periodic celebrations	• Extra-curricular privileges • Pass privileges	• Extra-curricular privileges • Pass privileges

*Any student on No Level for Grades ONLY will still have pass privileges.
*Students are allowed to try-out for extracurricular activities regardless of level.
*Leveling will be completed at the Midterm and end of every Quarter.

ACTION ITEM September16, 2020

TO: Board of Education
FROM: Kelly Zoellner
SUBJECT: Approval of Jacksonville High School Handbook

PROPOSED MOTION BY THE BOARD OF EDUCATION:

That the Board of Education approves the Jacksonville High School Handbook for the 2020-2021 school year as presented.

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	RYAN	_____	_____	McBRIDE	_____
_____	BEARD	_____	_____	LEONARD	_____
_____	CANTRELL	_____	_____	WILSON	_____
_____	LONERGAN	_____			

Background Information:

The handbooks are updated annually with policies and recommendations from the Illinois Principals Association Model Student Handbook. A summary of changes has been added to the end of the proposal.

PARENT/GUARDIAN HANDBOOK ACKNOWLEDGEMENT

Please complete this form and have your student return it to their advisory teacher or the attendance office

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

_____ _____

Student Signature Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

_____ _____

Parent/Guardian Signature Date

JACKSONVILLE HIGH SCHOOL

1211 North Diamond
Jacksonville, Illinois
Phone: (217)243-4384
Fax: (217)291-0904
JHS.JSD117.ORG

WELCOME

The mission of Jacksonville School District 117 is to provide an educational environment that promotes excellence and values every student. To do that, the faculty, staff and administration of Jacksonville High School will work in partnership with parents, the community and Central Office to provide a rigorous curriculum, a positive, supportive and safe atmosphere, an open and collaborative setting and an inviting facility as well as to promote the use of technology.

This agenda is provided to students to acquaint them and their families with the procedures, expectations and other relevant information necessary to maximize student learning and academic success. Students are expected to BE RED; respectful, engaged and dedicated. Students must meet these expectations at all school functions, activities and extracurricular activities as well as on the way to and from school. The Crimson Pride Program Matrix is detailed on the next page.

CRIMSON PRIDE MATRIX

Be RED	Respectful	Engaged	Dedicated
Classroom	Communicate positively Share classroom time with everyone Show tolerance toward others and respect ideas	Be an active learner Maintain focus on the lesson Participate and ask questions Recognize the importance of education for yourself and others	Be prepared for class Complete assignments with your best effort Work cooperatively with others Understand others learning needs Use academic supports to your advantage
Cafeteria	Keep your area clean Wait patiently in line Push in your chairs Use good manners	Make healthy food choices Recognize social differences Have your money ready when you get in line	Consider any mess your own
Commons/Hallway	Use appropriate language Stay on task - go straight to class Keep hallways clean Refrain from public displays of affection Remove hats and hoods upon entering the building	Report to class on time Walk to class	Move at an appropriate pace Keep the noise level down
Media Center	Keep food and drink outside the Media Center Use computers properly and use ear buds if you are listening to something Place backpacks along the bookshelves away from the entrance to the computer labs	Enter quietly Stay focused on work	Use the Media Center effectively and quietly Remain in work area while waiting for dismissal Remain quiet so students can concentrate on work
Restroom	Keep area clean Flush Wash hands	Return to class in a timely fashion	Use the restroom during non-instructional time
School-Wide	Use appropriate language Follow the dress code Respect the opinions of others Handle conflict appropriately Treat all people fairly	Keep your I.D. and agenda with you at all times Use school resources to succeed Contribute to the well-being of others at JHS Plan for your future college and/or career	Be involved Work cooperatively with others
Community	Follow the law Respect property	Be a positive community member	Contribute to the well-being of the community reviewed 4.7.15

TABLE OF CONTENTS

ACCOM. INDIVIDUALS.W/DISABILITIES 12
ANIMALS ON SCHOOL PROPERTY 32
ATTENDANCE 13
BEHAVIORAL EXPECTATIONS 41
BULLYING 21
CELL PHONE POLICY 33
CHAIN OF COMMAND 6, 32
CLASS RANK 27
CLASSROOM ACCESS FOR EVAL/OBSERV13
28
CLUBS, ACTIVITIES, SOCIETIES, SPORTS32
CRIMSON PRIDE PROGRAM 42
CRIMSON PRIDE PROGRAM MATRIX 3
DAILY INSTRUCTIONAL PRACTICE 16
DIABETES/FOOD ALLERGIES 39
DRESS CODE/PERSONAL APPEAR 19
DRILLS/ALARMS 32
DRIVER EDUCATION 28
EARLY GRADUATION 28
ELECTRONIC DEVICES 33
EMERGENCY SCHOOL CLOSINGS 33
ENFORC. OF RULES & REG. 42
ENGLISH LANGUAGE LEARNERS 32
EQUAL EDUC. OPPORTUNITY 11
FACILITY USAGE 34
FINES, FEES, CHARGES 34
GRADE POINT AVERAGE 27
GRADUATION REQUIREMENTS 28
GUESTS AT SCHOOL EVENTS 34
HEAD LICE 40
HOME/HOSPITAL INSTRUCTION 18
HONOR ROLL AND HIGH HONORS 27
INVITATIONS AND GIFTS 35
JACKSONVILLE REFERRAL SOURCES 29
LOCKERS 35
LOST AND FOUND 35
LUNCH/BREAKFAST 35
MAKE-UP WORK 18
MEDIA CENTER 36
MEDICAL EXCUSES FOR P.E. 26
MEDICATION POLICY 39
MISC. INFORMATION 32
NATIONAL HONOR SOCIETY 27
NURSE'S OFFICE 39
OUTSIDE AGENCIES OR OFFICIALS 36
PAC FAMILY ACCESS
PARENT INPUT CONCERN. GRANTS 36
PHYSICAL EDUCATION 25
PHYSICALS & IMMUNIZATIONS 40
PHONE & ADDRESS INFO 25
PHONE EXTENSIONS 7, 8, 9
POSTING NOTICES 20
PRE-ARRANGED ABSENCES 14
REPORT CARDS 28
RESIDENCY 25
RESPONSE TO INTERVENTION (RTI) 41
RIGHTS, RESP., EXPECTATIONS 10
SCHEDULE CHANGES 23
SCHOOL DAY REQUIREMENTS 19
SCHOOL DISTRICT INFO 5
SEXUAL HARASSMENT POLICY 23
STATE ATTEND. REQUIREMENTS 19
STUDENT BEHAVIOR POLICY 43
STUDENT RECORDS 24, 36
STUDENT SERVICES DEPARTMENT 20
TARDY POLICY 19
TRUANCY 15
VEHICLES AND PARKING 20
VIDEO/AUDIO MONITORING SYSTEM 38
VISITORS 38
VOLUNTEERS 39
WELCOME 2
WELLNESS POLICY 41

GENERAL SCHOOL DISTRICT INFORMATION

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.jsd117.org or at the Board office, located at 211 West State, Jacksonville, IL.

The School Board governs the school district, and is elected by the community. Current School Board members are:

Noel Beard, President
Mike Lonergan, Vice-President
Teresa Wilson, Secretary
Jan Ryan, Member
Steve Cantrell, Member
Heather Leonard, Member
Bob McBride, Member

The School Board has hired the following administrative staff to operate the District:

Steve Ptacek, Superintendent
Mike McGiles, Director of Operations
Jamie Hadjan, Chief Financial Officer
Kelly Zoellner, Director of Curriculum, Instruction and Assessments
Sarah English, Director of Early Years
Joyce Hiler, Director of Food Service
Craig Castleberry, Director of Buildings and Grounds
Barbie Davidsmeyer, Director of Student Services and Special Education
Holly O'Neil, Asst. Director of Student Services and Special Education
Bill Poole, Director of Technology
Brent Dunn, Director of Transportation

The School Board has hired the following team members to lead Jacksonville High School:

Joey Dion, Principal
Dan Scott, Ryan Van Aken and Ian English, Assistant Principals
Mark Grounds, Dean of Students
Sherri McLaughlin, Megan Waterstraat, Audrey Brown, School Counselors
Craig Wright, School Resource Officer

Chain of Command: **If you have questions or concerns, please contact the following in order:**

Athletics

Coach
Asst. Principal- Athletic Director
Principal

Attendance/Discipline

Dean of Students
Asst. Principal-Attendance & Discipline

College/Career Guidance

Student's Counselor
Asst. Principal-Student Services

Concerns with Class or Grades

Teacher
Department Chair
Student's Counselor
Asst. Principal-Student Services

Curriculum/Content

Teacher
Department Chair
Asst. Principal-Student Services

Facilities

Asst. Principal-Attendance & Discipline
Principal

Personal Counseling

Student's Counselor
Asst. Principal-Student Services

Safety Issues

School Resource Officer
Asst. Principal- Attendance & Discipline
Dean of Students
Principal

Schedules

Student's Counselor Asst. Principal-Student Services

JHS CONTACT LIST

SCHOOL COUNSELORS:	
Sherri McLaughlin (grade 12 and freshmen H-P)	Ext 2242
Megan Waterstraat (grade 10 and freshmen Q-Z)	Ext 2240
Audrey Brown (grade 11 and freshmen A-G)	Ext 2241
SCHOOL NURSE:	
Cindy Weger	Ext 2244
DEAN OF STUDENTS:	
Mark Grounds	Ext 2262
ASSISTANT PRINCIPAL FOR STUDENT SERVICES:	
Dan Scott	Ext 2139
ASSISTANT PRINCIPAL FOR ATTENDANCE & DISCIPLINE:	
Ian English	Ext 2268
ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR:	
Ryan Van Aken	Ext 2246
SCHOOL RESOURCE OFFICER:	
Craig Wright	Ext 2280
PRINCIPAL:	
Joey Dion	Ext 2232

FACULTY VOICE MAIL EXTENSIONS

Please use the JHS Voice Mail System to reach a faculty member. If you do not hear from a teacher within 24 hours, please contact the Student Services Office at extension 2243.

DEPARTMENT PHONE EXTENSIONS

Art	2221
Athletic Office	2223

Attendance Office	2237
Band	2122
Business	2206
Choir	2118
Discipline Office	2261
Drivers Education	2718
English	2204
Family & Consumer Science	2409
Foreign Language	2802
Student Services Office	2243
Main Office	2238
Math	2817
P.E.	2230
Science	2625
Social Studies	2602
Special Ed.	2901
Vocational	2706

FOR INFORMATION CALL THE FOLLOWING EXTENSIONS:

MAIN OFFICE	2238
STUDENT SERVICES OFFICE	2243
ATTENDANCE OFFICE	2237
DISCIPLINE OFFICE	2261
ATHLETIC OFFICE	2223

OTHER PHONE NUMBERS & WEBPAGES

BUS GARAGE	245-6624
DISTRICT OFFICE	243-9411
DISTRICT WEBPAGE	www.jsd117.org
JHS WEBPAGE	jhs.jsd117.org

SAT Prep: https://collegereadiness.collegeboard.org/sat/practice

RIGHTS, RESPONSIBILITIES AND EXPECTATIONS OF DISTRICT STAKEHOLDERS

(WHILE THIS SUMMARY MAY NOT FULLY ENCOMPASS EVERY STAKEHOLDER NEED IT ESTABLISHES A FRAMEWORK FOR REFERENCE)

Each student may expect:	Each student is responsible to:
● A free and appropriate education. ● Due process involving any disciplinary action. ● A safe educational environment conducive to learning. ● An environment of civility.	● Learn and follow the rules and regulations established by the Board of Education and implemented by school personnel. ● Respect the rights and individuality of others. ● Refrain from taunting, bullying or harassing others. ● Dress appropriately. (Appearance shall be safe, clean, and not disrupt the educational process.) ● Come to school on time every day. ● Go to all classes and do your best on all school assignments. ● Refrain from behavior that disrupts the educational process. ● Facilitate the communication and delivery of information between school and home. ● Respect the authority of school personnel in maintaining discipline in school and at school-sponsored activities. ● Respect and maintain school and private property in accordance with school rules.
Each parent/guardian may expect:	**Each parent/guardian is responsible to:**
● Information concerning the lawful policies, procedures, rules and regulations established by school authorities. ● A safe environment conducive to learning. ● To have access to his/her child's school record according to District guidelines. ● Regular student progress reports. ● An environment of civility when addressing academic and behavioral decisions relating to their son or daughter. ● To be guided through the Chain of Command as established in Board Policy.	● Make sure that your child has necessary supplies and has completed all physicals and immunizations at the beginning of the year. ● Have current contact and emergency information on file with the school office. ● See that his/her child attends school in accordance with Illinois State Laws and arrives on time. ● Be aware of and follow District policies and building rules, traffic laws, guidelines and regulations concerning his/her child. ● Ask for academic and behavioral requirements in the classroom. ● Know that nutrition, proper rest, hygiene, and overall attitude directly impact student learning. ● Know your child's teachers. When a question/concern arises regarding any class, the first contact should be with that teacher. The second contact would be the Principal. ● Take an interest in your child's academic progress and discuss it frequently with your child. ● Know when progress reports and report cards are due and discuss them with your child. ● Encourage the involvement of your child in extra-curricular activities. ● Call the school within one hour of start time if your child is ill or cannot come to school. ● Create a healthy routine for the completion of homework. ● Support your child through your attendance at open houses, parent-teacher conferences, student performances, awards ceremonies, and school supported organizations. ● Model appropriate and successful behaviors that support your child's life skills.
School personnel may expect:	**School personnel are responsible to:**
● To be involved in communication to and from parents. ● An environment of civility when addressing academic and behavioral decisions relating to the student performance. ● To be guided through the Chain of Command as established in Board Policy.	● Know and accurately follow discipline guidelines as established by District policy. ● Make school rules and regulations contained in a handbook and/or District calendar available to all students and parents. ● Notify the appropriate authority of criminal violations by students. ● Implement intervention procedures within his/her jurisdiction through available means. ● Notify parents in a timely manner of any significant violation of discipline policy. ● Communicate regularly with parents/guardians through a variety of means including report cards, progress reports, newsletters, phone calls, e-mails and parent conferences. ● Notify parents whenever possible if the child is absent and the parent has not called.
The Board of Education may expect:	**The Board of Education is responsible to:**

• An environment of civility when addressing decisions relating to the policies and practices of JSD #117. • To be guided through the Chain of Command as established in Board Policy.	• Secure that personnel are high-qualified and adhere to the District curriculum. • Secure that each student has equal access to the established curriculum. • Hold students (and adults) accountable for disorderly conduct on school property and to discipline for disorderly conduct on the way directly to and from school and at any school function. • Hold parents or guardians liable for all damages caused by their child or ward. • Review any disciplinary action taken by school personnel. • Expel students from school for a serious violation or chronic series of violations of school policy guidelines.

EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mike McGiles; Director of Operation at 243-9411, ext. 1124.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in an attendance area in which the child or youth is actually residing.

Other resources are available to homeless children. These resources are provided through Title I funding. To learn more about these resources, parents should contact the following:

Dan Scott, JHS Homeless Liaison	243-4384 ext. 2232
Kelly Zoellner, District Homeless Liaison	243-9411 ext. 1119

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities are welcome to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the Superintendent or Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

EDUCATION OF STUDENTS WITH DISABILITIES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. This identification process includes the RTI growth model.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from Jacksonville School District's Director of Special Services.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

The District's regular suspension procedures shall be used to suspend a student with disabilities for a cumulative period generally not to exceed 10 days in any school year. Exceptions to this procedure would include acts involving weapons, drugs, or aggressive/violent behavior.

In the event of a suspension beyond 10 days or expulsion, the District shall promptly notify the student's parent(s)/guardian(s) of disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to this notice. This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:

i. That the multi-disciplinary conference (MDC) team shall meet as soon as possible but at least 10 calendar days after this notice was sent, unless such 10-day notice is waived by the parent(s)/guardian(s), to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct; and

ii. That the student's parent(s)/guardian(s) are requested to attend the multidisciplinary team meeting and the date, time and location of the meeting.

The MDC team may determine that the cause of the student's disobedience or misconduct is <u>not</u> related to the student's disabling condition. In that case, the student may be disciplined under the District's discipline policy for regular education students by measures up to and including expulsion. If the Board imposes expulsion or other disciplinary measures altering the student's special education program, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.

The Board may not suspend or expel a disabled student if the MDC team determines that the student's gross disobedience or misconduct <u>is</u> causally related to the student's disabling condition. The MDC team is responsible to address placement changes which may be appropriate in light of misconduct found to be disability-related.

Parent(s)/guardian(s) may object to a proposed change in their child's educational placement. If so, if the Superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the student or to others, the Superintendent is authorized to seek a court order to change the placement or to suspend the student for more than 10 days.

REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. Parental permission will be sought in the event of an observation.

In order to hold instructional time sacred, this access can be granted only after an appointment has been scheduled and cleared with a building administrator. Once access has been granted, professionals and adults will be reminded of student confidentiality rights and consult with instructors only during conference and planning times.

For further information, please contact the Principal.

ATTENDANCE EXPECTATIONS

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Attendance is taken at the beginning of the day as well as each period/class of the day.

ATTENDANCE DEFINITIONS

There are two types of absences: excused and unexcused.

Excused absences include: JHS athletics (for team members) or field trips, illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS[1], or other reasons as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Unexcused absences include: All other absences that do not fall under the definition of excused.
The school may require documentation explaining the reason for the student's absence.

Excused absences include: JHS athletics (for team members) or field trips, illness, observance of a religious holiday, death in the immediate family, family emergency, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Principal. All other absences are considered unexcused.

Unexcused absences include: all other absences that do not fall under the definition of excused.

OTHER ATTENDANCE PRACTICES

Pre-arranged Absences
Families should use the pre-arranged absence process in the event an absence from school can be predicted. This process helps with communication regarding assignments and make-up work. Forms are available in the school office. Upon completion of the form, the Assistant Principal will review the purpose of the pre-arranged absence. The purpose will be evaluated in accordance with the definitions for excused and unexcused absences.

Absences Due to Illness
Many studies show that successful performance in school is dependent upon regular student attendance and participation. Successful performance in school can directly impact the choices available to students later in life. Because of the magnitude of this impact, school officials are required to monitor student attendance. One piece of this monitoring includes the oversight of student health needs in relationship to their attendance and scholastic advancement.

It is the practice of District 117 to require that if a student is continually sick and repeatedly absent from school due to illness that said student must be under the supervision of a physician in order to receive an excuse from attendance. The diagnosis of the licensed medical professional is used to support the parent in parenting and to support the school with the delivery of services. Without the support of the medical professional, valuable time and resources could be misdirected.

It is the practice of District 117 to require a doctor's excuse after 10 days of excused absence (within an academic year) based on communications from the parent or guardian that their child is ill. All absences after the 10-day mark are recorded as unexcused unless a remedy is established between the school and the family. In the event a student has a chronic or documented health condition, parents should readily communicate this to school officials for documentation in the student file. This communication will secure that all resources can be reviewed to support the child and family in the school setting.

Students and families who abuse the approved and excused absences policy will be considered to have committed academic dishonesty. Examples of abuse include falsifying an illness or family emergency, falsely claiming that attendance at the event is required, falsely claiming to have attended an event, or falsely claiming that an absence is approved. If a school official determines that a student/family is guilty of falsifying attendance information, consequences are outlined in the Behavior Consequence chart at the end of this handbook.

The State Board of Education has directed all schools, on days interrupted for inclement weather causing dismissal before 1:45 p.m., to record students that attend school for any time "less" than the full time school is in session, on the interrupted day, absent for the entire day.

Notification of the School

In the event of any absence, the student's parent or guardian is required to notify the school before 8:00 a.m. to explain the reason for the absence. If notification has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will document a call to the parent or guardian to inquire why the student is not at school. In the event that communication does not occur between the parent/guardian and the school, the student will be required to submit a signed note within 48 hours of the recorded absence. The note should include: student name, parent name, date of absence, reason for absence, and parent signature. Failure to do so shall result in an unexcused absence.

1.Students must be in their classrooms by the last tone of the bell.

2.Students who are more than 5 minutes late to class must sign in at the Attendance Office and get a pass before going to class.

3. Jacksonville High School is a closed campus. Students are not excused to leave campus except in extreme cases, and only with prior approval of an administrator and notification of a parent. Students who gain permission from an administrator may leave campus AFTER signing out in the Attendance Office or with the school nurse. Excuses such as going home to change clothes, getting homework, books, lunch money or any other excuses deemed unnecessary by the administration will be denied with or without consent of the parent.

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Truant- Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant.

Chronic Truant- Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.
If chronic truancy persists after support services and other resources are made available, the school and district will take further action.

Truancy Calendar - Any period of the past 180 days of school attendance in which a student is enrolled in school. This calculation could result in the overlapping of 2 academic school years.

Parents will receive notice of truancy after 3, 6, and 9 days of unexcused absence. Upon the 6th unexcused absence or tardy, a truancy packet is completed and sent to the Truant Officer at the Regional Office of Education.

It is the policy of this District that no punitive action, including out-of-school suspensions, expulsions, or court action is taken against a student who is a chronic or habitual truant solely for such truancy unless available supportive services and school resources

have been offered to the student and he/she has failed, within a reasonable time, to correct the behavior. Law supports that a student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

Parents who are negligent of their child's right to a free public education will be referred to the Truant Officer at the Regional Office of Education for possible prosecution by the Morgan County State's Attorney. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to $1500.

DAILY INSTRUCTIONAL PRACTICE

Objective: To establish and support the Board of Education's belief that daily instructional practice is an essential part of the learning process.

Definition: Daily instructional practice (at times referred to as *"homework"*) can be an in-class learning experience or an out-of-class learning experience assigned by a teacher to further a student's educational development. These assignments are adaptations or applications of the classroom instruction used by the teacher to monitor student learning and how to better direct student understanding of designated learning goals. In alignment with the Common Core Standards adopted by the State of Illinois, classroom teachers will be assessing primarily in the classroom as they look for evidence of skill and concept mastery by students.

There are typically 4 types of daily instructional practice, each with a specific purpose and outcome.

Types of Daily Practice (Beyond the classroom)	What is it?	Purpose	Application	Examples
Practice	Assigned work that reinforces skills and concepts taught in the classroom.	Develops fluency and moves learning from short-term memory to long-term memory.	Effective practice will require students to be able to independently perform required skills.	3-10 math problems that reinforce the day's learning or reading with an adult.
Completion	Any assigned work not completed during class time.	Keeps students within the pacing of the designed curriculum.	Completing assignments will secure that students are current with classroom learning targets.	Complete math assignment. Revise an essay. Complete a group project survey.
Preparation	Work that prepares student for upcoming learning.	Encourages students to acquire background knowledge and prior experiences to upcoming units of study.	Providing resources to secure students have a cognitive framework to support the grade level learning.	Interview a family member about family traditions prior to a writing assignment. Read a book about a historical time period.
Extension	Any work that refines, explores, or expands on classroom learning.	Encourages students to problem solve, think creatively, or think critically.	Student learning is not independent of classroom instruction. Instead, deepens understanding and relates learning to the real world.	Science project that requires students to take home seeds in soil, tend the plant, and report the growth in a chart format. Chart is returned to school for discussion purposes.

Effective Daily Instructional Practice:
While the District Policy does not require practice to be assigned daily, the characteristics of effective daily practice are that it be:

- curriculum-based and meet the developmental needs of students through differentiation, modifications, and accommodations
- purposely planned to support student learning and avoid student overload
- reviewed and discussed with students in a timely manner
- mindful of resources available to students outside of the classroom
- non-punitive in nature

Daily Instructional Practice and Time Management
Daily practice can be assigned at any time. Teachers are asked to collaborate with other relevant subject teachers to ensure that students have ample time to prepare for workloads relating to the grade level curriculum. Whenever possible, teachers are encouraged to provide students and their family with advance notice of major projects/assigned work to allow for flexible time management. Teachers are encouraged to have a heightened awareness of holidays and extended breaks from the classroom.

* Parents with students who continually need extended time to complete the assigned daily practice should request a parent-teacher conference at the earliest convenience of the parent.

Responsibilities Relating to Assigned Instructional Daily Practice

Student ● Makes effective use of class time. ● Seeks clarity with directions. ● Records assignment in planner. ● Plans to complete assignments on time and returns assignments to the teacher. ● Transports materials to and from school. ● Contacts teachers regarding assignments when absent from school.
Teacher ● Understands and complies with the District's Daily Practice Policy. ● Reflects on purpose, assessment, and feedback necessary to support student learning. ● Posts assignments in a variety of locations for student and parent reference. ● Communicates type, purpose, and objective of assigned daily practice. ● Secures that daily practice is meaningful and supports currently taught curriculum and learning targets. ● Considers the developmental stages, learning styles, and skills of individual students. ● Corrects daily practice quickly and provides feedback to students. ● Uses daily practice as a formative tool and record progress in Skyward.
Family ● Establishes household routines to support a time, place, and resources for completing daily practice. ● Assists students in organizing tasks, information, and record-keeping. ● Communicates with the teacher regarding misunderstandings, progress, or other questions. ● Communicate with the teacher if family responsibilities cannot be met. ● Communicates with the teacher if a student consistently is unable to complete work within the suggested time frame or struggles to work independently.
Principal ● Ensures that all staff and parents are familiar with the District's Daily Practice Policy. ● Monitors the District's Daily Practice Policy effectiveness, compliance, and strategies. ● Coordinates school-wide resources for teachers, students, and families to use for the completion of daily practice. ● Monitors how teachers assess daily practice for the purpose of grades. ● Mediates situations that relate to student learning, assignments, and work-outside of the classroom.

Communication between Home and School
Students and parents will have a variety of ways to access information regarding assigned daily practice. The following resources are available for families to use regarding assigned work:

- Planners
- Skyward
- Teacher web pages
- School web pages
- Teacher and Administrative Emails

Teacher classroom management plans should include specifics with regards to the posting of assignments for student recording.

Grading of Daily Practice
Daily practice can be an out-of-class learning experience assigned by a teacher to further a student's educational development. These assignments are adaptations or applications of the classroom instruction used by the teacher to monitor student learning and determine how to better direct student understanding of designated learning goals.

Teachers will monitor the completion of daily practice through individualized classroom charts, student data binders, or Skyward. At the end of each quarter the teacher will calculate the number of out-of class learning assignments completed to formulate a class/course grade. The out-of-class daily practice grade cannot reflect more than 10% of the student's overall grade in a subject area. The remaining 90% of the grade for subject area will be based on mastery the student exhibits in the classroom.

Daily Instructional Practice during Extended Absences
Teachers shall not be expected to provide detailed classroom work and daily practice assignments for students who are away for extended periods of time as a result of family-or parent-initiated absences. Parents may use the communication sources listed above to acquire the needed information. Depending on the nature of the time period and the timing of the school year, assignments will be made available before or after the absence.

For absences due to extended illness, parents may contact the Attendance Office at ext. 2237 to discuss available options.

MAKE-UP WORK

It is the belief at Jacksonville High School that the best learning takes place when students are present. When make up work is provided, it is expected that students understand the urgency to complete it so that they stay current in their learning. There isn't a substitute for instruction that takes place during class. While some form of work may be given, it is not the same as the quality of education that takes place in the classroom. Students will have one (1) school day for every day absent to make up their work when excused.

The Educational Departments at JHS have written policies that vary, regarding make-up work. Students are expected to follow the policies. Teachers have the option to reduce the grade or not accept the work after the outlined time period. Students on external suspension must make arrangements to have someone pick up make-up work in the Attendance Office. The Attendance Office can collect make-up work for any student who is absent three or more days with a valid excuse. The only work that will be provided for students that reach a truant status is assessments. Therefore, it is important to be in attendance at school.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of an extensive 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 the continuum of placement options for home/hospital services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. In order for school officials and staff to better serve homebound or hospitalized students, the physician's written statement should include a diagnosis, a list of symptoms that would/could manifest in the instructional setting, and a transition plan for a return to school.

Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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.

Parents seeking home or hospital instruction should contact the Principal with the detailed physician's statement. A complete physician's statement will allow the school to begin the 5-day timeline for response to the student need.

A student who is unable to attend school because of a medical condition will be provided home instruction, correspondence courses, or other courses of instruction for the length of the necessary leave as determined by a physician. Extended leaves, longer than a quarter, will be reevaluated and additional medical documentation will be required. Certain classes, such as lab classes, may not be able to be completed via home instruction.

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.

SCHOOL DAY REQUIREMENT

The regular school day at Jacksonville High School consists of eight periods. Students may choose to enroll in an early bird course. The school day for those students may end at the conclusion of seventh period. These students are responsible for their transportation to and from school. No student should arrive at school more than 15 minutes prior to their first class and they must leave campus at the conclusion of their academic day.

TARDY POLICY

Jacksonville High School believes that success in school is dependent upon punctual, regular attendance. We also believe tardiness has a direct correlation to poor student performance and is detrimental to the total learning environment. Recognizing that classroom attendance cannot be substituted, students who habitually continue to accumulate tardies will receive progressive discipline. The tardy policy is cumulative from all classes and will start new each quarter.

DRESS CODE/PERSONAL APPEARANCE

Part of the mission at JHS is to prepare students to be career ready. Therefore, students should dress for success. Students at Jacksonville High School are expected to be dressed appropriately. It should not interfere with, disrupt, or distract from the educational environment. Violation of the guidelines will result in the student surrendering the item, being sent home to change and/or assignment of a disciplinary consequence. The time missed to go home to change or to wait for someone to bring clothes is unexcused. Administration reserves the right to decide what is considered inappropriate.

1.Hats, hoods, bandanas, head coverings, du-rags, and sunglasses are not to be worn in the building. Safety glasses are not to be worn outside of the classes that require them.

2. Appropriate shoes must be worn at all times.

3.Students may not wear pants that sag to reveal undergarments, have holes above finger-tip level or are excessively tight.

4.Shirts that cover the torso of the body are required. See-through material needs to have proper clothing underneath. Tank (regardless of shoulder width), halter, off the shoulder, open-shoulder, backless tops, or tops with spaghetti straps are not acceptable school attire.

5.Clothes must be free of inscriptions which may be interpreted as being vulgar, inflammatory or suggestive.

6. Garments, jewelry, belt buckles, etc. that tend to promote the idea of substance use or abuse, sexual behavior, or other vulgar or suggestive symbols are not acceptable. Pocket chains, necklaces, piercings or spiked jewelry may be considered a physical danger to the student or to other students and may be confiscated.

7. Shorts/Skirts/Dresses – must be fingertip length or longer all the way around the garment. No pajama bottoms or boxer shorts.

8.Apparel that identifies a student as a member of a gang or a secret society or interferes with the ability of others to identify the student will not be permitted.

9. Face painting, unless authorized by the administration, is prohibited.

VEHICLES AND PARKING

Students desiring to park on campus will have to purchase a $50.00 parking permit in the JHS Main Office. Replacement permits cost $10.00. Parking permits are non-transferable. If your parking privileges are revoked, you will not be issued a refund. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

- Students park in the north lot and should enter and exit the lot by the north drive. Driving behind the school is prohibited. The south parking lot is reserved for faculty, staff, and visitors. Vehicles must fit in one space only and must be parked front first.

•Applications for parking are available in the attendance office and notification of vehicle changes should be reported there.

•All students must agree to the prescribed rules and sign a parking regulations form. Students who park in unauthorized areas will be asked to move their vehicles. Vehicles should be driven safely and must yield to pedestrians. Chronic offenses may result in forfeiture of parking privileges, towing at the owner's expense, and/or discipline consequences.

•The parking lot is off-limits during the school day. No student will be allowed to go to the parking lot during a class period.

•Jacksonville High School is not responsible for damage to vehicles or loss of personal possessions.

- Jacksonville High School is not responsible for providing parking. We encourage you to use bus transportation.

POSTING NOTICES

Before posting notices, students must get permission from the administration. All notices should be approved and initialed by an administrator.

STUDENT SERVICES

True to the Mission of Jacksonville High School, the Student Services Office is committed to supporting students in their progress toward college and career readiness. The Student Services Office, located between the 200 and 400 hallways just inside the front doors, is comprised of the offices of the Professional School Counselors, the School Nurse, the Special Education Director, the Office Manager, and the Assistant Principal of Curriculum and Instruction.

The counselors strive to maintain a relaxed atmosphere in which a student feels free to discuss academic concerns and personal matters whether they involve family, friends, or school. The counselors also have information on post-secondary education, financial aid, careers, and the military. To see his/her counselor, a student must sign up on the computer in the Student Services Office before or after school, during lunchtime, or between classes. When the counselor is available, a pass will be sent to the student. In case of a crisis, a student will receive assistance immediately. Every effort will be made to see the student during non-instructional times such as study hall. It is imperative that students listen to the announcements and check the display case, bulletin boards, and website for important information on college representatives, testing dates, financial aid, and other details.

COMMON TOPICS A SCHOOL COUNSELOR MIGHT HELP WITH INCLUDE:

1. Information

A. Career information, including self-awareness, decision-making, colleges, trade and technical schools, financial aid, military programs and job search skills.

B. Academic performance and study skills

C. Course selection and scheduling

2. Interpersonal relationships

A. Friends and family

B. Peer Mediation

C. Referrals to community agencies

3. Crisis

A. Academic failures and personal doubts about yourself and your abilities

B. Death of a friend or family member or any loss/grief

C. Divorce in your family

D. Suicidal or homicidal thoughts or tendencies to cause harm to yourself or others

4. Testing

A. Interest and aptitude tests which are of great help in increasing self-awareness and improving career decision-making skills

B. College admissions tests and pre-admission tests such as ACT, SAT, PSAT/NMSQT, and AP exams, in addition to state testing, such as PARCC.

PREVENTING BULLYING, INTIMIDATION, AND (SEXUAL) HARASSMENT

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

The harassment, intimidation, or bullying of an individual or group based upon ~~a~~ perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic will not be allowed by an adult or student. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Bully report forms are available in all school offices.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Nondiscrimination Coordinator: please contact the Attendance/Discipline Assistant Principal

Complaint Managers: please contact a School Counselor or the Dean of Students.

Roles and responsibilities in dealing with bullies:

Students: stay away from bullies, walk away when possible, stay safe in numbers, keep valuables in a safe place, ask the bully to stop, report incidents to a staff member

Parents: ask about the bully reporting system in the school, listen to your student intently, recognize bullying behaviors may be demonstrated by your student, work with school staff to resolve the issue in a positive manner; don't accept bullying behavior as a "rite of passage" that everyone must endure

School: establish a bullying reporting system, take all reports seriously, investigate all reports, teach District curriculum addressing bullying and social emotional learning standards, and educate students and parents about the realities of bullying behavior

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

SEXUAL HARASSMENT

Sexual harassment is prohibited. Sexual harassment is defined as follows:

1. An employee's or District's agent's sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on a basis of sex, that denies or limits the provision of educational aide, benefits, serves, or treatment; or that makes such a conduct a condition of a student's academic status.

2. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aide, benefits, services, or treatment; or (d) making submission to or rejection of such conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with an administrator or guidance counselor.

