Regular Meeting

BOARD OF EDUCATION
Jacksonville School District #117
AGENDA
Wednesday, June 21, 2023
Board Room
211 West State Street
Jacksonville, IL 62650
7:00 PM

I. CALL TO ORDER
II. PLEDGE OF ALLEGIANCE 2



I pledge Allegiance to the flag of the United States of America and to the Republic for which it stands one nation under God, indivisible, with Liberty and Justice for all.

117 JSD

RICH HISTORY, BRIGHT FUTURE

III. ROLL CALL
IV. APPROVAL OF AGENDA
V. RECOGNITION 4

- JMS Track and Field Team

JMS TRACK & FIELD TEAM RECOGNITION

Darren Henry 1st High jump
Darren Henry 2nd Long Jump
A school record of 20’ 6.75”
Malin Camerer 3rd in Disc
Jeremiah Jackson 4th in hurdles
Owen Thrasher 6th in 400
Carlito Mitchell 8th Long Jump
Carlito Mitchell 10th 100
Brock Meyer 10th disc
Andrew Schumacher 13th 400
Riley Hagar 17th 400
Evan Thrasher 33rd in the 200
Malin Camerer 7th in Shot Put
Relay team of (E. Thrasher, O. Thrasher, Thomas, Oldenettel) 4x100 meters; 6th
Relay team of (E. Thrasher, Schumacher, Thomas, O. Thrasher)4x400 meters; 2nd
Discus; 5th Chris Mulamba 138’ 10”
Relay team of (Henry, Jackson, Brown, Mitchell 4x100 Meters; 1st place
7th Grade; 3rd overall with 34 points!!

VI. RECEPTION OF VISITORS, PETITIONS AND COMMUNICATIONS 6

RECEPTION OF VISITORS, PETITIONS AND COMMUNICATIONS

This is time set aside during each meeting to allow the public to address the Jacksonville School District 117 Board of Education.

(Please note: The Board typically does not respond to comments or questions during this time, it is our time to listen to you. We will take your questions and comments under advisement and, as necessary, may refer them to the administration for appropriate action.)

Board Policy 2:230
Public Participation at Board of Education Meetings and Petitions to the Board

For an overall minimum of 30 minutes during each regular and special open meeting, any person may comment to or ask questions of the Board (public participation), subject to the reasonable constraints established and recorded in this policy's guidelines below. During public participation, there will be a 20-minute minimum total length of time for any one subject. When public participation takes less time than these minimums, it shall end.

To preserve sufficient time for the Board to conduct its business, any person appearing before the Board is expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President. The Board President may allow extra time according to the topic and wishes of the rest of the members of the Board.

2. Identify oneself (name, address, email) and be brief. Ordinarily, the time for any one person to address the Board during public participation shall be limited to five minutes. In unusual circumstances, and when an individual has made a request to speak for a longer period of time, the person may be allowed to speak for more than five minutes.

3. Observe, when necessary and appropriate, the:
   a. Shortening of the time for each person to address the Board during public participation to conserve time and give the maximum number of people an opportunity to speak;
   b. Expansion of the overall minimum of 30 minutes for public participation and/or the 20-minute minimum total length of time for any one subject; and/or
   c. Determination of procedural matters regarding public participation not otherwise covered in Board policy.

4. Conduct oneself with respect and civility toward others and otherwise abide by Board policy 8:30, Visitors to and Conduct on School Property.

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

VII. ANNOUNCEMENTS - UPCOMING EVENTS

- July 4, 2023- Fourth of July Holiday (Offices Closed)
- July 19, 2023- Regular Board Meeting 7:00 pm

VIII. STANDING REPORTS

A. Financial/Treasurer's Report 8

May-23	92.00% of Budget Year	2022-2023 Budget

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	33,955,862	4,034,545	2,605,566	2,087,075	1,476,575	10,362,202	-	8,210	219,141	54,749,176
% EXP.	84.38%	82.54%	93.46%	86.85%	86.03%	46.46%	0.00%	1.48%	120.65%	72.92%
EXPENSE BUDGET	40,242,233	4,887,977	2,787,911	2,403,019	1,716,357	22,304,893	-	555,282	181,636	75,079,308
REVENUE	41,111,720	4,882,420	2,677,089	2,172,368	1,735,616	4,452,397	216,037	571,106	249,653	58,068,407
% RECEIVED	115.43%	116.95%	99.15%	107.33%	109.83%	41.49%	127.01%	100.84%	100.65%	100.45%
REVENUE BUDGET	35,614,657	4,174,616	2,700,000	2,024,076	1,580,290	10,730,846	170,100	566,342	248,041	57,808,968
	(4,627,575.94)	(713,361.00)	(87,911.00)	(378,943.00)	(136,067.00)	(11,574,047.00)	170,100.00	11,060.00	66,405.00	(17,270,339.94)

OPERATING FUND	Revenue	Expenditure
Education	41,111,720	33,955,862
O & M	4,882,420	4,034,545
Transportation	2,172,368	2,087,075

TREASURER'S REPORT
May 31, 2023

Monthly Business

FUND	Beginning Cash Balance	Receipts (including interest)	Disbursements		Misc. Transactions	Bank Balance
			Payroll	Accounts Payable		
10-Education	$ 32,452,032.22	$ 3,125,296.49	$ (1,474,972.86)	$ (2,976,226.14)	$ 77,174.89	**$ 31,203,304.60**
20-O & M	$ 3,091,442.15	$ 107,648.34	$ (107,281.85)	(320,910.16)	$ 7,020.45	**$ 2,777,918.93**
30-Debt Service	$ 2,590,505.38	$ 228,207.37		$ (738,864.38)	$ 530.55	**$ 2,080,378.92**
40-Transportation	$ 2,391,645.42	$ -	$ (91,506.34)	$ (98,833.95)	$ 25,424.00	**$ 2,226,729.13**
50-IMRF/SS	$ 1,124,450.33	$ 123,074.57		(134,261.25)	$ 2,957.17	**$ 1,116,220.82**
60-Capital Projects	$ 5,313,376.21	$ 683,152.06	$ -	$ (59,787.00)	$ 23,556.75	**$ 5,960,298.02**
70-Working Cash	$ 2,755,124.14	$ -	$ -	$ -	$ 5,660.80	**$ 2,760,784.94**
80-Tort	$ 687,611.23	$ -	$ -	$ -	$ 195.77	**$ 687,807.00**
90-Fire Prevention & Safety	$ 287,759.00	$ -		$ (36,596.64)	$ 56.36	**$ 251,218.72**
						$ 49,064,661.08
TOTAL	**$ 50,693,946.08**	**$ 4,267,378.83**	**$ (1,673,761.05)**	**$ (4,365,479.52)**	**$ 142,576.74**	**$ 49,064,661.08**

Cash and Investments

	CASH			INVESTMENTS				
	0.0063%	0.0063%	0.0595%			0.0200%	0.0400%	
FUND	U.S. Bank - General Fund	U.S. Bank - Insurance Fund	Illinois Funds - General Fund	2021 Series BOND PROCEEDS	2021B Series BOND PROCEEDS	ISDLAF Investments	IIIT Investments	TOTAL
10 Education	$ 9,027,702.65	$ 295,625.48	$ 13,630,964.29		$ -	$ 1,558,859.32	$ 6,690,152.86	**$ 31,203,304.59**
20 Operations & Maintenance	$ 1,190,611.89		$ 1,587,306.90		$ -	$ -	$ 0.14	**$ 2,777,918.93**
30 Bond & Interest	$ 2,025,624.28	$ -	$ -		$ -	$ 54,754.64	$ -	**$ 2,080,378.92**
40 Transportation	$ 558,059.07	$ -	$ 1,233,091.44		$ -	$ -	$ 435,578.62	**$ 2,226,729.13**
50 IMRF / Social Security	$ 441,729.55		$ 513,713.26		$ -	$ 160,904.46	$ (126.45)	**$ 1,116,220.82**
60 Capital Projects	$ 403,965.42		$ 1,084,703.95	$ 3,319,119.25	$ 1,152,509.40	$ 4,471,628.65	$ -	**$ 5,960,298.02**
70 Working Cash	$ 1,495,694.78		$ 835,638.92		$ -	$ -	$ 429,451.24	**$ 2,760,784.94**
80 Tort	$ 665,146.45	$ -	$ 22,535.86		$ -	$ -	$ 124.69	**$ 687,806.99**
90 Fire Prevention & Safety	$ 246,622.12	$ -	$ 4,595.18		$ -	$ -	$ 1.43	**$ 251,218.73**
99 Activity						$ 31,518.37	$ 37,067.56	**$ 68,585.93**
TOTAL				**$**	**4,471,628.65**			**$ 49,064,661.08**
	$ 16,055,156.20	**$ 295,625.48**	**$ 18,912,549.80**			**$ 6,277,665.44**	**$ 7,592,250.09**	**$ 49,133,247.01**
							Minus Activity Funds	**$ 49,064,661.08**

Operating Funds Fund Balances

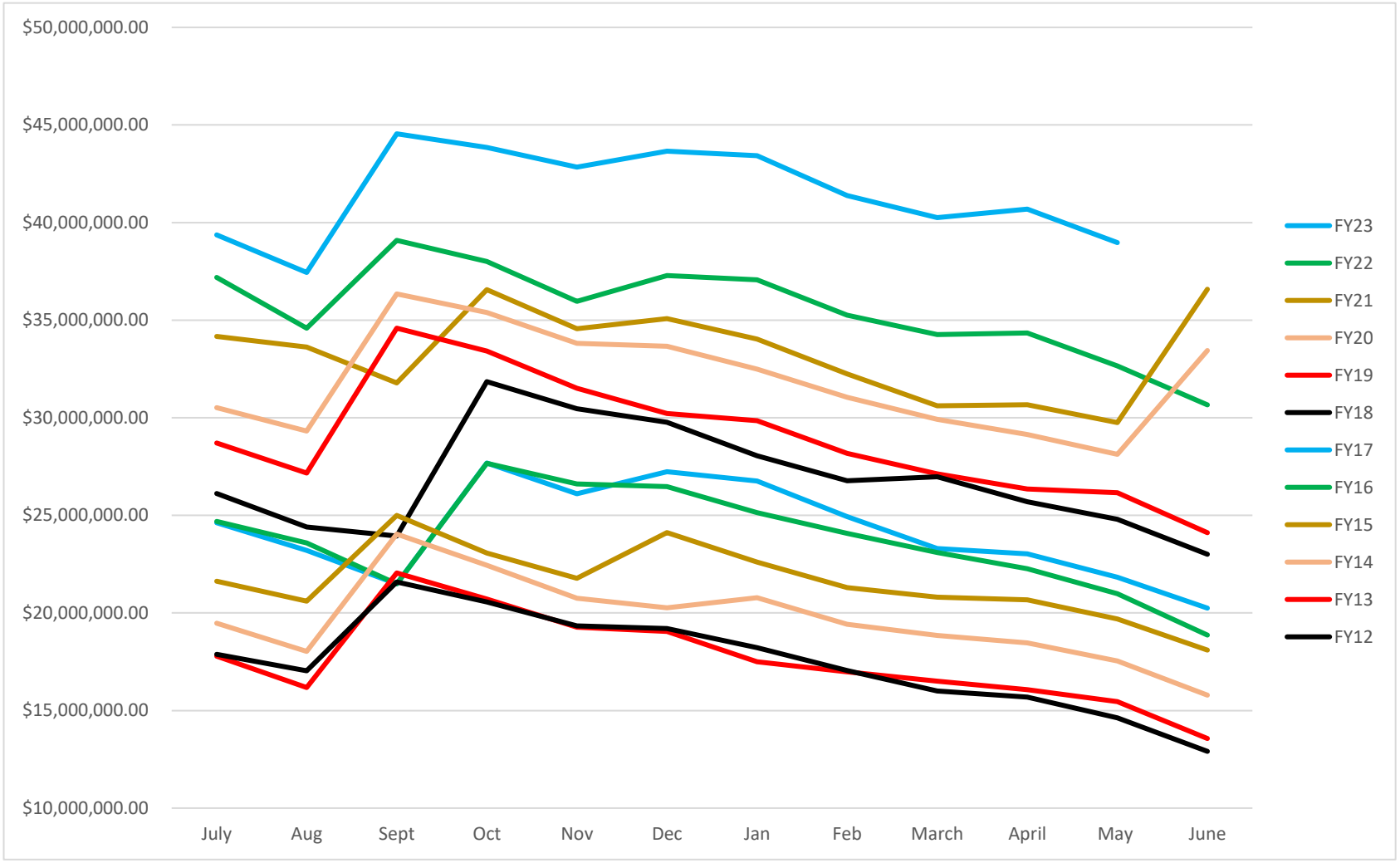
Operating Funds	Current Year FY 2023	Last Year FY 2022	Difference
Fund 10 - Education	$ 31,203,304.60	$25,492,098.25	$ 5,711,206.35
Fund 20 - O & M	$ 2,777,918.93	$2,309,115.04	$ 468,803.89
Fund 40 -Transportation	$ 2,226,729.13	$2,309,813.14	$ (83,084.01)
Fund 70 - Working Cash	$ 2,760,784.94	$2,543,774.04	$ 217,010.90
Total	**$ 38,968,737.60**	**$32,654,800.47**	**$ 6,313,937.13**

JSD117 Operating Funds (10,20,40,70) Fund Balance Tracker

	FY12	FY13	FY14	FY15	FY16 (Data from FY17 Reports)	FY17 (Data from FY18 Reports)	FY18
July	$ 17,884,028.44	$ 17,790,046.08	$ 19,468,087.50	$ 21,624,027.73	$ 24,687,720.25	$ 24,623,645.87	$ 26,119,137.31
Aug	$ 17,032,408.04	$ 16,183,954.87	$ 18,031,812.40	$ 20,604,326.72	$ 23,584,668.60	$ 23,198,148.27	$ 24,400,553.84
Sept	$ 21,584,837.05	$ 22,048,707.80	$ 24,039,759.91	$ 24,995,886.67	$ 21,486,255.51	$ 21,481,980.97	$ 23,939,615.12
Oct	$ 20,562,961.89	$ 20,718,785.25	$ 22,444,227.97	$ 23,063,863.73	$ 27,666,034.29	$ 27,680,888.76	$ 31,848,951.30
Nov	$ 19,333,874.80	$ 19,265,204.07	$ 20,758,681.22	$ 21,779,079.93	$ 26,611,275.00	$ 26,108,900.60	$ 30,458,183.54
Dec	$ 19,202,377.02	$ 19,055,659.56	$ 20,258,322.14	$ 24,112,608.76	$ 26,474,736.08	$ 27,241,039.30	$ 29,766,816.89
Jan	$ 18,227,266.23	$ 17,499,223.14	$ 20,785,475.48	$ 22,606,783.07	$ 25,131,972.71	$ 26,765,077.19	$ 28,056,212.67
Feb	$ 17,054,622.87	$ 16,975,197.61	$ 19,424,179.05	$ 21,303,691.60	$ 24,076,928.55	$ 24,939,131.71	$ 26,772,274.21
March	$ 16,004,303.48	$ 16,509,272.80	$ 18,841,453.68	$ 20,804,889.58	$ 23,092,860.01	$ 23,300,340.24	$ 26,975,199.58
April	$ 15,690,227.09	$ 16,062,546.69	$ 18,464,624.60	$ 20,671,470.57	$ 22,267,392.45	$ 23,024,771.02	$ 25,701,004.72
May	$ 14,619,527.47	$ 15,451,089.46	$ 17,541,393.37	$ 19,694,509.03	$ 20,985,168.10	$ 21,828,252.49	$ 24,802,013.88
June	$ 12,908,559.55	$ 13,567,337.17	$ 15,787,254.04	$ 18,097,036.80	$ 18,864,863.00	$ 20,246,098.18	$ 23,004,975.83

	FY19 (Data from FY20 Reports)	FY20	FY21	FY22	FY23	Diff from FY22
July	$ 28,704,621.81	$ 30,511,237.40	$ 34,166,838.27	$ 37,184,909.27	$ 39,373,950.75	$ 2,189,041.48
Aug	$ 27,167,938.32	$ 29,314,408.87	$ 33,622,130.70	$ 34,586,595.09	$ 37,443,398.00	$ 2,856,802.91
Sept	$ 34,589,412.24	$ 36,344,041.21	$ 31,781,122.60	$ 39,087,598.99	$ 44,547,543.87	$ 5,459,944.88
Oct	$ 33,411,519.88	$ 35,391,394.74	$ 36,568,143.28	$ 38,000,837.50	$ 43,844,391.79	$ 5,843,554.29
Nov	$ 31,504,906.78	$ 33,812,176.30	$ 34,557,079.89	$ 35,965,189.58	$ 42,841,247.85	$ 6,876,058.27
Dec	$ 30,222,622.29	$ 33,669,150.98	$ 35,077,382.21	$ 37,283,806.15	$ 43,660,197.63	$ 6,376,391.48
Jan	$ 29,855,296.57	$ 32,494,818.06	$ 34,027,110.31	$ 37,063,685.41	$ 43,422,125.09	$ 6,358,439.68
Feb	$ 28,169,544.23	$ 31,049,729.03	$ 32,239,920.70	$ 35,256,343.53	$ 41,386,291.22	$ 6,129,947.69
March	$ 27,124,584.49	$ 29,919,604.14	$ 30,614,155.73	$ 34,260,240.55	$ 40,247,763.55	$ 5,987,523.00
April	$ 26,355,315.66	$ 29,142,659.10	$ 30,970,524.43	$ 34,344,424.58	$ 40,690,243.93	$ 6,345,819.35
May	$ 26,153,656.41	$ 28,125,933.54	$ 29,751,782.56	$ 32,654,800.47	$ 38,968,737.60	$ 6,313,937.13
June	$ 24,110,629.20	$ 33,443,513.07	$ 36,583,678.58	$ 30,660,222.94	$ -	
		Extra Property Tax Payment				

JSD117 Operating Funds (10,20,40,70) Fund Balance Tracker - Graphs



C. Sales Tax Tracker
D. PPRT Tracker
E. State Updates
F. Vision 117 Phase III
G. ESSER Spending 14

REPORT ITEM **June 21, 2023**

TO: Board of Education
FROM: Kelly Zoellner
SUBJECT: ESSER Spending Update

ESSER II - $3,755,927

Budget Item	Budget Amount	Allocated	Spent
Early Years: 1/3 Nurse Salary & Benefits from 21-22	$18,409	$0	$18,409
Eisenhower Construction - G&H Architechts & Allen Service Corp	$476,228	$0	$476,228
Washington Construction - Johnco HVAC & Renovations	$3,261,290	$316,990	$2,944,300
TOTAL	**$3,755,927**	**$316,990**	**$3,438,937**

ARP (ESSER III) - $9,323,502

Budget Item	Budget Amount	Allocated	Spent
SEA - Summer Enrichment - Western IL Youth Camp Tuition	$37,347	$8,922	$28,425
SEA - After School Programs - Tutoring Stipends	$37,347	$25,992	$11,355
SEA - Learning Loss - Summer School Salaries & Benefits - APEX subscriptions - Summer School Curricular Needs	$186,733	$110,430	$76,303
Loss of Learning - 20%			
Loss of Planning Period Stipend for Title & EL teachers	$50,000	$6,539	$43,461
JHS Curriculum Supplements - Adobe, JHS Health, Mics for Band, AutoCAD Refresh, Math Lab Refresh, Monitors & Computers for Art Mini-lab, AP Calc prep books, Transitional Math Curr, Scanner for Art dept, Platform Athletics Digital Health Curr, Spanish & German Textbooks, EL Materials, Engines, Newsela license, STEP Curriculum, Geography Textbooks	$273,200	$25,532	$247,668
JMS Curriculum Supplements - Monitors for Art Mini-lab, CC Flipbooks for all Core Content Teachers, Mobile carts for Promethean Boards, Spanish Textbooks, Desks, Tables, and Chairs, Math Interventionist Materials, Stand up desk, **ELA Curriculum**	$358,000	$7,701	$350,299

Elementary Curriculum Supplements - ELL Program materials, Heggerty Materials, Music materials, Headphones, Science Experiment Kits, MobyMax Subsriptions, Ukeru materials, Mystery Science materials, From Phonics to Reading Pilot, Student partitions, Mystery Science Subscription (3 years), Heggerty upgrade	$320,779	$165,443	$155,336
Elementary Chromebook Refresh	$390,276	$0	$390,276
Active Panels - Update boards at JHS and complete board updates at JMS, North, South, & Eisenhower	$360,436	$1	$360,435
Elementary Teacher Laptop Refresh	$114,075	-$81	$114,156
Title I Crate - Grant compliance program	$8,400	$0	$8,400
Early Years Salaries & Benefits to cover Early Childhood Grant overage	$104,430	$0	$104,430
Remaining Balance of ESSER III funds			
COVID Tests	$3,300	-$68	$3,368
PPE - Biohazard bags, Face Masks, Isolation Gowns, Gloves, SHIELD Supplies	$9,825	$2	$9,823
Hotspot monthly service fees	$10,175	$3	$10,172
18 Electrostatic Machines	$10,512	$131	$10,381
Washington Elementary Construction	$707,130	-$1	707,131
JHS Air Quality - HALO Sensors - $9,508	$9,508	$0	$9,508
MW Construction ~ Emergency roof repairs	$48,102	$48,102	
Enviro-Vac Waste Services for COVID testing materials	$1,950	$0	$1,950
JMS HALO sensors	$9,750	$0	$9,750
Eisenhower Construction (carry over from ESSER II)	$6,272,227	$6,169,678	$102,549
TOTAL	**$9,323,502**	**$6,568,326**	$2,755,176

- SmartProcure
- Local Labs

Matthew Moore <mmoore@jsd117.org>

FOIA Request from May 11, 2023

1 message

Matthew Moore <mmoore@jsd117.org> Wed, May 17, 2023 at 3:30 PM
To: foia@news.locallabs.com

Mr. Espi,

Please see the attached response to the FOIA request we received on May 11, 2023.