An allegation that one student was sexually harassed by another student shall be referred to an administrator for appropriate action.

MANDATED REPORTER

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

SCHEDULE CHANGES

Students are encouraged to register for subjects they want and need before the master schedule is finalized at the end of the school year. The course description guide should help you determine what to expect in advance as well as information pertaining to course offerings that align with post-secondary goals.

Schedule changes will be made for the following reasons:

1. Successful completion of a summer school course
2. Not meeting a prerequisite course requirement
3. Master schedule conflicts
4. Courses needed to meet graduation requirements
5. A missing requirement for university admissions or post-secondary plan
6. Incomplete schedule

Once second semester has begun, students may request one schedule change for second semester under the following parameters:

1. Students may replace a yearlong course with a semester-long class with administrative approval if the first semester was not completed successfully because the course material was beyond the scope of the student's ability level.

2. Students currently enrolled in a study hall second semester may enroll in a second semester class.

Students enrolled in a course where multiple levels of the course exist may request a level change within the first six days of the semester. Level changes will be a team decision with the teacher, counselor, student, and parent. This decision will be based upon past class performance and post-secondary goals.

STUDENT RECORDS

Permanent Records include:

Basic identifying information: name, address, birth date and place, gender, names and addresses of parents

Academic information: transcript, grades, class rank, graduation date, grade level achieved, scores on college entrance exams, scores on State assessments at the high school level

Health and Attendance: attendance records, accident reports, and health records

Permanent records may also include: honors and awards, participation in school-sponsored activities or athletics, offices held in school organizations.

No other information may be placed in the student permanent record.

Temporary Records include:

Student Temporary Record means all information not required to be in the student permanent record and shall consist of the following:

- Scores received on State assessment administered in the elementary level.
- Information regarding serious infractions that resulted in expulsion, suspension or the imposition of punishment or sanction.
- Information under the Abused and Neglected Child Reporting Act
- Student Assistance Program documentation
- IEP

Temporary records may also include: family background information, intelligence test scores, aptitude test scores, reports of psychological testing including information on intelligence, observation, or interviews, elementary and secondary achievement test results, participation in extracurricular activities, including any offices held in school sponsored clubs or organizations.

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. **Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the Principal.**

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed $.35 per page. This fee will be waived for those unable to afford such cost.

2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue. SW
Washington, D.C. 20202-4605

PHONE AND ADDRESS INFORMATION

Parents are asked to report any changes in home address, telephone number, work number, or emergency numbers to the Student Services Office. This information is essential for quick communication between home and school in case of an emergency. It is recommended that students have at least 2 working contact phone numbers for emergency purposes.

RESIDENCY

Only students who are residents of the District may attend a District school without a tuition charge. A student's residence is the same as the person who has legal custody of the student.

Anyone seeking to enroll a student must present a certified or registered birth certificate for the student and proof of residency.

Residency can be established by providing school officials with the following:

Category I (one document required)

- Most recent property tax bill and proof of payment
- Mortgage papers
- Signed and dated lease with proof of the lasts month's payment
- Letter from manager and proof of lasts month's payment
- Letter of residence from landlord

Category II (two documents required)

- Driver's license
- Vehicle registration
- Voter registration
- Recent cable, electric, gas, or water bill
- Public aid card
- Current homeowners/renters insurance policy
- Current library card
- Receipt for moving van rental
- Mail received at new residences

PHYSICAL EDUCATION

All students are expected to dress for PE unless they have a doctor's excuse. Each student's grade will be based on attendance, dress, participation, skill, written and fitness tests, behavior and observation of health and safety rules. A student must pass four of the six activity units each semester by complying with the above requirements and passing the written test for each unit. Each student is responsible for any work missed and must make arrangements with the teacher for completing the work. Make-up work for all missed classes must be arranged with the PE teacher. The key to successful completion of PE is participation.

EXEMPTION FROM PHYSICAL EDUCATION

In order for a student 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. The medical excuse should be presented within 24 hours of the parent request for exemption from physical education

class. The medical excuse should include the length of the exemption and date for release from medical oversight. Exemptions from physical education would also apply to recess, co-curricular, and extracurricular activities. Special activities in physical education will be provided for a student who's 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.

SUBSTITUTIONS FOR PHYSICAL EDUCATION AND OTHER REQUIRED COURSES

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The Building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

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 below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officers' Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination must be made a part of the individualized education program. A student requiring adapted physical education must receive that service in accordance with the student's individualized education program.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure.

HUMAN GROWTH AND DEVELOPMENT

Students will not be required to take or participate in any class or course in comprehensive human growth and development (sex) education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Instruction relating to sanitation, hygiene or traditional courses in health or science does not fall under this provision.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course. This instruction occurs at the 6th, 7th, 8th, and 10th grades. The Morgan County Health Department works with the District to provide the instruction for 6th graders.

HONOR ROLL AND HIGH HONORS

A 3.000 GPA is required for honor roll and a 4.000 GPA is required for high honors.

NATIONAL HONOR SOCIETY

Juniors and seniors who have a cumulative GPA of 3.800 are academically eligible for membership in the NHS. Those students will then be asked to complete a student activity form. They must show evidence of service, leadership, and character. The faculty will then issue invitations for membership to students who meet all criteria.

CLASS RANK

STUDENTS GRADUATING IN OR BEFORE 2021:

Class Rank is based on a student's weighted grade point average (GPA).
Weighted GPA is calculated based on the following criteria:

1. All classes count in the weighted GPA until a student reaches a cumulative GPA above 4.0.
2. After a student's cumulative GPA reaches above 4.0:
    a. Weighted GPA is based on a minimum of 5 classes each semester
    b. All courses required for graduation must count
    c. All weighted courses must count
    d. Any non-weighted courses will count until five courses are counted
    e. Transcripts will be reviewed by administration to determine which classes will count
    f. More than 5 classes will count if the number of b & c total more than 5 in any semester

The grades in the following courses are not figured in the GPA: CVE/Work Study, Physical Education, Alternative Education Courses, Driver's Education, Correspondence Courses, and Summer School Courses.

STUDENTS GRADUATING IN OR AFTER 2022:

Class Rank is based on a student's weighted grade point average (GPA).
Weighted GPA is calculated based on the following criteria:

1. All classes count in the weighted GPA until a student reaches a cumulative GPA above 4.0.
2. After a student's cumulative GPA reaches above 4.0:
    a. Weighted GPA is based on a minimum of 6 classes each semester
    b. All courses required for graduation must count
    c. All weighted courses must count
    d. Any non-weighted courses will count until six courses are counted
    e. Transcripts will be reviewed by administration to determine which classes will count
    f. More than 6 classes will count if the number of b & c total more than 6 in any semester

The grades in the following courses are not figured in the GPA: CVE/Work Study, Credit Recovery Courses, Alternative Education Courses, Independent Study Courses, and Correspondence Courses.

GRADE POINT AVERAGE (GPA)

Except for accelerated courses, the GPA at Jacksonville High School is based on the following scale:

A=4 points B=3points C=2points

D=1 point F=0 points

Honors courses are figured on the following scale:

A=5 points B=4 points C=3 points

D=1 point F=0 points

Advanced Placement courses are figured on the following scale:

A=5.5 points B= 4.5 points C=3.5 points

D=1.5 point F=0 points

DRIVER EDUCATION

As per Illinois State Code, students must have passed a total of 8 classes the two previous semesters and must be at least 15 years of age by the following cutoff days to take Driver education; 1st semester – November 30th, 2nd semester – March 31st, summer – July 31st. In accordance with action taken by the District 117 Board of Education, a $250 fee ($100 for classroom and $150 for behind-the-wheel) is to be assessed each student enrolled in Driver Education. This fee will be collected at registration. Any student who is eligible for a waiver of fees for textbooks during the regular school year will be eligible for a waiver of this fee. There is also a $20.00 fee paid to the Secretary of State for the instruction permit. Jacksonville High School does not accept out-of-district tuition students in the Driver Education program other than Routt and Westfair students.

Students cannot receive credit in the driver education classroom phase if they have missed more than two classes. However, it is possible that students may miss more times due to an illness, death in the family, etc., and the absence would not be their fault. In a case such as this, students can make up as many as three classes in the after-school classroom. Therefore, students who miss no more than five days can make up the time; if students miss more than five days they will be dropped from Driver Education.

REPORT CARDS

A report card is available at the end of each mid-term and quarter on Pac Family Access showing the quality of the student's work in each course. Parents are encouraged to make an appointment with teachers, counselors, or administrators whenever there is a concern.

PaC SKYWARD FAMILY ACCESS™

Parents of students in grades 3 through 12 are able to access student information online. Jacksonville School District 117 utilizes a web-based service that allows parents and authorized family members to view attendance records, schedules, assignments, progress reports, and basic health information. JHS and Turner parents can also access food service account information. The site contains email links to provide parents direct communication with staff members. PaC Family Access™ assures each family's privacy with secure logins and passwords.

To access this service, parents must have Internet access and be using the most recent version of Internet Explorer or Firefox. If you go to the District home page (www.jsd117.org/) there is a login link for PaC Family Access™. A direct link to the site may also be found on the JHS web site. (jhs.jsd117.org)

If you need assistance, contact the Student Services Office at 243-4384 ext. 2243.

GRADUATION REQUIREMENTS

A total of 24.5 credits are required for graduation from Jacksonville High School. Students are not allowed to participate in graduation ceremonies unless ALL graduation requirements have been completed. The official requirements are outlined in the Course Guide which is available on the JHS webpage.

Students who are behind in credits may inquire with their counselor about limited credit recovery options and/or an extended day (Early Bird through 7th hour).

Transfer students are generally expected to meet all graduation requirements of Jacksonville High School in order to receive a diploma from this school. However, if it can be established that a student was on schedule in meeting graduation requirements of the school he/she transferred from, and every reasonable attempt is made to meet the graduation requirements of Jacksonville High School, the Principal may waive some requirements.

District 117 will accept credit from accredited schools. At the discretion of the Principal, students transferring from a non-accredited school may be expected to pass an examination covering the content ordinarily included in the course in question before credit is approved.

EARLY GRADUATION

The Mission of Jacksonville High School speaks of a "community of learners" whose charge is to "develop college and career ready individuals." We at JHS firmly believe that the best path for students to achieve college and career readiness is to complete eight semesters of high school. To that end, consideration of so-called Early Graduation should not be approached lightly or without serious discernment. According to policy, a student may apply to "graduate" at the end of his/her seventh semester, based on the following criteria:

1. Submit paperwork, signed by student and parent(s), within the established deadlines (due by May 31st of student's junior year);
2. Attain 20.5 credits by the last day of student attendance of the sixth semester and fulfill all of the Illinois School Code and local graduation requirements (usually the end of May);
3. Provide letter of employment, military enlistment, internship, or enrollment to a post-secondary institution, or proof of familial move out of the district.

No more than three correspondence courses (i.e., APEX) will be accepted for "early graduation." Additionally, students finishing after seven semesters will not be eligible to participate in Spring Sports, extra-curricular activities, or attend exclusive school events, such as Prom, unless as the guest of a current JHS student. Students will receive diplomas at commencement in May. A student considering high school completion in seven semesters should make an appointment to meet with his/her school counselor.

DISTANCE LEARNING COURSES, INCLUDING VIRTUAL AND ONLINE COURSES

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the Superintendent or designee;
2. The student has an alternate placement plan or needs to recover credits;
3. Students using the on-line courses for credit recovery will use the local registration fee process outline annually by the company providing the service;
4. The student assumes responsibility for all fees if using the course for the purpose of early graduation or a course outside the realm of the local curriculum (including tuition and textbooks); and
5. The Building Principal or designee approves the course in advance.

Students earning credits for early graduation or coursework outside of the local curriculum will be allowed to earn 3 credits (6 classes) using the virtual or online course programming. Grades earned in approved distance learning courses count toward a student's completion of a course. The District may grant for expelled students the opportunity to take virtual or online courses in alternative settings.

CERTIFICATE OF HIGH SCHOOL COMPLETION

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

JACKSONVILLE REFERRAL SOURCES

ADOPTION/FOSTER CARE	
Catholic Charities	245-2521
Children & Family Services	245-9588
Child/Abuse & Neglect.	800-252-2873
ALCOHOLISM	
Alcoholics Anonymous	243-2862
The Wells Center	243-1871
CHILD ABUSE	
Children & Family Serv.	245-9688
Hotline	1-800-252-2873
CLOTHING	
Goodwill	243-7400
Red Cross (fire, disasters)	243-6641
Salvation Army	245-7124
COUNSELING	
Midwest Youth Services	245-6000
CRISIS/INTERVENTION	
Child/Abuse & Neg.	1-800-252-2873
Community Counseling	245-6126
Crisis Pregnancy Center	245-9340
The Wells Center	243-1871
Crisis Center	243-4357
Crisis Center (TTY)	245-6816

HEALTH CARE	
Health Dept.	245-5111
Passavant Hospital	245-9541
NUTRITION	
Food Center	243-1122
Salvation Army	245-7124
Soup Kitchen	243-6851
WIC Program	245-7812
YOUTH SERVICES/RECREATION	
Big Brother/Big Sister	243-3821
Boys Scouts	546-5570
Extension (4-H)	243-7424
Girl Scouts	245-4075
Salvation Army	245-7124
YMCA	245-2141
DRUG ABUSE	
Gateway	217-529-9266
EMPLOYMENT	
JTPA	243-5846
Job Service	245-5148
DOMESTIC VIOLENCE	
Crisis Center	243-4357

MISCELLANEOUS INFORMATION

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the Principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

CLUBS, ACTIVITIES, SOCIETIES, AND SPORTS AT JHS

The JHS Extracurricular Code is available at jhs.jsd117.org

Activities

Academic Challenge, Art Club, Bass Fishing Club, Chess Club, Crimson Times, Fall Play, FFA, Color Guard/Winter Guard, Geography Club, German Club, Intramurals, Jazz Band, Key Club, LGBTQ + Club, Marching/Symphonic Band, Math Team Men's Ensemble, Concert Choir, National Honor Society, National English Honor Society, National Spanish Honor Society National German Honor Society, National Art Honor Society, Orchestra, Rotary Interact Club, Scholastic Bowl, Science Club Spanish Club, Speech Team, Spring Musical, Student Government

Sports

Football (B), Basketball (B/G), Soccer (B/G), Tennis (B/G), Volleyball (G), Baseball (B), Cross Country (B/G), Softball (G) Wrestling (B), Track & Field (B/G), Swim Team (B/G), Golf (B/G), Cheerleading, J'ettes, Student Led Activities, Fellowship of Christian Athletes, REFs (Role Models Encouraging Freshmen), Students for Christ

CHAIN OF COMMAND

The Jacksonville School District takes pride in its communication efforts with all stakeholders of the District. To ensure that parent concerns or issues are heard by the appropriate individual who can resolve the issue at the point of origin and provide a direct response, the Board of Education asks that parents follow the District's Chain of Command outlined below. It is the intent of the Chain of Command to resolve concerns and issues during the earliest steps with the individual (s) directly involved with the concerns.

Step 1) In the event of a concern, a parent or community member should contact the teacher, supervisor, coach, or staff member who is directly involved with the concern or situation.

Step 2) If a parent or community member has completed Step 1 and feels that the issue/concerns were not remedied, they should contact a building administrator, director of the program, or the athletic director.

Step 3) If a parent or community member has completed Step 1 and Step 2, and feels that the issue/concern warrants yet further discussion, the parent or community member should then contact the Central Office.

Step 4) If the issue/concern of the parent or community member still remains after the completion of Steps 1, 2, and 3, the parent or community member should contact a Board of Education member. The Board of Education member in consultation with the Board of Education President and Superintendent will redirect the individual back to the appropriate level or request that the concern be placed on the Board of Education agenda for full Board discussion.

DRILLS/ALARMS

Fire Alarms: Go to the nearest exit with your class. Follow directions given by your teacher.
Tornado Alert: Stay in the room unless directed to move to a specific inner wall location. Cover your head. Listen for directions.

ENGLISH LANGUAGE LEARNERS

Jacksonville School District 117 offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student achievement standards that all children expect to attain. The District instructional model maintains the following program components:

1. Opportunities for academic achievement that include English proficiency and participation in school activities.
2. Appropriate identification system for students with limited-English speaking and comprehension skills.
3. Compliance with State law regulating a Transitional Program of Instruction.
4. Compliance with State and Federal requirements for the receipt of grant funding.
5. Determine appropriate instructional programming.
6. Annual assessment of ELL student skills to determine instructional levels.

ELECTRONIC DEVICES

Students' electronic devices must be powered off and out of sight during the educational day. If a student needs to use an electronic device, he or she may do so with the permission of a staff member and under the staff member's supervision. Students are not allowed to take pictures or video without permission from a classroom teacher and the person being photographed and/or videoed. The school administration may allow the use of electronic devices prior to the educational day and during lunch time, in the

cafeteria, provided these do not negatively impact the school culture or environment. This privilege may be revoked at any time. Violations of this policy will result in confiscation of the device and/or disciplinary consequences. Office and classroom phones are for school district business and emergencies only. Students may use the telephone on the counter in the Main Office, with permission from the secretary.

Cell Phone Violation Policy

1st Offense – Confiscation for the remainder of the day. Student may pick up in the attendance office at the conclusion of the day. Potential consequence

2nd Offense – Confiscation for the remainder of the day. Student may pick up in the attendance office at the conclusion of the day. Progressive discipline

3rd Offense – Confiscation for the remainder of the day. Student may pick up in the attendance office at the conclusion of the day. Progressive discipline – Parent phone call home to communicate repetitive actions and establish future consequence.

4th Offense – Confiscation for the remainder of the day. Parent/Guardian must come pick up the phone. The phone will not be released to the student or anyone not on the students contact list. Progressive discipline

5th Offense – Confiscation for the remainder of the day. Parent/Guardian must come pick up the phone. The phone will not be released to the student or anyone not on the students contact list. Parent/Guardian and student must have an in-person conference with administration and then the parent/guardian will be given the phone to take home. Progressive discipline

6th Offense – Confiscation for the remainder of the day. Parent/Guardian and student must have an in-person conference with administration and then the parent/guardian will be given the phone to take home. The parent/guardian will be informed that the student will be required to turn in their phone to the attendance office each morning and will be given it back at the end of the day. Parent will sign consent for student's belongings to be searched for said phone.

HEADPHONES

Headphones are allowed before/after school and during the lunch period. Headphones should be put away and not worn at other times during the school day without the directive or permission from a teacher in their classroom. Students should not be wearing them around the neck or in their ears during the school day except for the designated times noted.

EMERGENCY SCHOOL CLOSINGS/LATE STARTS

In cases of inclement weather and other local emergencies, please listen to any local radio or television station to be advised of school closings, late starts or early dismissals. School closings, for any reason, will be announced as soon as possible to accommodate family needs.

Local media sources that receive school closure information include:

WJIL 1550 AM
WLDS 1180 AM
WEAI 107.1
WJVO 105.5
Channel 20 News

Skylert/School Messenger messages will also be used to communicate with parents regarding emergency school closures. Skylert/School Messenger is a school-to-parent notification system service that allows the District to make one phone call, record a detailed voice message, and send it immediately to parents. It is very important that parents keep the school informed of any change in telephone number.

If it becomes necessary to run bus snow routes in the rural areas, the emergency routing will be in effect for both morning and afternoon runs. Parents are urged to be at the emergency stop to pick up their children in the afternoon as drivers are instructed not to let children off unless they live close by or someone is there to pick them up.

Weather related announcements will also be published on the District's web page at www.jsd117.org. To receive these announcements via email or telephone, go to the website and sign up for Notify Me.

If school is dismissed early for an emergency of any reason, all after-school functions are reviewed by the administrative team to determine needed cancellations. Cancellations for after-school events will be sent to the same media sources and parent communication resources listed for school closures.

To secure your child's safety, you are urged to make a family plan in advance with your child(ren) in the event of an early dismissal from school.

FACILITY USAGE

The use of school facilities is not automatically extended to any person or group. Approval of facility usage is at the discretion of the administration. The School District reserves the right to limit or refuse use of facilities and to require cash deposits or certificates of insurance from any individual or organization with respect to rental or use of any school facility.

FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities, including [Driver's Education, any course fee, athletic fees and registration fees]. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The Principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Catastrophic expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Information relating to the timelines and administrative procedures relating to the waiver of student fees can be requested from the building administrator upon enrollment in school or upon a change in the family's financial status.

GUESTS AT SCHOOL EVENTS

Guests attending school dances who are NOT current JHS students must be registered IN ADVANCE, using the proper form available in the Attendance Office. Guests must be at least grade 9 or no older than 20 years of age. Any guest who is older than 20 years of age must be approved by the Principal. The administration reserves the right to deny any non-JHS student attendance at any school function.

INVITATIONS & GIFTS

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home or delivered outside of the school day. The office is unable to release addresses and phone numbers of students.

LOCKERS

1.Student lockers are school property. JHS is not responsible for theft from hall lockers or P.E. lockers. Please do not store money or valuables in any locker. Valuables may be stored in the Main Office safe. Lockers must be used only for storage of school-related items such as books, paper, and lunches.

2.School officials, with reasonable suspicion, have a right to inspect a locker with or without the student's knowledge or consent.

3.Students are responsible for their assigned lockers. Lockers must be kept clean and undamaged inside and out. Students are not permitted to share lockers. Students should keep lockers locked at all times.

4.Lockers will be assigned through the Attendance Office. Students will be assigned a locker their 9th grade year. They will keep this locker for the remainder of their educational time at JHS.

5.Tampering with another student's lock or locker may be considered vandalism and/or theft.

LOST AND FOUND

Items that have been found should be taken to the Attendance Office immediately. These items may be claimed if the owner can give sufficient identification. Personal belongings left in the hallways will be taken to the Attendance Office. Repeat offenders will have disciplinary consequences. JHS is not responsible for lost or stolen items.

LUNCH/BREAKFAST

Jacksonville High School participates in the USDA sponsored school lunch/breakfast program. Please complete an application annually to ascertain whether your child qualifies for free or reduced breakfast/lunch per the guidelines established by the USDA.

Jacksonville High School uses a computerized debit point of sale system. A Biometric Finger ID system is used to identify students at Jacksonville High School and Jonathan Turner Junior High. For your student to use this system, the parent/guardian needs to sign and return a consent form which authorizes District 117 to scan your student's finger. If the student is enrolled in the Biometric Finger ID system at Jonathan Turner Junior High, their information is transferred to Jacksonville High School upon graduation. Skyward Family Access allows you to monitor your student's account and make payments using Credit/Debit cards. A convenience fee is charged for this service. Payments can be made by check or money order in the Main Office at JHS or in the Cafeteria during meal service.

1.Jacksonville High School is a "closed campus." Students may not leave campus for lunch except with the permission of administration.

2.Lunch options include sack lunch, school hot lunch, or school snack line.

3.All students must remain in the cafeteria at lunch.

4.Students are responsible for clearing their own table. All trays and silverware must be returned to the window.

5.Food may not be ordered or brought in from an off-campus restaurant for or by students.

6.Food or drink in general is not allowed in the hallway or classroom after 8:05 a.m. Water is allowed during the school day.

MEDIA CENTER

The media center, which is open from 7:30 A.M. to 4:00 P.M., provides books, magazines, newspapers, computers, and a staff that is willing to help. Students may come to the media center before school, after school, during lunch hour, or anytime during the school day with a pass from a teacher.

Two computer labs are located in the media center for student and staff use. Any student using a computer must have an acceptable use policy on file in the media center. Media center procedures and rules of conduct should be observed while in the media center and computer labs.

Books may be checked out for two weeks and renewed twice. If a book is lost or damaged, the student will be required to pay the current cost of replacement for that book.

OUTSIDE AGENCIES OR OFFICIALS

Law enforcement officers must notify the Attendance Office before seeing a student. Parents will be notified. An administrator will be present during the interview.

Other non-school-related agencies must contact the Guidance Department to arrange to visit a student.

PARENTAL INPUT CONCERNING THE EXPENDITURE OF FEDERAL FUNDING

Each year schools receive federal funds through Title I, Title II-A (Teacher Quality), Title II – D (Technology Enhancing Education), and Title IV (Safe & Drug-Free Schools). These funds generally may be used to purchase instructional materials and equipment and to provide in-service opportunities for teachers. If you have suggestions for our school's use of these funds, please send them to the Principal by April 1.

SAFETY AND SECURITY

All Jacksonville High School doors will be locked daily from 8:10 to 3:10 for student and staff safety. Anyone caught tampering with the locked doors, propping them open, or letting outsiders in will be subject to disciplinary consequences.

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

   The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

   These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

   A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be send to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

   If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

   Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

   Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

   The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

Name
Address
Gender
Grade level
Birth date and place
Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
Academic awards, degrees, and honors
Information in relation to school sponsored activities, organizations, and athletics
Major field of study
Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.[1]

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

7. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

8. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

SURVEYS BY THIRD PARTIES

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

VIDEO & AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. It is the practice of Jacksonville School District 117 to allow only school personnel overseeing the video monitoring system to view video/audio tapes. This practice is to secure the safety and privacy rights of all children.

1

VISITORS

All visitors, including parents and siblings, are required to enter through the designated door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying themselves with an ID, provide the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form" and be approved by the Principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the Principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

NURSE'S OFFICE

GUIDELINES

The nurse's office, located in the Student Services Department, is open daily from 7:50AM to 3:45PM. If a student becomes ill while at school, he/she should ask the teacher for a pass to the nurse's office.

The student also has the option to sign up using the student entry screen via a computer located on the counter within the Student Services Department. The student would enter their student ID and the reason that they need to see the nurse. All information is kept confidential. The nurse will triage student requests and a pass will be sent for the student as soon as possible. Only one student will be allowed in the nurse's office at a time.

All students who are ill must report to the nurse. DO NOT CALL OR TEXT HOME IF YOUR ARE ILL. The nurse must speak with the parent/guardian before a student can go home. Please remember, the nurse will always call the parent/guardian if the student requests to talk to them. Students who leave school due to illness without verification from the nurse will be given an unexcused absence and a disciplinary consequence.

Students who have a fever of 100 degrees or higher, who are repeatedly vomiting, or who have an infectious illness such as impetigo, pinkeye or scabies will be required to go home. For all other health issues, the nurse will assess the student and after conferring with the student and possibly a parent/guardian, a decision will be made regarding the student going home. The nurse will provide comfort measures as available but all students need to remember just because you don't feel "great", does not mean a student cannot be in attendance and participate in school.

Please refrain from going to the nurse for problems that should be taken care of at home or in a physician's office. The nurse's office is intended for care of students with acute illness or for students who have first aid needs.

CARE OF STUDENTS WITH DIABETES, ASTHMA, SEIZURE DISORDER, OR A LIFE THREATENING ALLERGY

If your child has diabetes, asthma, seizure disorder or a life threatening allergy, an individual health care plan must be developed. This written plan identifies the specific health care actions your child may need during school hours. It is cooperatively developed by the building nurse, parent/guardian, student and doctor. Parents/guardians are responsible for and must:

a. Cooperatively develop a plan with the building nurse. This will require either a meeting or phone conversation with the nurse, in addition to signatures and/or completion of individual health care plan forms.

b. Obtain physician instructions and/or signatures as needed

c. Inform the school in a timely manner of any change which needs to be made to the Care Plan on file with the school for their child.

d. Inform the school in a timely manner of any changes to a parent's/guardian's contact numbers or emergency contact numbers.

e. May be required to grant consent for and authorize designated School District representatives to communicate directly with healthcare providers involved in the child's health care.

For further information, please contact the school nurse or the principal. Parents providing accurate and timely information to the school will allow the school district to review all available resources to best serve the student's needs.

HEAD LICE

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation if requested.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or Principal and the child is determined to be free of the head lice and eggs (nits).

MEDICATION POLICY

Students must bring all medications to the nurse's office to be kept in a restricted and locked area. All medications, prescription and non-prescription, require a form signed by physician and parent. Forms are available in the Nurse's Office and must be renewed yearly. Individual containers must be labeled by the pharmacy or the physician, and labels should be clearly marked with the student's name, name of the physician, date, name and telephone number of the pharmacy, name of the medication, dosage, and frequency of administration. Students are allowed to keep emergency inhalers and Epi-pens in their possession at all times but need to have medication authorization forms on file in the nurse's office. A parent can come to the school and give a medication to their child at any time. Report to the nurse's office and a pass will be sent for the student so the medication can be given by you. Please pick up your medications as all medications left in the Nurse's Office at the end of the school year will be discarded.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

PHYSICALS AND IMMUNIZATIONS

All students are required to present appropriate proof of a health examination and immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and

3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15th of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

All students must provide proof of immunization against measles before they may attend JSD #117 schools, per school board policy.

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

WELLNESS POLICY – PARTY FOOD SUGGESTIONS

In accordance with the Jacksonville School District 117 Wellness Policy, healthy food options should be made available to promote student, staff, and community wellness. Examples of nutritious foods and beverages that are consistent with the Dietary Guidelines are listed below.

- Raw vegetables sticks/slices with low-fat dressing or yogurt dip.
- Fresh fruit wedges-cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit-nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits—raisins, cranberries, apples and apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts
- Lean meats and reduced fat cheese sandwiches
- Party mix
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip
- Low-fat muffins, granola bars, graham crackers, fig bars
- Mini bagels with whipped light or fat-free cream cheese
- Pasta Salad
- Breadsticks with marinara
- Fat-free or low-fat flavored yogurt and fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single serving cottage cheese, or cheese cubes)
- Pure ice cold water

**This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices. Not all food and beverage items on this list will necessarily meet district nutrient standards as items vary in sugar, fat, and calorie content from brand to brand. However, all of the items in the list are believed to be consistent with the intent of the wellness policy to promote student health and reduce childhood obesity*

CRIMSON TIME

Crimson Time is a designated period during the school day where students will receive tiered academic and social interventions. This time is intended to meet a wide range of individual student needs through general education services. The goal of Crimson Time is to support all students with the help they need to be successful as early as possible in their school career.

We recognize that students at JHS have a varying range of needs. While students may be in different educational settings, the following expectations apply:

Crimson Time Student Expectations

-Students will attend Crimson Time daily, as scheduled.
-Students will use the restroom either before or after Crimson Time.
-Students will remain in their assigned area for the entirety of Crimson Time.
-Students will be actively engaged in school work.
-Students who have completed daily assignments are expected to read outside material.
-Students will refrain from using cell phones and/or headphones during Crimson Time.

Crimson Time Teacher Expectations

-Teachers will enforce the overall student expectations.
-Teachers will hold students accountable for intervention expectations.
-Teachers will remain current on Skyward for assigned students.
-Teachers will foster an academic environment.
-SPED teachers will determine the level of intervention for each student in the assigned caseload.

BEHAVIORAL EXPECTATIONS FOR STUDENTS

To promote an orderly, safe, and appropriate learning environment for students and staff, JHS provides behavioral expectations to students and rewards for meeting them. This is a proactive systems approach to establishing the behavioral supports and social culture that are needed for all students in the school to achieve social, emotional, and academic success. These expectations apply to students any time they are on school premises.which include riding in district-sponsored transportation or at school-conducted or school-sponsored activities, wherever located, students are expected and required to behave in an orderly, safe, and appropriate manner, with due regard and respect for the rights of others, the rules and regulations of the School District, the directives of school personnel, and all existing laws. Students are subject to appropriate disciplinary measures for unlawful or improper conduct and, upon demonstration of gross disobedience or misconduct, may be suspended and/or expelled from school in accordance with the provisions of The School Code, School District rules and regulations, and other laws that are applicable**.**

CRIMSON PRIDE PROGRAM RUBRIC

The Crimson Pride Program will be utilized at Jacksonville High School to reward students for their academic and social success at Jacksonville High School. Please find the accompanying rubric inside of the back cover of this Handbook. This rubric provides details of the expectations and rewards for each of the levels. A student must meet all of the expectations within each level in order to receive the rewards listed. Each student's progress will be evaluated every quarter and students qualify for their level for the next quarter. Failure to be on any level results in loss of all privileges.

ENFORCEMENT OF RULES AND REGULATIONS

All disciplinary actions will be directed toward protecting the welfare of the school community, as well as assisting the student to develop self-discipline. Discipline responses may include, but are not limited to, the following actions:

AFTER SCHOOL DETENTION:
Students may be detained after school by administration for violation of the school rules. Students will be notified in advance of detention with the following information: reason for detention, date and place to be served, and length of detention. Failure to serve an assigned detention will result in progressive discipline in addition to expectation to serve original consequence.

ALTERNATIVE EDUCATIONAL PLACEMENT (AEP): Students may be assigned to the AEP room for a specified time. All students must serve assigned AEP time before returning to regular classes. Classroom rules for AEP room are as follows:

1. Sit in your assigned seat.
2. All school rules apply.

- No headphones
- No electronic devices

- No food or drink

3. No talking.
4. No group or paired activities.
5. Students may use the computer only for an assignment sent by their teacher and with permission of the AEP teacher.
6. Students "logged" three times for misbehavior will face additional consequences.
7. Students must choose one of the regular hot lunches provided for the day. Students will not be allowed to purchase items from the snack line. If they prefer, students may bring a sack lunch from home.
8. Students must attend their early bird class.

CONFISCATION OF ITEMS: Students may/will be asked to surrender personal property if the item/items interfere with the learning environment or pose a threat to the safety of the learning environment or members of the learning environment.

DEPARTMENTAL DETENTION: Students may be detained after school by teachers or administrators for violations of class or school rules. Students will be notified in advance of detention with the following information: reason for detention, date and place to be served, and length of detention. Failure to serve an assigned detention will result in assignment of an after school detention or AEP.

EXPULSION: Expulsion will be recommended when a student clearly demonstrates an unwillingness to comply with school rules on a consistent basis or has created a life/health threatening situation. Any act of aggression toward a staff member may result in an expulsion recommendation.

LUNCH HOUR DETENTION (4DT): Students will report to a designated room at the beginning of the assigned lunch time. A sack lunch can be obtained or brought from home and eaten in the room. AEP rules will be in effect. Students will remain in the room during the scheduled time and then will be dismissed to resume regular classes. Cafeteria food cannot be brought into the lunch detention room.

OUT-OF-SCHOOL SUSPENSION (OS1): Students will be suspended from school for extreme instances of defiance, disrespect, fighting, gross misconduct, gross disobedience, repeated misconduct, or any action which threatens the life/safety of other students or staff. The length of the suspension is to be determined by the seriousness of the infraction.

OFF LEVEL: Students who consistently violate rules and fail to progress academically, may be subject to off level status and will lose the following school related privileges: hall passes, Media Center access, parking privilege, attendance at assemblies, attendance at extracurricular activities (dances, sports, etc.), and any other privilege determined by an administrator to be appropriate.

SEARCH AND SEIZURE: 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. 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, cars within 1000 ft. of the school and/or at school functions, parking lots, 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, the school's rules/policies, or the district's rules/policies. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The Principal or designated school authority may request the assistance of law enforcement officials and/or the school resource officer to conduct inspections, breathalyzers, 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. The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. Parental contact prior to or after a search will be based on the urgency, intensity, and immediacy of the situation. A student's refusal to submit to a search will be deemed a violation of an administrative directive. If a search produces evidence that the student has violated or is violating the law, the school rules/policies or the district's rules/policies, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities. Students suspected of being under the influence of illegal or dangerous substances may be asked to take a breathalyzer or blood test. Refusal to do so will be considered an admission of guilt and will result in the same consequence as a positive test.

SOCIAL PROBATION:

The behavioral component to the level system will be addressed through Social Probation. Students that continually defy behavioral and attendance expectations will be placed on Social Probation. These behaviors will affect their levels. Administration will monitor and determine student Social Probation based on factors such as; tardies, referrals, and attendance to school. Social Probation at any level, prevents certain privileges for the student regardless of their academic standing.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. 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.

STUDENT BEHAVIOR POLICY

The Board of Education believes that every student who has a sincere desire to remain in school, to be diligent in study, and to profit from the educational experiences offered, will have the opportunity for success. It is expected that each student comply with the established, well-defined school rules and regulations. Moreover, students are prohibited from engaging in conduct which, in any way, disrupts the educational process or infringes upon the rights of others. The policy set forth below states in brief form examples of prohibited behaviors and the usual disciplinary actions that may be taken. It must be remembered that the teacher has the right and responsibility to maintain order in the classroom, even if it means physical restraint to insure the safety of the class. In addition, in the event of a disciplinary-related incident, due process will be exercised.

Offense	Description	Minimum Action	Maximum Action
****possible notification of police/arrest**	**The following descriptions apply to all school-aged students in attendance at any district instructional programs or support programs as well as school/district sponsored activities and events.**	**Defines the action an administrator may take. Minimum action may not relate to first offense.**	**Defines the maximum action an administrator may take. First offenses may be included in this category.**
Absence Unexcused/ Truancy **	Absent from any or all of the academic day without a valid excuse or appropriate verification.	Parent Involvement	Loss of Credit/ Privileges. Suspension. Referral to truancy officer for court action.
Academic Dishonesty/Plagiarism / Forgery**	Academic Dishonesty on tests or assignments, copying papers or other projects, duplicating copyrighted materials, using translation software, forging a school document or a signature of a teacher, administrator or parent or allowing someone else to do it.	Loss of Credit	Suspension
Arson **	Malicious or intentional attempt to burn any property.	Suspension	Expulsion

Assault/Battery**	Attempting to cause and/or causing injury to another student or staff member.	Suspension	Expulsion
Away From Assigned Area/Unauthorized Area	Being in any location other than where assigned.	Detention	Suspension
Bomb Threat**	Making a bomb threat.	Suspension	Expulsion
Bullying**	Can include physical violence, verbal taunts and attacks, name-calling, put-downs, or exclusion from a peer group.	Student Conference	Suspension
Bus Behavior/Bus Stops**	Any violation of bus or school rules that warrants a referral.	Student Conference	Bus Suspension/External Suspension
Cell Phones**	Cell phones must be turned off and out of sight during the educational day. Students may use cell phones during their lunch period.	Student Conference/ Confiscation of Item	Suspension
Chronic Disruption/Excessive Violations	Repeated violation of school rules and/or an accumulation of disciplinary points.	Suspension	Expulsion
Computer Misuse**	Tampering with any school computer or program or violation of the District 117 Acceptable Use Policy.	Loss of Computer Privileges	Suspension/Restitution
Controlled Substance**	Use (under the influence), possession, attempt to sell or distribute, purchase of any alcoholic substance, inhalant, illicit drug or look-alike drug, prescription medication, over the counter medications, or mind-altering substance. Possession of drug-related paraphernalia is prohibited.	Search/Confiscation of Item, Breathalyzer and/or Suspension	Expulsion
Defiance/Disrespect /Insubordination	Refusal to cooperate with school personnel or display of rudeness or discourteous attitude or language toward others.	Student Conference	Suspension
Disorderly Conduct**	Serious disruption of the educational environment to such an extent that there is police involvement.	Suspension	Expulsion
Disruption of the Educational Setting**	Any disturbance of the education environment either in or out of the classroom/a breakdown in the orderly process of instruction and/or school activities such as field trips, assemblies, or athletic events.	Detention	Suspension
Dress Code Violation	Any violation of the Dress Code presented in building handbook.	Required to Change Clothing	Suspension
Electronic Devices	Inappropriate use and/or possession of electronic items/devices that compromise the safety of others or disrupt the educational setting. This can mean that if a student is videotaping an event and not getting help, they are compromising the safety of others. Students using electronic devices in the educational setting to videotape, electronically post, or electronically distribute media without the consent of administration are subject to disciplinary actions.	Student Conference/ Confiscation of Item	Suspension
Failure to Identify Self**	Failure to give name or giving a false name to district personnel. Making a fake call in an attempt to mislead staff or give false information.	Detention	Suspension
Failure to Report	Not reporting to the assigned location when directed to do so by school personnel. Abuse or misuse of any student pass.	Parent Involvement	Suspension
Failure to Serve	Not serving assigned disciplinary consequences.	Detention	Suspension
Fighting**	Any physical confrontation that is aggressive in nature.	Loss of Privileges/Isolation	Expulsion
Fire and Safety Equipment**	Tampering with any fire or safety equipment.	Parent Involvement	Expulsion
Food/Drink	Possession of open food or drink in unauthorized areas such as gyms, media centers, and bathrooms. Foods and drinks with state and/or federal limitations are prohibited at school.	Student Conference/ Confiscation of Item	Detention
Gambling**	To play a game for money or other stakes.	Student Conference	Expulsion

Gangs/ Secret Societies/ Related Activities**	Possessing, displaying or using gang/cult emblems, symbols, language; inciting other students to intimidate, threaten or act with physical violence upon any other person; recruiting for gang/cult membership or hazing.	Student Conference	Expulsion
Harassment**	Generally defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults.	Student Conference	Expulsion
Inappropriate Behavior	Any behavior not defined in this list that is deemed unacceptable by administration.	Student Conference	Expulsion
Intimidation/Threat/ Extortion**	Obtaining money, property or services, or intending to instill fear through verbal or nonverbal threats, force, power, actions, or deceit. Threatening to harm another person.	Student Conference	Expulsion
Leaving Campus without permission**	Leaving campus during the educational day without permission of an administrator and/or signing out.	Detention	Suspension
Lunch Behavior/Food Fight	Participating in or planning of a food fight, littering, leaving trash or trays, throwing things during lunch.	Detention	Suspension
Mob Action**	The use of force or violence disturbing the educational setting by two or more persons acting together.	Suspension	Expulsion
Parking Lot Conduct	Any misbehavior in the school parking lot.	Detention	Suspension of Parking Privilege/Suspension
Pornography**	Intentional viewing, display, distribution, or possession of sexually explicit or suggestive material in any form.	Student Conference/ Confiscation of Item	Expulsion
Profanity/Vulgarity/ Public Indecency	Use of vulgar, repulsive, derogatory, profane, obscene, lewd or indecent language, gestures or clothing. Any interaction or behavior that is vulgar of lewd in nature.	Student Conference	Suspension
Provoking a Confrontation/ Inciting/Coercion	Provoking or pressuring others to engage in a confrontation or do something against their will.	Detention	Suspension
Public Display of Affection (PDA)	Any interaction that is deemed by staff as too intimate for a school setting.	Student Conference	Suspension
Sexual Harassment**	Any sexual advance, request for sexual favors, or any conduct of a sexual nature that has the purpose or effect of interfering with an individual's school performance, or creates an intimidating, hostile, or ineffective learning/working climate. To annoy, beleaguer, bother, molest, persecute, or tease.	Student/Parent Conference	Expulsion
Social Media	Using school resources to send, retrieve, or download any items that are sexually explicit or contain hate-based or discriminatory material. Incidents outside of the school environment that manifest in the school setting will be investigated. Events that interfere with the safety, health, and emotional well-being of others or disrupt the school setting are subject to discipline.	Student/Parent Conference	Expulsion
Tardiness	Being late to any class/school.	Student/Parent Conference	Suspension
Theft**	Taking or possessing property that belongs to someone else without their permission.	Suspension	Expulsion
Tobacco Products/ Lighters/Smoking/ Chewing Tobacco	Use or possession of tobacco products, e cigarettes, or lighters on school grounds, buses, or at school/district sponsored events.	Student Conference/ Confiscation of Item	Suspension
Trespassing/Loitering**	Being on school/district grounds without permission or failing to exit school grounds when directed to do so by school personnel.	Suspension	Expulsion

Unauthorized Solicitation	Sale of merchandise and/or services without prior approval of school administration.	Student conference	Expulsion
Vandalism**	Damage of any kind to materials or objects belonging to the school or other persons.	Restitution	Expulsion
Weapons/Non-explosives **	Possessing any object which could be used with the intent to do harm or destruction and/or possessing ammunition or look-alike weapons.	Confiscation of Item/Suspension	Expulsion
Weapons/Fireworks/ Explosives/ Chemical Devices**	Possessing, setting off fireworks, any chemical device or any device or material that may explode on or adjacent to school grounds, buses, or at school sponsored events.	Confiscation of Item/ Suspension	Expulsion

ACTIVITY ACCOUNTS
Summary of Cash Receipts and Disbursements
Jul-20

LOC	Account Level Description	August 2020-21 Ending Balance	August 2020-21 Receipts	August 2020-21 Disbursements	August 2020-21 Ending Balance
914	SOCCER CHANGE	0	0	0	0
922	WRESTLING CHANGE	0	0	0	0
984	PEP CLUB CHANGE	0	0	0	0
988	TURNER TOURNAMENT CHANGE	0	0	0	0
850	ACTV ADMIN COURTESY LIAB	63.85	0	0	63.85
851	ACTV CO REFRESHMENTS	752.93	0	0	752.93
856	ACTV INTEREST LIAB	138.49	3.32	0	141.81
857	ACTV INT ON INVESTMENTS LIAB	7,760.36	4.42	0	7,764.78
859	ACTV SPEC ED TECH LIAB	400.03	0	0	400.03
860	ACTV SPEC ED LD LIAB	2,206.76	35	0	2,241.76
866	ACTV GIFTED LIAB	171.63	0	0	171.63
867	ACTV EARLY YEARS LAIB	3,833.00	0	0	3,833.00
875	ACTV EISENHOWER SCH LIAB	5,591.25	0	0	5,591.25
876	ACTV EISENHOWER STORE LIAB	108.39	0	0	108.39
878	ACTV FRANKLIN STDS/NEED LIAB	0	0	0	0
879	ACTV FRANKLIN TEACHERS LIAB	0	0	0	0
881	ACTV LINCOLN SCHOOL LIAB	4,051.87	0	769.9	3,281.97
882	ACTV LINCOLN TEACHERS LIAB	0	0	0	0
883	ACTV LINC ABE'S BOOKS LIAB	51.88	0	0	51.88
884	ACTV MURRAYVILLE LIAB	22,288.47	0	1,028.86	21,259.61
885	ACTV MURRAYVILLE LIAB	3,772.40	0	0	3,772.40
886	ACTV MURRAYVILLE LIAB	88.65	0	0	88.65
887	ACTV NORTH SCHOOL LIAB	6,408.16	0	1,536.96	4,871.20
890	ACTV SOUTH SCHOOL LIAB	11,780.51	0	0	11,780.51
893	ACTV WASHINGTON PEPSI LIAB	62.83	0	0	62.83
894	ACTV WASHINGTON SCH LIAB	10,155.34	2.88	74.59	10,083.63
895	ACTIV MUSIC - ELEM	41.12	0	0	41.12
900	ACTV JHS ATH OTH LIAB	20,000.81	95.37	50	20,046.18
901	ACTV JHS BASEBALL LIAB	5,689.70	0	650	5,039.70
902	ACTV JHS J'ETTES LIAB	17.07	0	0	17.07
903	ACTV JHS CHEERLEADING LIAB	791.54	0	0	791.54
904	ACTV JHS CROSS CNTRY LIAB	1,235.51	65	106.07	1,194.44
905	ACTV JHS FCA LIAB	3.14	0	0	3.14
906	ACTV JHS FOOTBALL LIAB	198.28	2,681.00	2,510.04	369.24
907	ACTV JHS BOYS' BASKETBALL LIAB	1,749.18	0	0	1,749.18
908	ACTV JHS BB THNKSG TRNY LIAB	14,610.50	0	0	14,610.50
909	ACTV JHS GIRL'S BASKETBL LIAB	2,476.76	0	0	2,476.76
910	ACTV JHS GIRLS SOCCER LIAB	12,689.22	40	320	12,409.22
911	ACTV JHS GIRLS TENNIS LIAB	292.44	31	0	323.44
912	ACTV JHS GIRLS TRACK LIAB	2,332.86	0	0	2,332.86
913	ACTV JHS GOLF LIAB	2,772.64	0	569.39	2,203.25
914	ACTV JHS BOYS SOCCER LIAB	14,522.60	0	331.19	14,191.41
915	ACTV JHS SOFTBALL LIAB	2,929.26	0	0	2,929.26
916	ACTV JHS SWIM BOYS LIAB	627.25	0	0	627.25
917	ACTV JHS BOYS TENNIS LIAB	518.61	0	0	518.61
919	ACTV JHS BOYS TRACK LIAB	2,081.54	0	0	2,081.54
920	ACTV JHS VOLLEYBALL LIAB	5,671.59	0	0	5,671.59
921	ACTV JHS WARCUP MEM LIAB	255	0	0	255
922	ACTV JHS WRESTLING LIAB	5,996.95	0	0	5,996.95
923	JHS SWIMMING GIRLS	1,985.77	0	0	1,985.77
930	ACTV JHS ART CLUB LIAB	110.85	0	0	110.85
931	ACTV JHS C CLUB LIAB	0	0	0	0
932	ACTV JHS CVE CLUB LIAB	71.58	0	0	71.58
934	ACTV JHS - CLASS OF 2020	3,965.01	0	0	3,965.01
935	ACTV JHS FFA LIAB	15,832.26	0	0	15,832.26
936	ACTV JHS FRENCH CLUB LIAB	0	0	0	0
937	ACTV JHS GERMAN CLUB LIAB	2,704.67	0	0	2,704.67
938	ACTV JHS COMPUTER CLUB LIAB	0	0	0	0
939	ACTV JHS SCIENCE CLUB LIAB	7,896.35	0	0	7,896.35
940	ACTV JHS BAND LIAB	363.33	0	0	363.33
941	ACTV JHS CHOIR LIAB	861.04	0	0	861.04
942	ACTV JHS SCHOLASTIC BOWL LIAB	259.29	0	0	259.29
943	ACTV JHS CLASS OF 2013 LIAB	0	0	0	0
944	ACTV JHS CLASS OF 2014 LIAB	0	0	0	0
945	ACTV JHS CLASS OF 2015 LIAB	0	0	0	0
946	ACTV JHS CLASS OF 2016 LIAB	0	0	0	0
947	ACTV JHS CLASS OF 2017 LIAB	0	0	0	0
948	ACTV JHS CLASS OF 2018 LIAB	0	0	0	0
949	ACTV JHS CLASS OF 2019 LIAB	402.3	0	0	402.3
950	ACTV JHS CHILD CARE EXPR LIAB	535.13	0	0	535.13
951	ACTV JHS CRIMSON J LIAB	77.95	4,268.82	0	4,346.77
952	ACTV JHS CRIMSON TIMES LIAB	20	0	0	20
953	ACTV JHS DRAMA LIAB	3,011.02	0	0	3,011.02
954	ACTV JHS AG FARM LIAB	34,841.11	0	1,680.00	33,161.11
955	ACTV JHS FOREIGN LANGUAGE LIAB	0	0	0	0
956	ACTV JHS GAPP LIAB	11,603.25	0	0	11,603.25
957	ACTV JHS N'TNL HONOR SOC LIAB	2,027.84	0	0	2,027.84
958	ACTV JHS CLASS OF 2022 LIAB	0	0	0	0
959	ACTV JHS REFRESHMENTS LIAB	48,041.11	2,317.22	1,178.96	49,179.37
960	ACTV JHS WELDING LIAB	3,920.47	0	0	3,920.47
961	ACTV JHS STDNT GOVERMENT LIAB	9,439.79	0	0	9,439.79
963	ACTC JHS BASS FISHING	2,947.73	0	0	2,947.73
975	ACTV JT BAND/CHORUS LIAB	7,637.73	0	0	7,637.73
976	ACTV JT CHEERLEADING LIAB	2,588.07	6,871.70	2,149.30	7,310.47
977	ACTV JT COURTESY LIAB	0	0	0	0
978	ACTV JT ECOLOGY CLUB LIAB	126.34	0	0	126.34
979	ACTV JT ACAD/ATH BOOSTERS LIAB	595.6	0	0	595.6
980	ACTV JT F.A.M.I.L.Y. LIAB	102.98	0	0	102.98
981	ACTV JT FUNDRAISING LIAB	22,282.61	974.28	1,878.35	21,378.54
982	ACTV JT LOUNGE LIAB	564.56	0	0	564.56
983	ACTV JT MEDIA CENTER LIAB	39.85	0	0	39.85
984	ACTV JT PEP CLUB LIAB	2,869.85	998.72	1,021.80	2,846.77
985	ACTV JT POM PON LIAB	1,043.24	0	630.36	412.88
986	ACTV JT FIELD TRIP LIAB	2,461.97	0	0	2,461.97

ACTIVITY ACCOUNTS
Summary of Cash Receipts and Disbursements
Jul-20

LOC	Account Level Description	August 2020-21 Ending Balance	August 2020-21 Receipts	August 2020-21 Disbursements	August 2020-21 Ending Balance
914	SOCCER CHANGE	0	0	0	0
922	WRESTLING CHANGE	0	0	0	0
987	ACTV JT STUDENT COUNCIL LIAB	4,440.99	0	0	4,440.99
988	ACTV JT TOURNAMENT LIAB	74,203.04	0	100	74,103.04
989	ACTV JT YEARBOOK LIAB	180.64	1,930.01	2,110.65	0
---		447,245.69	20,318.74	18,696.42	448,868.01
Number of	97				

ACTIVITY ACCOUNTS
Check Register
Aug-20

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
56415	8/5/2020	ANDERS, HEIDI	REIMBURSEMENT FOR POMS-2019-2020 SCHOOL YEAR	$ 605.36
56416	8/5/2020	DUNSETH, LINDA	SPRING 20' AWARDS CALIGRAPHY	$ 50.00
56417	8/5/2020	HOOTS, SHERRY	REFUND FOR CARDINAL VS. CUBS TICKETS	$ 150.00
56418	8/5/2020	MEYER, LOUIS	REFUND FOR CARDINAL VS. CUBS TICKETS	$ 200.00
56419	8/5/2020	MILLER, ANTHONY	REFUND FOR CARDINAL VS. CUBS TICKETS	$ 300.00
56420	8/5/2020	MYERS SIGNS AND APPAREL	JACKSONVILLE MIDDLE SCHOOL 8 CHEER DECALS	$ 40.00
56421	8/5/2020	ROYAL PUBLISHING	JACKSONVILLE MIDDLE SCHOOL IN 2020 IESA CLASS AA WRESTLING CHAMPIONSHIPS	$ 100.00
56422	8/5/2020	VANBEBBER, BRECK	AMAZON ORDER FOR THERMOMETERS	$ 11.07
56423	8/12/2020	CISNE, ADAM	REIMBURSEMENT FOR THERMOMETER FOR BOYS GOLF TEAM	$ 49.93
56424	8/12/2020	PRODUCTION XPRESS	NEW NAME PLATES, BADGES, AND STAMPS FOR JHS	$ 114.90
56425	8/17/2020	GRAPHIC EDGE	1402460/1415309/1426299/142441 2 JHS FOOTBALL TEAM CAPS, JERSEY, TEAM WATER BOTTLES, AND TSHIRTS	$ 1,764.14
56426	8/17/2020	INTERSTATE STUDIO & PUBL.CO.	YEARBOOK PAYMENT FOR NORTH ELEMENTARY	$ 166.50
56427	8/17/2020	JAYFL	FUNDRAISER EQUIPMENT AND ASSISTANCE	$ 500.00
56428	8/17/2020	ROCHESTER 100 INC	NICKY FOLDERS FOR STUDENTS AT NORTH	$ 135.00
56429	8/17/2020	SAM'S CLUB	ANNUAL MEMBERSHIP FEE	$ 45.00
56430	8/17/2020	SCHOOL SPECIALTY/CLASSROOM DIRECT	BOOK STORAGE FOR K & 1ST	$ 500.60
56431	8/24/2020	GROUNDS, MARK	FOOTBALL WHISTLES AND THERMOMETERS	$ 205.90
56432	8/24/2020	HADDEN SEED CORP	SOYBEANS FOR JVILLE FFA	$ 1,680.00
56433	8/24/2020	JACKSON, ANGELA	BOX TOP FUND	$ 74.59
56434	8/24/2020	NEWMAN, SUSAN	ROAR STORE FOR LINCOLN SPRING 2020	$ 622.01
56435	8/24/2020	PRAIRIE LAND LAWN CARE	LAWN MAINTENANCE STEP 3 SOCCER FIELD	$ 640.00
56436	8/24/2020	QUILL CORP. (ORDERS)	FOLDERS, SHEET PROTECTORS, ETC. FOR STUDENTS	$ 340.31
56437	8/24/2020	ROCHESTER 100 INC	NICKY FOLDERS FOR NORTH	$ 135.00
56438	8/24/2020	SCHOLASTIC BOOK FAIR-30	BOOK FAIR SPRING 2020	$ 147.89
56439	8/24/2020	SIGNATURE FUNDRAISING, INC.	CANDY BARS-FINAL PAYMENT	$ 790.00
56440	8/25/2020	BMO CORPORATE MASTERCARD PAYMENT	JHS CC-DINNER FOR REGISTRATION WOKERS	$ 229.06
56440	8/25/2020	BMO CORPORATE MASTERCARD PAYMENT	JMS FUJIYAMA STEAKHOUSE	$ 47.52
56441	8/25/2020	GRAPHIC EDGE	TEAM POLO SHIRTS BALANCE PAID FROM BUDGET	$ 519.46
56442	8/25/2020	HALL, BREXTON	REIMBURSEMENT FOR AMAZON TAX	$ 11.19
56443	8/28/2020	ANDERS, HEIDI	REIMBURSEMENT FOR POMS-DZ TRACKS	$ 25.00
56444	8/28/2020	HORTON, LISA	REIMBURSEMENT FOR SUPPLIES M/W	$ 23.24
56445	8/28/2020	INTERSTATE STUDIO & PUBL.CO.	PLANNERS FOR NORTH	$ 259.55
56446	8/28/2020	JOSTENS INC	YEARBOOKS FOR JMS	$ 3,989.00
56447	8/28/2020	SCHOLASTIC	SCHOLASTIC BOOKS FOR M/W	$ 1,005.62
56448	8/28/2020	VANBEBBER, BRECK	ATHLETIC.NET 2020 SEASON WEBSITE SUPPORT	$ 95.00
56449	8/28/2020	VARSITY SPIRIT FASHION	CHEER SHORTS AND SHOES FOR JMS	$ 2,109.30
			Total	$ 17,682.14

ACTIVITY ACCOUNTS
Check Register
Aug-20

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT

ACTIVITY ACCOUNTS
Check Register
Aug-20

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT

Account Number		2020-21 Original Budget
	FUNC	
10E--- 110- ---- --	REGULAR EDUCATION	756,443.00
10E--- 111- ---- --	ELEMENTARY	5,481,260.00
10E--- 112- ---- --	JUNIOR HIGH	3,351,086.00
10E--- 113- ---- --	HIGH SCHOOL	3,247,600.00
10E--- 120- ---- --	SPECIAL EDUCATION	5,930,900.00
10E--- 121- ---- --	SPEECH AND LANGUAGE IMPAIRED	4,800.00
10E--- 122- ---- --	CROSS CATEGORICAL	9,450.00
10E--- 125- ---- --	TITLE I	1,156,162.00
10E--- 140- ---- --	VOCATIONAL PROGRAMS	444,167.00
10E--- 141- ---- --	COMM TECHNOLOGIES	0
10E--- 142- ---- --	OCCUPATIONS OF HOME	166,600.00
10E--- 144- ---- --	------	245,380.00
10E--- 150- ---- --	INTERSCHOLASTIC PROGRAM	769,839.00
10E--- 160- ---- --	SUMMER SCHOOL PROGRAMS	8,900.00
10E--- 165- ---- --	GIFTED	0
10E--- 170- ---- --	DRIVER'S ED PROGRAM	113,150.00
10E--- 180- ---- --	BILINGUAL PROGRAMS	30,000.00
10E--- 190- ---- --	ALTERNATIVE PROGRAMS	3,600.00
10E--- 191- ---- --	------	933,856.00
10E--- 211- ---- --	USE SUB ACCOUNT	309,600.00
10E--- 212- ---- --	GUIDANCE SERVICE	869,320.00
10E--- 213- ---- --	HEALTH SERVICES	395,325.00
10E--- 214- ---- --	PSYCHOLOGICAL SERVICE	429,950.00
10E--- 215- ---- --	SPEECH PATHOLOGY & AUDIOLOGY	583,200.00
10E--- 219- ---- --	OTHER SUPPORT SERVICES	74,600.00
10E--- 221- ---- --	IMPROVEMENT OF INSTRUCTION SER	511,074.00
10E--- 222- ---- --	MEDIA SERVICE	1,454,060.00
10E--- 223- ---- --	ASSESSMENT AND TESTING	49,874.00
10E--- 230- ---- --	SUPPORT SERVICES GEN ADMIN	0
10E--- 231- ---- --	BOARD OF EDUCATION SERVICE	229,400.00
10E--- 232- ---- --	SUPERINTENDENT OFFICE	245,200.00
10E--- 233- ---- --	SPECIAL AREA ADMIN SERV	443,734.00
10E--- 236- ---- --	------	0
10E--- 241- ---- --	PRINCIPAL OFFICE	2,228,380.00
10E--- 251- ---- --	DIRECTOR OF BUSINESS	121,255.00
10E--- 252- ---- --	FISCAL SERVICES	305,100.00
10E--- 253- ---- --	FACILITY ACQUISTION & CONST	0
10E--- 254- ---- --	OPERATION & MAINTENANCE	385,928.00
10E--- 255- ---- --	TRANSPORTATION SERVICE	163,975.00
10E--- 256- ---- --	FOOD SERVICE	1,402,550.00
10E--- 257- ---- --	INTERNAL SERVICES	7,200.00
10E--- 261- ---- --	CENTRAL SUPPORT SERVICES	139,350.00
10E--- 262- ---- --	PLANNING SERVICES	0

10E--- 263- ---- -- ------		0
10E--- 264- ---- --	HUMAN RESOURCE	172,200.00
10E--- 266- ---- --	DATA PROCESSING	0
10E--- 290- ---- --	OTHER SUPPORT SERVICES	500
10E--- 300- ---- --	COMMUNITY SERVICES	400
10E--- 319- ---- -- ------		0
10E--- 330- ---- --	CIVIC SERVICES	0
10E--- 370- ---- --	NONPUBLIC SCHOOL PUPILS SERV	214,224.00
10E--- 380- ---- --	HOME/SCHOOL SERVICE	671,892.00
10E--- 390- ---- --	OTHER COMM SERVICES	0
10E--- 410- ---- --	PAY OTHER LEA PUPIL SERVICE	0
10E--- 411- ---- --	PAYMENTS FOR REG PROGRAMS	0
10E--- 412- ---- --	PAY FOR SPEC ED PROGRAMS	941,153.00
10E--- 417- ---- --	COMMUNITY COLLEGE	10,000.00
10E--- 419- ---- --	PAY TO OTH GOVT UNITS	0
10E--- 422- ---- --	SP ED TUITION IN STATE GOV	20,000.00
10E--- 600- ---- --	PROVISION FOR CONTINGENCIES	0
10E--- 813- ---- --	TRANS TO ED	0
10E--- 873- ---- --	OTHER REV PLEDGED TO PAY INT	0
10E--- 884- ---- --	TRANS TO CAPITAL PROJECT	0
1----- ---- ---- -- --	EDUCATION	35,032,637.00
20E--- 113- ---- --	HIGH SCHOOL	0
20E--- 120- ---- --	SPECIAL EDUCATION	0
20E--- 253- ---- --	FACILITY ACQUISTION & CONST	5,400.00
20E--- 254- ---- --	OPERATION & MAINTENANCE	3,987,085.00
20E--- 255- ---- --	TRANSPORTATION SERVICE	0
20E--- 600- ---- --	PROVISION FOR CONTINGENCIES	0
20E--- 884- ---- --	TRANS TO CAPITAL PROJECT	0
2----- ---- ---- -- --	OPERATIONS & MAINTENANCE	3,992,485.00
30E--- 520- ---- --	DEBT SERVICE - INTEREST	1,587,860.00
30E--- 530- ---- --	DEBT SERVICE - PRINIPAL	820,000.00
30E--- 540- ---- --	BOND FEE EXPENSE	0
30E--- 704- ---- -- ------		0
3----- ---- ---- -- --	DEBT SERVICE	2,407,860.00
40E--- 113- ---- --	HIGH SCHOOL	0
40E--- 120- ---- --	SPECIAL EDUCATION	0
40E--- 254- ---- --	OPERATION & MAINTENANCE	0
40E--- 255- ---- --	TRANSPORTATION SERVICE	1,770,200.00
40E--- 600- ---- --	PROVISION FOR CONTINGENCIES	0
40E--- 813- ---- --	TRANS TO ED	0
4----- ---- ---- -- --	TRANSPORTATION	1,770,200.00
50E--- 110- ---- --	REGULAR EDUCATION	2,000.00
50E--- 111- ---- --	ELEMENTARY	104,800.00
50E--- 112- ---- --	JUNIOR HIGH	30,750.00
50E--- 113- ---- --	HIGH SCHOOL	38,300.00
50E--- 120- ---- --	SPECIAL EDUCATION	365,050.00
50E--- 121- ---- --	SPEECH AND LANGUAGE IMPAIRED	0

50E--- 122- ---- --	CROSS CATEGORICAL	600
50E--- 125- ---- --	TITLE I	0
50E--- 140- ---- --	VOCATIONAL PROGRAMS	8,850.00
50E--- 141- ---- --	COMM TECHNOLOGIES	0
50E--- 142- ---- --	OCCUPATIONS OF HOME	2,200.00
50E--- 144- ---- -- ------		2,985.00
50E--- 150- ---- --	INTERSCHOLASTIC PROGRAM	35,230.00
50E--- 160- ---- --	SUMMER SCHOOL PROGRAMS	0
50E--- 165- ---- --	GIFTED	0
50E--- 170- ---- --	DRIVER'S ED PROGRAM	1,500.00
50E--- 180- ---- --	BILINGUAL PROGRAMS	0
50E--- 190- ---- --	ALTERNATIVE PROGRAMS	0
50E--- 211- ---- --	USE SUB ACCOUNT	5,000.00
50E--- 212- ---- --	GUIDANCE SERVICE	26,250.00
50E--- 213- ---- --	HEALTH SERVICES	55,700.00
50E--- 214- ---- --	PSYCHOLOGICAL SERVICE	6,200.00
50E--- 215- ---- --	SPEECH PATHOLOGY & AUDIOLOGY	7,500.00
50E--- 219- ---- --	OTHER SUPPORT SERVICES	9,000.00
50E--- 221- ---- --	IMPROVEMENT OF INSTRUCTION SER	20,700.00
50E--- 222- ---- --	MEDIA SERVICE	57,700.00
50E--- 230- ---- --	SUPPORT SERVICES GEN ADMIN	0
50E--- 231- ---- --	BOARD OF EDUCATION SERVICE	0
50E--- 232- ---- --	SUPERINTENDENT OFFICE	19,500.00
50E--- 233- ---- --	SPECIAL AREA ADMIN SERV	8,600.00
50E--- 241- ---- --	PRINCIPAL OFFICE	101,600.00
50E--- 251- ---- --	DIRECTOR OF BUSINESS	19,200.00
50E--- 252- ---- --	FISCAL SERVICES	33,500.00
50E--- 253- ---- --	FACILITY ACQUISTION & CONST	0
50E--- 254- ---- --	OPERATION & MAINTENANCE	346,250.00
50E--- 255- ---- --	TRANSPORTATION SERVICE	167,200.00
50E--- 256- ---- --	FOOD SERVICE	94,750.00
50E--- 257- ---- --	INTERNAL SERVICES	0
50E--- 261- ---- --	CENTRAL SUPPORT SERVICES	1,700.00
50E--- 264- ---- --	HUMAN RESOURCE	19,700.00
50E--- 266- ---- --	DATA PROCESSING	5,400.00
50E--- 290- ---- --	OTHER SUPPORT SERVICES	0
50E--- 300- ---- --	COMMUNITY SERVICES	0
50E--- 330- ---- --	CIVIC SERVICES	0
50E--- 370- ---- --	NONPUBLIC SCHOOL PUPILS SERV	0
50E--- 380- ---- --	HOME/SCHOOL SERVICE	0
5----- ---- ---- -- --	MUNICIPAL RETIREMENT	1,597,715.00
60E--- 222- ---- --	MEDIA SERVICE	0
60E--- 253- ---- --	FACILITY ACQUISTION & CONST	210,000.00
60E--- 254- ---- --	OPERATION & MAINTENANCE	0
6----- ---- ---- -- --	CAPITAL PROJECT	210,000.00
80E--- 231- ---- --	BOARD OF EDUCATION SERVICE	0
80E--- 236- ---- -- ------		530,000.00

80E--- 254- ---- --	OPERATION & MAINTENANCE	0
80E--- 813- ---- --	TRANS TO ED	0
80E--- 899- ---- --	TRANSF TO O & M	0
8----- ---- ---- -- --	TORT	530,000.00
90E--- 253- ---- --	FACILITY ACQUISTION & CONST	0
90E--- 254- ---- --	OPERATION & MAINTENANCE	378,000.00
9----- ---- ---- -- --	FIRE PREVENTION & SAFETY	378,000.00
Number of Acco	9822	
Total		45,918,897.00