Sincerely,
Matt Moore

Assistant Superintendent
Jacksonville School District 117

2 attachments

Local Labs Lurie Response Letter 05-17-23.pdf
323K

Lurie Children's Hospital Docs 05-11-23.pdf
1472K

Matthew Moore <mmoore@jsd117.org>

Fwd: FOIA Request - Lurie Children's Hospital

1 message

Steve Ptacek <sptacek@jsd117.org> Thu, May 11, 2023 at 6:52 AM
To: Matthew Moore <mmoore@jsd117.org>

Sent from my iPhone

Begin forwarded message:

From: Vince Espi <foia@news.locallabs.com>
Date: May 10, 2023 at 6:38:22 PM CDT
To: sptacek@jsd117.org
Subject: FOIA Request - Lurie Children's Hospital

To whom it may concern,

I am writing to you on behalf of Local Labs, which is an online publication that reports on and informs the citizens of Illinois about their local and state government's activities.

Please provide the following information:

- Copies of all records (transactions, invoices, etc) and email correspondences with Lurie Children's Hospital from July 1st 2022 to present day.

Please provide the records in electronic format csv, xlx or similar. Preferably transferred via email (you may just respond to this one) or an online file hosting service (such as Dropbox). As a media organization requesting these records primarily for the benefit of the general public, we request that any fees be waived. Thank you for your prompt assistance in providing these records.

Kind regards,

Vince Espi

Local Labs

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

Matthew Moore, Assistant Superintendent

RICH HISTORY, BRIGHT FUTURE

May 17, 2023

Dear Mr. Espi,

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 May 11, 2023, JSD 117 was in receipt of your request for the following: copies of all records (transactions, invoices, etc) and email correspondences with Lurie Children's Hospital from July 1st 2022 to present day.

As the FOIA Officer for Jacksonville School District 117 I am writing to inform you that your request is granted and the requested information is attached to the email accompanying this letter.

You have a right to have the result 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: public.access@ilag.gov

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,

Matthew Moore
Assistant Superintendent
FOIA Officer
Jacksonville School District 117
(217) 243-9411
mmoore@jsd117.org

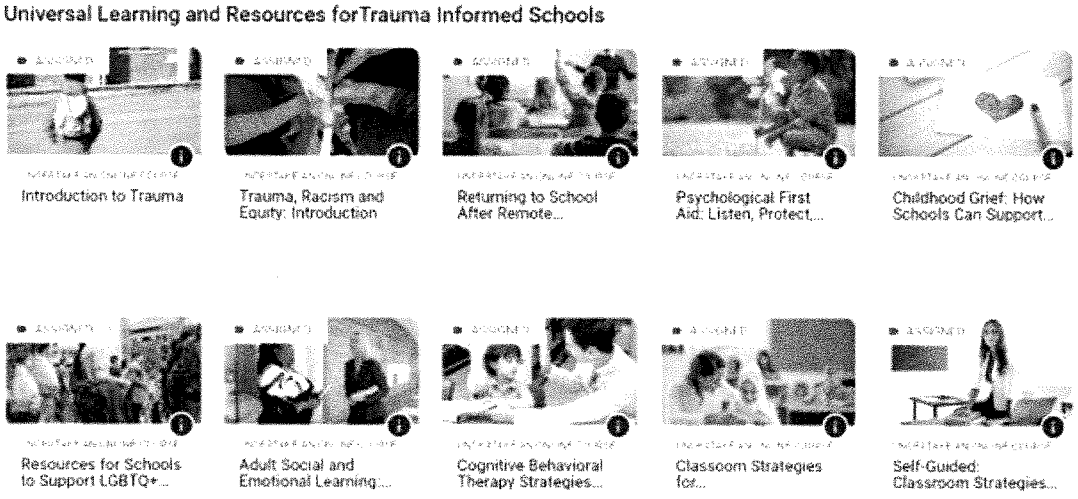
REACH Learning and Resource Hub Gets Revamped

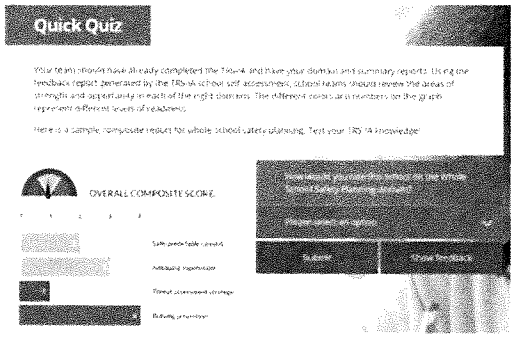
REACH@luriechildrens.org REACH Learning and Resource Hub Thursday, August 18, 2022 at 2:09:36 PM Central Daylight Time
To: REACH@luriechildrens.org REACH Learning and Resource Hub
To: bdavidsmeyer@jsd117.org



REACH Learning and Resource Hub Gets Revamped

Re-Join REACH Learning and Resource Hub







Just in time for a new school year, the REACH Learning and Resource Hub has a new look and enhanced interactive features, scenario-based, multimedia and gamified elements, all designed to help improve knowledge retention, engagement and collaboration

To access this improved learning HUB, you must re-register on the new platform.

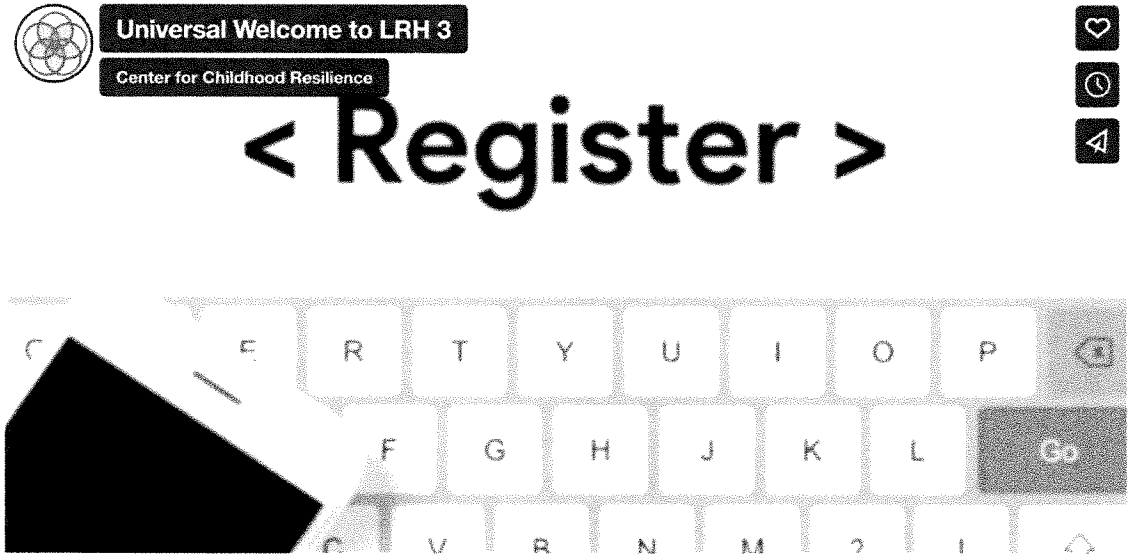
Other features of the enhanced Hub, include:

- Free, on-demand courses targeted for schools and districts that are approved for professional development hours through ISBE. New courses expected soon on Cognitive Behavioral Strategies for Schools; Classroom Strategies for Trauma-Responsive Schools; and Welcoming and Supporting Newcomer Youth.
- Self-guided learning content, including easily accessible and relevant resources to advance trauma-responsive work.

- Space for school community members across the State to come together virtually to share successes and challenges and engage in discussion with content experts.

Join the more than 7,000 individuals who have accessed the Hub.

Watch this short video to learn more



Re-Join REACH Learning and Resource Hub

™ REACH Statewide Initiative. All rights reserved 2022

Want to change how you receive these emails?
You can update your preferences or unsubscribe from this list.

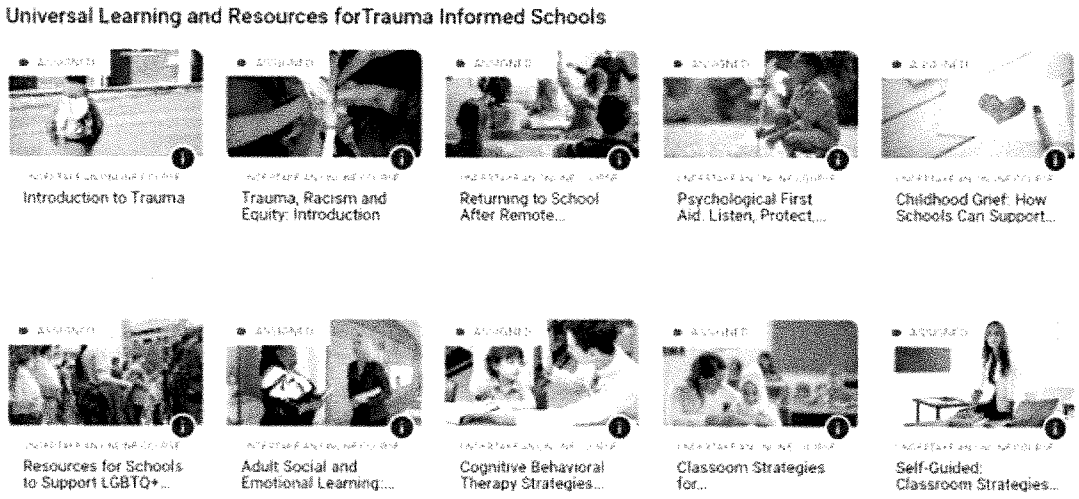
Don't forget! REACH Learning and Resource Hub Gets Revamped

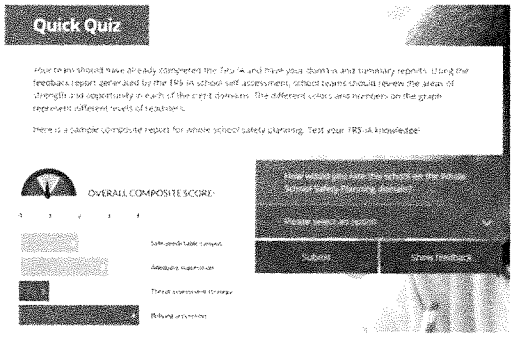
REACH@luriechildrens.org REACH Learning and Resource Hub Thursday, August 25, 2022 at 12:17:38 PM Central Daylight Time
To: REACH@luriechildrens.org REACH Learning and Resource Hub
To: bdavidsmeyer@jsd117.org

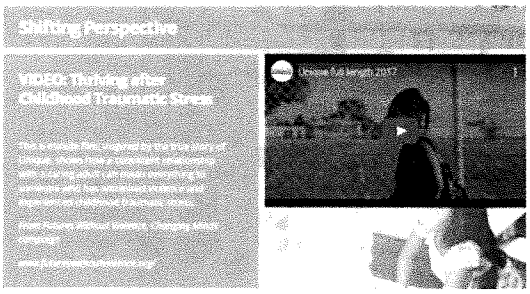
Don’t forget to re-register for the REACH Learning and Resource Hub.

Join the more than 7,000 individuals who have accessed the Hub by clicking below to update your registration to a new and improved version.

Re-Join REACH Learning and Resource Hub

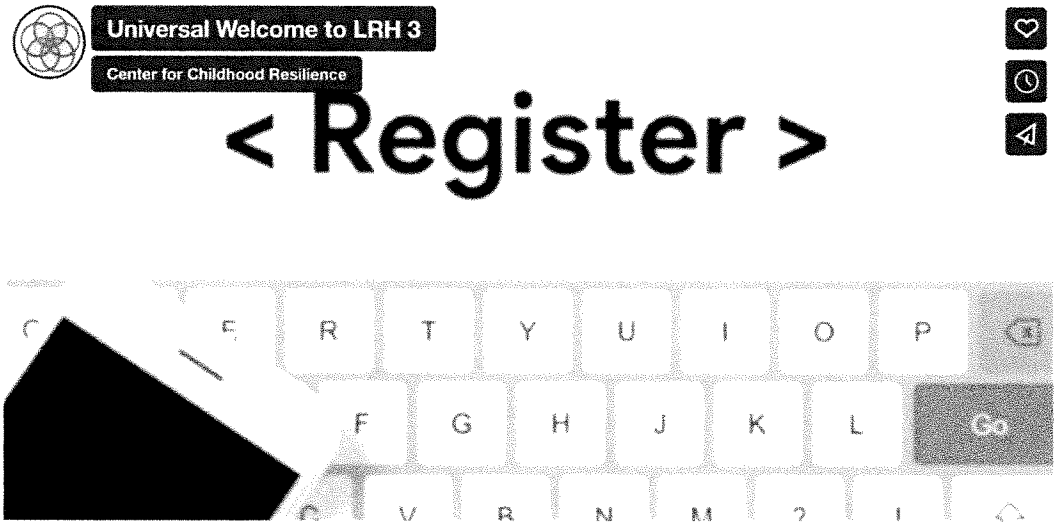






The enhanced platform offers a variety of virtual interactive resources, including scenario-based, multimedia and gamified tools. The on-demand education resource helps educators, school counselors, social workers, parents, and caregivers better support the wellness, mental health and resilience of the youth in your community.

Watch this short video to learn more



Re-Join REACH Learning and Resource Hub

Sign up to receive the REACH e-newsletter

The REACH newsletter is for educators, school counselors, social workers, parents, and caregivers who want to better support the wellness, mental health and resilience of the youth in their community.

It features tips and best practices from across the state around student wellness, creating trauma-informed schools and self-care. It also highlights additional resources available through the REACH Learning and Resource Hub, as well as updates on REACH schools and Communities of Practice.

Sign Up Here

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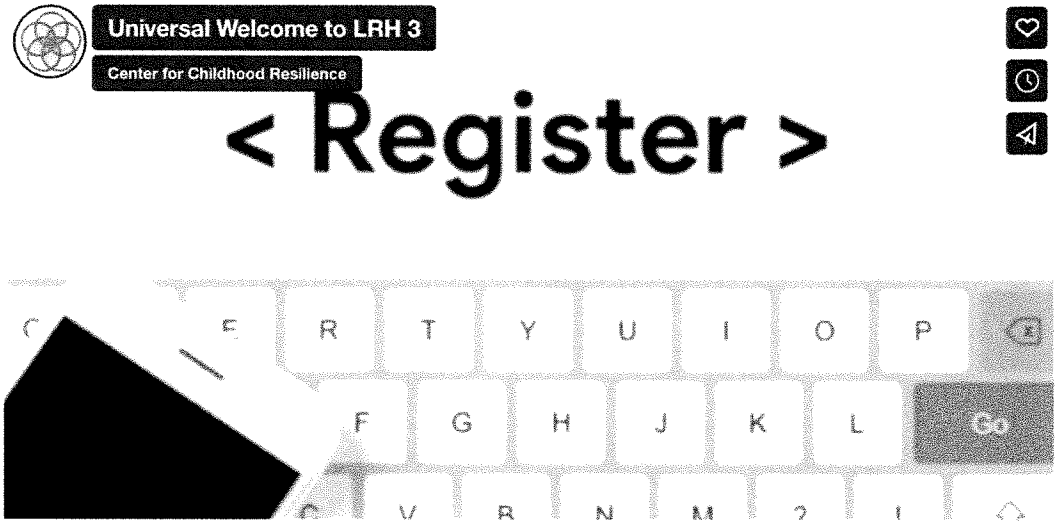
Old REACH Learning and Resource Hub Goes Offline Sept. 1

REACH@luriechildrens.org REACH Learning and Resource Hub Tuesday, August 30, 2022 at 5:49:53 PM Central Daylight Time
To: REACH@luriechildrens.org REACH Learning and Resource Hub
To: bdavidsmeyer@jsd117.org

Don't forget to re-register for the new and improved REACH Learning and Resource Hub. After September 1, the version used last year will no longer be available.

To access this improved learning HUB, you must re-register on the new platform by clicking below.

Re-Join REACH Learning and Resource Hub



Watch this short video to learn more

Re-Join REACH Learning and Resource Hub

Sign up to receive the REACH e-newsletter

The REACH newsletter is for educators, school counselors, social workers, parents, and caregivers who want to better support the wellness, mental health and resilience of the youth in their community.

It features tips and best practices from across the state around student wellness, creating trauma-informed schools and self-care. It also highlights additional resources available through the REACH Learning and Resource Hub, as well as updates on REACH schools and Communities of Practice.