August 2020-21 Monthly Activity	2020-21 FYTD Activity	Unexpended Balance
257,408.02	257,586.98	498,856.02
411,495.23	808,860.46	4,672,399.54
278,433.42	529,217.22	2,821,868.78
259,114.79	495,734.22	2,751,865.78
525,562.68	969,850.02	4,961,049.98
1,083.20	1,127.83	3,672.17
0	0	9,450.00
92,038.76	168,456.95	987,705.05
34,667.94	65,456.70	378,710.30
0	0	0
12,962.70	25,881.04	140,718.96
14,614.57	28,820.97	216,559.03
61,016.39	89,801.84	680,037.16
0	0	8,900.00
0	0	0
14,523.84	20,563.92	92,586.08
2,541.65	2,541.65	27,458.35
0	0	3,600.00
59,757.52	122,590.61	811,265.39
23,005.34	45,698.96	263,901.04
73,537.64	144,355.97	724,964.03
14,973.56	24,976.40	370,348.60
45,961.43	78,223.31	351,726.69
46,187.46	85,490.74	497,709.26
959.74	959.74	73,640.26
56,456.62	93,851.02	417,222.98
115,864.00	223,583.11	1,230,476.89
1,791.00	1,791.00	48,083.00
0	0	0
-560.13	1,289.87	228,110.13
22,868.83	46,033.00	199,167.00
34,407.78	64,449.54	379,284.46
1,740.00	5,020.00	-5,020.00
179,372.67	330,706.01	1,897,673.99
10,741.10	21,064.79	100,190.21
23,088.45	45,733.00	259,367.00
0	0	0
36,849.00	62,836.56	323,091.44
0	25,122.00	138,853.00
50,211.36	104,626.19	1,297,923.81
202.48	217.33	6,982.67
11,360.12	22,763.14	116,586.86
0	0	0

0	0	0
12,195.41	25,954.69	146,245.31
0	0	0
0	0	500
0	0	400
0	0	0
0	0	0
10,938.44	12,030.20	202,193.80
53,779.67	92,321.88	579,570.12
0	0	0
0	0	0
0	0	0
97,293.00	97,293.00	843,860.00
0	0	10,000.00
0	0	0
0	172,818.00	-152,818.00
0	0	0
0	0	0
0	0	0
0	0	0
2,948,445.68	5,415,699.86	29,616,937.14
0	0	0
0	0	0
0	0	5,400.00
436,372.58	716,038.01	3,271,046.99
0	0	0
0	0	0
0	0	0
436,372.58	716,038.01	3,276,446.99
0	0	1,587,860.00
0	0	820,000.00
0	0	0
0	0	0
0	0	2,407,860.00
0	0	0
0	0	0
0	0	0
100,393.35	326,949.18	1,443,250.82
0	0	0
0	0	0
100,393.35	326,949.18	1,443,250.82
0	0	2,000.00
5,363.20	10,389.06	94,410.94
6,565.26	11,455.82	19,294.18
2,888.34	5,589.90	32,710.10
37,788.51	64,074.63	300,975.37
0	0	0

0	0	600
1,186.13	2,281.07	-2,281.07
776.34	1,379.82	7,470.18
0	0	0
161.41	322.81	1,877.19
163.87	327.75	2,657.25
1,086.87	1,729.82	33,500.18
0	0	0
0	0	0
178.15	234.37	1,265.63
0	0	0
0	0	0
279.02	555.32	4,444.68
1,608.94	3,014.83	23,235.17
2,009.48	3,564.74	52,135.26
399.49	798.95	5,401.05
545.27	1,021.01	6,478.99
175.65	175.65	8,824.35
1,916.13	3,511.06	17,188.94
5,185.24	10,261.00	47,439.00
0	0	0
0	0	0
1,160.72	2,231.99	17,268.01
1,357.67	2,245.58	6,354.42
9,715.27	16,674.15	84,925.85
1,440.96	2,881.92	16,318.08
2,198.95	4,246.99	29,253.01
0	0	0
24,617.61	49,067.84	297,182.16
10,872.40	20,482.26	146,717.74
6,678.52	13,071.30	81,678.70
0	0	0
126.08	252.7	1,447.30
1,600.37	3,170.61	16,529.39
0	0	5,400.00
0	0	0
0	0	0
0	0	0
0	0	0
7,183.28	11,940.50	-11,940.50
135,229.13	246,953.45	1,350,761.55
0	0	0
92,565.62	225,318.32	-15,318.32
0	0	0
92,565.62	225,318.32	-15,318.32
0	0	0
2,765.00	2,765.00	527,235.00

0	0	0
0	0	0
0	0	0
2,765.00	2,765.00	527,235.00
0	0	0
18,991.91	84,849.41	293,150.59
18,991.91	84,849.41	293,150.59
3,734,763.27	7,018,573.23	38,900,323.77

Account Number		2020-21 Original Budget	August 2020-21 Monthly Activity	2020-21 FYTD Activity	2020-21 Unexpended Balance
	FUNC				
10R--- 111- ----- -- ------	EDUCATION LEVY	14,140,914.00	1,059,645.82	3,083,967.32	11,056,946.68
10R--- 112- ----- -- ------	TORT IMMUNITY LEVY	0	0	0	0
10R--- 114- ----- -- ------	SPECIAL EDUCATION LEVY	200,000.00	17,930.12	52,183.36	147,816.64
10R--- 121- ----- -- ------	MOBILE HOME PRIVILEGE TAX	0	0	0	0
10R--- 123- ----- -- ------	CORP PERS PROP REPLACE TAX	1,665,755.00	211,466.94	497,634.83	1,168,120.17
10R--- 129- ----- -- ------	PAY IN LIEU OF TAXES	0	0	0	0
10R--- 131- ----- -- ------	REGULAR DAY TUITION	0	0	0	0
10R--- 132- ----- -- ------	SUMMER SCHOOL TUITION	0	0	0	0
10R--- 134- ----- -- ------	SPECIAL ED TUITION	13,335.00	0	0	13,335.00
10R--- 151- ----- -- ------	INTEREST	203,000.00	37,647.46	41,707.02	161,292.98
10R--- 160- ----- -- ------	PRE-PAID MEALS	0	3,651.63	4,984.23	-4,984.23
10R--- 161- ----- -- ------	STUDENT LUNCHES	256,000.00	0	0	256,000.00
10R--- 162- ----- -- ------	ADULT MEAL	2,500.00	0	0	2,500.00
10R--- 169- ----- -- ------	OTHER CAFETERIAL REVENUE	50,000.00	0	1,621.92	48,378.08
10R--- 171- ----- -- ------	ADMISSIONS	42,000.00	0	0	42,000.00
10R--- 172- ----- -- ------	ACTIVITY FEES	52,300.00	6,544.59	12,651.09	39,648.91
10R--- 179- ----- -- ------	RESALE	2,500.00	-325.36	1,299.64	1,200.36
10R--- 181- ----- -- ------	TEXTBOOK RENTALS	104,000.00	17,965.56	32,050.06	71,949.94
10R--- 189- ----- -- ------	MISC BOOK FEES	0	0	0	0
10R--- 192- ----- -- ------	CONTRIBUTION PRIVATE SOURCES	21,000.00	21,000.00	21,000.00	0
10R--- 194- ----- -- ------	SERVICE TO OTHER LEA	0	0	0	0
10R--- 195- ----- -- ------	REFUND OF PR YR EXPENDITURE	0	0	0	0
10R--- 196- ----- -- ------	SURPLUS FROM TIF DISTRICTS	0	0	0	0
10R--- 197- ----- -- ------	DRIVER ED FEES	20,000.00	0	1,000.00	19,000.00
10R--- 198- ----- -- ------	VENDOR CONTRACT	0	0	0	0
10R--- 199- ----- -- ------	OTHER	0	483,690.35	482,349.36	-482,349.36
10R--- 221- ----- -- ------		0	0	0	0
10R--- 300- ----- -- ------	REVENUE FROM STATE SOURCES	9,107,666.00	487,041.00	487,041.00	8,620,625.00
10R--- 310- ----- -- ------	SP ED PRIV FAC	450,000.00	90,894.95	90,894.95	359,105.05
10R--- 311- ----- -- ------	SP ED PERSONNEL	0	0	0	0
10R--- 312- ----- -- ------	SP ED ORPHANS	86,000.00	0	0	86,000.00
10R--- 313- ----- -- ------	SPEC ED ORPHANAGE-SUMMER INDIV	40,000.00	0	0	40,000.00
10R--- 314- ----- -- ------	SP ED SUMMER SCHOOL	0	0	0	0
10R--- 320- ----- -- ------	RESTRICTED GRANTS IN AID	0	0	0	0
10R--- 322- ----- -- ------	AG SUPPLIMENT	0	0	0	0
10R--- 323- ----- -- ------		1,000.00	0	0	1,000.00
10R--- 329- ----- -- ------	JILG	0	0	0	0
10R--- 330- ----- -- ------	PAYMENTS IN LIEU OF TAXES	0	0	0	0
10R--- 336- ----- -- ------	STATE FREE LUNCH/BRKFST	15,000.00	0	0	15,000.00
10R--- 337- ----- -- ------	DRIVER ED REIMBURSEMENT	40,000.00	0	0	40,000.00
10R--- 365- ----- -- ------	IL MASTER CERTIFICATE	0	0	0	0
10R--- 370- ----- -- ------	EARLY CHILDHOOD	2,026,026.00	0	167,286.00	1,858,740.00
10R--- 371- ----- -- ------	READING IMPROVEMENT	0	0	0	0
10R--- 377- ----- -- ------	SCHOOL SAFETY	0	0	0	0
10R--- 380- ----- -- ------	STATE LIBRARY	0	0	0	0
10R--- 382- ----- -- ------	SUMMER BRIDGES	0	0	0	0
10R--- 399- ----- -- ------	STATE RESTRICTED	0	0	2,334.00	-2,334.00
10R--- 410- ----- -- ------	TITLE V	80,569.00	0	13,710.00	66,859.00
10R--- 421- ----- -- ------	FEDERAL LUNCH	500,000.00	0	0	500,000.00
10R--- 422- ----- -- ------	FEDERAL BREAKFAST	185,000.00	0	0	185,000.00
10R--- 424- ----- -- ------	FRESH FRUIT	17,000.00	0	1,321.38	15,678.62
10R--- 425- ----- -- ------	COMMODITY SALVAGE	0	0	0	0
10R--- 426- ----- -- ------	NAT'L SCHOOL LUNCH PROG	0	0	0	0
10R--- 430- ----- -- ------	TITLE I	1,144,749.00	0	474,108.00	670,641.00
10R--- 433- ----- -- ------	ESEA - TITLE VI P.L.98-377-	90,000.00	0	17,764.00	72,236.00
10R--- 440- ----- -- ------	TITLE IV	0	0	0	0
10R--- 459- ----- -- ------	RESPRO	0	0	0	0
10R--- 460- ----- -- ------	IDEA PRESCHOOL	35,802.00	0	1,718.00	34,084.00
10R--- 462- ----- -- ------	EHA FLOW THROUGH	1,095,170.00	0	47,172.90	1,047,997.10
10R--- 474- ----- -- ------	USE 4770	0	0	0	0
10R--- 477- ----- -- ------	PERKINS	0	0	0	0
10R--- 485- ----- -- ------	STATE FISCAL STABILIZATION FDS	0	0	0	0
10R--- 486- ----- -- ------	HOMELESS	0	0	0	0
10R--- 487- ----- -- ------	SFSF OTHER GOVERNMENT SERVICE	0	0	0	0
10R--- 488- ----- -- ------	ED JOBS FUND	0	0	0	0
10R--- 490- ----- -- ------	TITLE III	0	0	0	0
10R--- 493- ----- -- ------	TITLE II	120,000.00	0	20,269.00	99,731.00
10R--- 495- ----- -- ------	DORS	0	0	0	0
10R--- 497- ----- -- ------	TECHNOLOGY	0	0	0	0
10R--- 499- ----- -- ------	FEDERAL MISC GRANTS	1,357,848.00	34,743.96	34,743.96	1,323,104.04
1----- ---- ---- -- ------	EDUCATION	33,165,134.00	2,471,897.02	5,590,812.02	27,574,321.98
20R--- 111- ----- -- ------	EDUCATION LEVY	3,022,787.00	226,511.78	659,234.38	2,363,552.62
20R--- 121- ----- -- ------	MOBILE HOME PRIVILEGE TAX	0	0	0	0
20R--- 123- ----- -- ------	CORP PERS PROP REPLACE TAX	0	0	0	0
20R--- 129- ----- -- ------	PAY IN LIEU OF TAXES	0	0	0	0
20R--- 151- ----- -- ------	INTEREST	1,300.00	89	209.56	1,090.44
20R--- 179- ----- -- ------	RESALE	13,000.00	1,655.78	2,155.78	10,844.22
20R--- 191- ----- -- ------	FACILITY RENTAL	15,000.00	0	0	15,000.00
20R--- 192- ----- -- ------	CONTRIBUTION PRIVATE SOURCES	0	0	0	0

20R--- 195- ----- -- ------	REFUND OF PR YR EXPENDITURE	0	0	0	0
20R--- 196- ----- -- ------	SURPLUS FROM TIF DISTRICTS	0	0	0	0
20R--- 199- ----- -- ------	OTHER	2,000.00	277.85	397.15	1,602.85
20R--- 300- ----- -- ------	REVENUE FROM STATE SOURCES	0	0	0	0
20R--- 392- ----- -- ------		0	0	0	0
20R--- 399- ----- -- ------	STATE RESTRICTED	0	0	0	0
20R--- 485- ----- -- ------	STATE FISCAL STABILIZATION FDS	0	0	0	0
20R--- 499- ----- -- ------	FEDERAL MISC GRANTS	0	0	0	0
20R--- 713- ----- -- ------	TRANSFER-ED	0	0	0	0
20R--- 799- ----- -- ------	TRANS FROM TORT	0	0	0	0
2----- ---- ---- -- ------	OPERATIONS & MAINTENANCE	3,054,087.00	228,534.41	661,996.87	2,392,090.13
30R--- 151- ----- -- ------	INTEREST	250	14.57	29.62	220.38
30R--- 198- ----- -- ------	VENDOR CONTRACT	2,175,000.00	176,616.07	176,661.83	1,998,338.17
30R--- 540- ----- -- ------	BOND FEE EXPENSE	0	0	0	0
30R--- 721- ----- -- ------	Principal on Bonds Sold	0	0	0	0
30R--- 770- ----- -- ------	TRNS TO DEBT SER-PAY INT-REV B	0	0	0	0
3----- ---- ---- -- ------	DEBT SERVICE	2,175,250.00	176,630.64	176,691.45	1,998,558.55
40R--- 111- ----- -- ------	EDUCATION LEVY	828,860.00	62,109.76	180,762.73	648,097.27
40R--- 121- ----- -- ------	MOBILE HOME PRIVILEGE TAX	0	0	0	0
40R--- 141- ----- -- ------	REGULAR DAY SCHOOL	2,000.00	0	1,218.74	781.26
40R--- 144- ----- -- ------	SPECIAL EDUCATION	100,000.00	0	0	100,000.00
40R--- 151- ----- -- ------	INTEREST	8,000.00	164.82	339.14	7,660.86
40R--- 195- ----- -- ------	REFUND OF PR YR EXPENDITURE	0	0	0	0
40R--- 196- ----- -- ------	SURPLUS FROM TIF DISTRICTS	0	0	0	0
40R--- 199- ----- -- ------	OTHER	0	0	0	0
40R--- 350- ----- -- ------	STATE REG TRANSPORTATION	361,629.00	107,165.92	107,165.92	254,463.08
40R--- 351- ----- -- ------	STATE SP ED TRANSPORTATION	335,605.00	91,289.36	91,289.36	244,315.64
4----- ---- ---- -- ------	TRANSPORTATION	1,636,094.00	260,729.86	380,775.89	1,255,318.11
50R--- 111- ----- -- ------	EDUCATION LEVY	589,960.00	46,036.45	133,983.35	455,976.65
50R--- 115- ----- -- ------	SOCIAL SECURITY/MEDICARE LEVY	614,350.00	44,208.91	128,664.55	485,685.45
50R--- 121- ----- -- ------	MOBILE HOME PRIVILEGE TAX	0	0	0	0
50R--- 123- ----- -- ------	CORP PERS PROP REPLACE TAX	0	0	0	0
50R--- 151- ----- -- ------	INTEREST	1,500.00	17.24	43.26	1,456.74
50R--- 196- ----- -- ------	SURPLUS FROM TIF DISTRICTS	0	0	0	0
50R--- 300- ----- -- ------	REVENUE FROM STATE SOURCES	0	0	0	0
5----- ---- ---- -- ------	MUNICIPAL RETIREMENT	1,205,810.00	90,262.60	262,691.16	943,118.84
60R--- 151- ----- -- ------	INTEREST	600	24.82	76.42	523.58
60R--- 300- ----- -- ------	REVENUE FROM STATE SOURCES	0	0	0	0
60R--- 721- ----- -- ------	Principal on Bonds Sold	0	0	0	0
60R--- 722- ----- -- ------	PREMIUM ON BONDS	0	0	0	0
60R--- 732- ----- -- ------	SALE OF LAND	0	0	0	0
6----- ---- ---- -- ------	CAPITAL PROJECT	600	24.82	76.42	523.58
70R--- 111- ----- -- ------	EDUCATION LEVY	170,675.00	12,789.62	37,222.60	133,452.40
70R--- 121- ----- -- ------	MOBILE HOME PRIVILEGE TAX	0	0	0	0
70R--- 151- ----- -- ------	INTEREST	10,000.00	166.11	381.26	9,618.74
70R--- 196- ----- -- ------	SURPLUS FROM TIF DISTRICTS	0	0	0	0
7----- ---- ---- -- ------	WORKING CASH	180,675.00	12,955.73	37,603.86	143,071.14
80R--- 112- ----- -- ------	TORT IMMUNITY LEVY	565,570.00	42,381.40	123,345.78	442,224.22
80R--- 121- ----- -- ------	MOBILE HOME PRIVILEGE TAX	0	0	0	0
80R--- 151- ----- -- ------	INTEREST	5,000.00	79.17	185.52	4,814.48
80R--- 195- ----- -- ------	REFUND OF PR YR EXPENDITURE	0	0	0	0
80R--- 196- ----- -- ------	SURPLUS FROM TIF DISTRICTS	0	0	0	0
80R--- 713- ----- -- ------	TRANSFER-ED	0	0	0	0
80R--- 799- ----- -- ------	TRANS FROM TORT	0	0	0	0
8----- ---- ---- -- ------	TORT	570,570.00	42,460.57	123,531.30	447,038.70
90R--- 111- ----- -- ------	EDUCATION LEVY	391,064.00	29,303.62	85,284.54	305,779.46
90R--- 121- ----- -- ------	MOBILE HOME PRIVILEGE TAX	0	0	0	0
90R--- 123- ----- -- ------	CORP PERS PROP REPLACE TAX	0	0	0	0
90R--- 151- ----- -- ------	INTEREST	100	3.9	8.41	91.59
90R--- 196- ----- -- ------	SURPLUS FROM TIF DISTRICTS	0	0	0	0
90R--- 300- ----- -- ------	REVENUE FROM STATE SOURCES	0	0	0	0
90R--- 392- ----- -- ------		0	0	0	0
90R--- 399- ----- -- ------	STATE RESTRICTED	0	0	0	0
9----- ---- ---- -- ------	FIRE PREVENTION & SAFETY	391,164.00	29,307.52	85,292.95	305,871.05
Number of Accounts:	756				
	Total	42,379,384.00	3,312,803.17	7,319,471.92	35,059,912.08

****

REPORT SPECIFICATIONS

DISTRICT:	Jacksonville IL SD 117		
REPORT TITLE:	VENDOR CHECK HISTORY - BOARD REPORT (Dates: 08/27/20 - 09/17/20)		
REQUESTED BY:	jhadjan	DATE:	09/10/20
PROGRAM NAME:	fin/3frdtl01.	TIME:	3:23:38 PM
COPIES:	1	LPI:	6
RUN ON SERVER:	yes	CREATE ASCII FILE:	NO

****

Report Parameters

Description:	VENDOR CHECK HISTORY - BOARD REPORT
Report Title:	VENDOR CHECK HISTORY - BOARD REPORT
Print Detail Lines:	Yes

Report Ranges	Low	High
Check Number:	0	999999999
Check Amount:	-9999999999.99	9999999999.99
PO Number:	0	9999999999999
Invoice Date:		12/31/9999
Vendor to Display:	Invoice	
Vendor Type:		ZZZZZ
Vendor Sub Type:		ZZZZZ
Check type to print:	All	
Include Continuation Void	No	
Exclude Voided Checks:	No	
Print Only 1099 Vendors:	No	
Post Month Print Format:	Alphabetic	
Banks Selected:	GEN IIIT ILFND INSUR MURVL	

Account Filters

No account ranges selected

Report Fields	Length	Sign	Edited	Whole	Field Format	Year	Suppress Repeating
Check Number	9						No
Check Date	10						No
Vendor	20						No
Invoice Description	30						No
Invoice Number	10						No
Amount	12	Left	Yes	No	->,>>>,>>>,>>9.99	Current	No

Sort Fields	Totals	Break Spacing
1-Check Number	Yes	Single

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
6189	09/04/2020	FRISBIE, ELIZABETH	CONSULTATION TO PRESCHOOL FOR ALL EXPANSION (PFAE) PROGRAM	APRI	-187.50
6189	09/04/2020	FRISBIE, ELIZABETH	CONSULTATION TO PRESCHOOL FOR ALL (PFA) PROGRAM	APRIL	-250.00
6189	09/04/2020	FRISBIE, ELIZABETH	CONSULTATION TO PREVENTION INITIATIVE 0-3 (PI) PROGRAM	APRIL	-781.25
6189	09/04/2020	FRISBIE, ELIZABETH	CONSULTATION TO PREVENTION INITIATIVE 0-3 (PI) PROGRAM	APRIL 1	-500.00
6189	09/04/2020	FRISBIE, ELIZABETH	CONSULTATION TO PRESCHOOL FOR ALL EXPANSION(PFAE) PROGRAM FOR JANUARY 27,2020	APRIL 15	-156.25
6189	09/04/2020	FRISBIE, ELIZABETH	CONSULTATION TO PRESCHOOL FOR ALL (PFA) PROGRAM FOR JANUARY 27,2020	APRIL 15,	-562.50
6189	09/04/2020	FRISBIE, ELIZABETH	CONSULTATION TO PREVENTION INITIATIVE 0-3 (PI) PROGRAM FOR JANUARY 15/20 AND 1/27/20	APRIL 15,	-843.75
				Totals for 6189	-3,281.25
6257	09/04/2020	FRISBIE, ELIZABETH	CONSULTATION TO PRESCHOOL FOR ALL EXPANSION (PFAE) PROGRAM FOR APRIL 2020	MAY 7, 2	-625.00
6257	09/04/2020	FRISBIE, ELIZABETH	CONSULTATION TO PRESCHOOL FOR ALL (PFA) PROGRAM FOR APRIL 2020	MAY 7, 20	-718.75
6257	09/04/2020	FRISBIE, ELIZABETH	CONSULTATION TO PREVENTION INITIATIVE 0-3 (PI) PROGRAM FOR APRIL 2020	MAY 7, 202	-906.25
				Totals for 6257	-2,250.00
6610	08/27/2020	A-1 METAL FABRICATIN	SHOP LABOR TO MAKE 6 TABLE BRACKETS	5384	142.75
6610	08/27/2020	A-1 METAL FABRICATIN	SHOP LABOR TO REPAIR LIGHT BAR	5385	49.50
6610	08/27/2020	A-1 METAL FABRICATIN	SHOP LABOR TO REPAIR CABLE BOLT	5387	54.05
6610	08/27/2020	A-1 METAL FABRICATIN	SHOP LABOR TO MAKE SHAFT	5386	95.00
6610	08/27/2020	A-1 METAL FABRICATIN	SHOP LABOR TO MAKE DOOR SHIM PLATES	5437	103.25
6610	08/27/2020	A-1 METAL FABRICATIN	34 CONTAINER HOLDERS FOR BUSES	5439	1,360.00
				Totals for 6610	1,804.55
6611	08/27/2020	AFFORDABLE SHRED	SHRED FOR CENTRAL OFFICE	0031816	30.00
				Totals for 6611	30.00
6612	08/27/2020	AFPLANSERV	BILL PERIOD 6-01-2020 THRU 6-30-2020	2006304918	169.00
				Totals for 6612	169.00
6613	08/27/2020	ALTORFER INC	REPLACE ENGINE COOLANT HEATER AT JHS	WO43004762	1,344.82
				Totals for 6613	1,344.82
6614	08/27/2020	AMEREN ILLINOIS	1 W CENTRAL PARK PLZ	9942327037	65.40
6614	08/27/2020	AMEREN ILLINOIS	207 WEST STATE ST.	7149021030	35.29
6614	08/27/2020	AMEREN ILLINOIS	(JHS) 1211 N. Diamond Street	20576-3041	96.60
6614	08/27/2020	AMEREN ILLINOIS	30 N. CENTRAL PLAZA	2428636030	66.52
6614	08/27/2020	AMEREN ILLINOIS	211 W STATE ST.	3070878036	35.29
6614	08/27/2020	AMEREN ILLINOIS	211 W STATE ST.	2041064032	2,142.65
6614	08/27/2020	AMEREN ILLINOIS	211 W STATE ST.	6609483035	307.37
6614	08/27/2020	AMEREN ILLINOIS	211 W STATE ST.	1390984031	74.34

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
6614	08/27/2020	AMEREN ILLINOIS	315 W WALNUT	2744805776	254.87
6614	08/27/2020	AMEREN ILLINOIS	215 W Walnut Street	95234-1489	35.08
6614	08/27/2020	AMEREN ILLINOIS	3 W CENTRAL PARK PLZ	2131428041	223.07
6614	08/27/2020	AMEREN ILLINOIS	1 W CENTRAL PARK PLZ	7107474030	164.35
6614	08/27/2020	AMEREN ILLINOIS	205 WEST STATE ST.	2399808044	35.08
6614	08/27/2020	AMEREN ILLINOIS	1 W CENTRAL PARK PLZ	3519267031	64.05
				Totals for 6614	3,599.96
6615	08/27/2020	AMSTERDAM PRINTING	Teacher planners	6612608	213.38
6615	08/27/2020	AMSTERDAM PRINTING	MARCELLO SATIN PENS FOR WASHINGTON	6599274	142.99
				Totals for 6615	356.37
6616	08/27/2020	ARMENTA, ALISHA	INTERPRETING SERVICES FOR 8/18/2020 AND MILEAGE	200818-01	137.95
				Totals for 6616	137.95
6617	08/27/2020	ARROWHEAD RANCH	RESIDENTIAL AND TUITION FOR JULY 2020	0004584-IN	8,454.73
				Totals for 6617	8,454.73
6618	08/27/2020	BELVILLE'S GARAGE LL	STATE TESTS FOR BUS	39810	86.00
6618	08/27/2020	BELVILLE'S GARAGE LL	STATE TESTS FOR BUSES	39838	344.00
				Totals for 6618	430.00
6619	08/27/2020	BESTDRIVE JACKSONVIL	TIRES FOR BUS	56021060	1,561.25
				Totals for 6619	1,561.25
6620	08/27/2020	CARSON/DELLOSA	SOUTH TITLE ORDER	479735	191.89
				Totals for 6620	191.89
6621	08/27/2020	CDW GOVERNMENT	Webcams for Synchronous Learning via CARES Funding	ZMX2711	25,560.00
				Totals for 6621	25,560.00
6622	08/27/2020	CHEMSEARCH	ANTIBACTERIAL HAND WIPES	7061398	771.80
6622	08/27/2020	CHEMSEARCH	CONTRACT WATER TREATMENT PROGRAM FOR JHS	7043534	5,847.08
				Totals for 6622	6,618.88
6623	08/27/2020	CITY OF JACKSONVILLE	JULY 2020 FUEL	0031477	1,612.27
				Totals for 6623	1,612.27
6624	08/27/2020	CONSTELLATION NEWENE	CLC 30 N. CENTRAL PARK PLZ	RG-206426	20.00
6624	08/27/2020	CONSTELLATION NEWENE	EISENHOWER-1901 W Lafayette Ave	RG-78921	128.24
6624	08/27/2020	CONSTELLATION NEWENE	Field House(JHS)-315 W Walnut	RG-103592	96.13
6624	08/27/2020	CONSTELLATION NEWENE	JHS-1211 N. Diamond Street	RG-78925	460.16
6624	08/27/2020	CONSTELLATION NEWENE	JMS-664 Lincoln Ave	RG-78920	392.60
6624	08/27/2020	CONSTELLATION NEWENE	Lincoln-320 W Independence	RG-78927	121.02
6624	08/27/2020	CONSTELLATION NEWENE	307 Masters St., Murrayville	RG-103601	117.09
6624	08/27/2020	CONSTELLATION NEWENE	(JHS BOWL) 215 S Church St	RG-78923	109.96
6624	08/27/2020	CONSTELLATION NEWENE	Bus Garage-837 N Main Street	RG-103593	90.42
6624	08/27/2020	CONSTELLATION NEWENE	EARLY YEARS -516 Jordan St	RG-78926	108.96
6624	08/27/2020	CONSTELLATION NEWENE	South-201 Dewey Drive	RG-78928	111.78
6624	08/27/2020	CONSTELLATION NEWENE	WASHINGTON-524 S Kosciusko ST	RG-78922	134.27
6624	08/27/2020	CONSTELLATION NEWENE	North-1626 State HWY 78 N	RG-78924	130.75
				Totals for 6624	2,021.38
6625	08/27/2020	COUNTY MARKET	PLEASE APPLY THIS PAYMENT TOWARDS THE JHS CAFE ACCOUNT (254)-JHS CAFE PURCHASE	JHS CAFE	5.98
				Totals for 6625	5.98
6626	08/27/2020	CROSSROADS TRUCK EQU	BATT STUD AND BATTERY CLEANER FOR BUS	S5-21568	259.84
6626	08/27/2020	CROSSROADS TRUCK EQU	BATT STUD AND BATTERY CLEANER FOR BUS	S5-20528	324.88

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
6626	08/27/2020	CROSSROADS TRUCK EQU	BATT STUD FOR BUS	S5-21476	254.67
6626	08/27/2020	CROSSROADS TRUCK EQU	BATTERY FOR BUS	S5-21974	575.49
6626	08/27/2020	CROSSROADS TRUCK EQU	BATT. STUD AND TIRE REPAIR KIT FOR BUS	S5-20330	383.02
6626	08/27/2020	CROSSROADS TRUCK EQU	BATT STUD FOR BUS	S5-21361	254.67
6626	08/27/2020	CROSSROADS TRUCK EQU	BATTERY FOR BUS	S5-21978	191.84
				Totals for 6626	2,244.41
6627	08/27/2020	CULLIGAN OF SPRINGFI	RENTAL AND SERVICE 8/01/20-8/31/20 A#029207	029207	7.50
				Totals for 6627	7.50
6628	08/27/2020	DELL MARKETING LP	Chromebook replacements for Lincoln 1st Grade	1041251277	15,133.80
6628	08/27/2020	DELL MARKETING LP	10403060837/10411807312 Touchscreen Chromebook and License for JHS Student Services Assistant Principal (Dan Scott)	2 INVOICES	316.03
6628	08/27/2020	DELL MARKETING LP	Dell Latitude 5410 Kelly Zoellner, Curriculum and Instruction	1040396555	1,143.48
				Totals for 6628	16,593.31
6629	08/27/2020	DIDAX, INC.	EISENHOWER TITLE MATERIAL	150111.1/.	8,210.97
				Totals for 6629	8,210.97
6630	08/27/2020	DUGAN OIL & TIRE	OIL CHANGE FOR MAINT. TRUCK	191295	44.45
				Totals for 6630	44.45
6631	08/27/2020	E-BOLT	ROATARY HAMMER AND OUTPUT BATTERY FOR SHOP	7849241	299.00
				Totals for 6631	299.00
6632	08/27/2020	FAITH PRINTING	65 POSTERS FOR JMS	7876	57.85
				Totals for 6632	57.85
6633	08/27/2020	FERNANDES, DOROTHY	REIMBURSEMENT FOR WALMART WIPES	REIMBURSEM	55.51
				Totals for 6633	55.51
6634	08/27/2020	FOUNDATION BUILDING	CEILING TILE FOR SHOP	40126792-0	178.56
6634	08/27/2020	FOUNDATION BUILDING	CEILING TILES	40126708-0	1,402.40
				Totals for 6634	1,580.96
6635	08/27/2020	FRANKLIN COVEY	IS10334413/IS10334411 MEMBERSHIPS X 2	IP 2 INVOICES	5,000.00
				Totals for 6635	5,000.00
6636	08/27/2020	FRISBIE, ELIZABETH	INVOICE FOR EARLY CHILDHOOD MENTAL HEALTH CONSULTATION SERVICES-CONSULTATION TO PREVENTION INITIATIVE 0-3 (PI) PROGRAM	JULY 2020	906.25
				Totals for 6636	906.25
6637	08/27/2020	GRACE, ROSEMARY	REIMBURSEMENT FOR PARENT EDUCATOR CELL PHONE 2019-2020 PER JISPA CONTRACT JUNE	REIMBURSEM	50.00
				Totals for 6637	50.00
6638	08/27/2020	GRAINGER	HYRDUS LOC MTR, SPLT PH, TENV	9624842168	255.79
6638	08/27/2020	GRAINGER	SHARPS CONTAINER FOR SHOP	9619797492	73.32
				Totals for 6638	329.11
6639	08/27/2020	GRAPHIC EDGE	FOOTBALL TEAM PANT	1409653	2,477.90
6639	08/27/2020	GRAPHIC EDGE	JHS Football gear	1332407	532.47
6639	08/27/2020	GRAPHIC EDGE	JHS Volleyball supplies	1430473	187.50
6639	08/27/2020	GRAPHIC EDGE	JHS Football Jerseys	1409598	3,570.72

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
6639	08/27/2020	GRAPHIC EDGE	JHS Volleyball Team Uniforms	1412763	1,688.87
6639	08/27/2020	GRAPHIC EDGE	Team gear	1384461	866.89
6639	08/27/2020	GRAPHIC EDGE	FOOTBALL JERSEYS	1397798	609.76
6639	08/27/2020	GRAPHIC EDGE	FOOTBALL JERSEYS	1398030	103.76
6639	08/27/2020	GRAPHIC EDGE	JHS Football Throwing Net	1387095	958.50
				Totals for 6639	10,996.37
6640	08/27/2020	GREAT CIRCLE	EDUCATION SERVICES AND RESIDENTIAL FOR JULY 2020	JACK7.20.1	9,449.09
				Totals for 6640	9,449.09
6641	08/27/2020	GREAT WESTERN ABATEM	DISPOSAL FOR THE INTACT REMOVAL OF FLOOR TILE AND MASTIC PER THE DRAWING AT JHS	2664.01	8,980.00
				Totals for 6641	8,980.00
6642	08/27/2020	GREEN WORKS, INC	ARMYWORM TREATMENT AT JHS	5096	745.00
				Totals for 6642	745.00
6643	08/27/2020	HAMMER DOWN DIESEL P	CAFE TRUCK DOT INSPECTION	32699	64.00
				Totals for 6643	64.00
6644	08/27/2020	HANDWRITING WITHOUT	HANDWRITING WORKBOOKS FOR 2020-2021	INV78839	10,130.73
				Totals for 6644	10,130.73
6645	08/27/2020	HARDWOOD SPECIALISTS	EISENHOWER - HAND TAPE OUT AND REPAINT VOLLEYBALL WITH RED PAINT	2679	1,100.00
				Totals for 6645	1,100.00
6646	08/27/2020	HEART TECHNOLOGIES,	Bus Garage Phones	36006	2,187.56
6646	08/27/2020	HEART TECHNOLOGIES,	S2 NETBOX NOT WORKING, REPLACEMENT CONTROL BOARD	34426	535.96
6646	08/27/2020	HEART TECHNOLOGIES,	JHS REPAIR-YOUR CALL CANNOT BE COMPLETED AS DIALED	35970	172.50
				Totals for 6646	2,896.02
6647	08/27/2020	HEINEMANN	UP THE LADDER - LUCY CALKINS	7221114	313.50
				Totals for 6647	313.50
6648	08/27/2020	HUDL	JHS Volleyball Hudl Silver Additional	921115	450.00
				Totals for 6648	450.00
6649	08/27/2020	HUTTON, ASHLEY	REIMBURSEMENT FOR MEALS IN ST. LOUIS	REIMBURSEM	13.12
				Totals for 6649	13.12
6650	08/27/2020	IDEAL ENVIRONMENTAL	BLEACHER INSPECTION	57781	2,578.00
				Totals for 6650	2,578.00
6651	08/27/2020	ILLINOIS ELECTRIC CO	MEMBER 6008411 INTERNET WIRELESS IRTC ACCOUNT - MURRAYVILLE CHURCH	240021213	123.96
				Totals for 6651	123.96
6652	08/27/2020	ILLINOIS SPRINGHEALT	FOR JULY 2020	0691130001	1,740.00
				Totals for 6652	1,740.00
6653	08/27/2020	JOSTENS INC	FACSIMILE SIGNATURE CUT DIPLOMA	24862098	12.20
				Totals for 6653	12.20
6654	08/27/2020	KONE, INC.	MAINTENANCE COVERAGE PER AGREEMENT 8/1/2020-7/31/20201	959630146	3,254.88
				Totals for 6654	3,254.88
6655	08/27/2020	LAKESHORE	CLASSROOM SUPPLIES - HOLLY	2055480720	241.93
6655	08/27/2020	LAKESHORE	CLASSROOM SUPPLIES - AMY	2053190720	162.95
6655	08/27/2020	LAKESHORE	CLASSROOM SUPPLIES - KATIE	2056430820	488.97
6655	08/27/2020	LAKESHORE	CLASSROOM SUPPLIES - JESSIE	2056060720	208.96

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
6655	08/27/2020	LAKESHORE	CLASSROOM SUPPLIES - SARAH & TANELL	2052920720	60.97
6655	08/27/2020	LAKESHORE	CLASSROOM SUPPLIES - MURRAYVILLE	2052510720	483.77
6655	08/27/2020	LAKESHORE	CLASSROOM SUPPLIES - MAGHEN	2056510720	343.77
6655	08/27/2020	LAKESHORE	CLASSROOM SUPPLIES - MEGAN	2056870720	345.38
				Totals for 6655	2,336.70
6656	08/27/2020	LAKESHORE LEARNING M	BOOK CARTS FOR LINCOLN	2687910820	871.70
6656	08/27/2020	LAKESHORE LEARNING M	TITLE MATERIAL FOR A. KING	2317900720	964.80
				Totals for 6656	1,836.50
6657	08/27/2020	MARK'S PLUMBING PART	ELKAY ADA WALL MOUNTED SS CABINE FOR JHS	1891764	622.99
				Totals for 6657	622.99
6658	08/27/2020	MARQUARD SALES & SER	JHS Athletic Dept. "Ice Machine cleaned"	1089	98.15
				Totals for 6658	98.15
6659	08/27/2020	MC GRAW HILL EDUCATI	ALEKS FOR EISENHOWER	1135285970	1,750.00
6659	08/27/2020	MC GRAW HILL EDUCATI	AMERICAN HISTORY TEXTBOOKS FOR JHS	1135401270	7,331.47
				Totals for 6659	9,081.47
6660	08/27/2020	MCC NETWORK SERVICES	MONTHLY SERVICE FROM 7/1/2020-7/31/2020	9104100008	2,910.00
				Totals for 6660	2,910.00
6661	08/27/2020	MIDWEST OCCUPATIONAL	BUS DRIVER PHYSICALS AND DRUG SCREENING	103940	60.00
6661	08/27/2020	MIDWEST OCCUPATIONAL	BUS DRIVER PHYSICALS AND DRUG SCREENING	104063	500.00
6661	08/27/2020	MIDWEST OCCUPATIONAL	DRUG SCREEN	104638	60.00
6661	08/27/2020	MIDWEST OCCUPATIONAL	BUS DRIVER PHYSICAL AND DRUG SCREEN	103510	250.00
				Totals for 6661	870.00
6662	08/27/2020	MY BINDING	Lamination for faculty and staff.	457069	272.00
				Totals for 6662	272.00
6663	08/27/2020	MYSTERY SCIENCE, INC	MYSTERY SCIENCE FOR ALL ELEMENTARIES	72319	4,995.00
				Totals for 6663	4,995.00
6664	08/27/2020	N2Y INC.	NY2 and ULS renewal Quote Q-41621	1022265	5,463.33
				Totals for 6664	5,463.33
6665	08/27/2020	NAPA AUTO PARTS	S M TAP DIE SET 75 P FOR BUS	305-68271	119.99
6665	08/27/2020	NAPA AUTO PARTS	4 S T T LAMP FOR BUS	305-711023	11.24
6665	08/27/2020	NAPA AUTO PARTS	VACUUM CONNECTOR FOR BUS	305-69407	1.72
6665	08/27/2020	NAPA AUTO PARTS	HOSE AND FITTING FOR BUS	305-68660	62.10
6665	08/27/2020	NAPA AUTO PARTS	3000 PEAKAMP JMP STAR FOR BUS	305-68044	300.00
6665	08/27/2020	NAPA AUTO PARTS	V-BELT, FUS, GASKET	305-718035	141.49
6665	08/27/2020	NAPA AUTO PARTS	V-BELT FOR BUS	305-715252	49.49
6665	08/27/2020	NAPA AUTO PARTS	HI PWR II INS V-BELT, HOSE CLAMP, AND RAVEN GLOVES	305-715145	30.30
				Totals for 6665	716.33
6666	08/27/2020	NEFF-COLVIN, INC.	JSD BUSINESS OFFICE SLIDING WINDOW	1-J2025	5,300.75
6666	08/27/2020	NEFF-COLVIN, INC.	C.O. BUSINESS OFFICE PARTITION WALL	1-J2026	2,484.24
6666	08/27/2020	NEFF-COLVIN, INC.	NORTH LIFE SAFETY ITEMS	1-J2021	8,393.66
6666	08/27/2020	NEFF-COLVIN, INC.	JHS BOWL HALL OF FAME ROOM	1-J2022	5,298.25

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
			DOORS/WINDOWS		
				Totals for 6666	21,476.90
6667	08/27/2020	NEXTERA ENERGY SERVI	MAY-JUNE 2020 ELECTRICITY	1090837109	30,975.93
				Totals for 6667	30,975.93
6668	08/27/2020	OCONOMOWOC DEVELOPME	JULY 2020 TUITION	515007	2,236.50
				Totals for 6668	2,236.50
6669	08/27/2020	OFFICE SUPERSAVERS	classroom supplies	K1396032	436.99
				Totals for 6669	436.99
6670	08/27/2020	OUR SAVIOUR GRADE SC	REIMBURSEMENT FOR CISCO MERAKI SYSTEMS MANAGER (PORT 53) AND SEESAW FOR SCHOOLS (STUDENT LICENSE) CARES FUNDING	REIMBURSEM	2,658.32
				Totals for 6670	2,658.32
6671	08/27/2020	OUR TOWN BOOKS	2 BOOKS FOR THE LA DEPT. AT JMS	000134	30.58
6671	08/27/2020	OUR TOWN BOOKS	LOOK WHERE WE LIVE HARDCOVER CHILDREN'S BOOK FOR SOUTH	8/12/20	259.95
				Totals for 6671	290.53
6672	08/27/2020	PARIENTI, MAX	INTERPRETING SERVICES FOR 7/29/2020	177	163.70
				Totals for 6672	163.70
6673	08/27/2020	PIKE COUNTY GLASS, L	OSS SNEEZE GUARD SHIELDS	2836	324.70
				Totals for 6673	324.70
6674	08/27/2020	PIPCO COMPANIES, LTD	ANNUAL FIRE PROTECTION FOR SOUTH	48363	100.00
6674	08/27/2020	PIPCO COMPANIES, LTD	ANNUAL FIRE PROTECTION FOR CROSSROADS	48365	100.00
6674	08/27/2020	PIPCO COMPANIES, LTD	ANNUAL FIRE PROTECTION FOR JHS	48351	250.00
6674	08/27/2020	PIPCO COMPANIES, LTD	ANNUAL FIRE PROTECTION FOR JMS	48364	150.00
				Totals for 6674	600.00
6675	08/27/2020	PRAIRIELAND FS, INC	EMABARK LITE 1 GL	120005409	70.00
				Totals for 6675	70.00
6676	08/27/2020	PRO-VISION VIDEO SYS	HYBRID RECORDING KIT WITH SINGLE DOME CAMERA FOR BUS	334320	1,603.39
				Totals for 6676	1,603.39
6677	08/27/2020	QUILL CORP. (ORDERS)	JHS SUPPLIES- TAPE, POP UP NOTES, FOLDERS, ETC.	8412297	285.67
6677	08/27/2020	QUILL CORP. (ORDERS)	JHS SUPPLIES- FOLDERS	8595686	89.98
6677	08/27/2020	QUILL CORP. (ORDERS)	COLORED PAPER FOR MURRAYVILLE-WOODSON	9232837	414.50
6677	08/27/2020	QUILL CORP. (ORDERS)	COLORED PAPER FOR PURCHASE ORDERS CENTRAL OFFICE	8900363	26.37
6677	08/27/2020	QUILL CORP. (ORDERS)	PFLEX FFLTR TWSTD TWIN GLOW 12	8409690	15.38
6677	08/27/2020	QUILL CORP. (ORDERS)	JHS SUPPLIES- QUEST PROTEIN BARS AND NUTS	8433628	81.57
6677	08/27/2020	QUILL CORP. (ORDERS)	FRIDGE FOR JHS	9131845	229.99
6677	08/27/2020	QUILL CORP. (ORDERS)	WHITE ENVELOPES FOR JHS	9100190	29.99
6677	08/27/2020	QUILL CORP. (ORDERS)	FAN FOR JHS	9128185	54.99
6677	08/27/2020	QUILL CORP. (ORDERS)	WAVEREST GEL WRIST REST	8416043	33.98
6677	08/27/2020	QUILL CORP. (ORDERS)	JHS SUPPLIES	8425863	39.99
6677	08/27/2020	QUILL CORP. (ORDERS)	FACE MASKS, HAND SANITIZER, JHS SUPPLIES	8852762	339.79

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
6677	08/27/2020	QUILL CORP. (ORDERS)	FACE MASKS, HAND SANITIZER, JHS SUPPLIES	9111531	544.70
6677	08/27/2020	QUILL CORP. (ORDERS)	COLORED PAPER FOR CENTRAL OFFICE AND WASHINGTON	9189055	664.20
				Totals for 6677	2,851.10
6678	08/27/2020	READING PLUS	READING PLUS FOR EISENHOWER	2020-10594	3,300.00
				Totals for 6678	3,300.00
6679	08/27/2020	REALLY GOOD STUFF, L	PAYING REST OF PO#3212000276 SUPPLIES FOR SOUTH	7315994	133.96
				Totals for 6679	133.96
6680	08/27/2020	RIDDELL/ALL AMERICAN	JHS Football Reconditioning	951090363	5,947.15
				Totals for 6680	5,947.15
6681	08/27/2020	ROCHESTER 100 INC	nicky folders	51173	202.50
6681	08/27/2020	ROCHESTER 100 INC	Communications folders for students in grades kindergarten through 2nd.	57653	243.00
				Totals for 6681	445.50
6682	08/27/2020	ROXANA CUSD#1-MVASBO	ANNUAL DUES FOR JSD#117	ANNUAL DUE	25.00
				Totals for 6682	25.00
6683	08/27/2020	SAFETY-KLEEN SYSTEMS	OIL CHANGE	82831612-2	66.68
				Totals for 6683	66.68
6684	08/27/2020	SCHOOL DATEBOOKS	Student agendas for grades 3-5	S20-018025	496.30
				Totals for 6684	496.30
6685	08/27/2020	SCHOOL MATE	PLANNERS FOR LINCOLN	538726	525.00
6685	08/27/2020	SCHOOL MATE	FOLDERS AND LAMINATION FOR LINCOLN	537943	303.80
6685	08/27/2020	SCHOOL MATE	FOLDERS AND LAMINATION FOR LINCOLN	537939	303.80
				Totals for 6685	1,132.60
6686	08/27/2020	SCOTT BROTHERS ELECT	FIRE ALARM REPLACEMENT AT MURRAYVILLE, WASHINGTON, AND FIELD HOUSE PAYMENT#2	G&H #0511-	82,989.60
				Totals for 6686	82,989.60
6687	08/27/2020	SERVICEMASTER CLEANI	CENTRAL OFFICE REPAIRS-INSURANCE TO REIMBURSE	28655	9,279.23
				Totals for 6687	9,279.23
6688	08/27/2020	SHERWIN-WILLIAMS	PAINT FOR M/W	7122-4	137.96
6688	08/27/2020	SHERWIN-WILLIAMS	PAINT FOR CENTRAL OFFICE	6467-4	32.68
				Totals for 6688	170.64
6689	08/27/2020	SHI INTERNATIONAL CO	Chromebook devices only for Westfair Christian Academy via CARES funding	B12022403	4,180.00
6689	08/27/2020	SHI INTERNATIONAL CO	GoGuardian Student Monitoring Suite- 5 Years	B12009102	208,395.00
6689	08/27/2020	SHI INTERNATIONAL CO	B11780552/B11824341 Use of the Synology for backup of Google Storage.	2 INVOICES	9,241.13
				Totals for 6689	221,816.13
6690	08/27/2020	SPRINGFIELD CLINIC S	Athletic Supplies	6/8/2020	200.00
				Totals for 6690	200.00
6691	08/27/2020	STALKER SPORTS FLOOR	REBOUNDER CLEANER, DUST MAGNETS	5050	1,342.00
				Totals for 6691	1,342.00
6692	08/27/2020	SUCCESS BY DESIGN	PLANNERS FOR EISENHOWER	174531	796.76

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
				Totals for 6692	796.76
6693	08/27/2020	TEACHER INOVATIONS,	PLANBOOK	699593	2,625.00
				Totals for 6693	2,625.00
6694	08/27/2020	TEACHERS DISCOVERY	Foreign Language Supplies	157329	763.62
				Totals for 6694	763.62
6695	08/27/2020	TEACHING STRATEGIES	Tadpoles Subscription	0382411	594.00
				Totals for 6695	594.00
6696	08/27/2020	THE SOURCE	ADS RUNNING 7/16, 7/23, 2020 FOR REGISTRATION	209922	218.00
				Totals for 6696	218.00
6697	08/27/2020	THIELE GARAGE, INC.	ILLINOIS SAFETY TESTS FOR BUSES	93277	350.00
				Totals for 6697	350.00
6698	08/27/2020	TRIPLE A ASBESTOS	WINDOW REPLACEMENT AT NORTH ELEMENTARY SCHOOL	G&H #0511-	5,300.00
				Totals for 6698	5,300.00
6699	08/27/2020	TROXELL	B00506 MONTHLY CONSULTING FEE	2485693	2,200.00
6699	08/27/2020	TROXELL	B00506 MONTHLY CONSULTING FEE	2480521	2,200.00
				Totals for 6699	4,400.00
6700	08/27/2020	TRUE NORTH	SHELL ROT T4 FOR BUS GARAGE	0062830-IN	1,596.35
				Totals for 6700	1,596.35
6701	08/27/2020	ULINE	EISENHOWER ULINE SERVICE CART AND UTILITY CART	122941192	402.40
				Totals for 6701	402.40
6702	08/27/2020	UNITED CHEVROLET	5633925/SE6113850 DRIVERS ED MONTHLY FEE FOR JUNE 2020 AND DRIVERS ED BRAKE	104193	959.34
				Totals for 6702	959.34
6703	08/27/2020	USSERY, COURTNEY	REFUND FOR FOOD SERVICE	REFUND	49.90
				Totals for 6703	49.90
6704	08/27/2020	USSPECIALTY COATINGS	JHS Cross Country field paint	194077	190.38
				Totals for 6704	190.38
6705	08/27/2020	VANDEVELDE, STEPHANI	REIMBURSEMENT FOR THERMOMETERS FOR OSS	REIMBURSEM	299.88
				Totals for 6705	299.88
6706	08/27/2020	VIRCO	Classroom furniture for CLC Quote #8227917	91923906	1,046.56
				Totals for 6706	1,046.56
6707	08/27/2020	VOELKEL GLASS CO	WASHINGTON SCHOOL PLEXIGLASS	1089	42.00
6707	08/27/2020	VOELKEL GLASS CO	WASHINGTON SCHOOL PLATE GLASS	1129	36.00
				Totals for 6707	78.00
6708	08/27/2020	VS ATHLETICS	JHS TRack Supplies	322337	455.55
				Totals for 6708	455.55
6709	08/27/2020	WADE & DOWLAND	848586/848585 Office and school supplies	2 INVOICES	691.80
6709	08/27/2020	WADE & DOWLAND	PINK AND BLUE FOLDERS	848592	421.68
				Totals for 6709	1,113.48
6710	08/27/2020	WAVERLY AUTO SUPPLY	DISC PAD FOR BUS	5171B	57.08
6710	08/27/2020	WAVERLY AUTO SUPPLY	DISC PAD FOR BUS	5258B	57.08
6710	08/27/2020	WAVERLY AUTO SUPPLY	DISC PAD FOR BUS	4661B	244.87
6710	08/27/2020	WAVERLY AUTO SUPPLY	DISC PAD FOR BUS CREDIT	5259B	-183.65
6710	08/27/2020	WAVERLY AUTO SUPPLY	DISC PAD FOR BUS	5260B	171.24
				Totals for 6710	346.62
6711	08/27/2020	WILSON LANGUAGE TRAI	EISENHOWER TITLE MATERIAL	1803873	3,656.02
				Totals for 6711	3,656.02
6712	08/27/2020	YORK TIRES	NEW TIRES FOR MAINT TRUCK	7849241	754.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
				Totals for 6712	754.00
6713	08/27/2020	ZONES, INC.	K15480490101/K15480490102 Battery backups and extenders for District Network	2 INVOICES	6,769.23
				Totals for 6713	6,769.23
6715	08/27/2020	BRAUCHT, LAURA	INTERPRETING SERVICES FOR 8/20/20	1467	110.00
				Totals for 6715	110.00
6716	08/27/2020	CHILDREN'S FIRST CAL	CALIBRATION CHECK FOR AUDIOMETER	20201662	30.00
				Totals for 6716	30.00
6717	08/27/2020	IDES	STATEMENT PERIOD 3/15/2020-6/30/2020	A#0806003	2,765.00
				Totals for 6717	2,765.00
6718	08/27/2020	JACKSONVILLE COUNTRY	ENTRY FEE FOR GOLF 9/21/2020	ENTRY FEE	150.00
				Totals for 6718	150.00
6719	08/27/2020	MUNICIPAL UTILITIES	Physical Ed Bldg (JHS BOWL)-201 S. Church	008204-000	55.19
6719	08/27/2020	MUNICIPAL UTILITIES	JMS-664 Lincoln Ave	010592-000	55.19
6719	08/27/2020	MUNICIPAL UTILITIES	Washington-524 S. Kosciusko	008560-000	126.51
				Totals for 6719	236.89
6720	08/27/2020	NEFF-COLVIN, INC.	INTERIOR CLASSROOMS AT EISENHOWER ELEMENTARY	G&H #0511-	37,256.67
				Totals for 6720	37,256.67
6721	08/27/2020	NELCH DOORS	EISENHOWER NEW CLASSROOM PARTITION WALLS	05025	4,504.71
				Totals for 6721	4,504.71
6722	08/27/2020	OUR TOWN BOOKS	4 COPIES OF THE FOUR OBSESSIONS OF AN EXTRAORDINARY EXECUTIVE	8/21/2020	84.83
				Totals for 6722	84.83
6723	08/27/2020	SACRED HEART-GRIFFIN	ENTRY FEE FOR GIRLS TENNIS 9/5/2020	ENTRY FEE	100.00
				Totals for 6723	100.00
6724	08/27/2020	SCHOLASTIC DOLLAR CA	SALEM MATERIALS	JACKSONVIL	649.68
				Totals for 6724	649.68
6725	08/27/2020	SHI INTERNATIONAL CO	Replacement carts for JMS Chromebooks	B12151980	2,202.00
6725	08/27/2020	SHI INTERNATIONAL CO	Bretford Carts for JMS distribution	B12172575	1,468.00
6725	08/27/2020	SHI INTERNATIONAL CO	B12138783/B12151016 Extra Power Supplies for Elearning Chromebook Distribution	2 INVOICES	11,487.50
				Totals for 6725	15,157.50
6726	08/27/2020	STIER, DAVE	CROSS COUNTRY FOR 9/5/2020	CROSS COUN	65.00
				Totals for 6726	65.00
6727	08/27/2020	TAYLORVILLE HIGH SCH	ENTRY FEE FOR GOLF 10/3/2020	ENTRY FEE	160.00
				Totals for 6727	160.00
6728	08/27/2020	THIELE GARAGE, INC.	ILLINOIS SAFETY TEST FOR BUSES	93261	105.00
				Totals for 6728	105.00
6729	08/27/2020	TRUELINE FIRE & SAFE	FIRE EXTINGUISHERS FOR BUS GARAGE	B8479	510.00
				Totals for 6729	510.00
6730	08/27/2020	WADE & DOWLAND	Supplies for 4th grade students - Creation of	849056	31.91

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
			multiplication flash cards.		
				Totals for 6730	31.91
6731	08/27/2020	WALMART COMMUNITY/SY	WALMART-MAINTENANCE DEPT. AND CARES FUND	6097652000	2,296.69
				Totals for 6731	2,296.69
6732	08/27/2020	WHELAN, RYAN	CROSS COUNTRY FOR 9/1/2020	CROSS COUN	65.00
				Totals for 6732	65.00
6733	08/27/2020	WINDSTREAM	LONG DISTANCE PHONE AND FAX	72947961	231.18
				Totals for 6733	231.18
6734	08/27/2020	FARM & HOME SUPPLY	STATEMENT PAYING ALL INVOICES FOR JACKSONVILLE SCHOOL DISTRICT #117- FOR MAINT. SHOP AND BUS GARAGE	20355	61.20
6734	08/27/2020	FARM & HOME SUPPLY	STATEMENT PAYING ALL INVOICES FOR JACKSONVILLE SCHOOL DISTRICT #117- FOR MAINT. SHOP CREDIT	20355 CR	-2.08
				Totals for 6734	59.12
6735	08/27/2020	NCS PEARSON	DALS Schools Complete Quote #88749 Customer #3865471	Q88749	12,705.00
				Totals for 6735	12,705.00
6736	08/27/2020	SHI INTERNATIONAL CO	E-Rate Purchases: Meraki Indoor and Outdoor Access Points and Licenses, Merakie Antennas for Outdoor Access Points	B12033818	17,667.60
				Totals for 6736	17,667.60
6737	08/31/2020	AMPLIFY	mClass SUBSCRIPTIONS	027265	1,791.00
				Totals for 6737	1,791.00
6738	08/31/2020	BSN SPORTS LLC	FACE MASKS FOR ROUTT	909636758	1,260.00
				Totals for 6738	1,260.00
6739	08/31/2020	CHEMSEARCH	CONTRACT WATER TREATMENT PROGRAM FOR JHS (PAYING FOR SHIPPING)	7043534	560.16
				Totals for 6739	560.16
6740	08/31/2020	FOLSTER, TYLER	INTERPRETING SERVICES FOR 8/26-8/27-8/28 2020	30	607.50
6740	08/31/2020	FOLSTER, TYLER	INTERPRETING SERVICES FOR 8/26/2020	29	90.00
6740	08/31/2020	FOLSTER, TYLER	INTERPRETING SERVICES FOR 8/20/20	25	180.00
				Totals for 6740	877.50
6741	08/31/2020	FOUR RIVERS SPECIAL	IDEA MONTHLY FEE ASSESSMENT STATEMENT FOR 2020-2021	IDEA MONTH	97,293.00
				Totals for 6741	97,293.00
6742	08/31/2020	FRONTIER	PHONE BILLING DATE 8/22/2020	2241591185	3,666.63
				Totals for 6742	3,666.63
6743	08/31/2020	SCHOLASTIC	PAYING REST OF PO#3212000252	23606025	28.31
				Totals for 6743	28.31
6744	08/31/2020	SCHOOL SPECIALTY/CLA	308103544144/208125650787 SOUTH TITLE MATERIAL	2 INVOICES	715.54
				Totals for 6744	715.54
6745	09/02/2020	APPLE, INC.	AC35752299/AC40093297 iPads for South Title Teachers via Title Funding	2 INVOICES	1,337.00
				Totals for 6745	1,337.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
6746	09/02/2020	ESGI	ESGI FOR NORTH	31854	338.00
6746	09/02/2020	ESGI	ESGI	30887	4,394.00
				Totals for 6746	4,732.00
6747	09/02/2020	FRONTIER	EARLY YEARS PROGRAM PHONE - BILLING DATE 8/22/2020	2172430556	85.34
				Totals for 6747	85.34
6748	09/02/2020	HARTFORD	LONG TERM DISABILITY	3261297448	788.03
				Totals for 6748	788.03
6749	09/02/2020	MUNICIPAL UTILITIES	Eisenhower School-1901 W. Lafayette Ave	012830-000	140.19
				Totals for 6749	140.19
6750	09/03/2020	CARSON/DELLOSA	TITLE SUPPLIES FOR A. KING	498145	61.95
				Totals for 6750	61.95
6751	09/03/2020	SO. JACKSONVILLE WAT	South School Water & Sewer Usage 8/1/20-8/31/20	0415700100	118.31
				Totals for 6751	118.31
6752	09/17/2020	A-1 METAL FABRICATIN	REPAIRS ON SCHOOL LUNCH TRUCK	5445	1,039.50
6752	09/17/2020	A-1 METAL FABRICATIN	MODIFY TV BRACKETS FOR SHOP	5448	30.60
				Totals for 6752	1,070.10
6753	09/17/2020	ACE HARDWARE	CLOSING DATE 8/31/2020 PAYING ALL INVOICES FOR JACKSONVILLE SCHOOL DISTRICT #117 SUPPLIES FOR CARES-HAND SANITIZER FOR BUSES, WIPES, LYSOL, MASKS, MAINT. SUPPLIES FOR WASHINGTON, JHS, SHOP M/W, LINCOLN, BUS GARAGE	818713	1,339.58
				Totals for 6753	1,339.58
6754	09/17/2020	AFFORDABLE SHRED	SPECIAL SERVICES SHRED	0032841	59.00
				Totals for 6754	59.00
6755	09/17/2020	AFPLANSERV	INVOICE PERIOD 7/1/2020-7/31/2020	2007314918	168.00
				Totals for 6755	168.00
6756	09/17/2020	AMEREN ILLINOIS	30 N. CENTRAL PLAZA	2428636030	67.32
6756	09/17/2020	AMEREN ILLINOIS	1 W CENTRAL PARK PLZ	3519267031	63.36
6756	09/17/2020	AMEREN ILLINOIS	1 W CENTRAL PARK PLZ	9942327037	44.19
6756	09/17/2020	AMEREN ILLINOIS	1 W CENTRAL PARK PLZ	7107474030	128.23
6756	09/17/2020	AMEREN ILLINOIS	205 WEST STATE ST.	2399808044	35.08
6756	09/17/2020	AMEREN ILLINOIS	3 W CENTRAL PARK PLZ	2131428041	184.44
6756	09/17/2020	AMEREN ILLINOIS	207 WEST STATE ST.	7149021030	35.19
6756	09/17/2020	AMEREN ILLINOIS	211 W STATE ST.	1390984031	73.62
6756	09/17/2020	AMEREN ILLINOIS	211 W STATE ST.	3070878036	35.54
6756	09/17/2020	AMEREN ILLINOIS	211 W STATE ST.	2041064032	1,783.30
6756	09/17/2020	AMEREN ILLINOIS	211 W STATE ST.	6609483035	247.27
6756	09/17/2020	AMEREN ILLINOIS	315 W WALNUT	2744805776	226.22
6756	09/17/2020	AMEREN ILLINOIS	215 W Walnut Street	95234-1489	35.08
6756	09/17/2020	AMEREN ILLINOIS	(JHS) 1211 N. Diamond Street	20576-3041	93.19
				Totals for 6756	3,052.03
6757	09/17/2020	ANDERSON'S	Breakaway Lanyards	1665225	676.98
				Totals for 6757	676.98
6758	09/17/2020	ARAMARK UNIFORM SERV	JHS LOGO MAT	316645363	209.92
6758	09/17/2020	ARAMARK UNIFORM SERV	CENTRAL OFFICE LOGO MAT	316645372	95.50
6758	09/17/2020	ARAMARK UNIFORM SERV	JMS LOGO MAT	316666186	57.81
6758	09/17/2020	ARAMARK UNIFORM SERV	CENTRAL OFFICE LOGO MAT	316671692	95.50
				Totals for 6758	458.73
6759	09/17/2020	ARMENTA, ALISHA	INTERPRETING SERVICES FOR	20902-904	800.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
			9/2-9/3-9/4 2020		
6759	09/17/2020	ARMENTA, ALISHA	INTERPRETING SERVICES FOR 8/24-8/25-8/27-8/28 2020	20824-828	900.00
				Totals for 6759	1,700.00
6760	09/17/2020	AUSSIE POUCH	CLASSIC CHAIR POCKET- SIZE MEDIUM-PURPLE QUANITY-30	14082	308.69
				Totals for 6760	308.69
6761	09/17/2020	AUTO PRO TRANSPORT I	TAXI SERVICES FOR FAMILIES	1041	109.00
				Totals for 6761	109.00
6762	09/17/2020	BACKYARD CREATIONS	MINI GARAGE FOR EARLY YEARS	1158	5,022.00
				Totals for 6762	5,022.00
6763	09/17/2020	BARBER FLORIST	GREENT PLANT FOR FUNERAL	101338/1	35.00
				Totals for 6763	35.00
6764	09/17/2020	BESTDRIVE JACKSONVIL	TIRES FOR BUS	56021376	2,125.00
6764	09/17/2020	BESTDRIVE JACKSONVIL	TIRES	56021256	813.75
				Totals for 6764	2,938.75
6765	09/17/2020	BRAUCHT, LAURA	INTERPRETING SERVICES FOR 9/2/2020	1471	110.00
				Totals for 6765	110.00
6766	09/17/2020	BREAKOUT INC.	BREAKOUT EDU PLATFORM ACCESS	28860	50.00
				Totals for 6766	50.00
6767	09/17/2020	CHAVEZ, RHONDA	REFUND FOR JHS CAFE	REFUND	42.00
				Totals for 6767	42.00
6768	09/17/2020	CONSTELLATION NEWENE	307 Masters St., Murrayville	RG-103601	98.25
6768	09/17/2020	CONSTELLATION NEWENE	North-1626 State HWY 78 N	RG-78924	107.66
6768	09/17/2020	CONSTELLATION NEWENE	South-201 Dewey Drive	RG-78928	91.16
6768	09/17/2020	CONSTELLATION NEWENE	WASHINGTON-524 S Kosciusko ST	RG-78922	103.67
6768	09/17/2020	CONSTELLATION NEWENE	EARLY YEARS -516 Jordan St	RG-78926	89.20
6768	09/17/2020	CONSTELLATION NEWENE	EISENHOWER-1901 W Lafayette Ave	RG-78921	120.36
6768	09/17/2020	CONSTELLATION NEWENE	Bus Garage-837 N Main Street	RG-103593	73.43
6768	09/17/2020	CONSTELLATION NEWENE	Field House(JHS)-315 W Walnut	RG-103592	76.07
6768	09/17/2020	CONSTELLATION NEWENE	JMS-664 Lincoln Ave	RG-78920	371.68
6768	09/17/2020	CONSTELLATION NEWENE	(JHS BOWL) 215 S Church St	RG-78923	110.81
6768	09/17/2020	CONSTELLATION NEWENE	JHS-1211 N. Diamond Street	RG-78925	419.14
6768	09/17/2020	CONSTELLATION NEWENE	Lincoln-320 W Independence	RG-78927	101.72
				Totals for 6768	1,763.15
6769	09/17/2020	COUNTY MARKET	PLEASE APPLY THIS PAYMENT TOWARDS THE JHS CAFE ACCOUNT (254)-JHS CAFE PURCHASE	JHS CAFE	40.76
				Totals for 6769	40.76
6770	09/17/2020	CPI	ANNUAL MEMBERSHIP FEE FOR 10/6/20-10/6/2021	IUS0174219	150.00
				Totals for 6770	150.00
6771	09/17/2020	CULLIGAN OF SPRINGFI	RENTAL AND SERVICE 9/01/20-9/30/20 A#029207	029207	59.40
				Totals for 6771	59.40
6772	09/17/2020	DAVIS, MILLANY	REFUND FOR LUNCHES	REFUND	50.00
				Totals for 6772	50.00
6773	09/17/2020	DUNSETH, KRISTIN	REIMBURSEMENT FOR TIME 4 LEARNING	REIMBURSEM	19.95
				Totals for 6773	19.95
6774	09/17/2020	FREEZE, RANDA	INTERPRETING SERVICES FOR 8/25/2020	200804	100.00
6774	09/17/2020	FREEZE, RANDA	INTERPRETING SERVICES FOR 8/26/2020	200805	225.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
				Totals for 6774	325.00
6775	09/17/2020	FRISBIE, ELIZABETH	CONSULTATION TO PREVENTION INITIATIVE 0-3 (PI) PROGRAM FOR APRIL 2020	MAY 7, 202	906.25
6775	09/17/2020	FRISBIE, ELIZABETH	CONSULTATION TO PREVENTION INITIATIVE 0-3 (PI) PROGRAM FOR JANUARY 15/20 AND 1/27/20	APRIL 15,	843.75
6775	09/17/2020	FRISBIE, ELIZABETH	CONSULTATION TO PRESCHOOL FOR ALL (PFA) PROGRAM FOR JANUARY 27,2020	APRIL 15,	562.50
6775	09/17/2020	FRISBIE, ELIZABETH	CONSULTATION TO PRESCHOOL FOR ALL EXPANSION(PFAE) PROGRAM FOR JANUARY 27,2020	APRIL 15	156.25
6775	09/17/2020	FRISBIE, ELIZABETH	CONSULTATION TO PREVENTION INITIATIVE 0-3 (PI) PROGRAM	APRIL 1	500.00
6775	09/17/2020	FRISBIE, ELIZABETH	CONSULTATION TO PREVENTION INITIATIVE 0-3 (PI) PROGRAM	APRIL	781.25
6775	09/17/2020	FRISBIE, ELIZABETH	CONSULTATION TO PRESCHOOL FOR ALL (PFA) PROGRAM	APRIL	250.00
6775	09/17/2020	FRISBIE, ELIZABETH	CONSULTATION TO PRESCHOOL FOR ALL EXPANSION (PFAE) PROGRAM	APRI	187.50
6775	09/17/2020	FRISBIE, ELIZABETH	CONSULTATION TO PRESCHOOL FOR ALL (PFA) PROGRAM FOR APRIL 2020	MAY 7, 20	718.75
6775	09/17/2020	FRISBIE, ELIZABETH	CONSULTATION TO PRESCHOOL FOR ALL EXPANSION (PFAE) PROGRAM FOR APRIL 2020	MAY 7, 2	625.00
6775	09/17/2020	FRISBIE, ELIZABETH	INVOICE FOR EARLY CHILDHOOD MENTAL HEALTH CONSULTATION SERVICES PREVENTION INITIATIVE AY 21	AUGUST 202	687.50
6775	09/17/2020	FRISBIE, ELIZABETH	INVOICE FOR EARLY CHILDHOOD MENTAL HEALTH CONSULTATION SERVICES PRESCHOOL FOR ALL EXPANSION AY 21	AUGUST 20	125.00
				Totals for 6775	6,343.75
6776	09/17/2020	GRAPHIC EDGE	JHS Boys Golf apparel	1434395	267.50
				Totals for 6776	267.50
6777	09/17/2020	HALL, BREXTON	JHS Boys Soccer Speed Training Program	REIMBURSEM	49.97
6777	09/17/2020	HALL, BREXTON	JHS Boys Soccer Team Gear	REIMBURSEM	179.00
				Totals for 6777	228.97
6778	09/17/2020	HANDWRITING WITHOUT	HANDWRITING BOOKS	88197	514.25
				Totals for 6778	514.25
6779	09/17/2020	HEART TECHNOLOGIES,	MITEL SOFTWARE UPGRADE REQUEST	36700	2,095.00
6779	09/17/2020	HEART TECHNOLOGIES,	PROCESSOR UPGRADE PER QUOTE	36689	1,812.40
6779	09/17/2020	HEART TECHNOLOGIES,	100 CARDS (ISOPROX II COMP CARD)	36889	482.00
				Totals for 6779	4,389.40
6780	09/17/2020	HEINEMANN	LUCY CALKINS FOR LINCOLN	7224927	11,401.94
				Totals for 6780	11,401.94
6781	09/17/2020	JACKSONVILLE SCHOOL	APEX PAID ONLINE TO GENERAL ACCOUNT. TRANSFERRING TO ACTIVITY 959	TRANSFER	200.00
				Totals for 6781	200.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
6782	09/17/2020	JACKSON, VELCEY	SCHOOL BUS DRIVER PHYSICAL	REIMBURSEM	65.00
				Totals for 6782	65.00
6783	09/17/2020	LAMINATOR.COM	6, Roll, LR 3 x 27/250Y 3 MIL - 27' X 250 Clear Premium School Role Core	246448	152.64
				Totals for 6783	152.64
6784	09/17/2020	LASHMETT, CELESTE	Reimbursement (Fans)	REIMBURSEM	281.94
				Totals for 6784	281.94
6785	09/17/2020	LINKS GOLF COURSE	JHS Golf Team Pass / Team Range	2020 GOLF	500.00
				Totals for 6785	500.00
6786	09/17/2020	MCC NETWORK SERVICES	MONTHLY SERVICE FROM 8/1/2020-8/31/2020	9104100008	2,910.00
				Totals for 6786	2,910.00
6787	09/17/2020	MEDIACOM LLC	9/1/20-9/30/2020 STATEMENT OF SERVICE FOR DISTRICT FIBER	8384975000	105.00
				Totals for 6787	105.00
6788	09/17/2020	MOBY MAX	MOBY MAX SITE LICENSE FOR SPECIAL SVCS	201725	3,495.00
				Totals for 6788	3,495.00
6789	09/17/2020	MOORE, FRED	REIMBURSEMENT FOR CDL LICENSE	REIMBURSEM	51.13
				Totals for 6789	51.13
6790	09/17/2020	MORGAN CO. BROADCAST	SCHOOL REGISTRATION ADVERTISING	4827	320.00
				Totals for 6790	320.00
6791	09/17/2020	MUSIC SHOPPE, INC	JMS A#68753	2949219	96.45
6791	09/17/2020	MUSIC SHOPPE, INC	JMS A#68753	2957976	59.46
6791	09/17/2020	MUSIC SHOPPE, INC	A#68753 STRING BASICS FOR JMS	2956841	27.93
				Totals for 6791	183.84
6792	09/17/2020	MY BINDING	laminiating	461465	272.00
				Totals for 6792	272.00
6793	09/17/2020	NAPA AUTO PARTS	SERPENTINE BELT FOR BUS	305-736435	40.99
6793	09/17/2020	NAPA AUTO PARTS	SOLENOID FOR BUS	305-726400	28.49
				Totals for 6793	69.48
6794	09/17/2020	NATIONAL SCHOOL FORM	Lanyards for students	44068	137.53
				Totals for 6794	137.53
6795	09/17/2020	OCONOMOWOC DEVELOPME	~~CENTRAL OFFICE MAINTENANCE FOR ELEVATOR~~ August Tuition	3005463652	2,423.80
				Totals for 6795	2,423.80
6796	09/17/2020	PARIENTI, MAX	INTERPRETING SERVICES AND MILEAGE FOR 8/21/2020	179	62.43
6796	09/17/2020	PARIENTI, MAX	INTERPRETING SERVICES AND MILEAGE FOR 8/26/2020	180	83.70
6796	09/17/2020	PARIENTI, MAX	INTERPRETING SERVICES AND MILEAGE FOR 8/21/2020	178	62.43
				Totals for 6796	208.56
6797	09/17/2020	PAYNE, SARAH	REIMBURSEMENT FOR TIME 4 LEARNING	REIMBURSEM	19.95
				Totals for 6797	19.95
6798	09/17/2020	PDC/AREA COMPANIES	TRASH SERVICE FOR MULTIPLE SCHOOLS	4686083	3,152.39
				Totals for 6798	3,152.39
6799	09/17/2020	PDC/AREA COMPANIES	TRASH SERVICE FOR EARLY YEARS	4693724	222.75
				Totals for 6799	222.75
6800	09/17/2020	PDC/AREA COMPANIES	TRASH SERVICE FOR MAINT BUILDING	4700306	905.42