Sign Up Here

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Kindly check your invoice bill!

boristhomas8993@gmail.com Boris Thomas Tuesday, September 20, 2022 at 1:17:46 PM Central Daylight Time

To: freyamathewysb@gmail.com, sramirez47@comcast.net, sramkey@hotmail.com, srammelsberg@cbi.com, sramos@premiumretail.com, sramos3214@hotmail.com, sramp@sherwood.k12.or.us, sramsay@swsi.com, sramsay@usps.com, sramsel@ikon.com, sramsewak@faribaultfoods.com, srana@cntus.jnj.com, srana@hveapc.com, sranallijr@gmail.com, sranch@starbucks.com, srandall@dhadal.com, srandall@tripwire.com, srandall78@yahoo.com, srandarilho@hotmail.com, srandle@splunk.com, srandolph@abc-sg.com, sranes@mail.usf.edu, sranganathan@ccsd.net, sranganathan@qualcomm.com, srangel@proanglemedia.com, srangel713@yahoo.com, srani-alamanda@richlandone.org, sraniero@skypac.com, srank@centurytel.net, srankin@summitlawyers.net, sranlili20@yahoo.com, sranraheli@rocketmail.com, sransom1330@aol.com, sransome@apple.com, sransom-jones@neohapsis.com, srao@mum.edu, srao@urban.org, srao30@comcast.net, srapanan@drti.com, srapin@hospiceadvantage.com, srappopo@sdsc.edu, srapson@imperialbeverage.com, sras1_calhoun@yahoo.com, srasband@gmail.com, sraschhofer@lsac.org, srasheed@amerisourcebergen.com, sraskin@sirspeedyny.net, srasmuss.ga@gmail.com, srast@kennesaw.edu, srasyte@yahoo.com, sratanachalee@upfc.com, sratanavong@hcc.commnet.edu, sratcliff@burypartners.com, sratcliff@gulftel.com, srathbun2010@gmail.com, srathje@lockheedmartin.com, srathman@walmart.com, srathore@illumina.com, sratinasabapati@kindsnacks.com, sratliff@btes.tv, sratliff@wyoming.com, srattray@manhard.com, srau@rogerskrajnak.com, srauctioneers@gmail.com, sraud63@yahoo.com, srauer@mfy.org, srausch@uwhealth.org, srauser@iec-okc.com, srava@alleghenyedusys.com, sravan.anumula@gmail.com, sravan.babulal@flightsafety.com, sravani.misra@thomsonreuters.com, sravanich2011@linkedin.com, sravanth.prakash@gmail.com, sravanthi.modali@birlasoft.com, sravanthi1512@yahoo.co.in, sravanthidinakar@gmail.com, sravanthipolina@yahoo.com, sravanyadav346@gmail.com, sraven@mac.com, sravet@bhsusa.com, sravichandran@apnaghar.org, sravilla@usps.com, 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srbjmb@frontiernet.net, srblanchard23430@comcast.net, srblender@hotmail.com, srbowen@webtv.com, srbraswell@yahoo.com, srbuchholz@gmail.com, srbushway@yahoo.com, srbusse@sbcglobal.net, src.reichstein@gmail.com, src@northpacificsupply.com, src0006@uah.edu, src31@pitt.edu, src4243@yahoo.com, src4k@comcast.net, srcapella@comcast.net, srcarey99@hotmail.com, srcarr71@yahoo.com, srcarroll78@yahoo.com, srcary@glatfelter.com, srccook@comcast.net, srcgreen2@yahoo.com, srcheng@gmail.com, srchihuahua@hotmail.com, srchmedia@gmail.com, srcholst@comcast.net, srcmom@yahoo.com, srcookjr@aol.com, srcooper1104@yahoo.com, srcos70@aol.com, srcrislip@gmail.com, srcsw@yahoo.com, srctec@aol.com, srd@nyct-cfi.org, srd@spiritone.com, srdalu@yahoo.com, srdanjov@aol.com, srdawson14@gmail.com, srddre@sonic.net, srdhrtk10@gmail.com, srdinnc@msn.com, srdlo2011@gmail.com, srdolezal@verizon.net, srduke33@yahoo.com, srdzigns@gmail.com, srea@allstaffaz.com, sread@clemson.edu, sread@semprautilities.com, 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sreed1986@yahoo.com, sreedeepti@gmail.com, sreeder@helmsbriscoe.com, sreeder@scsk12.org, sreeder@vanderburghgis.com, sreedevi.rupesh@gmail.com, sreedevi.uppalapati@gmail.com, sreedevi.vajrala@sitel.com, sreedhar.maddipatla@ally.com, sreedhar_sg@yahoo.com, sreedharbn@yahoo.com, sreedrn10@yahoo.com, sreeds@eiu.edu, sreeger@mcgteam.com, sreejitha@8kmiles.com, sreekanth.ananthapadmanabhan@techmahindra.com, sreekanth.atturu@charter.com, sreekanth627@gmail.com, sreekanthgowlikar@gmail.com, sreekanthlal@rediffmail.com, sreekveni@yahoo.com, sreelu_ch@yahoo.co.in, sreematta@crd.com, sreemca1295@gmail.com, sreemoyee.roy@cognizant.com, sreenath_kolachur@homedepot.com, sreenathmohan@northwesternmutual.com, sreenban@gmail.com, sreenivas.gollapudi@oracle.com, sreenivas.mullagiri@bankofthewest.com, sreenivas.tarugu@eds.com, sreenivasa.kotagiri@embarq.com, sreenivasakumar.vavilala@wipro.com, sreenivasan.ramanujam@gmail.com, sreenivasareddypittam@gmail.com, sreenu19842003@yahoo.com, sreepika@yahoo.com, 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Thanks & Regards

Attachments:

INVOICE BILL # 56789547.jpg 1.5M

Dear customer ,

Thank you for being a member of Geek Squad services .Your membership request has been successfully placed.Membership fund was charged from the card linked with your malware account. Charged amount will be reflected in your a/c within next 24hrs and it will charged you $413.

Billed To
Customer Id : 9858092138904376
Invoice Number : **7854YTI56897FG567**
Renewal Date : **September 20, 2022**

Description	Quantity	Unit Price	Total
GEEK SQUAD protection service	One Year Subscription	$413	$413

If You Didn't Authorize This Charge, You Have 24hrs. To Cancel & Get An Instant REFUND Of Your Annual Subscription, To CANCEL the subscription , reach us at : +1 (844) 255-8578

Thanks ,
GEEK SQUAD
Billing Team , +1 (844) 255-8578

Matthew Moore <mmoore@jsd117.org>

FOIA Request from 5-7-2023

1 message

Matthew Moore <mmoore@jsd117.org> Fri, Jun 2, 2023 at 3:00 PM
To: Rexal Alzona <ralzona@smartprocure.com>

Mr. Alzona,

Please see the attached response to your FOIA request received on May 7, 2023.

Thank you,

Assistant Superintendent
Jacksonville School District 117

2 attachments

SmartProcure FOIA Data 6-2-23.pdf
327K

SmartProcure Response Letter 06-02-23.pdf
332K

Entered Date	Batch Number	Description	Vendor Name	Vnd St	Amount
05/01/2023	01	Family Night meals	JHS CAFETERIA	IL	1815
05/01/2023	01	SIP Days - Take Home Snack	JHS CAFETERIA	IL	164.8
04/25/2023	25	Playground Mulch	TURNER TREE SERVICE	IL	4800
04/11/2023	11	Birth Certificate	MORGAN CO HEALTH DEPT	IL	15
03/30/2023	30	Pancake & Sausage Tickets for Families	KIWANIS CLUB OF JACKSONVI...	IL	1400
03/29/2023	29	Taxi Fare for Families	AUTO PRO TAXI	IL	600
03/24/2023	24	Conscious Discipline Workshop - Parent Attendees	JACKSONVILLE AREA FRIENDS...	IL	310
03/14/2023	14	Laminating Film	TOM DAY BUSINESS MACHINES	IL	436
03/06/2023	06	Pre-K Curriculum Guides	TEACHING STRATEGIES	IL	1461.6
02/22/2023	22	Food & Drink for SOUPer Family Night (0-5 Event)	COUNTY MARKET	IL	703.66
02/16/2023	16	Milk for PM class snack	JHS CAFETERIA	IL	601.6
02/08/2023	08	March books for Pre-K	SCHOLASTIC BOOKS	MO	480
05/03/2023	03	Psych supplies	THERAPY SHOP , INC.	MI	87.77
05/01/2023	01	Psych supplies	BMO CORPORATE MASTERCARD ...	IL	230
04/26/2023	26	Psych supplies	WPS PUBLISHING, LLC	CA	332
04/21/2023	21	Phonak Warranty Quote 5120203806	PHONAK U.S.	IL	459.17
04/19/2023	19	Pearson Speech supplies	PEARSON (ORDERING DEPT)	TX	189.74
04/19/2023	19	Battery Charger J. Thomas	BMO CORPORATE MASTERCARD ...	IL	79
04/18/2023	18	ARP IDEA Flow Through Grant	FUN & FUNCTION	PA	544.2
04/13/2023	13	Phonak warranty E Brammeier	PHONAK U.S.	IL	100
02/17/2023	17	LessonPix renewal Quote 2023021343	LESSON PIX CUSTOM LEARNIN...	FL	486
02/16/2023	16	Psychologist supplies	WPS PUBLISHING, LLC	CA	166
02/15/2023	15	Bear Hug Vest S. Turner	SOUTHPAW ENTERPRISES	OH	113
02/15/2023	15	GoTalk 4+ R. Vitale	BMO CORPORATE MASTERCARD ...	IL	207.04
03/14/2023	14	Cameras for the traverse's and the activity bus	PRO-VISION VIDEO SYSTEMS	MI	1796
03/06/2023	06	Parts Washer	NAPA AUTO PARTS	IL	2250
05/04/2023	04	Repair of water-damaged Parent Educator device from Early Years Program	DELL COMPUTER CORP	IL	370.16
05/03/2023	03	RAM for Refreshed Devices as Per 5 Year Cycle	CDW GOVERNMENT	IL	1450
05/01/2023	01	Replacement bulb for JMS Tech Classroom projector	SHI INTERNATIONAL CORP	TX	71
04/24/2023	24	Annual PDQ Renewal	PDQ.COM CORPORATION	UT	1275
04/21/2023	21	Switches and required accessories to be used in locations such as Washington, Eisenhower and JHS. Firewall to be used at the new maintenance facility	CXTEC	NY	56018.98
04/20/2023	20	Monitors to replace outdated and faulty units throughout the district.	DELL COMPUTER CORP	IL	65633.15
04/20/2023	20	Desktop units for Crossroads Classrooms as part of the 5 year refresh cycle	DELL COMPUTER CORP	IL	17495.55
04/20/2023	20	Desktop units for Central Office, Special Services, Crossroads/TAP, Bus Garage as per 5 year refresh cycle	DELL COMPUTER CORP	IL	35425

04/20/2023	20	Teacher Laptops for Crossroads and Special Services Staff as part of the 5 year refresh cycle	DELL COMPUTER CORP	IL	4533.05
04/20/2023	20	Replacement castors for mobile Promethean stands.	HADDOCK	MO	145
04/20/2023	20	Expansion unit for the existing Synology setup at JHS for immutable backups with Veeam and for expanding JHS Milestone video storage	SHI INTERNATIONAL CORP	TX	5992
04/18/2023	18	1 year renewal of the S2 Netbox system (doors/access control only)	HEART TECHNOLOGIES, INC	IL	1638.75
04/17/2023	17	iPads for Special Services	APPLE, INC.	TX	3414
04/11/2023	11	Replacement Chromebook parts for District devices	AG PARTS WORLDWIDE, INC.	PA	263.4
03/27/2023	27	Adobe Enterprise License Renewal	BELL TECHLOGIX, INC.	PA	2460
03/22/2023	22	Monitors for JHS Principal and Admin Assistant	DELL EMC	PA	1136.76
03/09/2023	09	Replacement handsets for district IP phones.	CXTEC	NY	165.33
03/07/2023	07	Additional Intercom Speaker at Crossroads Learning Center	SENERGY TECHNOLOGIES	IL	1134
02/28/2023	28	Camera license for additional camera at Eisenhower	HEART TECHNOLOGIES, INC	IL	241.8
02/13/2023	13	Replacement batteries for backups.	CDW GOVERNMENT	IL	1950
02/08/2023	08	ClassLink initial setup and training for District implementation.	CLASSLINK INC.	NJ	2495
02/06/2023	06	Washington Elementary Radio Repeater System	GLOBAL TECHNICAL SYSTEMS,	IL	6760.25
05/03/2023	03	ELEMENTARY SUMMER ORDER	AREA DISTRIBUTORS	IL	10517.5
05/02/2023	02	New Drive Gate at Bus Garage- New Slide Gate; Manually Operated	AMCO FENCE CO, INC	IL	4890
04/25/2023	25	2023 JHS Summer Supplies	DUTCH HOLLOW SUPPLIES	IL	6047.8
04/25/2023	25	2023 Elementary Summer Supplies	DUTCH HOLLOW SUPPLIES	IL	849.29
03/31/2023	31	MURRAYVILLE ROOF REPLACEMENT	MEYER ROOFING INC	IL	48102
03/21/2023	21	CHAIN LINK FENCE AND GATES	AMCO FENCE CO, INC	IL	39890
03/07/2023	07	JHS MECHANICAL ROOM REPAIRS	DOYLE PLUMBING & HEATING	IL	2657.85
02/28/2023	28	PAPER TOWELS BLEACH GLOVES	DUTCH HOLLOW SUPPLIES	IL	3496.57
02/15/2023	15	MOLD TESTING AT JHS	RELIABLE ENVIRONMENTAL SO...	IL	1250
02/07/2023	07	TOILET PAPER	TRIAD INDUSTRIAL SUPPLY	IL	3300
05/03/2023	03	TITLE MATERIAL FOR WASHINGTON	WILLIAM H. SADLIER INC.	NJ	3643.86
05/01/2023	01	M-W AND SOUTH TITLE MATERIAL	ETA HAND2MIND	IL	1935.19
05/01/2023	01	M-W TITLE MATERIAL	DISCOUNT SCHOOL SUPPLY	IL	199.99
05/01/2023	01	M-W TITLE MATERIAL	LAKESHORE	CA	6362.64
05/01/2023	01	M-W TITLE MATERIAL	NASCO	WI	30.45
05/01/2023	01	M-W TITLE MATERIAL	REALLY GOOD STUFF LLC	IL	1532.38
05/01/2023	01	APEX FOR JMS (HOMEBOUND STUDENT)	EDMENTUM INC	IL	70.72
05/01/2023	01	M-W TITLE MATERIAL	EAI EDUCATION	MA	349.73
05/01/2023	01	M-W TITLE MATERIAL	TEACHER DIRECT	AL	22.36
04/28/2023	28	NORTH TITLE MATERIAL	FUN & FUNCTION	PA	277.83
04/27/2023	27	BREAKOUT EDU RENEWAL FOR NORTH	BREAKOUT INC.	NY	99
04/27/2023	27	NEURONET FOR SOUTH	NEURONET LEARNING LLC	DC	599
04/27/2023	27	GEOGRAPHY BOOK FOR JHS	SAVVAS LEARNING COMPANY L...	GA	26568
04/26/2023	26	APEX LICENSES FOR 2023-2024	EDMENTUM INC	IL	6750
04/24/2023	24	JMS SCIENCE MATERIAL	NASCO	WI	474.75

04/24/2023 24	DNA IN ACTION KIT FOR JMS	FLINN SCIENTIFIC	IL	123.75
04/24/2023 24	SPECIAL SERVICES MATERIAL	ATTAINMENT CO	WI	900.9
04/20/2023 20	ELEMENTARY ART MATERIAL	SCHOOL SPECIALTY	WI	158.44
04/19/2023 19	SCHOLASTIC NEWS FOR NORTH 2023-2024	SCHOLASTIC CLASS MAGAZINE	MO	527.13
04/18/2023 18	TITLE MATERIAL FOR JMS	WRS GROUP, LTD.	TX	228.58
04/18/2023 18	BOOKS FOR SOUTH	OUR TOWN BOOKS	IL	229.24
04/14/2023 14	HANDWRITING WITHOUT TEARS WORKBOOKS	HANDWRITING WITHOUT TEARS	MD	10778.63
04/13/2023 13	TITLE MATERIAL FOR JMS	SCHOOL SPECIALTY	WI	422.44
04/13/2023 13	TENNIS RACQUET SET FOR JMS	FLAGHOUSE	NJ	600.88
04/13/2023 13	CHAIRS FOR SOUTH	DECKER EQUIPMENT	MI	657.53
04/13/2023 13	AWARDS FOR NORTH	JONES SCHOOL SUPPLY	SC	108.45
04/12/2023 12	BRAG TAGS FOR NORTH	SCHOOL LIFE	CA	33.9
04/12/2023 12	BRAG TAGS FOR NORTH	SCHOOL LIFE	CA	24.05
03/31/2023 31	SYLLABLE BOOKS	IMSE	MI	854.78
03/30/2023 30	MISC TEACHING MATERIAL FOR SOUTH	CARSON/DELLOSA	TX	47.05
03/30/2023 30	CHAIR BANDS FOR SOUTH	NASCO	WI	494.65
03/30/2023 30	TITLE MATERIAL FOR SOUTH	PARENT TEACHER TOOLS & TO...	IL	43.73
03/30/2023 30	TITLE MATERIAL FOR NORTH	ORIENTAL TRADING CO INC	MN	309.92
03/27/2023 24	CHAIRS FOR M-W	SCHOOL OUTFITTERS	OH	634.64
03/27/2023 27	MISC TITLE MATERIAL FOR M-W	REALLY GOOD STUFF LLC	IL	1030.69
03/27/2023 27	MURRAYVILLE TITLE MATERIAL	THE LITTLE SIGN COMPANY, ...	FL	30
03/27/2023 27	TITLE BOOKS FOR EISENHOWER	HIGH NOON BOOKS	CA	4144.8
03/27/2023 24	BOOKS FOR EISENHOWER	WHOLE PHONICS INC	NY	1893.81
03/27/2023 24	TITLE MATERIAL FOR EISENHOWER	WILSON LANGUAGE TRAINING	MA	360.72
03/24/2023 23	SOUTH TITLE MATERIAL	LAKESHORE	CA	2500.82
03/23/2023 23	BOOKS FOR M-W	PIONEER VALLEY ED. PRESS	MA	655.6
03/23/2023 23	PE EQUIPMENT FOR M-W	S & S WORLDWIDE	MA	176.81
03/23/2023 23	M-W PLANNERS	MERIDIAN STUDENT PLANNERS	MO	311.92
03/22/2023 22	HEGGERTY BOOKS FOR EISENHOWER	LITERACY RESOURCES LLC	IL	819.72
03/22/2023 22	SECRET STORIES FOR EISENHOWER	MARENEM INC	NC	1318.9
03/22/2023 22	APEX SUBSCRIPTIONS FOR JMS	EDMENTUM INC	IL	99.77
03/22/2023 22	STARFALL MEMBERSHIP FOR M-W	STARFALL EDUCATION FOUNDA...	CO	355
03/20/2023 20	SOUTH TITLE MATERIAL	TEACHER CREATED RESOURCES	CA	265.79
03/20/2023 20	WRITING/GRAMMAR MATERIAL FOR SOUTH	PRO-ED	TX	453.2
03/16/2023 16	NEWSELA SOCIAL STUDIES FOR JHS	NEWSELA	CA	4240
03/16/2023 16	IPT TESTS FOR EARLY YEARS	BALLARD & TIGHE	CA	232.1
03/16/2023 16	EXPRESS READERS FOR NORTH	EXPRESS READERS	CA	757.55
03/15/2023 15	GLOBAL PD LICENSES	SOLUTION TREE	IN	3576.06
03/15/2023 15	CLASS EQUITY	CLASSECONOMY LLC	VA	2742.5
03/14/2023 14	MISC TITLE MATERIAL	FUN & FUNCTION	PA	271.14
03/14/2023 07	TITLE MATERIAL	REALLY GOOD STUFF LLC	IL	1834.44
03/14/2023 14	LAMINATING FILM	LAMINATOR.COM	IL	488.46
03/14/2023 14	BOOKS FOR M-W	FROG PUBLICATIONS	FL	1362.64
03/10/2023 10	BARNES & NOBLE FOR SOUTH	BARNES & NOBLE INC	TX	191.01
03/08/2023 08	NORTH TITLE MATERIAL	FUN & FUNCTION	PA	746.17
03/07/2023 07	TITLE MATERIAL	SENSORYEDGE	CA	279.95
03/07/2023 07	GLOBE	SCHOOL OUTFITTERS	OH	79.73

03/07/2023 07	SEATSACKS	SEAT SACK/O2TEACH	FL	393.5
03/07/2023 01	PE EQUIPMENT FOR SOUTH	US GAMES	TX	379.9
03/07/2023 06	POCKET FOLDERS FOR JMS	DEMCO	WI	403.41
03/06/2023 23	SOUTH TITLE MATERIAL	REALLY GOOD STUFF LLC	IL	1888.84
03/06/2023 06	OSS TITLE MATERIAL	SCHOOL SPECIALTY	WI	229.56
03/03/2023 03	NORTH/SOUTH TITLE MATERIAL	ETA HAND2MIND	IL	1669.47
03/02/2023 02	SPRING CONCERT MUSIC	PLANK ROAD PUBLISHING, IN...	WI	59.8
03/02/2023 02	ELEMENTARY ART SUPPLIES	SCHOOL SPECIALTY	WI	300.54
03/01/2023 01	SOUTH TITLE MATERIAL	DISCOUNT SCHOOL SUPPLY	IL	195.17
02/27/2023 27	SOUTH TITLE MATERIAL	QUILL CORP. (ORDERS)	PA	241.78
02/23/2023 23	MYSTERY SCIENCE MEMBERSHIPS FOR 3 YEARS	MYSTERY SCIENCE INC.	GA	19425
02/23/2023 23	E BOOK FOR SOUTH	JW PEPPER	PA	26.95
02/22/2023 22	HEGGERTY MATERIALS	LITERACY RESOURCES LLC	IL	4719.6
02/21/2023 21	MISC TITLE MATERIAL FOR SOUTH	TEACHER CREATED RESOURCES	CA	54.91
02/21/2023 21	SOUTH TITLE MATERIAL	LAKESHORE	CA	253.53
02/17/2023 17	SOUTH TITLE MATERIAL	LAKESHORE	CA	367.84
02/17/2023 16	TITLE MATERIAL FOR OSS	REALLY GOOD STUFF LLC	IL	231.96
02/17/2023 17	TITLE SUPPLIES FOR SOUTH	SCHOOL SPECIALTY	WI	535.31
02/17/2023 17	KINDERGARTEN GIVE AWAY BOOKS	SCHOLASTIC FACE	MO	358.75
02/16/2023 16	CHAIR BANDS FOR SOUTH	NASCO	WI	494.65
02/16/2023 16	SOUTH TITLE MATERIAL	ETA HAND2MIND	IL	81.73
02/16/2023 16	SCHOLASTIC NEWS, SCHOLASTIC SCIENCE SPIN, SCHOLASTIC SCOPE	SCHOLASTIC CLASS MAGAZINE	MO	818.48
02/16/2023 16	GIVE AWAY BOOKS FOR NORTH	SCHOLASTIC FACE	MO	511.08
02/10/2023 10	SOUTH TITLE MATERIAL	TREND ENTERPRISES	MN	71.92
02/10/2023 10	TITLE MATERIAL FOR NORTH	ORIENTAL TRADING CO INC	MN	63.95
02/10/2023 10	SOUTH TITLE MATERIAL	ETA HAND2MIND	IL	67.13
02/10/2023 10	MYSTERY SCIENCE KITS	MYSTERY SCIENCE INC.	GA	10960
02/09/2023 09	CHAIR POCKETS FOR SOUTH	REALLY GOOD STUFF LLC	IL	377.64
02/09/2023 09	SOUTH TITLE MATERIAL	SCHOOL SPECIALTY	WI	162.19
02/09/2023 09	TITLE SUPPLIES FOR SOUTH	LEARNING RESOURCES	IL	128.95
02/08/2023 08	MOBILE BOOK TRUCK FOR JMS	ACP DIRECT	TX	866.7
02/07/2023 07	TITLE SUPPLIES FOR SOUTH	REALLY GOOD STUFF LLC	IL	2174.88
02/07/2023 07	SOUTH TITLE ORDERS	TEACHER CREATED RESOURCES	CA	43.93
02/07/2023 07	TITLE MATERIAL FOR OSS	LAKESHORE	CA	1427.28
02/06/2023 06	SOUTH TITLE MATERIAL	BAKER'S BEARS, LLC	TX	70.78
02/08/2023 08	NEW SOFTWARE FOR STUDENT ACCESS- COMMON GOAL SYSTEMS (PAY JULY 2023)	COMMON GOAL SYSTEMS INC	IL	60196.4
04/27/2023 27	Football Laptop. Being ordered by Nick Guidish. Company needs PO but will pay out of activity account #906.	DELL COMPUTER CORP	IL	906.61
04/12/2023 12	Singlets, Mesh Shorts, and T-Shirts Company needs PO-- will pay out of Wrestling Activity #922	RUDIS	OH	2718.9
03/29/2023 29	GameStrat, "pro press box". This is to be paid on July 1st out of football budget.	GAMESTRAT	ON	1125
03/24/2023 24	Game One Jacket Order-- Girls Soccer	GRAPHIC EDGE, LLC	IL	2537.71