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
				Totals for 6800	905.42
6801	09/17/2020	PETERS, TIFFANEE	REFUND FOR REGISTRATION	REFUND	85.00
				Totals for 6801	85.00
6802	09/17/2020	PIPCO COMPANIES, LTD	FIRE PROTECTION JHS	48786	2,425.00
				Totals for 6802	2,425.00
6803	09/17/2020	PITNEY BOWES GLOBAL	JHS LEASE FOR POSTAGE MACHINE	3104166610	772.41
				Totals for 6803	772.41
6804	09/17/2020	PLANK ROAD PUBLISHIN	MUSIC SUBSCRIPTIONS	21-002134	236.40
				Totals for 6804	236.40
6805	09/17/2020	QUALITY ELEVATOR INS	INSPECTION OF 2 HYDRAULIC LIFTS AT AT JMS AND 1 AT JHS BOWL	5489	900.00
				Totals for 6805	900.00
6806	09/17/2020	QUILL CORP. (ORDERS)	9709062/9668317/9682865/968806 2/9676301 TITLE MATERIAL FOR LINCOLN	SEVERAL	2,634.32
6806	09/17/2020	QUILL CORP. (ORDERS)	NORTH SUPPLIES	9733229	51.98
6806	09/17/2020	QUILL CORP. (ORDERS)	NORTH SUPPLIES	9687799	97.21
				Totals for 6806	2,783.51
6807	09/17/2020	RAHE, ARNOLD	REFUND FOR LUNCHES	REFUND	12.30
				Totals for 6807	12.30
6808	09/17/2020	REALLY GOOD STUFF, L	TITLE ITEMS FOR NORTH	7371416	384.88
6808	09/17/2020	REALLY GOOD STUFF, L	TITLE MATERIAL FOR LINCOLN	7370336	625.52
				Totals for 6808	1,010.40
6809	09/17/2020	SEESAW	SEE SAW SUBSCRIPTIONS	2020-36365	1,100.00
				Totals for 6809	1,100.00
6810	09/17/2020	SKILLS GLOBAL, LLC	SKILLS DEVELOPING + LOGBOOK ANNUAL LICENSES	502569	7,050.00
				Totals for 6810	7,050.00
6811	09/17/2020	SLAUGHTER, JERI	REFUND FOR JHS CAFE	REFUND	21.80
				Totals for 6811	21.80
6812	09/17/2020	SPRINGFIELD CLINIC S	ATHLETIC TRAINING SERVICES PROVIDED FALL SEMESTER 2020	JSD0806202	21,630.00
				Totals for 6812	21,630.00
6813	09/17/2020	STIER, DAVE	CROSS COUNTRY FOR 9/12/2020	CROSS COUN	65.00
				Totals for 6813	65.00
6814	09/17/2020	THE MATH LEARNING CE	NORTH TITLE MATERIAL	BA60284-IN	1,070.00
				Totals for 6814	1,070.00
6815	09/17/2020	THE SOURCE	LEGAL RUNNING FOR BUDGET HEARING	210102	59.00
				Totals for 6815	59.00
6816	09/17/2020	TOM FINCH AUTOMOTIVE	OIL CHANGE FOR 2011 MAINT. TRUCK	54578	39.53
				Totals for 6816	39.53
6817	09/17/2020	ULINE	BAG TAPER AND RED DOUBLE RAFFLE TICKETS FOR JHS CAFE	123632611	120.14
6817	09/17/2020	ULINE	Art Cart	123314166	146.33
6817	09/17/2020	ULINE	utility Cart	123427244	146.01
				Totals for 6817	412.48
6818	09/17/2020	VANDEVELDE, STEPHANI	FACE SHIELDS, MASKS, THERMOMETERS, CLEANING CLOTHS, ETC. COVID REIMBURSEMENTS	COVID REIM	1,651.90
6818	09/17/2020	VANDEVELDE, STEPHANI	LEARNING A-Z LICENSE REIMBUSEMENT FOR OSS	REIMBURSEM	346.35
				Totals for 6818	1,998.25

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6819	09/17/2020	VANWINKLE, PEGAN	REIMBURSEMENT FOR TIME 4 LEARNING	REIMBURSEM	19.95
				Totals for 6819	19.95
6820	09/17/2020	VOELKEL GLASS CO	EARLY YRS. PLATE GLASS WINDOW	1186	36.00
				Totals for 6820	36.00
6821	09/17/2020	WAVERLY AUTO SUPPLY	DISC PAD FOR BUS	5706B	182.51
				Totals for 6821	182.51
6822	09/17/2020	WHEELER FAMILY FARMS	Radios for Washington	T1199	1,554.00
				Totals for 6822	1,554.00
116673	08/31/2020	403B ASP	Payroll accrual	20200831AD	2,185.00
				Totals for 116673	2,185.00
116674	08/31/2020	AMERICAN FIDELITY FL	Payroll accrual	20200831AD	416.66
116674	08/31/2020	AMERICAN FIDELITY FL	Payroll accrual	20200831AD	3,036.81
				Totals for 116674	3,453.47
116675	08/31/2020	AMERICAN FIDELITY AS	Payroll accrual	20200814AD	4,198.92
116675	08/31/2020	AMERICAN FIDELITY AS	Payroll accrual	20200814AD	7,342.57
116675	08/31/2020	AMERICAN FIDELITY AS	Payroll accrual	20200831AD	4,253.92
116675	08/31/2020	AMERICAN FIDELITY AS	Payroll accrual	20200814BD	55.00
116675	08/31/2020	AMERICAN FIDELITY AS	Payroll accrual	20200814BD	177.83
116675	08/31/2020	AMERICAN FIDELITY AS	Payroll accrual	20200831AD	7,511.60
				Totals for 116675	23,539.84
116676	08/31/2020	AMERICAN FIDELITY AS	Payroll accrual	20200831AD	3,355.00
				Totals for 116676	3,355.00
116677	08/31/2020	AXA EQUITABLE	Payroll accrual	20200831AD	3,265.00
				Totals for 116677	3,265.00
116678	08/31/2020	HORACE MANN COMPANIE	Payroll accrual	20200831AD	110.56
116678	08/31/2020	HORACE MANN COMPANIE	Payroll accrual	20200814AD	110.56
				Totals for 116678	221.12
116679	08/31/2020	HORACE MANN COMPANIE	Payroll accrual	20200831AD	1,140.00
				Totals for 116679	1,140.00
116680	08/31/2020	IEA/NEA SUPPORT PERS	Payroll accrual	20200831AD	499.41
				Totals for 116680	499.41
116681	08/31/2020	ILLINOIS EDUCATORS C	Payroll accrual	20200831AD	1,610.00
116681	08/31/2020	ILLINOIS EDUCATORS C	Payroll accrual	20200831AD	360.00
				Totals for 116681	1,970.00
116682	08/31/2020	ING/VOYA RETIREMENT	Payroll accrual	20200831AD	100.00
				Totals for 116682	100.00
116683	08/31/2020	JACKSONVILLE PUBLIC	Payroll accrual	20200831AD	19.00
116683	08/31/2020	JACKSONVILLE PUBLIC	Payroll accrual	20200814AD	14.00
				Totals for 116683	33.00
116684	08/31/2020	LUCIE, SCALF, & BOUG	Payroll accrual	20200831AD	290.67
				Totals for 116684	290.67
116685	08/31/2020	PRAIRIELAND UNITED W	Payroll accrual	20200831AD	103.67
116685	08/31/2020	PRAIRIELAND UNITED W	Payroll accrual	20200814AD	103.67
				Totals for 116685	207.34
116686	08/31/2020	VARIABLE ANNUITY LIF	Payroll accrual	20200831AD	1,655.00
				Totals for 116686	1,655.00
202000033	07/31/2020	IL MUNCIPAL RETIREME	Payroll accrual	20200731BD	-22.24
202000033	07/31/2020	IL MUNCIPAL RETIREME	Payroll accrual	20200731BF	-52.63
				Totals for 202000033	-74.87
202000038	08/14/2020	IL MUNCIPAL RETIREME	Payroll accrual	20200814AD	16,110.46
202000038	08/14/2020	IL MUNCIPAL RETIREME	Payroll accrual	20200814AD	521.25
202000038	08/14/2020	IL MUNCIPAL RETIREME	Payroll accrual	20200814AF	38,128.02
				Totals for 202000038	54,759.73
202000055	08/31/2020	EFTPS -- FEDERAL TAX	Payroll accrual	20200831AD	2,074.28
202000055	08/31/2020	EFTPS -- FEDERAL TAX	Payroll accrual	20200831AD	110.15

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
202000055	08/31/2020	EFTPS -- FEDERAL TAX	Payroll accrual	20200831AD	83,081.24
				Totals for 202000055	85,265.67
202000056	08/31/2020	EFTPS -- MEDICARE	Payroll accrual	20200831AD	14,111.01
202000056	08/31/2020	EFTPS -- MEDICARE	Payroll accrual	20200831AF	14,111.01
				Totals for 202000056	28,222.02
202000057	08/31/2020	EFTPS -- SOCIAL SECU	Payroll accrual	20200831AD	16,875.86
202000057	08/31/2020	EFTPS -- SOCIAL SECU	Payroll accrual	20200831AF	16,875.86
				Totals for 202000057	33,751.72
202000058	08/31/2020	IL MUNCIPAL RETIREME	Payroll accrual	20200831AD	12,141.36
202000058	08/31/2020	IL MUNCIPAL RETIREME	Payroll accrual	20200831AD	556.55
202000058	08/31/2020	IL MUNCIPAL RETIREME	Payroll accrual	20200831AF	28,734.33
				Totals for 202000058	41,432.24
202000059	08/31/2020	IL STATE DISBURSEMEN	Payroll accrual	20200831AD	1,154.39
				Totals for 202000059	1,154.39
202000060	08/31/2020	ILLINOIS DEPT OF REV	Payroll accrual	20200831AD	307.00
202000060	08/31/2020	ILLINOIS DEPT OF REV	Payroll accrual	20200831AD	44,576.34
				Totals for 202000060	44,883.34
202000061	08/31/2020	TEACHERS' HEALTH INS	Payroll accrual	20200831AD	92.97
202000061	08/31/2020	TEACHERS' HEALTH INS	Payroll accrual	20200831AD	1,725.32
202000061	08/31/2020	TEACHERS' HEALTH INS	Payroll accrual	20200831AF	27.52
202000061	08/31/2020	TEACHERS' HEALTH INS	Payroll accrual	20200831AF	1,226.54
202000061	08/31/2020	TEACHERS' HEALTH INS	Payroll accrual	20200831AF	68.98
				Totals for 202000061	3,141.33
202000062	08/31/2020	TEACHERS' RET BENEFI	Payroll accrual	20200831AF	92.08
202000062	08/31/2020	TEACHERS' RET BENEFI	Payroll accrual	20200831AF	698.55
202000062	08/31/2020	TEACHERS' RET BENEFI	Payroll accrual	20200831AF	43.49
				Totals for 202000062	834.12
202000063	08/31/2020	TEACHERS' RET MEMBER	Payroll accrual	20200831AD	1,683.79
202000063	08/31/2020	TEACHERS' RET MEMBER	Payroll accrual	20200831AD	10,839.01
202000063	08/31/2020	TEACHERS' RET MEMBER	Payroll accrual	20200831AF	674.77
				Totals for 202000063	13,197.57
202000064	08/31/2020	TEACHERS' RETIRE FUN	Payroll accrual	20200831AF	1,192.05
202000064	08/31/2020	TEACHERS' RETIRE FUN	Payroll accrual	20200831AF	583.00
				Totals for 202000064	1,775.05
202000065	08/31/2020	EFTPS -- FEDERAL TAX	Payroll accrual	20200831BD	0.00
				Totals for 202000065	0.00
202000066	08/31/2020	EFTPS -- MEDICARE	Payroll accrual	20200831BD	1.39
202000066	08/31/2020	EFTPS -- MEDICARE	Payroll accrual	20200831BF	1.39
				Totals for 202000066	2.78
202000067	08/31/2020	EFTPS -- SOCIAL SECU	Payroll accrual	20200831BD	5.93
202000067	08/31/2020	EFTPS -- SOCIAL SECU	Payroll accrual	20200831BF	5.93
				Totals for 202000067	11.86
202000068	08/31/2020	ILLINOIS DEPT OF REV	Payroll accrual	20200831BD	0.00
				Totals for 202000068	0.00
202000069	09/01/2020	JAMES R COOK & EVA J	SEPTEMBER 2020 RENT FOR CROSSROADS	SEPTEMBER	3,500.00
				Totals for 202000069	3,500.00
202100041	08/27/2020	APEX LEARNING INC.	APEX SUBSCRIPTIONS	139092	5,140.00
				Totals for 202100041	5,140.00
202100042	08/27/2020	BELL TECHLOGIX, INC.	Microsoft Renewal	BI451374	15,618.70
				Totals for 202100042	15,618.70
202100043	08/27/2020	BORRERO, CARMEN	INTERPRETING SERVICES FOR 8/1/2020 JMS	136412	150.00
				Totals for 202100043	150.00
202100044	08/27/2020	BOUND TO STAY BOUND	CREDIT ON ACCOUNT	CREDIT 134	-43.04
202100044	08/27/2020	BOUND TO STAY BOUND	PAYING REMAINDER OF	139287	140.40

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
			PO#3302000075		
202100044	08/27/2020	BOUND TO STAY BOUND	PAYING REMAINDER OF PO#3302000077	138961	120.66
				Totals for 202100044	218.02
202100045	08/27/2020	BROCKSCHMIDT, BETH	Supplies for Eisenhower already purchased.	REIMBURSEM	282.30
202100045	08/27/2020	BROCKSCHMIDT, BETH	4th grade online resources for Pine and Campbell, ordered from Teachers Pay Teachers and paid for by Beth Brockschmidt so future downloads will be available.	REIMBURSEM	236.62
				Totals for 202100045	518.92
202100046	08/27/2020	CAPITAL CITY FIRE EX	SEMI-ANNUAL INSP. TO HOOD SYSTEM AT JHS	059965	1,005.00
				Totals for 202100046	1,005.00
202100047	08/27/2020	CENTRE STATE INTERNA	GASKET FOR BUS	62989	29.52
202100047	08/27/2020	CENTRE STATE INTERNA	SEAL KIT	63401	213.06
				Totals for 202100047	242.58
202100048	08/27/2020	CONNOR CO	WATTS RLF VLV	S9130310.0	251.44
202100048	08/27/2020	CONNOR CO	SHOP GLUG DRAIN OPENER	S9148120.0	11.99
202100048	08/27/2020	CONNOR CO	GLENTRONICS PRO SERIES PAIR OF PUMPS MATTERY BOX FOR JHS BOWL	S9144089.0	997.50
202100048	08/27/2020	CONNOR CO	PS-WIFI GLENTRONICS PHCC MODULE, HIGH WATER FLOAT FOR SHOP SWITCHES	S9142642.0	145.97
202100048	08/27/2020	CONNOR CO	PLEATED FILTER FOR JHS	S9152960.0	322.99
				Totals for 202100048	1,729.89
202100049	08/27/2020	DOYLE PLUMBING & HEA	JHS WALK-IN FREEZER CONDENSER REPAIR	5509	385.51
202100049	08/27/2020	DOYLE PLUMBING & HEA	BUS GARAGE SEWER REPAIR	11626	4,500.00
202100049	08/27/2020	DOYLE PLUMBING & HEA	JHS GYM AIR DAMPERS REPAIR	5406	110.25
202100049	08/27/2020	DOYLE PLUMBING & HEA	JHS GYM AIR DAMPERS REPAIR	5557	441.00
				Totals for 202100049	5,436.76
202100050	08/27/2020	ESGI	ESGI	30887	4,394.00
202100050	08/31/2020	ESGI	ESGI	30887	-4,394.00
				Totals for 202100050	0.00
202100051	08/27/2020	FASTENAL	RIBD NUTSRT SM AND SLMS SS	ILJAC11158	99.32
				Totals for 202100051	99.32
202100052	08/27/2020	FOLSTER, TYLER	INTERPRETING SERVICES FOR 8/18/2020	24	180.00
202100052	08/27/2020	FOLSTER, TYLER	INTERPRETING SERVICES FOR 7/28/2020	21	90.00
202100052	08/27/2020	FOLSTER, TYLER	INTERPRETING SERVICES FOR 7/29/2020	22	90.00
202100052	08/27/2020	FOLSTER, TYLER	INTERPRETING SERVICES FOR 8/11/2020	23	157.50
				Totals for 202100052	517.50
202100053	08/27/2020	GANO ELECTRIC	FIRE ALARM REPAIR AND LIGHT DIMMER AT CENTRAL OFFICE, REPAIR OVERHEAD DOOR AT JHS, AND PRE K EXHAUST FAN REPAIR	2020068C	3,410.62
202100053	08/27/2020	GANO ELECTRIC	CENTRAL OFFICE FIRE ALARM PHOTO SENSOR AND BASE	2020073C	210.92
				Totals for 202100053	3,621.54

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
202100054	08/27/2020	GILSON ENTERPRISES	SPRAY BOTTLES	057749	209.80
202100054	08/27/2020	GILSON ENTERPRISES	HAND SANITIZER / LATEX GLOVES	057508	9,627.46
202100054	08/27/2020	GILSON ENTERPRISES	ELEMENTARY CUSTODIAL SUPPLIES	056619	685.79
202100054	08/27/2020	GILSON ENTERPRISES	SOAP	057509	1,923.69
				Totals for 202100054	12,446.74
202100055	08/27/2020	GRAHAM & HYDE ARCHIT	THE BOWL-GYM FLOOR REPLACEMENT DEMO	G&H PROJEC	1,759.07
				Totals for 202100055	1,759.07
202100056	08/27/2020	HEARTLAND AG, INC	MOJAVE	344069	775.00
				Totals for 202100056	775.00
202100057	08/27/2020	HELMICH, CAREN	REIMBURSEMENT FOR GRADE LEVEL MEETING SUPPLIES	REIMBURSEM	18.90
				Totals for 202100057	18.90
202100058	08/27/2020	HENRY'S SERV CENTER	BELT, CUTTER DECK FOR SHOP	119391	101.60
202100058	08/27/2020	HENRY'S SERV CENTER	TIRE TURF FOR JHS	120150	165.57
				Totals for 202100058	267.17
202100059	08/27/2020	HENSON ROBINSON COMP	RE-ROOFING WORK ON THE ADMINISTRATION BUILDING PAYMENT #3	G&H #0511-	29,302.20
202100059	08/27/2020	HENSON ROBINSON COMP	NORTH FLASHING REPAIR	246493	5,950.00
202100059	08/27/2020	HENSON ROBINSON COMP	PART ONLY-LG CASSETTE GRILLE FOR JMS	247223	192.50
				Totals for 202100059	35,444.70
202100060	08/27/2020	HOPE SCHOOL	JULY 2020-SUMMER TUITION	36224	5,659.60
202100060	08/27/2020	HOPE SCHOOL	JULY 2020-SUMMER TUITION	36218-3622	33,957.60
				Totals for 202100060	39,617.20
202100061	08/27/2020	ILMO PRODUCTS COMPAN	MAINT AND BUS GARAGE	01143707	53.40
202100061	08/27/2020	ILMO PRODUCTS COMPAN	JHS AUTO CLASS	1143706	16.50
202100061	08/27/2020	ILMO PRODUCTS COMPAN	JHS METAL CLASS	1143708	16.50
				Totals for 202100061	86.40
202100062	08/27/2020	JARVIS-HAVENS LOCKSM	GMS RIM CYLINDERS AND COLLARS FOR SHOP	28852	257.00
202100062	08/27/2020	JARVIS-HAVENS LOCKSM	EXIT DEVICE PULL HANDLES AND USCAN GRADE 1 EXIT DEVICE	28874	900.00
202100062	08/27/2020	JARVIS-HAVENS LOCKSM	WASHINGTON PANIC BARS	28897	1,680.00
				Totals for 202100062	2,837.00
202100063	08/27/2020	KOHL WHOLESALE	JHS CAFE SANITIZER AND WIPES	679698	523.40
				Totals for 202100063	523.40
202100064	08/27/2020	LLOYD VORTMAN COMPUT	SUPPLIES FOR WASHINGTON	19498	112.00
202100064	08/27/2020	LLOYD VORTMAN COMPUT	SERVICE CALL FOR PAYROLL PRINTER AND MAINTENANCE KIT	19455	217.50
				Totals for 202100064	329.50
202100065	08/27/2020	LOMELINO SIGN CO	JHS Football Supplies	119622	480.00
				Totals for 202100065	480.00
202100066	08/27/2020	MAUL, NICOLE	REIMBURSEMENT FOR DOLLAR TREE AND WALMART	REIMBURSEM	120.55
				Totals for 202100066	120.55
202100067	08/27/2020	MCMILLAN, RACHAEL	REGISTRATION FEE FOR IASA	REIMBURSEM	103.00
				Totals for 202100067	103.00
202100068	08/27/2020	MIDWEST TRANSIT EQUI	CREDIT FOR BUS	X103065107	-275.00
202100068	08/27/2020	MIDWEST TRANSIT EQUI	BAR LOCK LATCH CREDIT	X103065232	-208.50
202100068	08/27/2020	MIDWEST TRANSIT EQUI	ARM GATE MOTOR KIT AND LATCH FOR BUS	X103065323	373.44
202100068	08/27/2020	MIDWEST TRANSIT EQUI	BAR LOCK AND CONDENSOR FAN FOR BUS	X103065135	505.16
202100068	08/27/2020	MIDWEST TRANSIT EQUI	PROP, REAR EMER DOOR FOR BUS	X103065242	92.04

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
202100068	08/27/2020	MIDWEST TRANSIT EQUI	LIGHT FOR BUS GARAGE	X103065380	107.80
202100068	08/27/2020	MIDWEST TRANSIT EQUI	LIGHT FOR BUS	X103065380	123.70
202100068	08/27/2020	MIDWEST TRANSIT EQUI	LAMP FOR BUS	X103065496	51.43
			Totals for 202100068		770.07
202100069	08/27/2020	MILLER,TRACY,BRAUN,F	PROFESSIONAL SERVICES FOR JULY 2020	97229	875.00
			Totals for 202100069		875.00
202100070	08/27/2020	PERMA-BOUND	TITLE BOOKS FOR ROUTT	1865136-00	447.60
			Totals for 202100070		447.60
202100071	08/27/2020	PETERSON, BRITTANY	REIMBURSEMENT FOR PARENT EDUCATOR CELL PHONE 2020-2021 PER JISPA CONTRACT JULY 2020	REIMBURSEM	50.00
			Totals for 202100071		50.00
202100072	08/27/2020	PRODUCTION XPRESS	UPS SHIPPING FOR BUS GARAGE	32078	16.66
202100072	08/27/2020	PRODUCTION XPRESS	250 EACH BUSINESS CARDS FOR ENGLISH AND DION	32139	73.16
202100072	08/27/2020	PRODUCTION XPRESS	FEDEX SHIPPING FOR MAINT DEPT	32150	21.29
202100072	08/27/2020	PRODUCTION XPRESS	2 SIGNS FOR SOUTH SCHOOL	32191	16.50
202100072	08/27/2020	PRODUCTION XPRESS	8 ENGRAVED PLATE TO UPDATE PLAQUES AT SOUTH	32208	37.50
202100072	08/27/2020	PRODUCTION XPRESS	END OF YEAR AWARDS FOR JMS	32123	530.30
			Totals for 202100072		695.41
202100073	08/27/2020	PUCK, PAULA	REIMBURSEMENT FOR POSTAGE	REIMBURSEM	14.55
			Totals for 202100073		14.55
202100074	08/27/2020	RAMMELKAMP BRADNEY A	FOR LEGAL SERVICES RENDERED THROUGH 7/31/2020	88792	100.00
			Totals for 202100074		100.00
202100075	08/27/2020	REXX BATTERY SPECIAL	BATTERIES AA, AAA	320072313	50.00
202100075	08/27/2020	REXX BATTERY SPECIAL	REGULATOR 12V BOSCH A-CIRCUIT AND LABOR	320081145	84.95
			Totals for 202100075		134.95
202100076	08/27/2020	RID-ALL PEST CONTROL	QUARTERLY SENTRICON TERMITE BILLING	496472	69.00
202100076	08/27/2020	RID-ALL PEST CONTROL	MONTHLY SERVICE	499253	780.00
202100076	08/27/2020	RID-ALL PEST CONTROL	MONTHLY SERVICE TO SCHOOLS	489131	780.00
202100076	08/27/2020	RID-ALL PEST CONTROL	MONTHLY SERVICE TO SCHOOLS	496766	780.00
202100076	08/27/2020	RID-ALL PEST CONTROL	YEARLY INSTALLMENT PAYMENT FOR EISENHOWER	496050	824.00
			Totals for 202100076		3,233.00
202100077	08/27/2020	ROE	JOB BANK SUBSCRIPTION 10/1/20-9/30/21	39	250.00
202100077	08/27/2020	ROE	BUS DRIVER REFRESHER CLASS 07/08/2020 FOR JACKSONVILLE SCHOOL DISTRICT#117	07/08/2020	280.00
202100077	08/27/2020	ROE	BUS DRIVER REFRESHER CLASS 7/23/2020	15	30.00
			Totals for 202100077		560.00
202100078	08/27/2020	SABLOTNY PAINT & WAL	COMMERCIAL NO WAX VINYL TILE-SUNBLEACH, AND PREVAIL-INSTALL AT CENTRAL OFFICE (INSURANCE TO REIMBURSE)	7082	1,492.60
202100078	08/27/2020	SABLOTNY PAINT & WAL	JHS TEACHER'S LOUNGE AND ROOM 402 BATHROOMS ONLY	6691	8,884.00
202100078	08/27/2020	SABLOTNY PAINT & WAL	COMMERCIAL CARPET TILE FOR NEW DISTRICT OFFICES	7185	211.12

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
202100078	08/27/2020	SABLOTNY PAINT & WAL	COMMERCIAL NO WAX VINYL TILE-SUNBLEACH, TRANSITIONS, AND PREVAIL-INSTALL AT CENTRAL OFFICE (INSURANCE TO REIMBURSE)	7081	3,961.97
				Totals for 202100078	14,549.69
202100079	08/27/2020	SCHOLASTIC	REMAINDER OF PO#32112000274 MISSY'S SUPER DUPER ROYAL PAPERBACK	23204519	4.08
202100079	08/27/2020	SCHOLASTIC	TITLE ORDER FOR EISENHOWER	23246425	1,307.95
202100079	08/27/2020	SCHOLASTIC	BOOK BINS FOR LINCOLN	23426747	218.00
				Totals for 202100079	1,530.03
202100080	08/27/2020	SCHOOL NURSE SUPPLY	South Elementary School - Supplies for Nurse's office	0792709	329.42
202100080	08/27/2020	SCHOOL NURSE SUPPLY	NURSE SUPPLIES FOR MURRAYVILLE WOODSON	0792598-IN	374.63
				Totals for 202100080	704.05
202100081	08/27/2020	SCHOOL SPECIALTY	supplies for classroom	2081255026	224.96
202100081	08/27/2020	SCHOOL SPECIALTY	supplies	2081254050	418.36
				Totals for 202100081	643.32
202100082	08/27/2020	SENERGY TECHNOLOGIES	SOUTH-FIRE ALARM TROUBLESHOOT	2712	189.20
				Totals for 202100082	189.20
202100083	08/27/2020	SPARROW, LESLIE	REIMBURSEMENT FOR MANEUVERING THE MIDDLE LLC	REIMBURSEM	368.00
				Totals for 202100083	368.00
202100084	08/27/2020	SPRINGFIELD OVERHEAD	JHS AG SHOP REPLACEMENT DOOR	37890	10,396.00
				Totals for 202100084	10,396.00
202100085	08/27/2020	STATE MATERIAL MARAT	FUEL FOR BUS	056515	1,869.84
				Totals for 202100085	1,869.84
202100086	08/27/2020	STEELMAN, MARY	REIMBURSEMENT FOR PARENT EDUCATOR CELL PHONE 2019-2020 PER JISPA CONTRACT JUNE 2020	REIMBURSEM	50.00
				Totals for 202100086	50.00
202100087	08/27/2020	STEVE MORTHOLE MASON	WASHINGTON ELEMENTARY MAIN AND SOUTH ENTRANCE CONCRETE STEP REPAIRS	5864	4,890.00
				Totals for 202100087	4,890.00
202100088	08/27/2020	TOTAL PETROLEUM SERV	ANNUAL WALKTHROUGH, OVERFILL EQUIPMENT INSPECTION, ANNUAL LEAK DETECTOR CERTIFICATION, AND TRIENNIAL TESTING	0015420-IN	801.30
				Totals for 202100088	801.30
202100089	08/27/2020	TRIAD INDUSTRIAL SUP	DISINFECTANT SPRAY CHASE, CLOROX, GLOVES (LARGE), GLOVES (MEDIUM)	262605	2,871.00
202100089	08/27/2020	TRIAD INDUSTRIAL SUP	SPRAY BOTTLES	262978	237.00
202100089	08/27/2020	TRIAD INDUSTRIAL SUP	262363/262754 ELEM/JMS CUSTODIAL SUPPLIES	2 INVOICES	6,748.05
202100089	08/27/2020	TRIAD INDUSTRIAL SUP	JHS - SUMMER CUSTODIAL SUPPLIES	259937	19,816.89
				Totals for 202100089	29,672.94
202100090	08/27/2020	TRUCK CENTERS, INC	AIR PRIMARY POWERCORE FOR BUS	F120229833	66.09
202100090	08/27/2020	TRUCK CENTERS, INC	FUEL FILTER	F120231890	367.42
202100090	08/27/2020	TRUCK CENTERS, INC	AIR PRIMARY POWERCORE FOR BUS	F120229833	198.27
202100090	08/27/2020	TRUCK CENTERS, INC	LUBE FILTER	F120231890	78.70
				Totals for 202100090	710.48

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
202100091	08/27/2020	VANBEBBER, BRECK	JHS Cross Country Thermometers	REIMBURSEM	176.97
			Totals for 202100091		176.97
202100092	08/27/2020	WATERS, RONNY	REIMBURSEMENT FOR PARENT EDUCATOR CELL PHONE 2020-2021 PER JISPA CONTRACT JUNE, JULY, AUGUST 2020	REIMBURSEM	150.00
			Totals for 202100092		150.00
202100093	08/27/2020	WRIGHT, KAYLA	REIMBURSEMENT FOR PARENT EDUCATOR CELL PHONE 2020-2021 PER JISPA CONTRACT JUNE AND JULY 2020	REIMBURSEM	100.00
			Totals for 202100093		100.00
202100094	08/27/2020	BRANSTITER PRINTING	PINK AND BLUE FOLDERS FOR EISENHOWER, SOUTH, JHS, EARLY YEARS, JMS, M/W	59831	971.85
			Totals for 202100094		971.85
202100095	08/27/2020	FLOYD, ANDREA	REGISTRATION FEE FOR WILSON READING SYSTEM INTRODUCTORY COURSE	REIMBURSEM	625.00
			Totals for 202100095		625.00
202100096	08/27/2020	FOLSTER, TYLER	INTERPRETING SERVICES FOR 8/21/20	26	90.00
202100096	08/27/2020	FOLSTER, TYLER	INTERPRETING SERVICES FOR 8/24/20-8/25/20	28	405.00
202100096	08/27/2020	FOLSTER, TYLER	INTERPRETING SERVICES FOR 8/21/20	27	90.00
			Totals for 202100096		585.00
202100097	08/27/2020	GANO ELECTRIC	EISENHOWER SCHOOL ELECTRICAL	2020079C	20,706.00
			Totals for 202100097		20,706.00
202100098	08/27/2020	GARDNER, JAVONN	REIMBURSEMENT FOR TEST	REIMBURSEM	127.00
202100098	08/27/2020	GARDNER, JAVONN	MILEAGE REIMBURSEMENT FOR JUNE, JULY, AUGUST 18, 2020	MILEAGE	91.25
			Totals for 202100098		218.25
202100099	08/27/2020	GILSON ENTERPRISES	TRIGGER SPRAYER	057756	64.35
			Totals for 202100099		64.35
202100100	08/27/2020	JARVIS-HAVENS LOCKSM	LOCKS, WRAP, AND CORES	28905	5,208.00
			Totals for 202100100		5,208.00
202100101	08/27/2020	NOEL, STEPHANIE	REGISTRATION FEE FOR WILSON READING SYSTEM INTRODUCTORY COURSE	REIMBURSEM	625.00
			Totals for 202100101		625.00
202100102	08/27/2020	SANDERS, TIM	ROLLING PLEXIGLASS PARTITION	PARTITION	200.00
			Totals for 202100102		200.00
202100103	08/27/2020	STEARNS, WAYNE	MILEAGE REIMBURSEMENT FOR JULY 1-AUGUST 18, 2020	MILEAGE	141.97
			Totals for 202100103		141.97
202100104	08/31/2020	SCHOOL DIST 117 DENT	Payroll accrual	20200831AD	212.60
202100104	08/31/2020	SCHOOL DIST 117 DENT	Payroll accrual	20200831AD	2,189.78
202100104	08/31/2020	SCHOOL DIST 117 DENT	Payroll accrual	20200831AD	1,136.96
202100104	08/31/2020	SCHOOL DIST 117 DENT	Payroll accrual	20200831AD	289.44
202100104	08/31/2020	SCHOOL DIST 117 DENT	Payroll accrual	20200831AD	477.72
202100104	08/31/2020	SCHOOL DIST 117 DENT	Payroll accrual	20200831AD	376.58
202100104	08/31/2020	SCHOOL DIST 117 DENT	Payroll accrual	20200831AD	536.00
202100104	08/31/2020	SCHOOL DIST 117 DENT	Payroll accrual	20200831AD	120.27
202100104	08/31/2020	SCHOOL DIST 117 DENT	Payroll accrual	20200831AD	1,103.69

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
202100104	08/31/2020	SCHOOL DIST 117 DENT	Payroll accrual	20200831AD	68.86
202100104	08/31/2020	SCHOOL DIST 117 DENT	Payroll accrual	20200831AD	3,305.28
202100104	08/31/2020	SCHOOL DIST 117 DENT	Payroll accrual	20200831AD	77.52
			Totals for 202100104		9,894.70
202100105	08/31/2020	SCHOOL DIST 117 LIF	Payroll accrual	20200831AF	56.88
202100105	08/31/2020	SCHOOL DIST 117 LIF	Payroll accrual	20200831AF	13.65
202100105	08/31/2020	SCHOOL DIST 117 LIF	Payroll accrual	20200831AF	23.70
202100105	08/31/2020	SCHOOL DIST 117 LIF	Payroll accrual	20200831AF	921.90
202100105	08/31/2020	SCHOOL DIST 117 LIF	Payroll accrual	20200831AF	1.59
202100105	08/31/2020	SCHOOL DIST 117 LIF	Payroll accrual	20200831AF	0.79
202100105	08/31/2020	SCHOOL DIST 117 LIF	Payroll accrual	20200831AD	57.83
202100105	08/31/2020	SCHOOL DIST 117 LIF	Payroll accrual	20200831AD	1,452.94
202100105	08/31/2020	SCHOOL DIST 117 LIF	Payroll accrual	20200831AF	55.14
			Totals for 202100105		2,584.42
202100106	08/31/2020	SCHOOL DIST 117 MEDI	Payroll accrual	20200831AD	290.31
202100106	08/31/2020	SCHOOL DIST 117 MEDI	Payroll accrual	20200831AD	2,032.17
202100106	08/31/2020	SCHOOL DIST 117 MEDI	Payroll accrual	20200831AD	247.90
202100106	08/31/2020	SCHOOL DIST 117 MEDI	Payroll accrual	20200831AD	806.27
202100106	08/31/2020	SCHOOL DIST 117 MEDI	Payroll accrual	20200831AD	2,234.42
202100106	08/31/2020	SCHOOL DIST 117 MEDI	Payroll accrual	20200831AD	69.10
202100106	08/31/2020	SCHOOL DIST 117 MEDI	Payroll accrual	20200831AF	3,598.00
202100106	08/31/2020	SCHOOL DIST 117 MEDI	Payroll accrual	20200831AF	32,004.72
202100106	08/31/2020	SCHOOL DIST 117 MEDI	Payroll accrual	20200831AD	1,843.23
202100106	08/31/2020	SCHOOL DIST 117 MEDI	Payroll accrual	20200831AD	414.61
202100106	08/31/2020	SCHOOL DIST 117 MEDI	Payroll accrual	20200831AD	829.22
202100106	08/31/2020	SCHOOL DIST 117 MEDI	Payroll accrual	20200831AD	904.88
202100106	08/31/2020	SCHOOL DIST 117 MEDI	Payroll accrual	20200831AD	3,962.86
202100106	08/31/2020	SCHOOL DIST 117 MEDI	Payroll accrual	20200831AD	3,931.30
202100106	08/31/2020	SCHOOL DIST 117 MEDI	Payroll accrual	20200831AD	8,634.24
202100106	08/31/2020	SCHOOL DIST 117 MEDI	Payroll accrual	20200831AD	922.89
202100106	08/31/2020	SCHOOL DIST 117 MEDI	Payroll accrual	20200831AD	360.26
202100106	08/31/2020	SCHOOL DIST 117 MEDI	Payroll accrual	20200831AF	153,375.04
202100106	08/31/2020	SCHOOL DIST 117 MEDI	Payroll accrual	20200831AF	13,483.52
202100106	08/31/2020	SCHOOL DIST 117 MEDI	Payroll accrual	20200831AF	12,753.71
			Totals for 202100106		242,698.65
202100107	08/31/2020	SCHOOL DIST 117 VISI	Payroll accrual	20200831AF	85.08
202100107	08/31/2020	SCHOOL DIST 117 VISI	Payroll accrual	20200831AD	29.57
202100107	08/31/2020	SCHOOL DIST 117 VISI	Payroll accrual	20200831AD	7.46
202100107	08/31/2020	SCHOOL DIST 117 VISI	Payroll accrual	20200831AF	1,639.10
202100107	08/31/2020	SCHOOL DIST 117 VISI	Payroll accrual	20200831AD	85.50
202100107	08/31/2020	SCHOOL DIST 117 VISI	Payroll accrual	20200831AD	2.35
202100107	08/31/2020	SCHOOL DIST 117 VISI	Payroll accrual	20200831AD	32.08
202100107	08/31/2020	SCHOOL DIST 117 VISI	Payroll accrual	20200831AD	354.81
202100107	08/31/2020	SCHOOL DIST 117 VISI	Payroll accrual	20200831AD	3.80
			Totals for 202100107		2,239.75
202100108	09/17/2020	ANIXTER, INC	Mounting materials for remote learning cameras	288373237	767.71
			Totals for 202100108		767.71
202100109	09/17/2020	BOUND TO STAY BOUND	M/W BOOKS	140103	36.70
202100109	09/17/2020	BOUND TO STAY BOUND	NORTH BOOKS	140101	36.70
202100109	09/17/2020	BOUND TO STAY BOUND	LINCOLN BOOKS	140102	100.18
			Totals for 202100109		173.58
202100110	09/17/2020	BROCKSCHMIDT, BETH	supplies for students and staff	REIMBURSEM	74.55
			Totals for 202100110		74.55
202100111	09/17/2020	BROCKHOUSE SALES & S	SWITCH FOR JHS	6798	11.75

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
				Totals for 202100111	11.75
202100112	09/17/2020	BRUCE, SARAH	REIMBURSEMENT FOR MILEAGE AUGUST 2020	MILEAGE	6.56
				Totals for 202100112	6.56
202100113	09/17/2020	BSN SPORTS LLC	2" FLOOR TAPE ORANGE FOR ROUTT COVID	909656543	17.98
				Totals for 202100113	17.98
202100114	09/17/2020	CDW GOVERNMENT	DEMO Camera for Remote Learning	ZLB8696	87.64
				Totals for 202100114	87.64
202100115	09/17/2020	CENGAGE LEARNING	JMS BIG IDEAS PRACTICE JOURNALS	71237497	3,080.00
				Totals for 202100115	3,080.00
202100116	09/17/2020	CHADDOCK	AUGUST EDUCATION FROM 8/19/20-8/31/2020	820032320	2,067.03
				Totals for 202100116	2,067.03
202100117	09/17/2020	CHEMSEARCH	BREX CONCENTRATE	7076939	263.35
				Totals for 202100117	263.35
202100118	09/17/2020	CONNOR CO	CLAMP METER	S9168322.0	213.57
202100118	09/17/2020	CONNOR CO	JHS ELKAY WL MNT WTR CLR	S9167805.0	1,103.13
202100118	09/17/2020	CONNOR CO	JHS TRAP, FLUSH BUSH, BEND, COUP, ETC.	S9201490.0	64.79
202100118	09/17/2020	CONNOR CO	GRUNDFS UP PUMP FOR LINCOLN	S9198817.0	400.96
				Totals for 202100118	1,782.45
202100119	09/17/2020	CXTEC	7048671/7051110 Spare Phones for District	2 INVOICES	1,844.18
				Totals for 202100119	1,844.18
202100120	09/17/2020	DELL EMC	Power Supplies for existing devices	1042108583	8,340.00
				Totals for 202100120	8,340.00
202100121	09/17/2020	DENZIN, RACHEL	MILEAGE REIMBURSEMENT FOR MARCH AND AUGUST 2020	MILEAGE	59.86
				Totals for 202100121	59.86
202100122	09/17/2020	DISCOUNT SCHOOL SUPP	CLASSROOM SUPPLIES - KATIE	P396945501	347.92
202100122	09/17/2020	DISCOUNT SCHOOL SUPP	CLASSROOM SUPPLIES - MURRAYVILLE	P396937001	54.07
202100122	09/17/2020	DISCOUNT SCHOOL SUPP	CLASSROOM SUPPLIES - MAGHEN	P396949501	353.59
202100122	09/17/2020	DISCOUNT SCHOOL SUPP	CLASSROOM SUPPLIES - MEGAN	P396961901	485.23
				Totals for 202100122	1,240.81
202100123	09/17/2020	DOYLE PLUMBING & HEA	CENTRAL OFFICE REPAIR TO ROOF DRAIN	5076	3,343.84
202100123	09/17/2020	DOYLE PLUMBING & HEA	JHS BOWL REPAIRS-INSTALLED A NEW CIRCULATING PUMP	5374	6,247.08
202100123	09/17/2020	DOYLE PLUMBING & HEA	JHS AUTO BODY CLASSROOM AIR CONDITIONING	11653	4,580.00
				Totals for 202100123	14,170.92
202100124	09/17/2020	EDMENTUM, INC	READING EGGS SUBSCRIPTIONS	143383	400.00
202100124	09/17/2020	EDMENTUM, INC	READING EGGS	141961	2,000.00
				Totals for 202100124	2,400.00
202100125	09/17/2020	FERNANDES, DOROTHY	REIMBURSEMENT FOR WALMART INK CARTRIDGES	REIMBURSEM	68.89
				Totals for 202100125	68.89
202100126	09/17/2020	FLINN SCIENTIFIC	SCIENCE DIGITAL LABS FOR JHS	2503814	2,022.20
202100126	09/17/2020	FLINN SCIENTIFIC	AP BIO ONLINE LICENSES	2498179	425.00
				Totals for 202100126	2,447.20
202100127	09/17/2020	FOLSTER, TYLER	INTERPRETING SERVICES FOR	31	810.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
			9/1/20-9/4/20		
				Totals for 202100127	810.00
202100128	09/17/2020	FORTADO, JOHN	MILEAGE REIMBURSEMENT FOR MARCH 2020	MILEAGE	96.60
				Totals for 202100128	96.60
202100129	09/17/2020	FOUR RIVERS SPECIAL	IDEA MONTHLY FEE ASSESSMENT STATEMENT FOR 2020-2021	IDEA MONTH	97,293.00
				Totals for 202100129	97,293.00
202100130	09/17/2020	FRANK'S AUTO REPAIR	2011 FORD MAINT TRUCK REPAIRS	010265	785.92
202100130	09/17/2020	FRANK'S AUTO REPAIR	BRAKE ROTORS, CALIPERS, LABOR	010269	1,272.53
				Totals for 202100130	2,058.45
202100131	09/17/2020	FROMME, AIMEE	MILEAGE FOR OCT, NOV, DEC, JAN, FEB, MARCH, APRIL, MAY, JUNE 2019-2020	MILEAGE	178.98
				Totals for 202100131	178.98
202100132	09/17/2020	GANO ELECTRIC	BOWL FA	2020085C	188.00
				Totals for 202100132	188.00
202100133	09/17/2020	GORDON FOOD SERVICE	STATEMENT DATE 9/1/2020 -204216111/204357511/204507795	105660014	3,531.98
				Totals for 202100133	3,531.98
202100134	09/17/2020	GREAT MINDS	EUREKA MATH	056955	727.60
				Totals for 202100134	727.60
202100135	09/17/2020	HALL, KELLY	REIMBURSEMENT FOR CLEANING WIPES	REIMBURSEM	3.75
				Totals for 202100135	3.75
202100136	09/17/2020	HANNANT, SHELLY	PARENT EDUCATOR CELL PHONE REIMBURSMENT 2020-2021 JULY 2020	REIMBURSEM	50.00
				Totals for 202100136	50.00
202100137	09/17/2020	HEBB, KRISTEN	REIMBURSEMENT FOR COMPOSITION BOOKS BOUGHT AT WALMART FOR EISENHOWER	REIMBURSEM	49.50
				Totals for 202100137	49.50
202100138	09/17/2020	HENRY'S SERV CENTER	REPAIR INVOICE FOR TURF TIGER	120043	75.00
202100138	09/17/2020	HENRY'S SERV CENTER	CUTTER BLADE FOR SHOP	120689	29.79
202100138	09/17/2020	HENRY'S SERV CENTER	OIL FOR SHOP	120476	64.56
202100138	09/17/2020	HENRY'S SERV CENTER	REPAIR INVOICE FOR TURF TIGER	119957	52.78
202100138	09/17/2020	HENRY'S SERV CENTER	JHS TRACTOR RENTAL	119966	300.00
				Totals for 202100138	522.13
202100139	09/17/2020	HENSON ROBINSON COMP	ROOF LEAK AT JHS CAFETERIA	247456	641.40
202100139	09/17/2020	HENSON ROBINSON COMP	SOUTH CHILLER LEAKING NEAR DRIER AT JHS	247578	742.80
202100139	09/17/2020	HENSON ROBINSON COMP	BS BOX BY RESTROOMS IN FRONT LEAKING WATER AT SOUTH ELEMENTARY	247593	428.92
				Totals for 202100139	1,813.12
202100140	09/17/2020	HILER, JOYCE	REIMBURSEMENT FOR OFFICE DEPOT	REIMBURSEM	103.11
				Totals for 202100140	103.11
202100141	09/17/2020	HOLAWAY, MARK A.	Reimbursement (Social Studies Supplies)	REIMBURSEM	16.00
				Totals for 202100141	16.00
202100142	09/17/2020	HOLT, NANCY	REIMBURSEMENT FOR WASHINGTON 1ST AID KITS	REIMBURSEM	24.13
				Totals for 202100142	24.13
202100143	09/17/2020	HOPE SCHOOL	AUGUST 2020 TUITION	36339	4,722.77

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
202100143	09/17/2020	HOPE SCHOOL	AUGUST 2020 TUITION	36332-3633	32,186.12
			Totals for 202100143		36,908.89
202100144	09/17/2020	JARVIS-HAVENS LOCKSM	EISENHOWER LOCKS	28915	175.00
			Totals for 202100144		175.00
202100145	09/17/2020	JOHNSON, SHARON	MILEAGE REIMBURSEMENT FOR AUGUST 2020	MILEAGE	30.59
			Totals for 202100145		30.59
202100146	09/17/2020	KOHL WHOLESALE	JACKSONVILLE PUBLIC SCHOOLS JHS INVOICE #'S:690017/691676/692140/69484 3/696637/699572/701620	44945	21,954.59
202100146	09/17/2020	KOHL WHOLESALE	JACKSONVILLE PUBLIC SCHOOLS JHS INVOICE #'S: 692149/697877	45469	6,534.78
			Totals for 202100146		28,489.37
202100147	09/17/2020	LEARNING A-Z	REFLEX MATH - SITE LICENSE	2508768	17,793.00
202100147	09/17/2020	LEARNING A-Z	RAZ-PLUS LICENSES	2468267	2,771.25
202100147	09/17/2020	LEARNING A-Z	RAZ-PLUS W/ELL EDITION FOR EL TEACHERS	2468307	1,910.65
			Totals for 202100147		22,474.90
202100148	09/17/2020	LILLPOP, LISA	MILEAGE REIMBURSEMENT FOR AUGUST 2020	MILEAGE	49.68
			Totals for 202100148		49.68
202100149	09/17/2020	LITERACY RESOURCES,	HEGGERTY DAILY LESSON VIDEOS	63037	1,439.64
			Totals for 202100149		1,439.64
202100150	09/17/2020	LLOYD VORTMAN COMPUT	JHS SERVICE TO HIGH SCHOOL AND EARLY YEARS	19556	65.00
202100150	09/17/2020	LLOYD VORTMAN COMPUT	HP PRINTER FOR MIDDLE SCHOOL	19553	449.50
			Totals for 202100150		514.50
202100151	09/17/2020	MIDWEST TRANSIT EQUI	HANDLE FOR WINDOW BUS	X103065746	162.50
			Totals for 202100151		162.50
202100152	09/17/2020	MILLER,TRACY,BRAUN,F	PROFESSIONAL SERVICES FOR AUGUST 2020	97430	3,875.00
			Totals for 202100152		3,875.00
202100153	09/17/2020	MJ KELLNER CO	JHS FOOD:145982/142993	23410	1,100.28
			Totals for 202100153		1,100.28
202100154	09/17/2020	NCS PEARSON	DIGITAL DRA3 FOR SOUTH SCHOOL	ZLB8696	400.00
			Totals for 202100154		400.00
202100155	09/17/2020	NEWSELA	NEWSELA FOR JMS	13708	8,000.00
			Totals for 202100155		8,000.00
202100156	09/17/2020	PERKINS, ANTHONY	Reimbursement (Social Studies Supplies)	REIMBURSEM	39.95
			Totals for 202100156		39.95
202100157	09/17/2020	PERMA-BOUND	BOOKS FOR JMS	1860981-01	41.97
202100157	09/17/2020	PERMA-BOUND	BOOKS FOR JMS	1860777-01	153.45
			Totals for 202100157		195.42
202100158	09/17/2020	PETERSON, BRITTANY	REIMBURSEMENT FOR PARENT EDUCATOR CELL PHONE 2020-2021 PER JISPA CONTRACT SEPTEMBER 2020	REIMBURSEM	50.00
202100158	09/17/2020	PETERSON, BRITTANY	REIMBURSEMENT FOR PARENT EDUCATOR CELL PHONE 2020-2021 PER JISPA CONTRACT AUGUST 2020	REIMBURSEM	50.00
			Totals for 202100158		100.00
202100159	09/17/2020	PRODUCTION XPRESS	SHIPPING FOR MAINT DEPT.	32257	35.89

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
202100159	09/17/2020	PRODUCTION XPRESS	SOUTH POSTCARDS	32276	80.25
			Totals for 202100159		116.14
202100160	09/17/2020	QUIGG, RONDA	TIME SHEET FOR TITLE SERVICES: AUGUST 2020	TIME SHEET	38.25
			Totals for 202100160		38.25
202100161	09/17/2020	RAMMELKAMP BRADNEY A	FOR LEGAL SERVICES RENDERED THROUGH 8/31/20	89143	100.00
			Totals for 202100161		100.00
202100162	09/17/2020	RANGE, LAUREN	Reimbursement (Science Supplies)	REIMBURSEM	99.95
			Totals for 202100162		99.95
202100163	09/17/2020	REALLY GOOD STUFF, L	STANDING DESK	7397482	246.39
			Totals for 202100163		246.39
202100164	09/17/2020	REXX BATTERY SPECIAL	FLAME RETARDANT FOR CENTRAL OFFICE	320090305	169.95
202100164	09/17/2020	REXX BATTERY SPECIAL	EAST PEEN 12V BATTERY FOR SHOP	320090412	159.95
			Totals for 202100164		329.90
202100165	09/17/2020	RKDIXON	STAPLES PLUS WASTE BOTTLE FOR JHS	IN339727	417.59
			Totals for 202100165		417.59
202100166	09/17/2020	ROBBINS SCHWARTZ	FOR PROFESSIONAL SERVICES RENDERED THROUGH JULY 31, 2020	872242	900.00
			Totals for 202100166		900.00
202100167	09/17/2020	SCHWEER, TABITHA	REIMBURSEMENT FOR OFFICE SUPPLIES	REIMBURSEM	15.79
			Totals for 202100167		15.79
202100168	09/17/2020	SHEPARD, KRISTEN	Reimbursement (Math Supplies)	REIMBURSEM	372.00
202100168	09/17/2020	SHEPARD, KRISTEN	Reimbursement (Math Supplies)	REIMBURSEM	63.36
			Totals for 202100168		435.36
202100169	09/17/2020	SHI INTERNATIONAL CO	Bretford carts for additional JHS chromebooks	B12179090	7,340.00
			Totals for 202100169		7,340.00
202100170	09/17/2020	STATE MATERIAL MARAT	FUEL FOR BUS	056643	1,587.34
202100170	09/17/2020	STATE MATERIAL MARAT	FUEL FOR BUS	056618	1,681.50
			Totals for 202100170		3,268.84
202100171	09/17/2020	STEELMAN, MARY	REIMBURSEMENT FOR PARENT EDUCATOR CELL PHONE 2020-2021 PER JISPA CONTRACT AUGUST 2020	REIMBURSEM	50.00
			Totals for 202100171		50.00
202100172	09/17/2020	THIELE GARAGE, INC.	ILLINOIS SAFETY TEST	93311	105.00
			Totals for 202100172		105.00
202100173	09/17/2020	THYSSENKRUPP ELEVATO	PLATFORM LIFT AT JHS BOWL	6000462080	1,086.25
202100173	09/17/2020	THYSSENKRUPP ELEVATO	CENTRAL OFFICE MAINTENANCE FOR ELEVATOR	3005463652	2,240.02
			Totals for 202100173		3,326.27
202100174	09/17/2020	TRIAD INDUSTRIAL SUP	NEUTRAL GERMICIDAL #49 4/2 LTR/CS	263041	1,360.00
202100174	09/17/2020	TRIAD INDUSTRIAL SUP	CONTEC CLEAN CLOTH DISP.	263153	240.00
			Totals for 202100174		1,600.00
202100175	09/17/2020	TRONE APPLIANCES	DOOR SWITCH FOR JHS	19727	24.95
			Totals for 202100175		24.95
202100176	09/17/2020	TRUCK CENTERS, INC	FILTER CONTROL MAIN	F120233139	8.93
202100176	09/17/2020	TRUCK CENTERS, INC	FILTER CONTROL MAIN	F120233139	43.02

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	INVOICE NUMBER	AMOUNT
				Totals for 202100176	51.95
202100177	09/17/2020	WRIGHT, KAYLA	REIMBURSEMENT FOR PARENT EDUCATOR CELL PHONE 2020-2021 PER JISPA CONTRACT AUGUST 2020	REIMBURSEM	50.00
				Totals for 202100177	50.00
202100178	09/17/2020	ZEARN, INC.	ZEARN	5895	2,500.00
				Totals for 202100178	2,500.00
				Totals for checks	2,014,491.93

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATION	448,221.89	461.00	969,338.03	1,418,020.92
20	OPERATIONS & MAINTENANCE	41,934.84	0.00	296,512.24	338,447.08
40	TRANSPORTATION	19,728.68	0.00	26,168.81	45,897.49
50	MUNICIPAL RETIREMENT	97,803.91	0.00	0.00	97,803.91
60	CAPITAL PROJECT	0.00	0.00	92,565.62	92,565.62
80	TORT	0.00	0.00	2,765.00	2,765.00
90	FIRE PREVENTION & SAFETY	0.00	0.00	18,991.91	18,991.91
*** Fund Summary Totals ***		607,689.32	461.00	1,406,341.61	2,014,491.93

********** End of report **********

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REPORT SPECIFICATIONS

DISTRICT:	Jacksonville IL SD 117		
REPORT TITLE:	AP Invoice Update Register		
REQUESTED BY:	k.hebb	DATE:	09/15/20
PROGRAM NAME:	fin/3aprpt01.	TIME:	11:45:27 AM
COPIES:	1	LPI:	6
RUN ON SERVER:	no	CREATE ASCII FILE:	NO

****

REPORT SEQUENCE:	Purchase order number		
INVOICE TYPE(S):	BATCH		
CHECK TYPE(S):	ALL		
PRINT DETAIL:	NO	PRINT ACCOUNTING:	YES
STARTING PO #:	0	ENDING PO #:	9999999999
STARTING INVOICE #:		ENDING INVOICE #:	ZZZZZZZZZZZZZZZZZZZZ
STARTING VENDOR KEY:		ENDING VENDOR KEY:	ZZZZZZZZZZZ
STARTING BATCH #:	kh	ENDING BATCH #:	kh
STARTING BANK CASH CODE:		ENDING BANK CASH CODE:	ZZZZZ
STARTING INVOICE DATE:	01/01/1900	ENDING INVOICE DATE:	12/31/9999
STARTING DUE DATE:		ENDING DUE DATE:	12/31/9999
STARTING CREATED BY:		ENDING CREATED BY:	ZZZZZZZZZZZ
STARTING CREATED DATE:		ENDING CREATED DATE:	12/31/9999
STARTING INVOICE AMOUNT:	-999,999,999.99	ENDING INVOICE AMOUNT:	9999,999,999.99

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
	ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL DESCRIPTION		1099						ACCT AMOUNT
LINCOLN 014	LINCOLN GREENS GOLF COURSE	ENTRY FEE	0000000000	KH	GEN	ENTRY FEE FOR JHS CS8 TOURNAMENT		B	09/15/2020	09/15/2020	R	$120.00
							20-21					$120.00
	10E241 1500 6400 00 000000			JHS GOLF FEES								$120.00
SAM'S CL000	SAM'S CLUB	6046002012593710	0000000000	KH	GEN	JHS ATTENDANCE SHREDDER		B	09/15/2020	09/15/2020	R	$74.89
							20-21					$74.89
	10E217 2410 4100 00 000000			JHS OFF SUPPLIES								$74.89
QUIZIZZ 000	QUIZIZZ	BEDC76D7-002	3212100079	KH	GEN	QUIZIZZ	F	B	09/15/2020	09/15/2020	R	$240.00
							20-21					$240.00
	10E745 1100 3190 00 200000			RELIEF GRANT-SOFTWARE LICENSE								$240.00

TOTAL NUMBER OF BATCH INVOICES: 3 **$434.89**

3 COMPUTER CHECK INVOICES $434.89

TOTAL INVOICES: 3 **$434.89**

BANK TOTALS:	BANK	BANK ACCOUNT #	INVOICE AMOUNT	NET AMOUNT
	GEN	**A301 1120 0000 00 000000	$434.89	$434.89

LIQUIDATION STATUS (LQ) CODE LEGEND:

L = LIQUIDATION PENDING C = CLOSED PO/NOT RECEIVING

P = PARTIAL LIQUIDATION F = FULL LIQUIDATION

BLANK = NO LIQUIDATION

********** End of report **********

Check Nbr	Vendor Name	Check Date	Check Amount
6823	LINCOLN GREENS GOLF COURSE	09/15/2020	120.00
6824	QUIZIZZ	09/15/2020	240.00
6825	SAM'S CLUB	09/15/2020	74.89

3 Computer Check(s) For a Total of 434.89

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
3	Computer	Checks For a Total of	434.89
Total For 3	Manual, Wire Tran, ACH & Computer	Checks	434.89
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	434.89

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                  REPORT SPECIFICATIONS
    DISTRICT:       Jacksonville IL SD 117
    REPORT TITLE:   AP Invoice Update Register
    REQUESTED BY:   k.hebb        DATE:               09/16/20
    PROGRAM NAME:   fin/3aprpt01. TIME:               10:01:37 AM
    COPIES:         1             LPI:                6
    RUN ON SERVER:  no            CREATE ASCII FILE:  NO
**********************************************************************


REPORT SEQUENCE:          Purchase order number
INVOICE TYPE(S):          BATCH
CHECK TYPE(S):            ALL

PRINT DETAIL:             NO                      PRINT ACCOUNTING:         YES
STARTING PO #:            0                       ENDING PO #:              9999999999
STARTING INVOICE #:                               ENDING INVOICE #:         ZZZZZZZZZZZZZZZZZZZ
STARTING VENDOR KEY:                              ENDING VENDOR KEY:        ZZZZZZZZZZ
STARTING BATCH #:         bb                      ENDING BATCH #:           bb
STARTING BANK CASH CODE:                          ENDING BANK CASH CODE:    ZZZZZ
STARTING INVOICE DATE:    01/01/1900              ENDING INVOICE DATE:      12/31/9999
STARTING DUE DATE:                                ENDING DUE DATE:          12/31/9999
STARTING CREATED BY:                              ENDING CREATED BY:        ZZZZZZZZZZ
STARTING CREATED DATE:                            ENDING CREATED DATE:      12/31/9999
STARTING INVOICE AMOUNT:  -999,999,999.99         ENDING INVOICE AMOUNT:    9999,999,999.99
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VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / ACCOUNT NUMBER(S)	INVOICE # / DISCOUNT DESCRIPTION / QUICK KEY	PO NUMBER	BATCH	BANK	DESCRIPTION / DISC AMT / ACCOUNT LEVEL DESCRIPTION	LQ / FY	S	INV DATE	DUE DATE	C	NET AMOUNT / ADJ AMT / 1099	CHECK NBR	INVOICE AMOUNT / ACCT AMOUNT
ALLENJEN000	ALLEN, JENNA	AUGUST 2020	0000000000	BB	GEN	INTERPRETING SERVICES FOR8/6-8/11, 2020	B		09/14/2020	09/14/2020	A	$237.50		
							20-21					$237.50		
	10E300 1800 3140 00 000000					BILINGUAL INTERPRETER NONEM								$237.50
ARMENALI000	ARMENTA, ALISHA	200909-911	0000000000	BB	GEN	INTERPRETING SERVICES FOR 9/09-9/10-9/11 2020	B		09/14/2020	09/14/2020	A	$575.00		
							20-21					$575.00		
	10E300 1800 3140 00 000000					BILINGUAL INTERPRETER NONEM								$575.00
BORGEKAT000	BORGENS, KATHLEEN	REIMBURSEMENT	0000000000	BB	GEN	LAUNDRY BASKETS FOR SCHOOL	B		09/16/2020	09/16/2020	A	$44.82		
							20-21					$44.82		
	10E001 1110 4100 00 000000					EISENHOWER SUPPLIES								$44.82
BORRERO,000	BORRERO, CARMEN	136413	0000000000	BB	GEN	INTERPRETING SERVICES FOR EARLY YEARS SCREENING ON 8/26-8/27 2020	B		09/15/2020	09/15/2020	A	$250.00		
							20-21					$250.00		
	10E300 1800 3140 00 000000					BILINGUAL INTERPRETER								$250.00
BORRERO,000	BORRERO, CARMEN	136415	0000000000	BB	GEN	INTERPRETING SERVICES FOR 9/8/2020 EARLY YEARS	B		09/16/2020	09/16/2020	A	$150.00		
							20-21					$150.00		
	10E300 1800 3140 00 000000					BILINGUAL INTERPRETER NONEM								$150.00
BRAMMEIE000	BRAMMEIER, BAILEY	REIMBURSEMENT	0000000000	BB	GEN	SEPTEMBER LUNCH REIMBURSEMENT FOR TAP PROGRAM	B		09/16/2020	09/16/2020	A	$38.84		
							20-21					$38.84		
	10E770 1220 4100 00 210000					DORS STEP GRANT - SUPPLIES								$38.84
BRAUCHT,000	BRAUCHT, LAURA	1474	0000000000	BB	GEN	INTERPRETING SERVICES FOR 9/8-9/11, 2020	B		09/15/2020	09/15/2020	R	$220.00		
							20-21					$220.00		
	10E300 1800 3140 00 000000					BILINGUAL INTERPRETER NONEM								$220.00