	MF Athletic Track Supplies $810.00 from budget 10 E 247			
03/24/2023 24	1500 4100 $99.60 from Boys Track Activity 919	M-F ATHLETIC CO	RI	909.6
03/22/2023 22	Yearly support software update.	ACTIVE NETWORK, LLC	GA	179
02/21/2023 21	Hip Numbers from First to the Finish $140.95	FIRST TO THE FINISH	IL	140.95
04/20/2023 20	Supplies for Choir	JW PEPPER	PA	270.68
04/20/2023 20	Supplies for Choir	JW PEPPER	PA	556.39
04/20/2023 20	Supplies for Choir	JW PEPPER	PA	513
04/13/2023 13	Supplies for Welding	SELVAGGIO STEEL	IL	1953.46
04/13/2023 13	Supplies for English	PERMA-BOUND	IL	1039.8
04/12/2023 12	Supplies for Welding	MCMASTER-CARR SUPPLY	IL	2223.56
04/20/2023 20	Stamps	UNITED STATES POSTAL SERV...	IL	2100
04/21/2023 21	Washington pens	PENS.COM	TN	79
04/13/2023 13	PAINT SUPPLIES FOR WASHINGTON	BLICK ART MATERIALS	IL	525.6
02/13/2023 10	Postage	UNITED STATES POST OFFICE	IL	660
04/12/2023 12	South Supplies	QUILL CORP. (ORDERS)	PA	240.31
03/14/2023 14	SOUTH NURSE SUPPLIES	SCHOOL NURSE SUPPLY INC	IL	238.88
03/14/2023 14	SUPPLIES FOR SOUTH OFFICE	QUILL CORP. (ORDERS)	PA	271.91
04/20/2023 20	Nurse supplies	MACGILL SCHOOL NURSE SUPP...	IL	277.39
04/20/2023 20	Supplies	QUILL CORP. (ORDERS)	PA	275.03
04/18/2023 18	Nicky Folders	ROCHESTER 100 INC	NY	326.25
02/28/2023 28	Nurse supplies	SCHOOL NURSE SUPPLY INC	IL	92.66
02/09/2023 09	Feminine Care Products	MACGILL SCHOOL NURSE SUPP...	IL	174.99
02/09/2023 09	Feminine Care Vending Machine	MACGILL SCHOOL NURSE SUPP...	IL	424
02/06/2023 06	Art Supplies	BLICK ART MATERIALS	IL	180.4
04/21/2023 21	supplies	QUILL CORP. (ORDERS)	PA	1573.96
04/19/2023 19	Office Supplies	QUILL CORP. (ORDERS)	PA	213.33
04/19/2023 19	Omnikin Kin-ball Sport Game	GOPHER	MN	359
04/19/2023 19	Really Good Stuff Monthly Calendar Item #172209	REALLY GOOD STUFF LLC	IL	18.99
04/17/2023 17	Document shredding 110lbs.	BROCKSCHMIDT BETH A	IL	18.7
04/12/2023 12	Owl Pellets refill	OBDK	WA	145.5
04/11/2023 11	Custom Ribbon Honor Roll	JONES SCHOOL SUPPLY	SC	235
03/27/2023 27	supplies to make ice packs	HOLT NANCY	IL	20.4
02/22/2023 22	Document Shredding 105lbs.	BROCKSCHMIDT BETH A	IL	17.85
02/13/2023 13	Nurse Supplies	SCHOOL NURSE SUPPLY INC	IL	38.8

Matthew Moore <mmoore@jsd117.org>

SmartProcure FOIA Request to Jacksonville School District No. 117 For PO/Vendor Information

1 message

Rexal Alzona <ralzona@smartprocure.com> Sun, May 7, 2023 at 8:02 AM
To: "mmoore@jsd117.org" <mmoore@jsd117.org>

Dear Matthew Moore or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Jacksonville School District No. 117 for any and all purchasing records from 2/6/2023 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.

https://upload.smartprocure.com/?id=c2RqPWEyYjZRMDAwMDAzcllBc1FBTSZzdD1JTCZvcmc9SmFja3NvbnZpbGxlU2Nob29sRGlzdHJpY3RObzExNw%3D%3D

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Rexal Alzona
Data Acquisition Specialist
SmartProcure
Direct:
Email: ralzona@smartprocure.com

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

RICH HISTORY, BRIGHT FUTURE

Matthew Moore, Assistant Superintendent

June 2, 2023

Dear Mr. Alzona,

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 May 8, 2023 (request sent on Sunday, May 7), JSD 117 was in receipt of your commercial FOIA request for the "any and all purchasing records from 2/6/2023 to current." It is also noted that the request is "limited to readily available records without physically copying, scanning or printing paper documents."

As the FOIA Officer for Jacksonville School District 117, I am writing to inform you that your request is granted and the requested information is attached to the email accompanying this letter.

You have a right to have the result 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, IL 62706
Fax: 217-782-1396
Email: public.access@ilag.gov.

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,



Matthew Moore
Assistant Superintendent
Jacksonville School District 117
(217) 243-9411
mmoore@jsd117.org

JSD 117 — RICH HISTORY, BRIGHT FUTURE

Enrollment Report

May 2023

Date	K		1st		2nd		3rd		4th		5th		Spec Ed	Total
EISENHOWER														
8/31/2022	25	26	24	25	24	26	26	26	26	25	21	22	12	308
5/27/2023	25	26	24	23	24	26	27	26	25	25	22	22	12	307
LINCOLN														
8/31/2022	21	20	26	26	27	26	23	22	22	17	18	17		265
5/27/2023	22	24	27	26	27	26	21	23	20	19	17	17		269
MURRAYVILLE														
8/31/2022	19		23		11		22		23		9		18	125
5/27/2023	18		22		11		21		20		10		25	127
NORTH														
8/31/2022	21		15		29		13		27		26		26	157
5/27/2023	20		15		26		13		26		26		28	154
SOUTH														
8/31/2022	25	26	26	26	28	30	28	27	23	22	26	26		313
5/27/2023	26	25	26	25	26	29	27	27	21	23	28	27		310
WASHINGTON														
8/31/2022	19	20	24	23	18	18	19	20	14	14	15	16	7	227
5/27/2023	18	18	25	25	18	17	19	20	14	14	15	15	8	226
TOTALS														
8/31/2022	222		238		237		226		213		196		63	1395
5/27/2023	222		238		230		224		207		199		73	1393

Early Years

	Aug-22	May-23
AM	63	80
PM	39	60
AM/PM	79	100
Total	181	240

Middle School

	Aug-22	May-23
6th	235	233
7th	216	205
8th	253	248
Total	704	686

High School

	Aug-22	May-23
9th	236	229
10th	214	211
11th	181	172
12th	204	196
Total	835	808

Crossroads Learning Center

	Aug-22	May-23
5th	0	0
6th	0	0
7th	2	0
8th	2	1
CLC Total	7	5

	Aug-22	May-23
9th	3	4
10th	0	0
11th	0	0
12th	0	0

GRAND TOTAL	
2022-2023	
8/31/2022	3122
5/22/2023	3132
5/27/2022	3080

Special Education Programs
Outside of District 117

Residential Programs

	4/30/2023	5/22/2023
Private Facilities	4	5

Specialized Day Programs

	4/30/2023	5/22/2023
Chaddock	1	1
Homebound	1	1
Hope	8	8
Menta Academy	1	1
ISD / ISVI	34	34
Total	45	45

Four Rivers Cooperative Programs

	4/30/2023	5/22/2023
Early Childhood Education	9	9
K - 6th	6	6
7th - 8th	5	4
9th - 12th	17	16
Total	37	35

Out of District Waiver

School From	School To	Families	Grade Level
White Hall	Murrayville	1	2
Roodhouse	South	1	K
Athens	North	1	5
	Total Familes	3	

In-District Elementary Transfers

School From	School To	Families	Grade Level
Eisenhower	Lincoln	1	K,2
Eisenhower	Murrayville	2	3,3,4
Eisenhower	North	1	3,3
Eisenhower	South	3	1,2,2,5
Eisenhower	Washington	3	1,2,2,3,5
Lincoln	Murrayville	1	5
Lincoln	North	1	2
Lincoln	Washington	4	1,2,2,2,3,3,5
North	Lincoln	1	4
North	South	1	1,5
North	Washington	1	3,5
South	Lincoln	1	1,2
South	Murrayville	1	3
South	North	1	5
South	Washington	1	3
Washington	Eisenhower	2	K,5
Washington	Lincoln	6	1,1,1,2,3,4,5
	Total Families	31	
	Total Students		44

Totals	4/30/2023		5/22/2023
	3224		3165

Enrollment Report

May 2022

Date	K		1st		2nd		3rd		4th		5th		Spec Ed	Total
EISENHOWER														
8/31/2021	22	23	28	27	28	27	28	26	22	25	27	29	11	323
5/27/2022	23	25	28	28	28	27	28	25	22	24	27	29	12	326
LINCOLN														
8/31/2021	24	24	21	23	21	21	19	19	16	17	15	14		234
5/27/2022	25	24	20	22	19	21	20	20	15	17	16	14		233
MURRAYVILLE														
8/31/2021	23		13		22		21		11		19		17	126
5/27/2022	23		13		20		20		10		19		21	126
NORTH														
8/31/2021	20		25		13		26		25		22		25	156
5/27/2022	21		27		13		26		23		21		28	159
SOUTH														
8/31/2021	22	25	25	27	26	26	22	23	25	26	26	25		298
5/27/2022	21	23	26	28	27	28	23	24	24	25	27	26		302
WASHINGTON														
8/31/2021	23	23	18	19	15	16	14	14	17	17	20	19	8	223
5/27/2022	23	23	17	17	16	17	14	12	15	14	20	18	9	215
TOTALS														
8/31/2021	229		226		215		212		201		216		61	1360
5/27/2022	231		226		216		212		189		217		70	1361

Early Years

	Aug-21	May-22
AM	75	75
PM	62	64
AM/PM	83	96
Total	220	235

Middle School

	Aug-21	May-22
6th	214	211
7th	262	254
8th	222	217
Total	698	682

High School

	Aug-21	May-22
9th	265	239
10th	194	181
11th	204	194
12th	201	181
Total	864	795

Crossroads Learning Center

	Aug-21	May-22
5th	0	1
6th	0	1
7th	1	2
8th	2	3
CLC Total	3	7

	Aug-21	May-22
9th	0	0
10th	0	0
11th	0	0
12th	0	0

GRAND TOTAL	
2021-2022	
8/31/2021	3145
5/27/2022	3080
6/30/2021	3053

Special Education Programs
Outside of District 117

Residential Programs

	8/31/2021	5/27/2022
Private Facilities	12	13

Out of District Waiver

School From	School To	Families	Grade Level
White Hall	Murrayville	1	2
	Total Familes	1	

Specialized Day Programs

	8/31/2021	5/27/2022
Hope	7	7
ISD / ISVI	32	29
Total	39	36

In-District Elementary Transfers

School From	School To	Families	Grade Level
Eisenhower	Lincoln	1	1
Eisenhower	Murrayville	1	2,3
Eisenhower	North	1	2,2
Eisenhower	South	1	1
Eisenhower	Washington	1	2,5,5
Eisenhower	Washington	1	1,2,4
Eisenhower	Washington	1	1,5
Lincoln	Eisenhower	1	1,5
Lincoln	South	1	K
Lincoln	Washington	1	K,3
Lincoln	Washington	1	3
Lincoln	Washington	1	1
Lincoln	Washington	1	5
North	Eisenhower	1	5
North	Eisenhower	1	K,4
North	Lincoln	1	2,5
North	Washington	1	K
North	Washington	1	1
South	Eisenhower	1	4
South	Washington	1	5
Washington	Eisenhower	1	4
	Total Families	20	
	Total Students		32

Four Rivers Cooperative Programs

	8/31/2021	5/27/2022
Early Childhood Education	5	7
K - 6th	2	5
7th - 8th	7	8
9th - 12th	17	12
Total	31	32

Totals	8/31/2021	5/27/2022	6/30/2021
	3227	3161	3133

Jacksonville School District #117 Discipline Report
2022-2023 Fourth Quarter

	2022-2023						2021-2022						2020-2021					
Race	**Elem**	**Jr High**	**HS**	**CLC**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**
White - W	29	53	36		118	62.77%	35	40	23	1	99	56.90%	45	75	32	4	157	53.40%
Black - B	6	15	14		35	18.62%	18	21	4	1	44	25.29%	9	60	15	1	85	28.91%
Multi-Racial - M	9	11	10	3	33	17.55%	10	17	3		30	17.24%	8	20	12	2	42	14.29%
American Indian - AI						0.00%						0.00%	3				3	1.02%
Hispanic - H			2		2	1.06%		1			1	0.57%						0.00%
Asian/Pacifc -AP						0.00%						0.00%		3			3	1.02%
Hawaiin/Pacfic - HPI						0.00%						0.00%		4			4	1.36%
Asian - A						0.00%						0.00%						0.00%
Total	**44**	**79**	**62**	**3**	**188**	**100.00%**	**63**	**79**	**30**	**2**	**174**	**100.00%**	**65**	**162**	**59**	**7**	**294**	**100.00%**
Gender	**Elem**	**Jr High**	**HS**	**CLC**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**
Male	35	49	40	3	127	67.55%	51	36	19	2	108	62.07%	53	105	40	2	200	68.03%
Female	9	30	22	0	61	32.45%	12	43	11		66	37.93%	13	57	19	5	94	31.97%
Total	**44**	**79**	**62**	**3**	**188**	**100.00%**	**63**	**79**	**30**	**2**	**174**	**100.00%**	**66**	**162**	**59**	**7**	**294**	**100.00%**
Grade	**Elem**	**Jr High**	**HS**	**CLC**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**
K	2				2	1.06%	12				12	7.32%	10				10	3.40%
1	8				8	4.26%	5				5	3.05%	19				19	6.46%
2	7				7	3.72%	7				7	4.27%	8				8	2.72%
3	6				6	3.19%	9				9	5.49%	13				13	4.42%
4	7				7	3.72%	17				17	10.37%	6				6	2.04%
5	14				14	7.45%	13				13	7.93%	10				10	3.40%
6		24			24	12.77%		21			22	13.41%		32			32	10.88%
7		32		3	35	18.62%		29		1	19	11.59%		77		4	81	27.55%
8		23			23	12.23%		29			30	18.29%		53		2	55	18.71%
9			30		30	15.96%			13	1	13	7.93%			31	1	32	10.88%
10			14		14	7.45%			6		6	3.66%			12		12	4.08%
11			10		10	5.32%			1		1	0.61%			15		15	5.10%
12			8		8	4.26%			10		10	6.10%			1		1	0.34%
Total	**44**	**79**	**62**	**3**	**188**	**100.00%**	**63**	**79**	**30**	**2**	**164**	**100.00%**	**66**	**162**	**59**	**7**	**294**	**100.00%**
IEP	**Elem**	**Jr High**	**HS**	**CLC**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**
Yes	16	22	23	0	61	32.45%	29	22	14	0	65	37.36%	26	54	23	0	103	35.03%
No	28	57	39	3	127	67.55%	34	57	16	2	109	62.64%	40	108	36	7	191	64.97%
Total	**44**	**79**	**62**	**3**	**188**	**100.00%**	**63**	**79**	**30**	**2**	**174**	**100.00%**	**66**	**162**	**59**	**7**	**294**	**100.00%**
504	**Elem**	**Jr High**	**HS**	**CLC**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**
Yes	0	2	1	0	3	100.00%		2	2	0	4	2.30%	0	8	0	0	8	2.72%
No	44	77	61	3		0.00%	63	77	28	2	170	97.70%	66	154	59	7	286	97.28%
Total	**44**	**79**	**62**	**3**	**3**	**100.00%**	**63**	**79**	**30**	**2**	**174**	**100.00%**	**66**	**162**	**59**	**7**	**294**	**100.00%**

Jacksonville School District #117 Discipline Report
2022-2023 Fourth Quarter

	2022-2023						2021-2022						2020-2021					
Offenses	**Elem**	**Jr High**	**HS**	**CLC**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**
Alcohol - 08						0.00%						0.00%		2			2	0.00%
Tobacco - 19		11	5		16	8.04%		7	2		9	4.79%	2	16	7		25	8.56%
Other - 18	35	52	38	3	128	64.32%	42	50	21	1	128	68.09%	48	107	34	5	194	66.44%
Drug Offenses - 11		4	7		22	11.06%			1		1	0.53%	1	2	8	2	13	4.45%
Dang. Weapon/Handgun - 12						0.00%					0	0.00%						0.00%
Dang. Weapon/Shotgun - 13						0.00%						0.00%						0.00%
Dang.Weapon/Rifle - 14						0.00%						0.00%						0.00%
Dang. Weapon/Firearm Multiple - 15						0.00%						0.00%						0.00%
Dang. Weapon/Firearm Other - 16						0.00%						0.00%						0.00%
Dang. Weapon/Other - 17						0.00%		1	1	1	3	1.60%		9			9	3.08%
Violence w/Physical Injury - 09	2	1	2		5	2.51%	2	1	2		5	2.66%	3	10	8		21	7.19%
Violence w/o Physical Injury - 10	7	11	10		28	14.07%	19	20	3		42	22.34%	12	16	2		30	10.27%
Total	**44**	**79**	**62**	**3**	**199**	**100.00%**	**63**	**79**	**30**	**2**	**188**	**100.00%**	**64**	**162**	**59**	**7**	**292**	**100.00%**
SES	**Elem**	**Jr High**	**HS**	**CLC**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**
Free/Reduced/Auto-Approved	44	79		3	126	100.00%	63	72	19	2	156	89.66%	58	150	56	7	271	92.18%
Full Pay	0				0	0.00%		7	11		18	10.34%	8	12	3	0	23	7.82%
Total	**44**	**79**	**0**	**3**	**126**	**100.00%**	**63**	**79**	**30**	**0**	**174**	**100.00%**	**66**	**162**	**59**	**7**	**294**	**100.00%**
Expulsions	**Elem**	**Jr High**	**HS**	**CLC**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**
Total	**0**			**1**	**1**			**3**			**3**		**0**	**1**			**1**	
%	**0.00%**	**0.00%**	**0.00%**	**100.00%**	**100.00%**		**0**	**0**	**0**	**0**	**0.00%**		**0.00%**	**100.00%**	**0.00%**	**0.00%**	**100.00%**	

Total Suspensions in District		190		
Total Students Suspended in Building		44		
Race	**Suspensions**	**Students Suspended**	**Building Percentage**	**District Percentage**
White - W	29	19	65.52%	62.77%
Black - B	6	3	10.34%	18.62%
Multi-Racial - M	9	7	24.14%	17.55%
American Indian - AI			0.00%	0.00%
Hispanic - H			0.00%	1.06%
Asian/Pacifc -AP			0.00%	0.00%
Hawaiin/Pacfic - HPI			0.00%	0.00%
Asian - A			0.00%	0.00%
Total	**44**	**29**	**100.00%**	**100.00%**

Gender	Suspensions	Students Suspended	Building Percentage	District Percentage
Male	35	21	72.41%	67.55%
Female	9	8	27.59%	32.45%
Total	**44**	**29**	**100.00%**	**100.00%**

Grade	Suspensions	Students Suspended	Building Percentage	District Percentage
K	2	2	6.90%	1.06%
1	8	4	13.79%	4.26%
2	7	3	10.34%	3.72%
3	6	5	17.24%	3.19%
4	7	5	17.24%	3.72%
5	14	10	34.48%	7.45%
Total	**44**	**29**	**100.00%**	**23.40%**

IEP	Suspensions	Students Suspended	Building Percentage	District Percentage
Yes	16	11	37.93%	32.45%
No	28	18	62.07%	67.55%
Total	**44**	**29**	**100.00%**	**100.00%**

Offenses	Suspensions	Building Percentage	District Percentage
Alcohol - 08		0.00%	0.00%
Tobacco - 19		0.00%	8.04%
Other - 18	35	79.55%	64.32%
Drug Offenses - 11		0.00%	11.06%
Dangerous Weapons - Other - 17		0.00%	0.00%
Violence W/Physical Injury - 09	2	4.55%	2.51%
Violence W/O Physical Injury - 10	7	15.91%	14.07%
Total	**44**	**100.00%**	**100.00%**

SES	Suspensions	Students Suspended	Building Percentage	District Percentage
Free/Reduced/Auto-Approved	44	29	100.00%	100.00%
Full Pay	0	0	0.00%	0.00%
Total	**44**	**29**	**100.00%**	**100.00%**

Total Suspensions in District		190		
Total Students Suspended in Building		7		
Race	**Suspensions**	**Students Suspended**	**Building Percentage**	**District Percentage**
White - W	7	3	100.00%	62.77%
Black - B			0.00%	18.62%
Multi-Racial - M			0.00%	17.55%
American Indian - AI			0.00%	0.00%
Hispanic - H			0.00%	1.06%
Asian/Pacifc -AP			0.00%	0.00%
Hawaiin/Pacfic - HPI			0.00%	0.00%
Asian - A			0.00%	0.00%
Total	**7**	**3**	**100.00%**	**100.00%**

Gender	Suspensions	Students Suspended	Building Percentage	District Percentage
Male	7	3	100.00%	67.55%
Female			0.00%	32.45%
Total	**7**	**3**	**100.00%**	**100.00%**

Grade	Suspensions	Students Suspended	Building Percentage	District Percentage
K			0.00%	1.06%
1	5	1	33.33%	4.26%
2			0.00%	3.72%
3			0.00%	3.19%
4	1	1	33.33%	3.72%
5	1	1	33.33%	7.45%
Total	**7**	**3**	**100.00%**	**23.40%**

IEP	Suspensions	Students Suspended	Building Percentage	District Percentage
Yes			0.00%	32.45%
No	7	3	100.00%	67.55%
Total	**7**	**3**	**100.00%**	**100.00%**

Offenses	Suspensions	Building Percentage	District Percentage
Alcohol - 08		0.00%	0.00%
Tobacco - 19		0.00%	8.04%
Other - 18	3	42.86%	64.32%
Drug Offenses - 11		0.00%	11.06%
Dangerous Weapons - Other - 17		0.00%	0.00%
Violence W/Physical Injury - 09		0.00%	2.51%
Violence W/O Physical Injury - 10	4	57.14%	14.07%
Total	**7**	**100.00%**	**100.00%**

SES	Suspensions	Students Suspended	Building Percentage	District Percentage
Free/Reduced/Auto-Approved	7	3	100.00%	100.00%
Full Pay			0.00%	0.00%
Total	**7**	**3**	**100.00%**	**100.00%**

Total Suspensions in District		190		
Total Students Suspended in Building		9		
Race	**Suspensions**	**Students Suspended**	**Building Percentage**	**District Percentage**
White - W	3	3	33.33%	62.77%
Black - B	4	4	44.44%	18.62%
Multi-Racial - M	2	2	22.22%	17.55%
American Indian - AI			0.00%	0.00%
Hispanic - H			0.00%	1.06%
Asian/Pacifc -AP			0.00%	0.00%
Hawaiin/Pacfic - HPI			0.00%	0.00%
Asian - A			0.00%	0.00%
Total	**9**	**9**	**100.00%**	**100.00%**

Gender	Suspensions	Students Suspended	Building Percentage	District Percentage
Male	4	4	44.44%	67.55%
Female	5	5	55.56%	32.45%
Total	**9**	**9**	**100.00%**	**100.00%**

Grade	Suspensions	Students Suspended	Building Percentage	District Percentage
K	1	1	11.11%	1.06%
1	1	1	11.11%	4.26%
2	1	1	11.11%	3.72%
3	1	1	11.11%	3.19%
4	1	1	11.11%	3.72%
5	4	4	44.44%	7.45%
Total	**9**	**9**	**100.00%**	**23.40%**

IEP	Suspensions	Students Suspended	Building Percentage	District Percentage
Yes	2	2	22.22%	32.45%
No	7	7	77.78%	67.55%
Total	**9**	**9**	**100.00%**	**100.00%**

Offenses	Suspensions	Building Percentage	District Percentage
Alcohol - 08		0.00%	0.00%
Tobacco - 19		0.00%	8.04%
Other - 18	6	66.67%	64.32%
Drug Offenses - 11		0.00%	11.06%
Dangerous Weapons - Other - 17		0.00%	0.00%
Violence W/Physical Injury - 09	3	33.33%	2.51%
Violence W/O Physical Injury - 10		0.00%	14.07%
Total	**9**	**100.00%**	**100.00%**

SES	Suspensions	Students Suspended	Building Percentage	District Percentage
Free/Reduced/Auto-Approved	9	9	100.00%	100.00%
Full Pay			0.00%	0.00%
Total	**9**	**9**	**100.00%**	**100.00%**

Total Suspensions in District		190		
Total Students Suspended in Building		3		
Race	**Suspensions**	**Students Suspended**	**Building Percentage**	**District Percentage**
White - W	2	2	66.67%	62.77%
Black - B			0.00%	18.62%
Multi-Racial - M	1	1	33.33%	17.55%
American Indian - AI			0.00%	0.00%
Hispanic - H			0.00%	1.06%
Asian/Pacifc -AP			0.00%	0.00%
Hawaiin/Pacfic - HPI			0.00%	0.00%
Asian - A			0.00%	0.00%
Total	**3**	**3**	**100.00%**	**100.00%**

Gender	Suspensions	Students Suspended	Building Percentage	District Percentage
Male	3	3	100.00%	67.55%
Female		0	0.00%	32.45%
Total	**3**	**3**	**100.00%**	**100.00%**

Grade	Suspensions	Students Suspended	Building Percentage	District Percentage
K	1	1	33.33%	1.06%
1	1	1	33.33%	4.26%
2			0.00%	3.72%
3	1	1	33.33%	3.19%
4			0.00%	3.72%
5			0.00%	7.45%
Total	**3**	**3**	**100.00%**	**23.40%**

IEP	Suspensions	Students Suspended	Building Percentage	District Percentage
Yes	2	2	66.67%	32.45%
No	1	1	33.33%	67.55%
Total	**3**	**3**	**100.00%**	**100.00%**

Offenses	Suspensions	Building Percentage	District Percentage
Alcohol - 08		0.00%	0.00%
Tobacco - 19		0.00%	8.04%
Other - 18	2	66.67%	64.32%
Drug Offenses - 11		0.00%	11.06%
Dangerous Weapons - Other - 17		0.00%	0.00%
Violence W/Physical Injury - 09		0.00%	2.51%
Violence W/O Physical Injury - 10	1	33.33%	14.07%
Total	**3**	**100.00%**	**100.00%**

SES	Suspensions	Students Suspended	Building Percentage	District Percentage
Free/Reduced/Auto-Approved	3	3	100.00%	100.00%
Full Pay			0.00%	0.00%
Total	**3**	**3**	**100.00%**	**100.00%**

Total Suspensions in District		190		
Total Students Suspended in Building		1		
Race	**Suspensions**	**Students Suspended**	**Building Percentage**	**District Percentage**
White - W	1	1	100.00%	62.77%
Black - B			0.00%	18.62%
Multi-Racial - M			0.00%	17.55%
American Indian - AI			0.00%	0.00%
Hispanic - H			0.00%	1.06%
Asian/Pacifc -AP			0.00%	0.00%
Hawaiin/Pacfic - HPI			0.00%	0.00%
Asian - A			0.00%	0.00%
Total	**1**	**1**	**100.00%**	**100%**

Gender	Suspensions	Students Suspended	Building Percentage	District Percentage
Male	1	1	100.00%	67.55%
Female			0.00%	32.45%
Total	**1**	**1**	**100.00%**	**100%**

Grade	Suspensions	Students Suspended	Building Percentage	District Percentage
K			0.00%	1.06%
1			0.00%	4.26%
2			0.00%	3.72%
3			0.00%	3.19%
4			0.00%	3.72%
5	1	1	100.00%	7.45%
Total	**1**	**1**	**100.00%**	**23.40%**

IEP	Suspensions	Students Suspended	Building Percentage	District Percentage
Yes			0.00%	32.61%
No	1	1	100.00%	67.39%
Total	**1**	**1**	**100.00%**	**100%**

Offenses	Suspensions	Building Percentage	District Percentage
Alcohol - 08		0.00%	0.00%
Tobacco - 19		0.00%	8.04%
Other - 18	1	100.00%	64.32%
Drug Offenses - 11		0.00%	11.06%
Dangerous Weapons - Other - 17		0.00%	0.00%
Violence W/Physical Injury - 09		0.00%	2.51%
Violence W/O Physical Injury - 10		0.00%	14.07%
Total	**1**	**100.00%**	**100%**

SES	Suspensions	Students Suspended	Building Percentage	District Percentage
Free/Reduced/Auto-Approved	1	1	100.00%	100.00%
Full Pay			0.00%	0.00%
Total	**1**	**1**	**100.00%**	**100.00%**

Total Suspensions in District	190
Total Students Suspended in Building	2

Race	Suspensions	Students Suspended	Building Percentage	District Percentage
White - W	1	1	50.00%	62.77%
Black - B			0.00%	18.62%
Multi-Racial - M	1	1	50.00%	17.55%
American Indian - AI			0.00%	0.00%
Hispanic - H			0.00%	1.06%
Asian/Pacifc -AP			0.00%	0.00%
Hawaiin/Pacfic - HPI			0.00%	0.00%
Asian - A			0.00%	0.00%
Total	**2**	**2**	**100.00%**	**100%**

Gender	Suspensions	Students Suspended	Building Percentage	District Percentage
Male	1	1	50.00%	67.55%
Female	1	1	50.00%	32.45%
Total	**2**	**2**	**100.00%**	**100%**

Grade	Suspensions	Students Suspended	Building Percentage	District Percentage
K			0.00%	1.06%
1			0.00%	4.26%
2			0.00%	3.72%
3	1	1	50.00%	3.19%
4			0.00%	3.72%
5	1	1	50.00%	7.45%
Total	**2**	**2**	**100.00%**	**23.40%**

IEP	Suspensions	Students Suspended	Building Percentage	District Percentage
Yes	1	1	50.00%	32.61%
No	1	1	50.00%	67.39%
Total	**2**	**2**	**100.00%**	**100%**

Offenses	Suspensions	Building Percentage	District Percentage
Alcohol - 08		0.00%	0.00%
Tobacco - 19		0.00%	8.04%
Other - 18	1	50.00%	64.32%
Drug Offenses - 11		0.00%	11.06%
Dangerous Weapons - Other - 17		0.00%	0.00%
Violence W/Physical Injury - 09		0.00%	2.51%
Violence W/O Physical Injury - 10	1	50.00%	14.07%
Total	**2**	**100.00%**	**100%**

SES	Suspensions	Students Suspended	Building Percentage	District Percentage
Free/Reduced/Auto-Approved	2	2	100.00%	100.00%
Full Pay			0.00%	0.00%
Total	**2**	**2**	**100.00%**	**100.00%**

Total Suspensions in District		190		
Total Students Suspended in Building		23		
Race	**Suspensions**	**Students Suspended**	**Building Percentage**	**District Percentage**
White - W	15	9	75.00%	62.77%
Black - B			0.00%	18.62%
Multi-Racial - M	8	3	25.00%	17.55%
American Indian - AI			0.00%	0.00%
Hispanic - H			0.00%	1.06%
Asian/Pacifc -AP			0.00%	0.00%
Hawaiin/Pacfic - HPI			0.00%	0.00%
Asian - A			0.00%	0.00%
Total	**23**	**12**	**100.00%**	**100%**

Gender	Suspensions	Students Suspended	Building Percentage	District Percentage
Male	19	9	75.00%	67.55%
Female	5	3	25.00%	32.45%
Total	**24**	**12**	**100.00%**	**100%**

Grade	Suspensions	Students Suspended	Building Percentage	District Percentage
K			0.00%	1.06%
1	1	1	8.33%	4.26%
2	6	2	16.67%	3.72%
3	3	2	16.67%	3.19%
4	5	3	25.00%	3.72%
5	8	4	33.33%	7.45%
Total	**23**	**12**	**100.00%**	**23.40%**

IEP	Suspensions	Students Suspended	Building Percentage	District Percentage
Yes	11	6	50.00%	32.61%
No	12	6	50.00%	67.39%
Total	**23**	**12**	**100.00%**	**100%**

Offenses	Suspensions	Building Percentage	District Percentage
Alcohol - 08		0.00%	0.00%
Tobacco - 19		0.00%	8.04%
Other - 18	22	95.65%	64.32%
Drug Offenses - 11		0.00%	11.06%
Dangerous Weapons - Other - 17		0.00%	0.00%
Violence W/Physical Injury - 09		0.00%	2.51%
Violence W/O Physical Injury - 10	1	4.35%	14.07%
Total	**23**	**100.00%**	**100.00%**

SES	Suspensions	Students Suspended	Building Percentage	District Percentage
Free/Reduced/Auto-Approved	23	12	100.00%	100.00%
Full Pay			0.00%	0.00%
Total	**23**	**12**	**100.00%**	**100.00%**

Total Suspensions in District	190
Total Students Suspended in Building	79

Race	Suspensions	Students Suspended	Building Percentage	District Percentage
White - W	53	35	66.04%	62.77%
Black - B	15	11	20.75%	18.62%
Multi-Racial - M	11	7	13.21%	17.55%
American Indian - AI			0.00%	0.00%
Hispanic - H			0.00%	1.06%
Asian/Pacifc -AP			0.00%	0.00%
Hawaiin/Pacfic - HPI			0.00%	0.00%
Asian - A			0.00%	0.00%
Total	**79**	**53**	**100.00%**	**100.00%**

Gender	Suspensions	Students Suspended	Building Percentage	District Percentage
Male	49	33	62.26%	67.55%
Female	30	20	37.74%	32.45%
Total	**79**	**53**	**100.00%**	**100.00%**

Grade	Suspensions	Students Suspended	Building Percentage	District Percentage
6	24	16	30.19%	12.77%
7	32	21	39.62%	18.62%
8	23	16	30.19%	12.23%
Total	**79**	**53**	**100.00%**	**43.62%**

IEP	Suspensions	Students Suspended	Building Percentage	District Percentage
Yes	22	13	24.53%	32.45%
No	57	40	75.47%	67.55%
Total	**79**	**53**	**100.00%**	**100.00%**

Offenses	Suspensions	Building Percentage	District Percentage
Alcohol - 08		0.00%	0.00%
Tobacco - 19	11	13.92%	8.04%
Other - 18	52	65.82%	64.32%
Drug Offenses - 11	4	5.06%	11.06%
Dangerous Weapons - Other - 17		0.00%	0.00%
Violence W/Physical Injury - 09	1	1.27%	2.51%
Violence W/O Physical Injury - 10	11	13.92%	14.07%
Total	**79**	**100.00%**	**100.00%**

SES	Suspensions	Students Suspended	Building Percentage	District Percentage
Free/Reduced/Auto-Approved	79	53	100.00%	100.00%
Full Pay			0.00%	0.00%
Total	**79**	**53**	**100.00%**	**100.00%**

Total Suspensions in District		190		
Total Students Suspended in Building		62		
Race	**Suspensions**	**Students Suspended**	**Building Percentage**	**District Percentage**
White - W	36	26	59.09%	62.77%
Black - B	14	10	22.73%	18.62%
Multi-Racial - M	10	7	15.91%	17.55%
American Indian - AI			0.00%	0.00%
Hispanic - H	2	1	2.27%	1.06%
Asian/Pacifc -AP			0.00%	0.00%
Hawaiin/Pacfic - HPI			0.00%	0.00%
Asian - A			0.00%	0.00%
Total	**62**	**44**	**100.00%**	**100.00%**

Gender	Suspensions	Students Suspended	Building Percentage	District Percentage
Male	40	26	59.09%	67.55%
Female	22	18	40.91%	32.45%
Total	**62**	**44**	**100.00%**	**100.00%**

Grade	Suspensions	Students Suspended	Building Percentage	District Percentage
9	30	23	52.27%	15.96%
10	14	9	20.45%	7.45%
11	10	5	11.36%	5.32%
12	8	7	15.91%	4.26%
Total	**62**	**44**	**100.00%**	**32.98%**

IEP	Suspensions	Students Suspended	Building Percentage	District Percentage
Yes	23	13	50.00%	32.45%
No	39	31	50.00%	67.55%
Total	**62**	**44**	**100.00%**	**100.00%**

Offenses	Suspensions	Building Percentage	District Percentage
Alcohol - 08		0.00%	0.00%
Tobacco - 19	5	8.06%	8.04%
Other - 18	38	61.29%	64.32%
Drug Offenses - 11	7	11.29%	11.06%
Dangerous Weapons - Other - 17		0.00%	0.00%
Violence W/Physical Injury - 09	2	3.23%	2.51%
Violence W/O Physical Injury - 10	10	16.13%	14.07%
Total	**62**	**100.00%**	**100.0%**

SES	Suspensions	Students Suspended	Building Percentage	District Percentage
Free/Reduced/Auto-Approved	59	41	93.18%	100.00%
Full Pay	3	3	6.82%	0.00%
Total	**62**	**44**	**100.00%**	**100.00%**

Total Suspensions in District	190
Total Students Suspended in Building	3

Race	Suspensions	Students Suspended	Building Percentage	District Percentage
White - W			0.00%	62.77%
Black - B			0.00%	18.62%
Multi-Racial - M	3	1	100.00%	17.55%
American Indian - AI			0.00%	0.00%
Hispanic - H			0.00%	1.06%
Asian/Pacifc -AP			0.00%	0.00%
Hawaiin/Pacfic - HPI			0.00%	0.00%
Asian - A			0.00%	0.00%
Total	**3**	**1**	**100.00%**	**100.00%**

Gender	Suspensions	Students Suspended	Building Percentage	District Percentage
Male	3	1	100.00%	67.55%
Female			0.00%	32.45%
Total	**3**	**1**	**100.00%**	**100.00%**

Grade	Suspensions	Students Suspended	Building Percentage	District Percentage
6			0.00%	12.77%
7	3	1	100.00%	18.62%
8			0.00%	12.23%
Total	**3**	**1**	**100.00%**	**43.62%**

IEP	Suspensions	Students Suspended	Building Percentage	District Percentage
Yes			0.00%	32.45%
No	3	1	100.00%	67.55%
Total	**3**	**1**	**100.00%**	**100.00%**

Offenses	Suspensions	Building Percentage	District Percentage
Alcohol - 08		0.00%	0.00%
Police called-PI		0.00%	8.04%
Tobacco - 19		0.00%	64.32%
Other - 18	3	100.00%	11.06%
Drug Offenses - 11		0.00%	0.00%
Dangerous Weapons - Other - 17		0.00%	0.00%
Violence W/Physical Injury - 09		0.00%	2.51%
Violence W/O Physical Injury - 10		0.00%	14.07%
Total	**3**	**100.00%**	**100.00%**

SES	Suspensions	Students Suspended	Building Percentage	District Percentage
Free/Reduced/Auto-Approved	3	1	100.00%	100.00%
Full Pay			0.00%	0.00%
Total	**3**	**1**	**100.00%**	**100.00%**

IX. BOARD AND COMMITTEE REPORTS
    A. Policy Committee
    B. Four-Rivers Report
X. CONSENT AGENDA 60

CONSENT AGENDA ITEM June 21, 2023

TO: Board of Education
FROM: Steve Ptacek
SUBJECT: Consideration of Consent Agenda

PROPOSED MOTION BY THE BOARD OF EDUCATION:

That the Board of Education approves the Consent Agenda items as presented:

- Consideration of Treasurer's Report
- Consideration of Previous Minutes
- Consideration to approve changes to Board policies
- Consideration to approve Elementary and JMS Title Plans for 2023-2024 school year
- Consideration to approve Elementary Handbooks for 2023-2024 school year
- Consideration to approve JHS Handbook for the 2023-2024 school year
- Consideration to approve the JMS Handbook for the 2023-2024 school year
- Consideration to approve the Revised 2023-2024 and 2024-2025 school calendars
- Consideration to accept a bid from Pennell Forklift for the Maintenance Department.
- Consideration to approve Driver's Ed Vehicle Lease
- Consideration to approve application for payment #11 to Johnco for Washington Reno
- Consideration to approve the disposal of two (2) rolling 21-shelf baker/sheer pan racks
- Consideration to give approval to seek bids to trench drains for the Maintenance Building
- Consideration to approve renewal of plastics for Food Service for 2023-2024 school year

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	MR. BEARD	_____	_____	MRS. LEONARD	_____
_____	MRS. TRACE	_____	_____	MRS. WILSON	_____
_____	MR. LONERGAN	_____	_____	MRS. STEWART	_____
_____	MR. POOL	_____			

Background Information:

A. Consideration of Treasurer's Report
B. Consideration of Previous Minutes 62

CONSENT ITEM June 21, 2023

TO: Board of Education
FROM: Steve Ptacek
SUBJECT: Consideration of approval previous minutes

PROPOSED MOTION BY THE BOARD OF EDUCATION:

That the Board of Education approves previous minutes as presented.