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / ACCOUNT NUMBER(S)	INVOICE # / DISCOUNT DESCRIPTION / QUICK KEY	PO NUMBER	BATCH	BANK	DESCRIPTION / DISC AMT / ACCOUNT LEVEL DESCRIPTION	1099	LQ S / FY	INV DATE	DUE DATE	C	NET AMOUNT / ADJ AMT / CHECK NBR	INVOICE AMOUNT / ACCT AMOUNT
BROCKHOU001	BROCKHOUSE SALES & SERVICE	6809	0000000000	BB	GEN	JHS BOWL-FASCO D1061		B	09/14/2020	09/14/2020	A	$229.39	
								20-21					$229.39
	20E200 2540 4110 00 000000					JHS MAINT SUPPLIES							$229.39
CENTRE S000	CENTRE STATE INTERNATIONAL TRUCKS	63948	0000000000	BB	GEN	WATER HOSE FOR BUS		B	09/14/2020	09/14/2020	A	$43.21	
								20-21					$43.21
	40E345 2550 4100 00 000000					TRANSPORTATION SUPPLIES							$43.21
E-BOLT 000	E-BOLT	25396	0000000000	BB	GEN	LED WORK LIGHT AND BATTERY		B	09/14/2020	09/14/2020	R	$99.98	
								20-21					$99.98
	20E325 2540 4110 00 000000					MAINTENANCE SUPPLIES							$99.98
ELI BRID000	ELI BRIDGE CO.	32127	0000000000	BB	GEN	ALUMINUM TUBE FOR BUS GARAGE		B	09/14/2020	09/14/2020	R	$48.00	
								20-21					$48.00
	40E345 2550 4100 00 000000					TRANSPORTATION SUPPLIES							$48.00
EVANS, K000	EVANS, KARLA	MILEAGE	0000000000	BB	GEN	MILEAGE REIMBURSEMENT FOR AUGUST 13-SEPTEMBER 04, 2020		B	09/16/2020	09/16/2020	A	$85.22	
								20-21					$85.22
	10E550 2540 3320 00 210000					PRESCHOOL FA-CUSTODIAN TRAVEL							$85.22
FOLSTTYL000	FOLSTER, TYLER	32	0000000000	BB	GEN	INTERPRETING SERVICES FOR 9/9/20-9/10/2020		B	09/14/2020	09/14/2020	A	$405.00	
								20-21					$405.00
	10E300 1800 3140 00 000000					BILINGUAL INTERPRETER	NONEM						$405.00
GRACEROS000	GRACE, ROSEMARY	REIMBURSEMENT	0000000000	BB	GEN	REIMBURSEMENT FOR PARENT EDUCATOR CELL PHONE 2020-2021 PER JISPA CONTRACT JULY 2020		B	09/14/2020	09/14/2020	A	$50.00	
								20-21					$50.00
	10E551 3800 4100 00 210000					PREVENTION INIT - SUPPLIES							$50.00
HANNASHE000	HANNANT, SHELLY	REIMBURSEMENT	0000000000	BB	GEN	PARENT EDUCATOR CELL PHONE REIMBURSMENT 2020-2021 PER		B	09/16/2020	09/16/2020	A	$50.00	

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / ACCOUNT NUMBER(S)	INVOICE # / DISCOUNT DESCRIPTION / QUICK KEY	PO NUMBER	BATCH	BANK	DESCRIPTION / DISC AMT / ACCOUNT LEVEL DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT / ADJUSTMENT DESCRIPTION / 1099	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT / ACCT AMOUNT
HANNASHE000	HANNANT, SHELLY	REIMBURSEMENT	******CONTINUED******			JISPA CONTRACT AUGUST 2020							20-21			$50.00
	10E551 3800 4100 00 210000					PREVENTION INIT - SUPPLIES										$50.00
HEITZOLI000	HEITZ, OLIVIA	803	0000000000	BB	GEN	INTERPRETING SERVICES FOR 9/11/2020	B		09/15/2020	09/15/2020	A		20-21			$100.00
	10E300 1800 3140 00 000000					BILINGUAL INTERPRETER NONEM										$100.00
HENSON R000	HENSON ROBINSON COMPANY	247667	0000000000	BB	GEN	JHS REPAIR LEAK ON FREEZER REPAIR	B		09/15/2020	09/15/2020	A		20-21			$472.00
	20E200 2540 3230 00 000000					JHS REPAIRS										$472.00
ILMO PRO000	ILMO PRODUCTS COMPANY	1150310	0000000000	BB	GEN	JHS AUTO SHOP SUPPLIES	B		09/14/2020	09/14/2020	A		20-21			$16.50
	10E222 1447 4100 00 000000					JHS AUTO SUPPLIES										$16.50
ILMO PRO000	ILMO PRODUCTS COMPANY	1150311	0000000000	BB	GEN	MAINT AND BUS GARAGE SUPPLIES	B		09/14/2020	09/14/2020	A		20-21			$53.40
	20E325 2540 4110 00 000000					MAINTENANCE SUPPLIES										$53.40
ILMO PRO000	ILMO PRODUCTS COMPANY	1150312	0000000000	BB	GEN	JHS METAL SHOP SUPPLIES	B		09/14/2020	09/14/2020	A		20-21			$16.50
	10E229 1446 4100 00 000000					JHS METALS SUPPLIES										$16.50
IPA 000	IPA	MEMBERSHIP	0000000000	BB	GEN	ADMINISTRATOR MEMBERSHIP FOR DIRECTOR OF TECHNOLOGY	B		09/08/2020	09/08/2020	R		20-21			$299.00
	10E300 2410 6400 00 000000					PRIN & ASST DUES										$299.00
IPA 000	IPA	MEMBERSHIP	0000000000	BB	GEN	ADMINISTRATOR MEMBERSHIP FOR ASSISTANT PRINCIPAL AT JMS	B		09/08/2020	09/08/2020	R					$299.00

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IPA	000 IPA	MEMBERSHIP	******CONTINUED******										
							20-21					$299.00	
	10E300 2410 6400 00 000000					PRIN & ASST DUES							$299.00
IPA	000 IPA	MEMBERSHIP	0000000000	BB	GEN	ADMINISTRATOR MEMBERSHIP FOR ASSISTANT PRINCIPAL AT JHS		B	09/08/2020	09/08/2020	R	$299.00	
							20-21					$299.00	
	10E300 2410 6400 00 000000					PRIN & ASST DUES							$299.00
IPA	000 IPA	MEMBERSHIP	0000000000	BB	GEN	ADMINISTRATOR MEMBERSHIP FOR PRINCIPAL AT SOUTH		B	09/08/2020	09/08/2020	R	$333.16	
							20-21					$333.16	
	10E300 2410 6400 00 000000					PRIN & ASST DUES							$333.16
IPA	000 IPA	MEMBERSHIP	0000000000	BB	GEN	ADMINISTRATOR MEMBERSHIP FOR PRINCIPAL AT M/W		B	09/08/2020	09/08/2020	R	$360.52	
							20-21					$360.52	
	10E300 2410 6400 00 000000					PRIN & ASST DUES							$360.52
IPA	000 IPA	MEMBERSHIP	0000000000	BB	GEN	ADMINISTRATOR MEMBERSHIP FOR PRINCIPAL AT JHS		B	09/08/2020	09/08/2020	R	$399.00	
							20-21					$399.00	
	10E300 2410 6400 00 000000					PRIN & ASST DUES							$399.00
IPA	000 IPA	MEMBERSHIP	0000000000	BB	GEN	ADMINISTRATOR MEMBERSHIP FOR PRINCIPAL AT JMS		B	09/08/2020	09/08/2020	R	$399.00	
							20-21					$399.00	
	10E300 2410 6400 00 000000					PRIN & ASST DUES							$399.00
IPA	000 IPA	IPA MEMBERSHIP	0000000000	BB	GEN	ADMINISTRATOR MEMBERSHIP FOR JHS ASSISTANT PRINCIPAL		B	09/14/2020	09/14/2020	R	$319.56	
							20-21					$319.56	
	10E300 2410 6400 00 000000					PRIN & ASST DUES							$319.56

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IPA 000	IPA	MEMBERSHIP	0000000000	BB	GEN	ADMINISTRATOR MEMBERSHIP FOR PRINCIPAL AT NORTH		B		09/08/2020	09/08/2020	R	$299.00
								20-21					$299.00
	10E300 2410 6400 00 000000					PRIN & ASST DUES							$299.00
IPA 000	IPA	MEMBERSHIP DUES	0000000000	BB	GEN	ADMINISTRATOR MEMBERSHIP RENEWAL FOR EISENHOWER PRINCIPAL		B		09/14/2020	09/14/2020	R	$399.00
								20-21					$399.00
	10E300 2410 6400 00 000000					PRIN & ASST DUES							$399.00
LINCOLN 005	LINCOLN PRAIRIE BEHAVIORAL HEALTH	2021-14433	0000000000	BB	GEN	INPATIENT EDUCATION SERVICES FOR 8/29-9/5		B		09/16/2020	09/16/2020	R	$250.00
								20-21					$250.00
	10E400 4220 6700 00 000000					MCLEAN CO DIST 5 TUITION							$250.00
LINCOLN 005	LINCOLN PRAIRIE BEHAVIORAL HEALTH	2021-14448	0000000000	BB	GEN	INPATIENT EDUCATION SERVICES FOR 8/26-9/9		B		09/16/2020	09/16/2020	R	$400.00
								20-21					$400.00
	10E400 4220 6700 00 000000					MCLEAN CO DIST 5 TUITION							$400.00
LLOYD VO000	LLOYD VORTMAN COMPUTER SRV	19577	0000000000	BB	GEN	HR TONERS		B		09/14/2020	09/14/2020	A	$130.00
								20-21					$130.00
	10E320 2640 4100 00 000000					HUMAN RESOURCES SUPPLIES	NONEM						$130.00
LOMELINO000	LOMELINO SIGN CO	119837	0000000000	BB	GEN	BUS NUMBERS AND DASHES		B		09/15/2020	09/15/2020	A	$160.00
								20-21					$160.00
	40E345 2550 4100 00 000000					TRANSPORTATION SUPPLIES							$160.00
MASTERLI000	MASTERLIBRARY.COM,LLC	2020-10585	0000000000	BB	GEN	MASTERLIBRARY ML WORK ORDERS-TIER 3 SUBSCRIPTION RENEWAL		B		09/14/2020	09/14/2020	R	$2,400.00
								20-21					$2,400.00
	20E325 2540 4700 00 000000					SOFTWARE							$2,400.00

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MCGUIRE,000	MCGUIRE, MEGAN	REFUND	0000000000	BB	GEN	REFUND FOR FOOD SERVICE	B		09/14/2020	09/14/2020	R	$54.30
							20-21					$54.30
	10R340 1600 0000 00 000000					CAFE PREPAID						$54.30
MUNICIPA000	MUNICIPAL UTILITIES	000958-000	0000000000	bb	GEN	(EARLY YEARS)-506 Jordan	B		09/14/2020	09/14/2020	R	$113.81
							20-21					$113.81
	10E550 2540 3700 00 210000					PRESCHOOL FA-WATER/SEWER SERV						$85.35
	10E552 2540 3700 00 210000					PREK EXPANSION - WATER						$28.46
MUNICIPA000	MUNICIPAL UTILITIES	000958-003	0000000000	bb	GEN	1 W. CENTRAL PARK PLAZA	B		09/14/2020	09/14/2020	R	$204.67
							20-21					$204.67
	20E400 2540 3700 00 000000					CLAY COURT WATER/SEWER						$204.67
MUNICIPA000	MUNICIPAL UTILITIES	000958-004	0000000000	bb	GEN	211 WEST STATE STREET	B		09/14/2020	09/14/2020	R	$35.65
							20-21					$35.65
	20E320 2540 3700 00 000000					CO WATER/SEWER						$35.65
MUNICIPA000	MUNICIPAL UTILITIES	000958-005	0000000000	bb	GEN	211 WEST STATE STREET	B		09/14/2020	09/14/2020	R	$35.65
							20-21					$35.65
	20E320 2540 3700 00 000000					CO WATER/SEWER						$35.65
MUNICIPA000	MUNICIPAL UTILITIES	004458-000	0000000000	bb	GEN	Lincoln-320 W Independence Ave.	B		09/14/2020	09/14/2020	R	$83.53
							20-21					$83.53
	20E004 2540 3700 00 000000					LINCOLN WATER/SEWER						$83.53
MUNICIPA000	MUNICIPAL UTILITIES	004845-000	0000000000	bb	GEN	JHS-1211 N. Diamond	B		09/14/2020	09/14/2020	R	$1,452.49
							20-21					$1,452.49
	20E200 2540 3700 00 000000					JHS WATER/SEWER						$1,452.49
MUNICIPA000	MUNICIPAL UTILITIES	005116-000	0000000000	bb	GEN	JHS Athletic Field-331 W. Walnut	B		09/14/2020	09/14/2020	R	$3,177.43
							20-21					$3,177.43
	20E200 2540 3700 00 000000					JHS WATER/SEWER						$3,177.43

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MUNICIPA000	MUNICIPAL UTILITIES	005352-000	0000000000	bb	GEN	BUS GARAGE-837 N. Main		B		09/14/2020	09/14/2020	R	$40.54
								20-21					$40.54
	40E345 2550 3700 00 000000					TRANSPORTATION WATER/SEWER							$40.54
MUNICIPA000	MUNICIPAL UTILITIES	005352-001	0000000000	bb	GEN	CROSSROADS-30 N. CENTRAL PARK PLAZA		B		09/14/2020	09/14/2020	R	$35.65
								20-21					$35.65
	20E090 2540 3700 00 000000					CROSSROADS LC WATER/SEWER							$35.65
MUNICIPA000	MUNICIPAL UTILITIES	014044-000	0000000000	bb	GEN	North School-1211 N. Main		B		09/14/2020	09/14/2020	R	$75.67
								20-21					$75.67
	20E006 2540 3700 00 000000					NORTH WATER/SEWER							$75.67
MUNICIPA000	MUNICIPAL UTILITIES	100422-000	0000000000	bb	GEN	(JHS)1211 N. Diamand		B		09/14/2020	09/14/2020	R	$1,433.17
								20-21					$1,433.17
	20E200 2540 3700 00 000000					JHS WATER/SEWER							$1,433.17
MURRAYVI001	MURRAYVILLE SEWER DEPT.	217-602-9780	0000000000	BB	GEN	SERVICES FOR 7/31/20-8/31/20		B		09/14/2020	09/14/2020	R	$62.55
								20-21					$62.55
	20E005 2540 3700 00 000000					MURRAYVILLE WATER/SEWER							$62.55
MURRAYVI002	MURRAYVILLE-WOODSON WATER	1135000100	0000000000	BB	GEN	307 Masters-Water 8/03/2020-9/02/2020		B		09/14/2020	09/14/2020	R	$205.11
								20-21					$205.11
	20E005 2540 3700 00 000000					MURRAYVILLE WATER/SEWER							$205.11
MURRAYVI004	MURRAYVILLE UNITED METHODIST CHURC	RENT	0000000000	BB	GEN	CLASSROOM RENT AUGUST AND SEPTEMBER 2020		B		09/16/2020	09/16/2020	A	$550.00
								20-21					$550.00
	10E550 2540 3250 00 210000					PRESCHOOL - RENTALS							$550.00
OUR SAVI000	OUR SAVIOUR GRADE SCHOOL	REIMBURSEMENT	0000000000	BB	GEN	REIMBURSEMENT FOR AREA DISTRIBUTORS, INC. MOTOR SCRUBBER, SPRAY WAND, JET LITER BOTTLE		B		09/14/2020	09/14/2020	R	$1,894.42

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OUR SAVI000	OUR SAVIOUR GRADE SCHOOL	REIMBURSEMENT	******CONTINUED******										
								20-21					$1,894.42
	10E745 3700 4100 00 200000					RELIEFGRANT PAROCHIAL SUPPLIES							$895.42
	10E745 3700 5500 00 200000					RELIEF GRANT- CAP EXP							$999.00
PARIEMAX000	PARIENTI, MAX	181	0000000000	BB	GEN	INTERPRETING SERVICES FOR 9/8/20 AND MILEAGE		B		09/14/2020	09/14/2020	R	$123.70
								20-21					$123.70
	10E300 1800 3140 00 000000					BILINGUAL INTERPRETER	NONEM						$123.70
RYDIN DE000	RYDIN DECAL	373224	0000000000	BB	GEN	2020-2021 PARKING PERMITS		B		09/14/2020	09/14/2020	R	$348.07
								20-21					$348.07
	10E217 2410 4110 00 000000					JHS ATTENDANCE SUPPLIES							$348.07
SCHOOL S001	SCHOOL SPECIALTY	308103627322	0000000000	BB	GEN	JMS SUPPLIES		B		09/16/2020	09/16/2020	A	$147.01
								20-21					$147.01
	10E100 1120 4100 00 000000					JMS SUPPLIES							$147.01
UNITED C002	UNITED CHEVROLET	104193	0000000000	BB	GEN	DRIVERS ED MONTHLY FEE FOR AUGUST 2020 AND DRIVERS ED BRAKE REMOVAL AND REPLACEMENT 5634782/5634897/5634898/SE611 6863		B		09/14/2020	09/14/2020	R	$787.88
								20-21					$787.88
	10E204 1700 3230 00 000000					JHS DRIVER ED REPAIRS							$187.88
	10E204 1700 3250 00 000000					JHS DRIVER ED CAR RENTAL							$600.00
US BANK 006	US BANK EQUIPMENT FINANCE	423134741	0000000000	bb	GEN	XEROX FOR 8/28/20-9/28/20		B		09/14/2020	09/14/2020	R	$10,520.39
								20-21					$10,520.39
	10E001 1110 3250 00 000000					EISENHOWER COPIER RENTAL							$547.36
	10E004 1110 3250 00 000000					LINCOLN COPIER RENTAL							$547.36
	10E005 1110 3250 00 000000					MURRAYVILLE COPIER RENTAL							$305.87
	10E006 1110 3250 00 000000					NORTH COPIER RENTAL							$547.36
	10E007 1110 3250 00 000000					SOUTH COPIER RENTAL							$547.36

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US BANK 006	US BANK EQUIPMENT FINANCE	423134741	******CONTINUED******													
	10E008 1110 3250 00 000000					WASHINGTON COPIER RENTAL										$502.56
	10E090 1120 3250 00 000000					CROSSROADS COPIER RENTAL										$168.67
	10E100 1120 3250 00 000000					JMS COPIER RENTAL										$971.35
	10E200 1130 3250 00 000000					JHS COPIER RENTAL										$1,007.89
	10E300 1110 3250 00 000000					CO LARGE COPIER RENTAL										$3,882.18
	10E320 2320 3250 00 000000					SUPERINTENDENT COPIER RENTAL										$156.02
	10E320 2520 3250 00 000000					FISCAL COPIER RENTAL										$845.90
	10E330 2225 3250 00 000000					TECHOLOGY RENTAL										$54.39
	10E400 2330 3250 00 000000					SPEC ED DIR COPIER RENTAL										$156.02
	10E550 1125 3250 00 210000					PRESCHOOL FA - RENT										$156.05
	20E325 2540 3250 00 000000					MAINT EQUIP RENTALS										$54.39
	40E345 2550 3250 00 000000					TRANSP TOWEL RENTAL SERVICE										$69.66
WEBB RIC001	WEBB, RICHARD	MILEAGE	0000000000	BB	GEN	MILEAGE REIMBURSEMENT FOR 8/27/2020		B		09/14/2020	09/14/2020	A				$13.80
									20-21							$13.80
	10E550 3800 3320 00 210000					PRESCHOOL FA - TRAVEL										$13.80
WEBB RIC001	WEBB, RICHARD	REIMBURSEMENT	0000000000	BB	GEN	REIMBURSEMENT FOR PARENT EDUCATOR CELL PHONE 2020-2021 PER CONTRACT AUGUST 2020		B		09/14/2020	09/14/2020	A				$50.00
									20-21							$50.00
	10E551 3800 4100 00 210000					PREVENTION INIT - SUPPLIES										$50.00
WHEELER 000	WHEELER FAMILY FARMS, INC.	T1189	0000000000	BB	GEN	NEW RADIOS FOR BUS GARAGE		B		09/14/2020	09/14/2020	R				$664.00
									20-21							$664.00
	40E345 2550 4100 00 000000					TRANSPORTATION SUPPLIES										$664.00
WHELARYA000	WHELAN, RYAN	GIRLS SWIMMING	0000000000	BB	GEN	GIRLS SWIMMING 9/17/2020		B		09/14/2020	09/14/2020	R				$90.00
									20-21							$90.00
	10E254 1500 3110 00 000000					JHS GIRLS SWIM NON-EMP										$90.00

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WILLIJEN000	WILLIAMS, JENNIFER	REIMBURSEMENT	0000000000	BB	GEN	PARENT EDUCATOR CELL PHONE REIMBURSEMENT FOR 2020-2021 PER JISPA CONTRACT JULY AND AUGUST 2020			B	09/14/2020	09/14/2020	A	$100.00
								20-21					$100.00
	10E551 3800 4100 00 210000					PREVENTION INIT - SUPPLIES							$100.00
BIBLE JE000	BIBLE, JENNIFER	REIMBURSEMENT	1012100005	BB	GEN	Laundry baskets for first grade classrooms already in use.		F	B	09/16/2020	09/16/2020	A	$171.00
								20-21					$171.00
	10E001 1110 4100 00 000000					EISENHOWER SUPPLIES							$171.00
SCHOOL S001	SCHOOL SPECIALTY	208126060211	1082100008	BB	GEN	supplies		F	B	09/14/2020	09/14/2020	A	$121.75
								20-21					$121.75
	10E008 2130 4100 00 000000					WASHINGTON NURSE SUPPLIES							$121.75
FLINN SC000	FLINN SCIENTIFIC	2503442	2002100006	BB	GEN	Supplies for Science		F	B	09/14/2020	09/14/2020	A	$1,299.89
								20-21					$1,299.89
	10E210 1130 4100 00 000000					JHS SCIENCE SUPPLIES							$1,299.89
KOSS MOR001	KOSS, MORGAN	REIMBURSEMENT	2002100009	BB	GEN	reimbursement for Spanish supplies		F	B	09/16/2020	09/16/2020	A	$60.99
								20-21					$60.99
	10E206 1130 4100 00 000000					JHS FOR LANG SUPPLIES							$60.99
HUDL 000	HUDL	951197	2302100030	BB	GEN	JHS Football Hudl Package 9/24/20-9/23/21		F	B	09/14/2020	09/14/2020	R	$1,099.00
								20-21					$1,099.00
	10E251 1500 4100 00 000000					JHS ATH DIR SUPPLIES							$1,099.00
LITTLE J000	LITTLE JOHNNYS INC	26227	2302100031	BB	GEN	Little Johnnys - Rental - Girls Tennis @ IC		F	B	09/16/2020	09/16/2020	A	$127.50
								20-21					$127.50
	10E252 1500 3250 00 000000					MISC SPORT RENTAL							$127.50

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HOUGHTON002	HOUGHTON MIFFLIN HARCOURT	954942749	3212100042	BB	GEN	HMH ANYWHERE LEARNING		F	B	09/15/2020	09/15/2020	A	$73,900.00	
								20-21					$73,900.00	
	10E745 1100 3190 00 200000					RELIEF GRANT-SOFTWARE LICENSE								$73,900.00
PIONEER 002	PIONEER VALLEY ED. PRESS	I186831	3212100046	BB	GEN	DIGITAL READER FOR INTERVENTION PARTNER		F	B	09/15/2020	09/15/2020	R	$200.00	
								20-21					$200.00	
	10E710 1250 3141 00 210008					TITLE I SOFTWARE-WASHINGTON								$200.00
NASCO 000	NASCO	910820	3212100055	BB	GEN	OSS TITLE SUPPLIES		F	B	09/14/2020	09/14/2020	A	$66.18	
								20-21					$66.18	
	10E710 3700 4100 00 210000					TITLE I NON PUBLIC SUPPLIES								$66.18
DISCOUNT002	DISCOUNT SCHOOL SUPPLY	P39790930101	3212100056	BB	GEN	OSS TITLE SUPPLIES		F	B	09/14/2020	09/14/2020	A	$66.16	
								20-21					$66.16	
	10E710 3700 4100 00 210000					TITLE I NON PUBLIC SUPPLIES								$66.16
LAKESHOR002	LAKESHORE LEARNING MATLS	4282750920	3212100059	BB	GEN	WRITE & WIPE BOARDS		F	B	09/16/2020	09/16/2020	R	$56.33	
								20-21					$56.33	
	10E710 1250 4100 00 210007					TITLE I SUPPLIES - SOUTH								$56.33
ETA HAND000	ETA HAND2MIND	60260446	3212100062	BB	GEN	OSS MATH MATERIAL CID#10495		F	B	09/14/2020	09/14/2020	R	$503.94	
								20-21					$503.94	
	10E710 3700 4100 00 210000					TITLE I NON PUBLIC SUPPLIES								$503.94
EDMENTUM000	EDMENTUM, INC	143677	3212100071	BB	GEN	READING EGGS FOR EISENHOWER		F	B	09/14/2020	09/14/2020	A	$920.00	
								20-21					$920.00	
	10E710 1250 3141 00 210001					TITLE I SOFTWARE-EISENHOWER								$920.00
CLEVER P000	CLEVER PROTOTYPES,LLC	0151413	3212100075	BB	GEN	STORYBOARDTHAT.COM		F	B	09/14/2020	09/14/2020	R	$95.88	
								20-21					$95.88	
	10E710 1250 3141 00 210001					TITLE I SOFTWARE-EISENHOWER								$95.88
GILSON E000	GILSON ENTERPRISES	056618/A/B	3252000080	BB	GEN	JHS SUMMER CUSTODIAL SUPPLIES		F	B	09/14/2020	09/14/2020	A	$5,493.40	

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / ACCOUNT NUMBER(S)	INVOICE # / DISCOUNT DESCRIPTION / QUICK KEY	PO NUMBER	BATCH	BANK	DESCRIPTION / DISC AMT / ACCOUNT LEVEL DESCRIPTION	1099	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT / ADJ AMT / ACCT AMOUNT	CHECK NBR / INVOICE AMOUNT
GILSON E000	GILSON ENTERPRISES	056618/A/B	******CONTINUED******											
								20-21					$5,493.40	
	10E745 2540 4100 00 200000					RELIEF GRANT- PPE/CLEANING SUP							$618.67	
	20E200 2540 4100 00 000000					JHS CUSTODIAL SUPPLIES							$4,874.73	
THOMPSON003	THOMPSON ELECTRONICS CO.	94600	3252100018	BB	GEN	ONE INSPECTOR, TO PERFORM ONE INSPECTION VISIT PER YEAR AND FUNCTIONALLY TEST 100% OF ALL ACCESSIBLE FIRE ALARM DEVICES ANNUALLY, TO EXCLUDE INPUTS AND DEVICES FROM SPRINKLER OR SUPPRESSION SYSTEMS		F	B	09/15/2020	09/15/2020	R	$5,170.00	
								20-21					$5,170.00	
	10E550 2540 3230 00 200000					PRESCHOOL REPAIR							$380.00	
	20E001 2540 3230 00 000000					EISENHOWER REPAIRS							$495.00	
	20E004 2540 3230 00 000000					LINCOLN REPAIRS							$495.00	
	20E006 2540 3230 00 000000					NORTH REPAIRS							$380.00	
	20E007 2540 3230 00 000000					SOUTH REPAIRS							$380.00	
	20E090 2540 3230 00 000000					CROSSROADS REPAIRS							$270.00	
	20E100 2540 3230 00 000000					JMS REPAIRS							$1,200.00	
	20E200 2540 3230 00 000000					JHS REPAIRS							$1,570.00	
TEACHING004	TEACHING STRATEGIES	Q-117552	4002100033	BB	GEN	Teaching Strategies Tadpoles 20-21 School year Quote #Q-117552		F	B	09/14/2020	09/14/2020	A	$594.00	
								20-21					$594.00	
	10E400 1216 4100 00 000000					AUTISM SUPPLIES							$594.00	
SCHOLAST000	SCHOLASTIC	2 INVOICES	5502100002	BB	GEN	40237296/40237296 A#62650705 Pre-K Books for September & October		F	B	09/16/2020	09/16/2020	A	$1,260.00	
								20-21					$1,260.00	
	10E550 3800 4100 00 210000					PRESCHOOL FA - SUPPLIES							$1,008.00	
	10E552 3800 4100 00 210000					PREK EXPANSION-HOME/SCHOOL SUP							$252.00	

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION			DISC AMT	ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
	ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL DESCRIPTION		1099						ACCT AMOUNT

TOTAL NUMBER OF BATCH INVOICES:	79		$123,437.11
		36 ACH CHECK INVOICES	$88,049.06
		43 COMPUTER CHECK INVOICES	$35,388.05
TOTAL INVOICES:	79		$123,437.11

BANK TOTALS:	BANK	BANK ACCOUNT #	INVOICE AMOUNT	NET AMOUNT
	GEN	**A301 1120 0000 00 000000	$123,437.11	$123,437.11

LIQUIDATION STATUS (LQ) CODE LEGEND:

L = LIQUIDATION PENDING C = CLOSED PO/NOT RECEIVING

P = PARTIAL LIQUIDATION F = FULL LIQUIDATION

BLANK = NO LIQUIDATION

********** End of report **********

Check Nbr	Vendor Name	Check Date	Check Amount
202100183	ALLEN, JENNA	09/17/2020	237.50
202100184	ARMENTA, ALISHA	09/17/2020	575.00
202100185	BIBLE, JENNIFER	09/17/2020	171.00
202100186	BORGENS, KATHLEEN	09/17/2020	44.82
202100187	BORRERO, CARMEN	09/17/2020	400.00
202100188	BRAMMEIER, BAILEY	09/17/2020	38.84
202100189	BROCKHOUSE SALES & SERVICE	09/17/2020	229.39
202100190	CENTRE STATE INTERNATIONAL TRU	09/17/2020	43.21
202100191	DISCOUNT SCHOOL SUPPLY	09/17/2020	66.16
202100192	EDMENTUM, INC	09/17/2020	920.00
202100193	EVANS, KARLA	09/17/2020	85.22
202100194	FLINN SCIENTIFIC	09/17/2020	1,299.89
202100195	FOLSTER, TYLER	09/17/2020	405.00
202100196	GILSON ENTERPRISES	09/17/2020	5,493.40
202100197	GRACE, ROSEMARY	09/17/2020	50.00
202100198	HANNANT, SHELLY C	09/17/2020	50.00
202100199	HEITZ, OLIVIA	09/17/2020	100.00
202100200	HENSON ROBINSON COMPANY	09/17/2020	472.00
202100201	HOUGHTON MIFFLIN HARCOURT	09/17/2020	73,900.00
202100202	ILMO PRODUCTS COMPANY	09/17/2020	86.40
202100203	KOSS, MORGAN	09/17/2020	60.99
202100204	LITTLE JOHNNYS INC	09/17/2020	127.50
202100205	LLOYD VORTMAN COMPUTER SRV	09/17/2020	130.00
202100206	LOMELINO SIGN CO	09/17/2020	160.00
202100207	MURRAYVILLE UNITED METHODIST C	09/17/2020	550.00
202100208	NASCO	09/17/2020	66.18
202100209	SCHOLASTIC	09/17/2020	1,260.00
202100210	SCHOOL SPECIALTY	09/17/2020	268.76
202100211	TEACHING STRATEGIES	09/17/2020	594.00
202100212	WEBB, RICHARD	09/17/2020	63.80
202100213	WILLIAMS, JENNIFER J	09/17/2020	100.00

Check Nbr	Vendor	Name	Check Date	Check Amount
31	ACH		Check(s) For a Total of	88,049.06

Check Nbr	Vendor Name	Check Date	Check Amount
6826	BRAUCHT, LAURA	09/17/2020	220.00
6827	CLEVER PROTOTYPES,LLC	09/17/2020	95.88
6828	E-BOLT	09/17/2020	99.98
6829	ELI BRIDGE CO.	09/17/2020	48.00
6830	ETA HAND2MIND	09/17/2020	503.94
6831	HUDL	09/17/2020	1,099.00
6832	IPA	09/17/2020	3,406.24
6833	LAKESHORE LEARNING MATLS	09/17/2020	56.33
6834	LINCOLN PRAIRIE BEHAVIORAL HEA	09/17/2020	650.00
6835	MASTERLIBRARY.COM,LLC	09/17/2020	2,400.00
6836	MCGUIRE, MEGAN	09/17/2020	54.30
6837	MUNICIPAL UTILITIES	09/17/2020	6,688.26
6838	MURRAYVILLE SEWER DEPT.	09/17/2020	62.55
6839	MURRAYVILLE-WOODSON WATER	09/17/2020	205.11
6840	OUR SAVIOUR GRADE SCHOOL	09/17/2020	1,894.42
6841	PARIENTI, MAX V	09/17/2020	123.70
6842	PIONEER VALLEY ED. PRESS	09/17/2020	200.00
6843	RYDIN DECAL	09/17/2020	348.07
6844	THOMPSON ELECTRONICS CO.	09/17/2020	5,170.00
6845	UNITED CHEVROLET	09/17/2020	787.88
6846	US BANK EQUIPMENT FINANCE	09/17/2020	10,520.39
6847	WHEELER FAMILY FARMS, INC.	09/17/2020	664.00
6848	WHELAN, RYAN	09/17/2020	90.00

23 Computer Check(s) For a Total of 35,388.05

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	31	ACH	Checks For a Total of	88,049.06
	23	Computer	Checks For a Total of	35,388.05
Total For	54	Manual, Wire Tran, ACH & Computer Checks		123,437.11
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	123,437.11