- Committee of the Whole and Closed Session for May 17, 2023
- Regular and Closed Session Meeting Minutes for May 17, 2023

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	MR. BEARD	_____	_____	MRS. LEONARD	_____
_____	MRS. STEWART	_____	_____	MRS. WILSON	_____
_____	MR. LONERGAN	_____	_____	MRS. TRACE	_____
_____	MR. POOL	_____			

Background Information:

C. Consideration of the Board of Education to approve changes to the following 64
policies:

- 2:110 Qualifications, Term, and Duties of Board Officers
- 4:60 Purchases and Contracts
- 5:30 Hiring Process and Criteria
- 5:90 Abused and Neglected Child Reporting
- 5:125 Personal Technology and Social Media: Usage and Conduct
- 5:150 Personnel Records
- 5:260 Student Transfers
- 6:135 Accelerated Placement Program
- 6:230 Library Media Program
- 7:270 Administering Medicines to Students

CONSENT AGENDA ITEM June 21, 2023

TO: Board of Education
FROM: Noel Beard
SUBJECT: Consideration to approve changes to Board policies

PROPOSED MOTION BY THE BOARD OF EDUCATION:

That the Board of Education approve changes to Board Policies as presented:

2:110 Qualifications, Term, and Duties of Board Officers

4:60 Purchases and Contracts

5:30 Hiring Process and Criteria

5:90 Abused and Neglected Child Reporting

5:125 Personal Technology and Social Media; Usage and Conduct

5:150 Personnel Records

5:260 Student Transfers

6:135 Accelerated Placement Program

6:230 Library Media Program

7:270 Administering Medicines to Students

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	MR. BEARD	_____	_____	MRS. LEONARD	_____
_____	MRS. TRACE	_____	_____	MRS. WILSON	_____
_____	MR. LONERGAN	_____	_____	MRS. STEWART	_____
_____	MR. POOL	_____			

Background Information: See Attached

D. Consideration that the Board of Education approve Elementary and JMS Title Plans for the 2023-2024 school year 66

CONSENT ITEM June 21, 2023

TO: Board of Education
FROM: Kelly Zoellner
SUBJECT: Approval of School Title Plans

PROPOSED MOTION BY THE BOARD OF EDUCATION:

That the Board of Education approve Elementary and JMS Title Plans for the 2023-2024 school year as presented.

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	BEARD	_____	_____	TRACE	_____
_____	LONERGAN	_____	_____	LEONARD	_____
_____	POOL	_____	_____	WILSON	_____
_____	STEWART	_____			

Background Information:

Each plan was updated with current school data and building plans for improvement. These plans must be approved each year for the Title Grant.

ILLINOIS STATE BOARD OF EDUCATION
100 North First Street, N-242
Springfield, Illinois 62777-0001

SCHOOLWIDE PLAN
Section 1114, Every Student Succeeds Act

Instructions: This completed template along with all related documentation must be:

- Approved by the Local Board of Education
- Signed by the School District Superintendent
- Kept on file with all Title I records
- Only send to ISBE if requested

SCHOOL INFORMATION

School Name:	Eisenhower Elementary School		
RCDT:	01069117022 2001		
Principal:	Beth Brockschmidt		
Address:	1901 W. Lafayette Avenue		
City, ZIP code:	Jacksonville, IL 62650		
Telephone:	217-245-5107		
Email address:	bbrockschmidt@jsd117.org		
Planning Year:	**Poverty Rate at Board Approval:**	**40% Waiver: Y/N**	**Local Board of Ed. approval date:**
2020			

DISTRICT INFORMATION

District Name/Number:	Jacksonville School District 117
Superintendent:	Steve Ptacek
Telephone:	217-243-9411
Email address:	sptacek@jsd117.org

Superintendent's Signature **Date**

Schoolwide Plan Components

1. Please include the names of the participants in the creation of this plan:

NAME	REPRESENTATION
Beth Brockschmidt	Principal
Robin Casler	Title I Reading Specialist
Katelyn Lashmet	K teacher
Bethany Miller	K teacher
Melissa Bourne	1st grade teacher
Ashley Lawson	1st grade teacher
Ashley Boarman	2nd grade teacher
Leslie Terwische	2nd grade teacher
Nicole Maul	Special Education teacher
Katie Borgens	3rd grade teacher
Beth Hurst	3rd grade teacher
Renee Pine	4th grade teacher
Barbara Campbell	4th grade teacher
Shanon Keller	5th grade teacher
Ragen Myers	5th grade teacher
Emily Bumgarner	EL teacher
Alyson Karsgaard	Dean of Students

2. If applicable, please include a list of State educational agency and local educational agency programs and other Federal programs under subsection (a)(3) that will be consolidated in the schoolwide program:

N/A

3. Conduct a comprehensive needs assessment of the entire school:

- **a. Include a copy of the document used to conduct the assessment.**
- **b. Sample available at http://www.cde.state.co.us/FedPrograms/consapp/na.asp.**

Eisenhower Elementary School is one of six K-5 elementary schools in Jacksonville SD 117. It is located on the west side of Jacksonville within the city limits and at the end of the 2022-23 school year had a total enrollment of 308 students. Data from the 2021-22 School Report Card show that the racial/ethnic background of our student population is 90.1% White, 6% Black, 5.1% Hispanic, 3.2% Asian, 0% Native Hawaiian/Pacific Islander, 0% American Indian, and 5.1% of two or more races. The low income rate of students is 32.6%. The incidence rate of students with Individualized Education Programs (IEPs) is 21%, and 3.5% of students are categorized as Limited English Proficient, which is above the district's rate of 2.1%. Eisenhower has a student mobility rate of 5.1%, which is less than half the District average. The school's chronic absenteeism rate of 8.2% is well below the District rate of 25.5% and the state rate of 29.8%. The school's retention rate for teachers is 81.8%, slightly lower than the District rate of 82.8%.

Parents, teachers, and 4th and 5th grade students participated in the 5 Essentials Survey in 2022-23. Forty-one parents also completed an Eisenhower Family Survey in spring 2023. Academic and behavioral data are taken from school records.

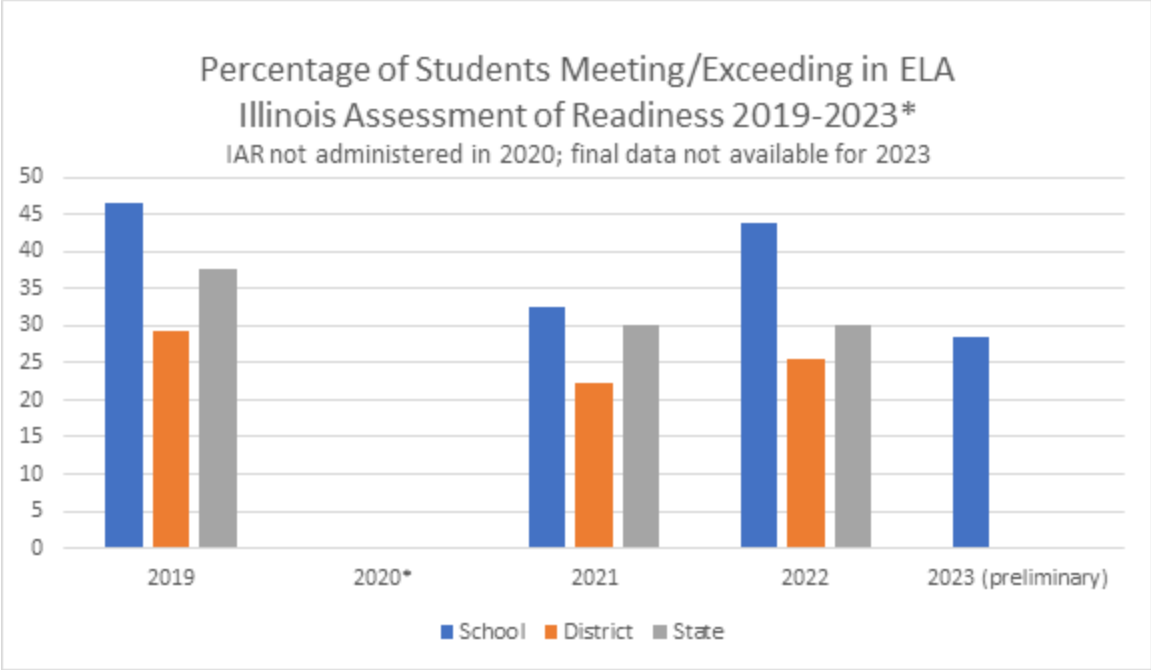
State Assessment Data

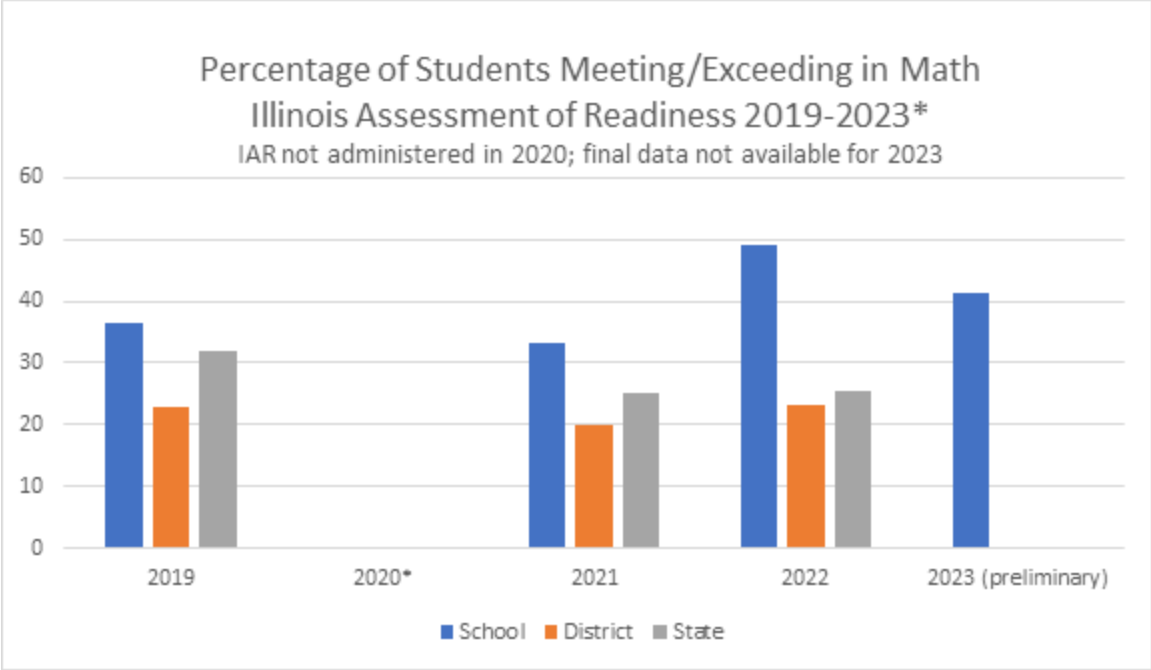
In 2021-22, the most recent year for which verified data is available, Eisenhower students overall exceeded state and district achievement percentages on the Illinois Assessment of Readiness (IAR) assessment: 43.8% of students met or exceeded expectations for English Language Arts (ELA) compared to 25.4% of district students and 30.1% of students in the state. The Illinois Assessment of Readiness was administered for the first time in 2019. Due to COVID-19 school closures, the IAR was not administered in Spring 2020.

Preliminary results available for the 2023 IAR indicate that 28.4% of Eisenhower students met or exceeded expectations for the ELA assessment. Only two of 42 students exceeded expectations. This is a significant decrease in the percentage of students from the previous year's 43.8% meeting or exceeding expectations on the ELA assessment. It is a situation that will require further analysis and study.

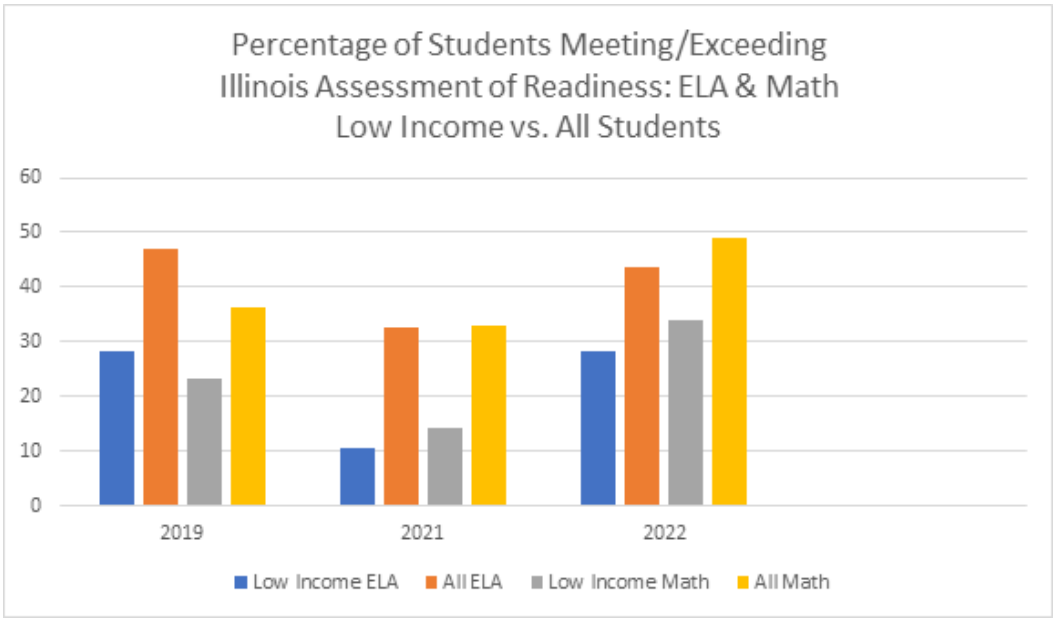
On the IAR Mathematics assessment in 2021-22, 49% of Eisenhower students met or exceeded the proficiency standard, compared to 23.2% of District students and 25.5% of students in the State. Preliminary IAR results show that 41.2% of Eisenhower 3rd, 4th, and 5th graders who took the IAR in spring 2023 met or exceeded proficiency expectations. The decrease in percentage of students meeting/exceeding standards bears investigation.

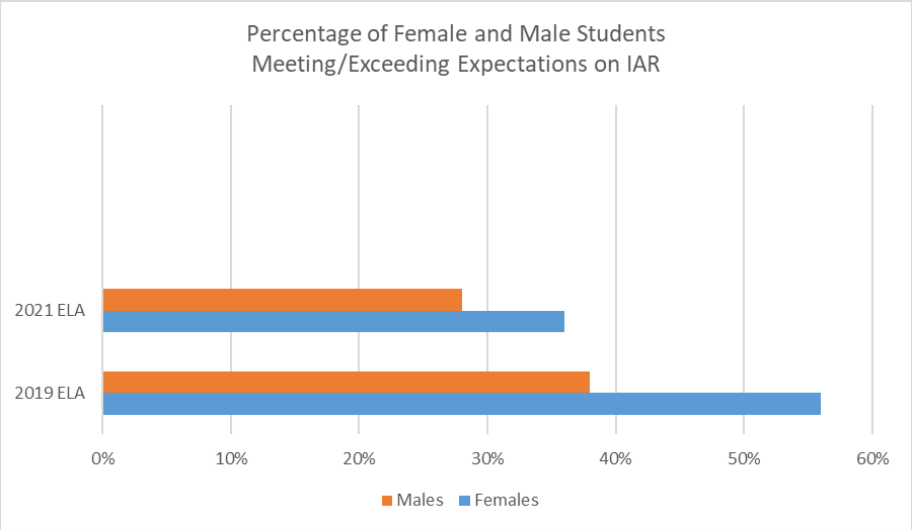
Data from four years of IAR testing indicates that the percentage of Eisenhower students meeting/exceeding expectations remains below 50% in both ELA and Mathematics. This is an area of concern.





When IAR data from the Illinois School Report Card are examined for the subgroup of students who meet the criteria for Low income, i.e. those who are eligible for free/reduced meals, it appears that performance rebounded in 2022 from a significantly lower percentage in 2021–in excess of 27 percentage points in ELA and 19.8 points in Math. This is a positive result that hopefully will continue when 2023 data are verified and published. The achievement gap between male and female students indicated by 2022 IAR results in mathematics remains an area for study at Eisenhower. Data have been inconsistent in this area over the last 4 years.

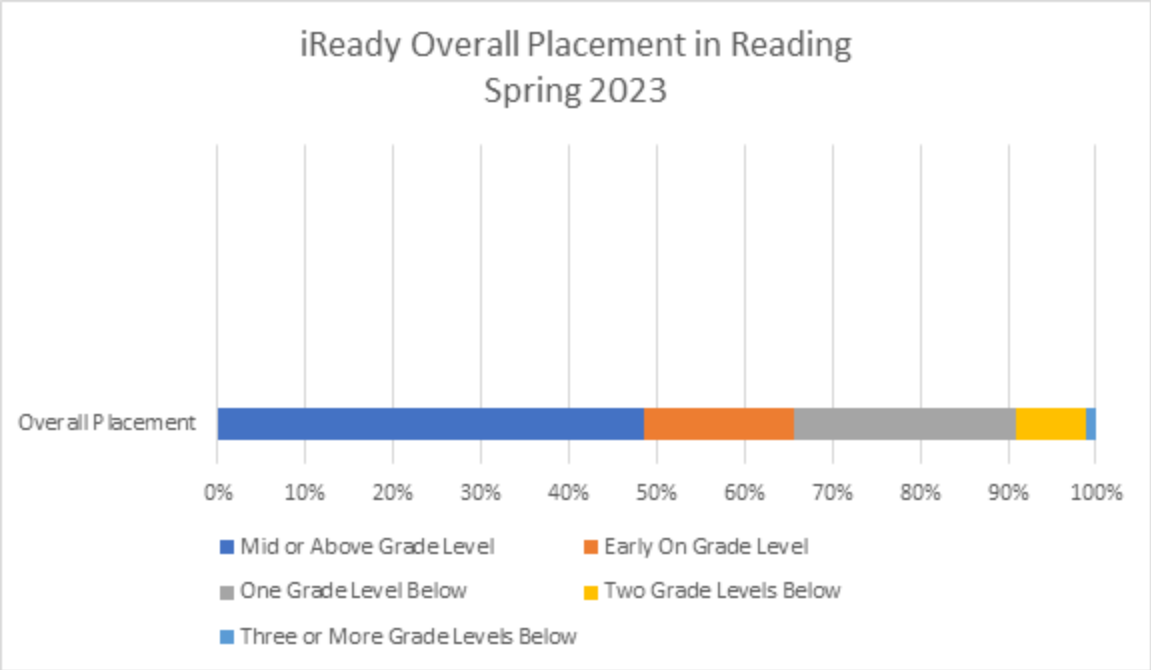




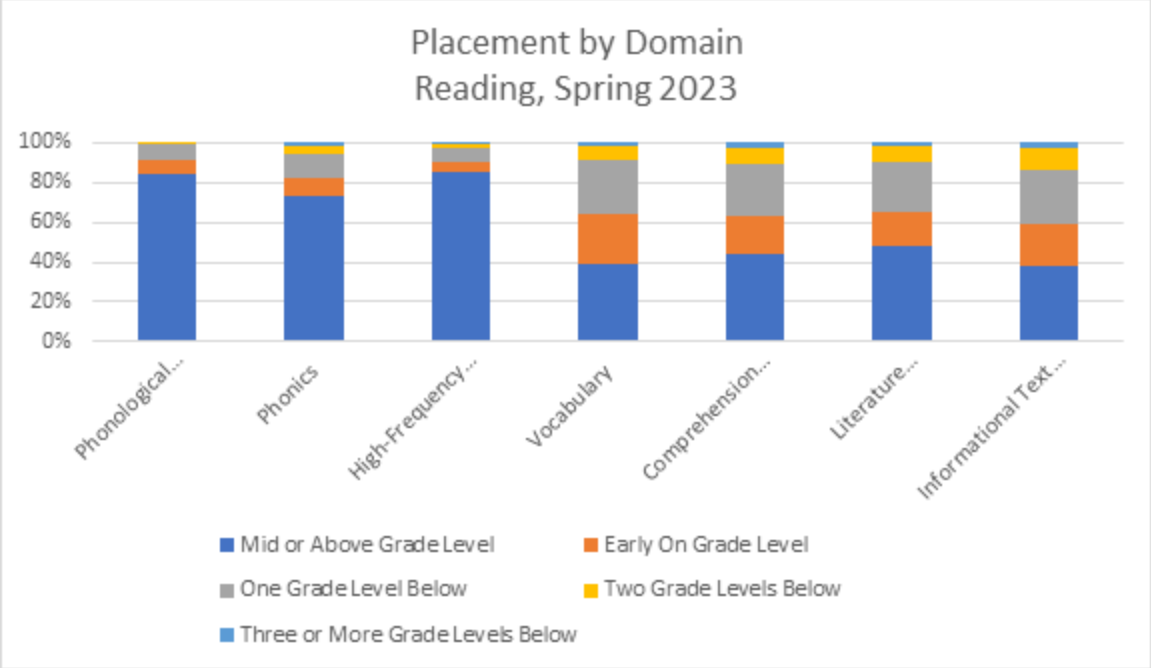
Universal Screening Data

Prior to the 2022-23 school year, the District's universal screening instrument was the NWEA Measures of Academic Progress (MAP), which students took three times per year. NWEA's MAP test had been administered for the past 13 years. During the 2022-23 school year, two other assessments were administered in a pilot study of universal screening tools, Fastbridge and iReady. At Eisenhower School, students in two grade levels took each of the three screening assessments–NWEA MAP (K & 3rd), Fastbridge (2nd & 5th), and iReady (1st & 4th). Following the mid-year testing window in January, it was determined that the iReady assessment provided data and resources that gave it an edge over the other two tools. Thus, in Spring 2023, all students were administered the iReady assessment in order to provide a baseline and data for students continuing in the District in the 23-24 school year.

Data from the Spring 2023 iReady assessment indicates that 48% of the 295 students who took the assessment achieved at Mid or Above Grade Level on the reading assessment. Seventeen percent reached Early On Grade Level status. Twenty-five percent of the students tested One Grade Level Below, and 9% of students were two, three, or more grade levels below the standard. The majority of students scoring two, three, or more grade levels below are also our students with IEPs and English Language Learners.

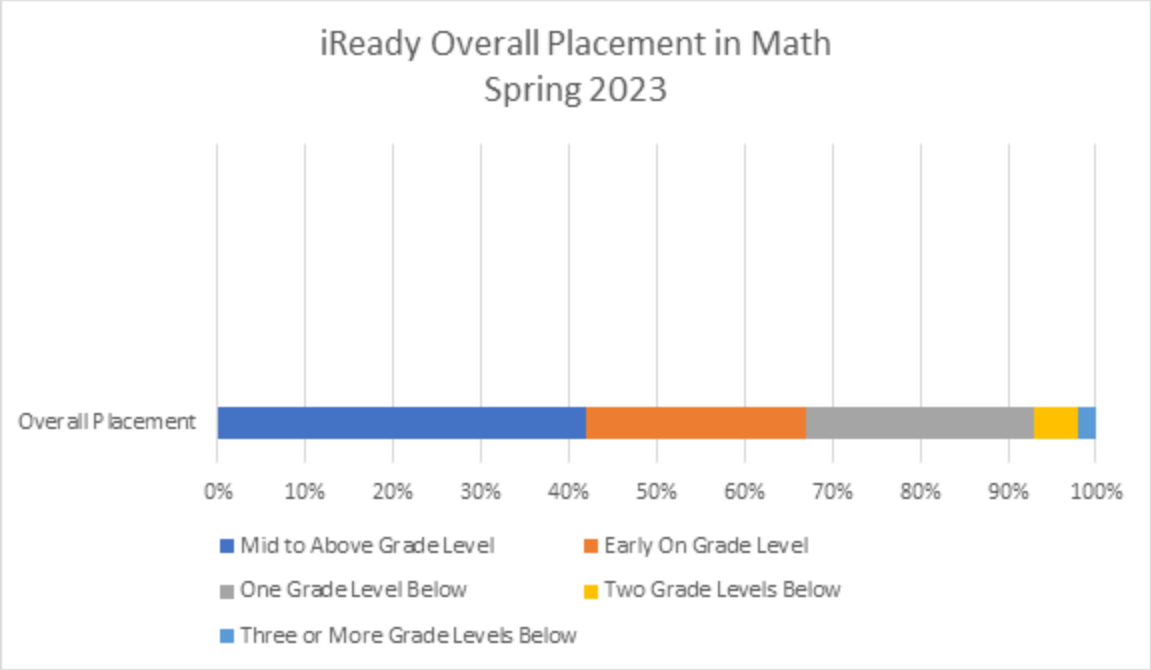


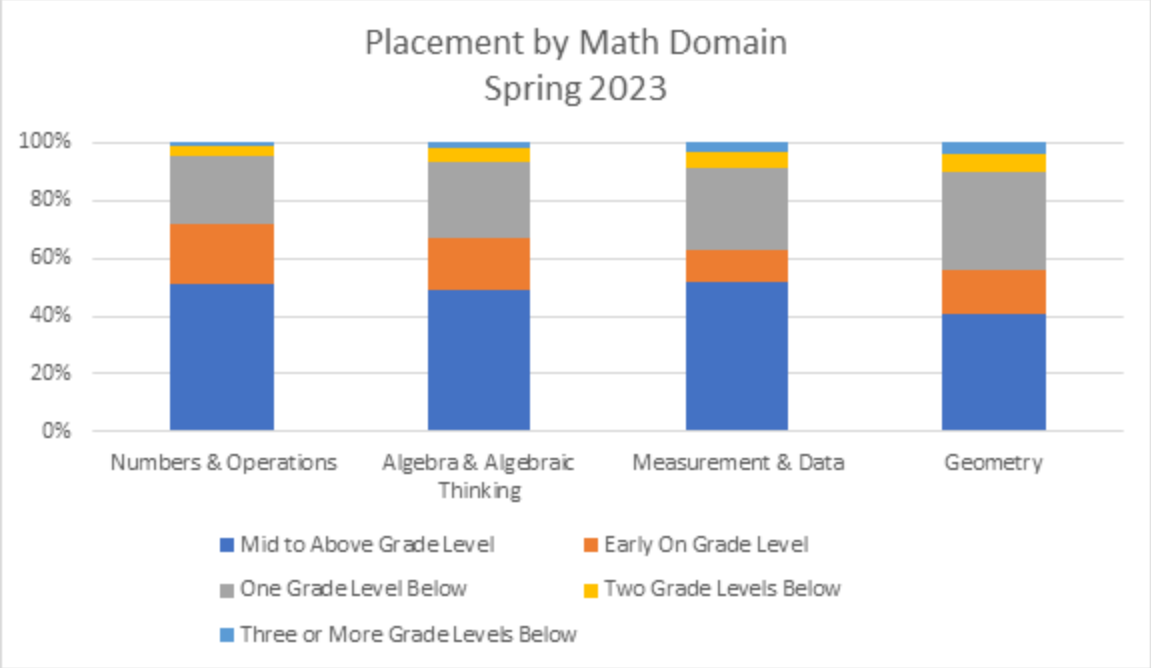
Eisenhower students appear to have had most success with the domains of phonological awareness and high-frequency words. Students struggled most with vocabulary and comprehension of informational text.



With regard to the iReady mathematics assessment results, 42% of the students achieved at the Mid or Above Grade Level mark; 25% achieved Early On Grade Level status, and 26% were One Grade Level Below the standard. A total of 7% of students performed two, three, or more grade levels below the standard. When

breaking the performances down into the various domains, Eisenhower students overall seemed to show most success with numbers and operations and struggled most with the geometry domain.





Teacher Needs Assessment: Data from the 5Essentials Survey administered in the 2022-23 school year indicate that "Collaborative Teachers" was the weakest category among the 5 Essentials. Within this category, the lowest measure is Collaborative Practices. This was the lowest ranking of all the components and measures on the Parent, Teacher, and Student Surveys. Data for this measure is taken from the teacher respondent portion of the survey. The lowest-scoring measure is Collective Responsibility. Particularly in the area of teachers taking responsibility for improving the school, responses included 25% at "some teachers," 21% marking "about half," 29% at "most," and 25% at "nearly all."

Teachers helping to maintain discipline in the entire school is another weak area by staff perception. Responses from staff members ranged from 33% at "some" to 25% at both "most" and "nearly all" teachers doing this. Teachers and other staff need to be made to feel comfortable maintaining order and reinforcing expectations across the school, not just in their own classrooms.

From a quick look at the components of the Collaborative Practices measure, it also can be surmised that we need to work on a system for allowing teachers to observe each other in their classrooms, both for feedback to the observed teacher and to provide ideas for the observing teacher. This is not a standard practice in the school and is a practice that should be considered for the 2023-24 school year, either on a voluntary or perhaps mandatory basis..

Yet another weak area identified in the teacher survey lies in the measure of Effective Leaders and specifically in Instructional Leadership. According to the staff assessment, instructional leadership is lacking at Eisenhower. With a change in leadership prompted by the retirement of the current principal, this is an area that may rebound over the 23-24 school year.

Parent Needs Assessment: Data from the 5 Essentials 2022-23 Parent Survey shows that of the 28.8% of parents surveyed, 98% reported that they were *very satisfied* or *somewhat satisfied* with the education their child is receiving at the school. Ninety-seven percent of parents indicated they were extremely likely or somewhat likely to recommend Eisenhower Elementary School to a parent looking for a school for their child. When asked if they are comfortable sharing their concerns with the school leadership, 93% indicated they were comfortable to a great extent (60%) or somewhat comfortable (33%).

In a parent survey sent by administration in spring 2023; parents were asked if they believed their children were prepared for the next grade level at the end of school year; 97.6% of the 41 parents responding indicated they agreed or strongly agreed. On this same survey, 96.2% of parents also agreed or strongly agreed with the statement that teachers are available if a child needs help.

Eisenhower parents have an opportunity to be involved in our school through an active Parent-Teacher Advisory Committee (PTAC) that meets quarterly. Just before the start of school, we hold our Back to School Night at which parents and students may meet the students' teachers. Teachers also strive for contact with the parent(s) of 100% of their students during parent/teacher conferences in October.

In the free comment section of the local parent survey, some parents indicated that they would like to have more opportunities to visit the school and/or to speak with their child's teachers specifically about their child. This is an area that could be enhanced during the 2023-24 school year. In past years, Eisenhower has held events such as Family Reading Night and Books for Bingo in an attempt to provide more opportunities for parent involvement. This may not be possible in the upcoming school year, due to the school's relocation to much smaller modular buildings while the school building undergoes renovations.

Student Needs Assessment: The 5 Essentials Student Survey was completed by the school's fourth and fifth grade students in winter 2023. Eisenhower's results, based primarily on student responses, placed the school in the "Neutral" category for Ambitious Instruction. The 5 Essentials rating for Supportive Environment included the school's highest component score with a strong 68/100 rating for "Academic Personalism" Also on the student survey, responses indicated that the level of rigor in the classrooms is one of the stronger components; however, this information is drawn from the supplemental measures of the survey..

Overall, the majority of components assessed on the student survey, including English Instruction, Academic Press, Math Instruction, Peer Support for Academic Work, Student-Teacher Trust, and Safety, all were scored in the "Neutral" category. No components of the 5 Essentials received a rating of Strong or Very Strong.

In a previous Student Survey, students also expressed a desire to add some after-school clubs that reflect their interests, such as Technology Club, Drama Club, and Science Club. As a part of the planning process, Eisenhower staff will attempt to research available resources to explore the possibility of incorporating this into our school day or offering these clubs after school.

4. **Describe schoolwide reform strategies in narrative form to include the following:**
    a. **provide opportunities for all children, including each of the subgroups of students (as defined in section 1111(c)(2)) to meet the challenging State academic standards;**
    b. **use methods and instructional strategies that strengthen the academic program in the school, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum, which may include programs, activities, and courses necessary to provide a well-rounded education; and**
    c. **address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging State academic standards.**

Schoolwide Reform Strategies The planning team at Eisenhower Elementary School is currently evaluating the school-wide curriculum and instruction with consideration of the following:

1. Following the selection of iReady as the District's new universal screening instrument, administration of the assessment in Spring 2023 to set a baseline for growth and a method of determining individual student and class strengths and weaknesses to guide instruction and interventions when appropriate.
2. Continued Schoolwide integration of Guided Reading into daily reading block where needed.
3. Continued implementation of standards-based math curriculum and continuation of the Envision Math textbook series.
4. Identification and scheduling of RTI interventions by classroom teachers as well as interventionists.
5. Continued work on alignment of instruction and assessments with primary objectives in reading and math at each grade level.
6. Collaboration with District teachers to begin creating common assessments at each grade level.
7. Continued implementation of Second Step social-emotional curriculum in all classrooms.

Use of DRA as a tool to monitor student growth in reading had not been a schoolwide focus at Eisenhower for a number of years. All teachers utilized the assessment in 2021-22. In addition, several teachers piloted a program for reading assessment, Literably. During the 22-23 school year, teachers choose to assess students three times per year using either DRA or Literably or a combination of both. Information from these assessments will help teachers to group students for Guided Reading, Literature Circles, and similar strategies, and it will help to inform the need for reading interventions for individual students.

In 2019-20, two LD Resource teachers received training in the Wilson Fundations program and Wilson materials were purchased for all grade levels. Kindergarten-third grade teachers have implemented some components of Fundations and are expected to continue in the upcoming year.

Teachers began to utilize the materials and programs purchased for reading and math interventions in 2019-20. Additional materials and online programs were purchased for use in the 2020-21 school year.

For the last four years, the district has been researching and piloting various elementary math series. In the fall of

2020, a comprehensive alignment of primary and secondary learning objectives at each grade level was completed. At Eisenhower in 2019-20, all grade levels implemented Eureka/EngageNY Math curriculum. In spring 2022 it was determined that all District elementary schools would continue to teach standards-based curriculum with Envision Math series as the primary textbook. Training in the effective use of Envision materials will be considered for the 2023-24 school year and will be scheduled by District personnel.

Teachers strive to meet the needs of all students to increase achievement. Beginning in 2018-19, a dedicated What I Need (WIN) time was incorporated into the schedule for all general education classes. Although the time was allotted, use of it for RTI was inconsistent. A goal for 2020-21 was to implement a more structured WIN time, hopefully utilizing specialists who are available each day and volunteers to assist in the classrooms. During this time, differentiated groups would receive enrichment and remediation instruction. However, COVID-19 restrictions interfered with this goal. Teachers were able to schedule some intervention time for their students, and some of our specialists were able to work with students, with either enrichment activities or administering progress monitoring assessments. We will continue to work on a plan for implementing intervention time in a more structured manner in the building. A school Guiding Coalition of three teachers, the building principal, and the Dean of Students has been established to shepherd the RTI process and activities.

In the summer before the 2019-20 school year, Title I funds were used to purchase a variety of materials to be used by teachers as academic interventions in the upcoming school year. Materials include the Wilson Fundations and Just Words materials, Bridges Math Intervention materials, Great Books, Words Their Way, S.P.I.R.E., Sounds Sensible, and a variety of other resources aimed at building students' skills in phonics, phonemic awareness, fluency, comprehension, etc. We continue to use Title I funds for materials and online programs--including ALEKS, Reading Eggs, Math Seeds, and Reflex Math, among others. Professional development time will be needed to train teachers in how to implement them most effectively during WIN time and beyond.

During the 2022-23 school year at Eisenhower, there was one part-time Title I teacher who served students who are struggling readers. The classroom teachers work with the Title I teacher sharing growth goals, samples of student work, weekly assessments, etc.,to ensure a commonality and understanding of progress and strategies for further growth with these struggling learners. An EL teacher works closely with the classroom teachers, using the Journeys curriculum, Wilson Fundations, and S.P.I.R.E. with a focus on vocabulary development.

To further support struggling students, Eisenhower began implementing the district's Multi-tiered System of Support (MTSS) process on a schoolwide basis at the beginning of the 2016-2017 school year. MTSS is designed to maximize the academic and social, emotional, and behavioral learning, progress, and proficiencies of all students. Intervention supports are implemented for students who have been referred for academic as well as behavioral needs. In the 2022-23 school year, periodic data days were held so teachers could use data to discuss the progress of their students and to plan for interventions. Substitute teachers covered classes while grade-level partner teachers met with the school administrator and the District's Assistant Director of Curriculum, Instruction, and Assessment, with the latter helping to guide the process. This will continue and be expanded in the 2023-24 school year.

5. **Provide any activity information regarding counseling, school-based mental health programs, specialized instructional support services, mentoring services, and other strategies to improve students' skills outside the academic subject areas.**

School Social Work Services: A school social worker is assigned to Eisenhower three days per week. She provides support to individual and groups of students to address their social skill needs, e.g., mindfulness, anger management, friendship, as well as any other social interaction issues that impact a student's school performance. Between individual and group sessions, the school social worker saw 55 students with IEPs, a Section 504 Plan, or who had been referred through the RTI process during the 2022-23 school year. There is a greater need for Social Work Services; however, due to the inability of the District to fill all of the Social Work positions, personnel were only available to work with Eisenhower students two days per week and when a student

was in crisis. In the 2023-24 school year it is anticipated that the Social Worker will be available to Eisenhower students at least three days per week.

During the 2019-20 school year, the school social worker more directly implemented a school-wide social/emotional and personal safety curriculum with students within the general education classrooms. This continued in the 2020-21 school year. This program was discontinued in 2022-23, due to restrictions in the Social Worker's schedule. The Second Step social-emotional education curriculum was purchased with Title I funds for the 2022-23 year, but it was inconsistently implemented in each general education classroom. A more complete implementation is planned for the 2023-24 school year.

Peer Mediation: This service is designed to resolve issues and conflicts between students at Eisenhower. Selected students who have completed peer mediation training conduct the peer mediations. Students in need of mediation services to resolve issues can self-request a peer mediation, or teachers can refer them for the service. The school Social Worker coordinates this program.

Secret Service: The goal of Eisenhower's Secret Service is to provide leadership opportunities for students. Students who are members of Secret Service are expected to follow a code of conduct, which includes demonstrating honesty and trustworthiness, being service-oriented and responsible citizens of their school and community, helping and being kind to others, and modeling positive behavior. Student members are nominated by their 4th and 5th grade classroom teachers and work on service projects and activities at Eisenhower under the supervision of the Dean of Students. COVID-19 restrictions required the suspension of this activity the last two years, but we plan to re-establish it in the 2023-24 school year.

Screening, Assessment and Support Services (SASS) and Crisis and Referral Entry Services (CARES): CARES calls are made as needed when a student threatens harm to self or others. Then a SASS worker may offer services for six months after as needed. It was not necessary to utilize this service during the 2020-21 school year, but this continues to be an option for students in crisis situations.

Multi-tiered Systems of Support: Intervention supports are implemented for students who have been referred for academic or behavioral needs. Data are collected regarding the effectiveness of the intervention supports for the student. The interventions and results are planned and reviewed in a team format between school staff members and the student's parents. Intervention supports (both academic and behavioral) are typically implemented by the student's classroom teacher. (See Section 7, Schoolwide Tiered Model and Early Intervening Services, for more information about MTSS.)

6. **Include any activity information regarding the preparation for and awareness of opportunities for postsecondary education and the workforce, which may include career and technical education programs and broadening secondary school students' access to coursework to earn postsecondary credit while still in high school (such as Advanced Placement, International Baccalaureate, dual or concurrent enrollment, or early college high schools).**

At Eisenhower, kindergarten students are introduced to different careers through guest visits from family and community members who discuss their jobs/careers. The district offers Saturday Science to elementary students. The University of Illinois extension office presents on a variety of topics with AG (agriculture) in the Classroom being a standard in the district every year. Unfortunately, some of these opportunities were not available in spring of 2020 and during the 2020-21 and 2021-22 school years due to COVID-19 pandemic restrictions. They were largely resumed post-pandemic in 2022-23 and will continue going forward..

Eisenhower staff creates awareness of potential careers by inviting community members to present, share information about their jobs and workplaces, and answer any questions that the students may have. Our business partnership with the Pilot Club has brought volunteers to our classrooms in the past. We hope to establish stronger relationships this year with members of this group.

At this time, Eisenhower does not currently have a job shadowing program for students. In our long term planning we would like to consider implementing this program for our 5th grade students at least . This will allow students to experience professional environments and learn how to perform various duties. We will begin by reaching out to our parents, service clubs, and organizations in our community that would be willing to have students intern/shadow at their job/business.

7. **Specify any activity information regarding the implementation of a schoolwide tiered model to prevent and address problem behavior, and early intervening services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.).**

Schoolwide Tiered Model and Early Intervening Services:
As stated previously, Eisenhower implements MTSS on a schoolwide basis. The goal of the MTSS process is to determine why a student is having academic or social, emotional, or behavioral difficulties and then link the reasons to early, intensive, and successful instructional or intervention approaches that occur, as much as possible, in the general education classroom (or the setting where the difficulty is occurring). The process has two primary components:

1. Data-Based Functional Assessment Problem-Solving, which is a universal process used by school staff to determine why a specific student or group of students are not responding to effective instruction and classroom management. The focus of the problem-solving process is within the "instructional environment," and not just on the individual student of concern. This process consists of

a. Defining the problem, i.e., problem analysis, to determine why a student is not making academic or progress;
b. Developing and implementing an intervention plan that includes specific goals, interventions, evaluation strategies, and decision rules or criteria for determining if there has been a successful resolution of "the problem"; and
c. Evaluating the plan by reviewing data to 1) determine if the student is responding to the interventions and 2) make adjustments to instruction and interventions accordingly.

2. MTSS Teams: At Eisenhower MTSS teams typically include the building principal,. the school psychologist, the student's teacher, and his/her parent(s). The Dean of Students may join the team when the issue is behavioral in nature. The teaming process involves the use of different staff and/or teams that apply the problem-solving process to address a specific student situation. For more complex cases, a multi-disciplinary building-level MTSS Team is also available. The teams focus on analyzing why the student is not responding so that changes in instruction or the implementation of interventions can occur, resulting in student progress and success.

With regard to preventing and addressing problem behavior, Eisenhower has the following in place:

- School-wide behavior expectations have been adopted and in place for several years, although a fresh look at the program is necessary, and initial meetings have been held to rejuvenate this aspect of the school.. The Behavior Expectations Matrix, which is posted on the school website and in the school handbook, outlines expectations. In addition, behavior expectations are displayed in the school in poster format at various stations throughout the building. These expectations are reviewed periodically during the school year as an adapted PBIS model.
- Peer mediation program, which is designed for students in grades 4–5 and offers support for students who want to resolve conflicts in a confidential and safe environment;
- Check-in/Check-out (CICO), which is a Tier 2 intervention designed to help students stay on track to meet behavioral expectations during the school day;
- A Dean of Students, present 2-3 days/week (and in 2023-24, 5 days/week) and who works proactively with classroom teachers and their students to intervene early with problem behaviors with the goal of preventing an escalation of behavior to the point it requires more formal disciplinary measures;
- A School Social Worker who provides services; and
- Two full-time special education resource teachers who provide services to students with behavioral (and academic) needs, including direct services, teacher consultations, and implementation of strategies such as CICO and charting.

The school also utilizes Crossroads Learning Center as an option for students who meet the three school-day suspension threshold. Using CLC results in students continuing to receive educational services and being able to complete classroom work.

As discussed previously, faculty identified a need for more comprehensive and consistent use of schoolwide behavior monitoring and intervention. Therefore, to address this need in 2023-24, a PBIS team of teachers, staff, and administration will review and revisit campus-wide expectations to ensure fidelity of implementation of current systems. The addition of a full-time Dean of Students is thought to be an improvement for 2023-24.

In terms of tiered academic instruction and interventions, as noted under the Schoolwide Reform Strategies section, Eisenhower faculty implement the district's standards-based core curriculum and utilize differentiated instruction. Individual and group interventions may be implemented for students. For students who are performing below grade level and identified as needing early intervening services, an MTSS team reviews student data and works to identify the specific skill area in which the student needs supplemental support and what additional supports are needed. Currently, this problem-solving process occurs primarily at the individual student- or small group-level to identify interventions that the classroom teacher subsequently implements and monitors with support of administration and the school psychologist. Title I reading services and math Bridges interventions may also be prescribed as interventions.

In addition to individual problem-solving, it would be beneficial to expand the problem-solving process to address the common learning and behavioral needs of groups of students. It would benefit Eisenhower staff to review academic data from such sources as DRA and iReady, as well as behavioral data (e.g., office discipline referrals, behavior charting) more consistently at each grade level to determine the percentage of students who fall within Tier 1, Tier 2, and Tier 3 with regard to learning and behavior needs. This data, in turn, would allow the MTSS grade level teams to identify and implement small group interventions to address similar learning and behavioral needs of students within a group.

8. **Include any activity information regarding professional development and other activities for teachers, paraprofessionals, and other school personnel to improve instruction and use of data from academic assessments, and to recruit and retain effective teachers, particularly in high need subjects.**

Eisenhower staff members are reflective and responsive to their growth as instructors to continue to provide the best possible education for their students. Teachers access professional development opportunities offered to all district staff throughout the school year and participate in building-level staff development as well as additional opportunities offered by the ROE throughout the summer months. While some of these opportunities were curtailed during 2020-21 and 2021-22, we are now in a more traditional year for PD since 2022-23.

With the District having decided to adopt the Envision Math textbook series, teachers could still benefit from professional development opportunities related to optimal implementation of the Envision series. Last summer, two first grade teachers new to the building participated during the summer of 2022 in Wilson Fundations training to be able to implement this in their classrooms.

9. **Describe any activity information regarding strategies for assisting preschool children in the transition from early childhood education programs to local elementary school programs.**

Jacksonville, Illinois, has a variety of preschool programs that help families prepare their students for the transition to Kindergarten. The Early Years Program is our district's birth to 5 program and screens students in the Eisenhower Elementary attendance area. It subsequently serves any eligible students and supports the students' families. Our Kindergarten teachers assist with the transitioning from early childhood to Kindergarten by participating in the exit meetings held by Early Years Program personnel. Personnel at the Early Years program forward to the appropriate schools data profiles of the incoming kindergarten students who attended the EY program. In addition, during the spring semester each school year, a Kindergarten Preview is held, through which the teachers provide an overview of and families can ask questions about our Kindergarten program.

During the first weeks of each new school year, the building staff plans a Meet the Teacher/Back to School Night, which gives families the opportunity to come in with their students, drop off school supplies, and ask any further questions they might have about Kindergarten. We returned to this format in August 2022 and will continue it in August 2023, even as we all transition to a temporary site while the school building undergoes renovation.

THE SCHOOLWIDE PLAN (section 1114)

Any eligible school that desires to operate a schoolwide program shall develop a comprehensive plan (or amend a plan for such a program that was in existence on the day before the date of the enactment of the Every Student Succeeds Act)

(A) IN GENERAL

1. USE OF FUNDS

(A) ELIGIBILITY
Schoolwide programs may consolidate and use these funds with other Federal, State and local funds to upgrade an entire educational program that serves an eligible school attendance area that is not less than 40 percent of the children are from low-income families, or not less than 40 percent of the children enrolled in the school are from such families.

(B) EXCEPTION
If a schoolwide program will best serve the needs of the students at the eligible school attendance area (which less than 40 percent of the children are from low-income families, or a school for which less than 40 percent of the children enrolled in the school are from such families) by improving academic achievement and other factors, then that school may receive a waiver from the State educational agency.

2. IDENTIFICATION OF STUDENTS IS NOT REQUIRED

(A) GENERAL
Participation in a schoolwide program means a school does not have to identify any children or individuals as eligible or as receiving services provided as supplementary.

(B) SUPPLEMENTAL FUNDS

A school participating in a schoolwide program can only use these funds to supplement where non-Federal sources may not be available, which includes funds needed to provide services that are required by law for children with disabilities and English learners; in accordance with the method of determination described in section 1118(b)(2).

3. EXEMPTION FROM STATUTORY AND REGULATORY REQUIREMENTS

(A) EXEMPTION
Please note that the Secretary may exempt schoolwide programs from statutory or regulatory provisions of any other noncompetitive formula grant program administered by the Secretary (other than formula or discretionary grant programs under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), except as provided in section 613(a)(2)(D) of such Act (20 U.S.C. 1413(a)(2)(D))), or any discretionary grant program administered by the Secretary, to support schoolwide programs if the intent and purposes of such other programs are met.

(B) REQUIREMENTS
A school that chooses to use funds from such other programs shall not be relieved of the requirements relating to health, safety, civil rights, student and parental participation and involvement, services to private school children, comparability of services, maintenance of effort, uses of Federal funds to supplement, not supplant non-Federal funds (in accordance with the method of determination described in section 1118(b)(2)), or the distribution of funds to State educational agencies or local educational agencies that apply to the receipt of funds from such programs.

(C) RECORDS
Schoolwide schools must maintain records that demonstrate the use of funds from all Federal programs. These records must address the intent and purposes of each of the Federal programs that were consolidated to support

the schoolwide program. Separate fiscal accounting records or the identification of specific activities is not required.

(B) PLAN DEVELOPMENT

The comprehensive plan shall be:

1. Developed during a one-year period, unless:
    - the local educational agency determines, in consultation with the school, that less time is needed to develop and implement the schoolwide program; or
    - the school is operating a schoolwide program on the day before the date of the enactment of the Every Student Succeeds Act, in which case such school may continue to operate such program, but shall develop amendments to its existing plan during the first year of assistance after that date to reflect the provisions of this section.

2. Developed with the involvement of parents and other members of the community to be served and individuals who will carry out such plan, including teachers, principals, other school leaders, paraprofessionals present in the school, administrators (including administrators of programs described in other parts of this title), the local educational agency, to the extent feasible, tribes and tribal organizations present in the community, and, if appropriate, specialized instructional support personnel, technical assistance providers, school staff, if the plan relates to a secondary school, students, and other individuals determined by the school;

3. In effect for the duration of the school's participation under this part and reviewed and revised, as necessary, by the school.

4. Available to the local education agency, parents, and the public, and the information contained in such plan shall be in an understandable format.

5. If appropriate, developed in coordination and integration with other Federal, State, and local services, resources, and programs, such as programs supported under this Act, violence prevention programs, nutrition programs, housing programs, Head Start programs, adult education programs, career and technical education programs, and schools implementing comprehensive support and improvement activities or targeted support and improvement activities under section 1111(d).

6. Based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the local educational agency.

(C) PRESCHOOL PROGRAMS

A school that operates a schoolwide program under this section may use funds available under this part to establish or enhance preschool programs for children who are under 6 years of age.

(D) DELIVERY OF SERVICES

The services of a schoolwide program under this section may be delivered by nonprofit or for-profit external providers with expertise in using evidence-based or other effective strategies to improve student achievement.
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(E) USE OF FUNDS FOR DUAL OR CONCURRENT ENROLLMENT PROGRAMS

1. IN GENERAL

A secondary school operating a schoolwide program under this section may use funds received under this part to operate dual or concurrent enrollment programs that address the needs of low-achieving secondary school students and those at risk of not meeting the challenging State academic standards.

2. FLEXIBILITY OF FUNDS

   A school using funds received under this part for a dual or concurrent enrollment program described in paragraph (1) may use such funds for any of the costs associated with such program, including the costs of;

   i. training for teachers, and joint professional development for teachers in collaboration with career and technical educators and educators from institutions of higher education, where appropriate, for the purpose of integrating rigorous academics in such program;
   ii. tuition and fees, books, required instructional materials for such program, and innovative delivery methods; and
   iii. transportation to and from such program.

3. RULE OF CONSTRUCTION

   Nothing in this subsection shall be construed to impose on any State any requirement or rule regarding dual or concurrent enrollment programs that is inconsistent with State law.

ILLINOIS STATE BOARD OF EDUCATION
100 North First Street, N-242
Springfield, Illinois 62777-0001

SCHOOLWIDE PLAN
Section 1114, Every Student Succeeds Act

Instructions: This completed template along with all related documentation must be:

- Approved by the Local Board of Education
- Signed by the School District Superintendent
- Kept on file with all Title I records
- Only send to ISBE if requested

2022-2023/SCHOOL INFORMATION

School Name:	Lincoln Elementary School		
RCDT:	010691170222006		
Principal:	Ms. Sue Lovdahl		
Address:	320 West Independence		
City, ZIP code:	Jacksonville Il. 62650		
Telephone:	217-245-8720		
Email address:	slovdahl@jsd117.org		
Planning Year:	**Poverty Rate at Board Approval:**	**40% Waiver: Y/N**	**Local Board of Ed. approval date:**
2023	85%	Y	

DISTRICT INFORMATION

District Name/Number:	Jacksonville School District #117
Superintendent:	Mr. Steve Ptacek
Telephone:	217-243-9411
Email address:	sptacek@jsd117.org

Superintendent's Signature **Date**

Schoolwide Plan Components

1. Please include the names of the participants in the creation of this plan:

NAME	REPRESENTATION
Sue Lovdahl	Principal
Dustin Secrist	Dean of Students
Karen Fezler Allyson Maul	Kindergarten team
Claudia Pitchford Marcia Mosley	Title I team
Jess Brown Jess Brown	1st grade team
Drew Comstock Samantha Gregory	2nd grade team
Jody Haskell Samantha Carbonell	3rd grade team
Sharon Smith Erin Bauler	4th grade team
Austin Crowder Ashley Crowder	5th grade team
Andrea Floyd	Intermediate LD Resource
Steph Noel	Primary LD Resource
Kelsey Mierzwa	Social Worker
Rebecca Erickson	Psychologist
Dorothy Fernandes	Speech and Language
Tracy Farmer	ELL

2. If applicable, please include a list of State educational agency and local educational agency programs and other Federal programs under subsection (a)(3) that will be consolidated in the schoolwide program:

1. Special Education
2. Title I
3. ELL services

3. Conduct a comprehensive needs assessment of the entire school:

a. Include a copy of the document used to conduct the assessment.

b. Sample available at http://www.cde.state.co.us/FedPrograms/consapp/na.asp.

Parent Needs Assessment Survey (Appendix ___): A review of parent survey results shows that

Student Needs Assessment Survey (Appendix ___):

1. 100%of parents feel that it is easy to contact their child's teacher.
2. 100% of parents responded that Lincoln school provides a safe and clean environment for teaching and learning. .
3. 100% of parents believe that discipline is handled effectively by teachers, the dean of students and the principal.
4. 100% of parents felt their child did not get extra help if needed.

5. Attendance and tardiness has been a critical issue at Lincoln this year. Parents were asked what we could do to help. The majority of the responses asked for transportation for students living less than 1.5 miles away from school.
6. We had a record number of parent surveys returned this year.

COMMENTS: **What is working well at Lincoln?**

- My child loves Lincoln. She really had a rough start. She would cry everyday and now she really loves going. We were going to move and she didn't want to leave because she loved the school and the staff. You are all doing amazing things.
- I have truly enjoyed all the staff and teachers that I have had an interaction with.
- Everything seems to be 'working'. My child had a great school year!
- Keep up with the same learning methods!
- Everything is great at this school. Communication is great!
- I love Lincoln school and all the staff.
- No complaints, five stars!
- Nothing to improve on at this time. Teamwork and communication is amazing at Lincoln.
- Lincoln takes the time to work with the kids. They don't give up after one way of not working.

Improvements: **What is not working?**

- More homework
- School transportation

1. 87% of students feel as though the instruction at Lincoln is ambitious and that they are held to high standards

2. 99% of students reported feeling supported by peers in the area of academic work

3. 75% of students described a positive teacher-student trust relationship

4. 69% of students feel that safety is held to a high standard at Lincoln.

The data from our student surveys helps drive our action plan here at Lincoln. We consider what our learners feel and observe and will be addressing their perspectives throughout our Title I and school plan.

4. Describe schoolwide reform strategies in narrative form to include the following:

provide opportunities for all children, including each of the subgroups of students (as defined in section 111(c) (2)) to meet the challenging State academic standards;

a. use methods and instructional strategies that strengthen the academic program in the school, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum, which may include programs, activities, and courses necessary to provide a well-rounded education; and
b. address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging State academic standards.

Lincoln Elementary school is one of six elementary student attendance centers in Jacksonville School District 117. It is located on the Northside of Jacksonville within the city limits and has a total enrollment of 268 students. Data from SKYWARD show that the racial/ethnic background of our student population is 53% White, 24% Black, 2% Hispanic, 0% Native Hawaiian/Pacific Islander, 0% Native American, and 21% of two or more races. Lincoln has a low income rate of 83% which makes it the elementary attendance center with the second highest rate of poverty. The incidence rate of students with Individualized Education Programs (IEPs) is 26%. Four percent of students are categorized as English Language Learners. Finally, Lincoln has a mobility rate of 18% and 6% of students were reported as being homeless. The percentage of students who miss 10% or more of school days per year regardless of excused or unexcused is 28%. This has an impact on our student learning.

There are several school reform strategies that aim to provide opportunities for all children, including those who are black, low income, have Individualized Education Programs (IEP), are English Language Learners (ELL), or belong to multi-racial backgrounds, to meet challenging State academic standards. Here are some commonly implemented

strategies that Lincoln Elementary will continue to enhance and utilize:

1. **Equity-Based Approach:** Lincoln has adopted an equity-based approach to education, ensuring that all students have access to high-quality resources, materials, and instructional practices that support their learning. This approach aims to address the opportunity gaps that exist among different student populations.
2. **Culturally Responsive Teaching:** Teachers at Lincoln have been trained and implement culturally responsive teaching practices that recognize and value the diverse cultural backgrounds and experiences of students. This approach helps create inclusive and engaging learning environments where students' identities are affirmed and their academic success is promoted.
3. **Differentiated Instruction:** Lincoln teachers utilize differentiated instruction techniques to tailor teaching methods, materials, and assessments to meet the individual needs and learning styles of students. This approach allows teachers to provide appropriate support and challenge for all students, including those with IEPs and ELLs.
4. **High-Quality Professional Development:** The District as well as Lincoln itself, offers ongoing, high-quality professional development opportunities for teachers and school staff. We would like to continue to focus on strategies for effectively engaging and supporting diverse student populations, including strategies for addressing the unique needs of black students, low-income students, students with IEPs, ELLs, and multi-racial students.
5. **Early Intervention and Support:** Through the use of our District wide MTSS program, teachers can implement early intervention programs and support services to identify and address learning challenges at an early stage. This includes interventions for academic, social-emotional, and behavioral support, ensuring that all students receive the necessary assistance to succeed.
6. **Family and Community Engagement:** Foster strong partnerships between schools, families, and the community is a School Improvement Goal for the upcoming 2023-2024 school year. We would like to encourage family involvement in their children's education, provide culturally relevant outreach programs, and collaborate with community organizations to support students' academic success.
7. **Data-Driven Decision Making:** Through the use of Problem Solving and grade level team meetings, teachers will use data to identify achievement gaps among different student populations and inform instructional practices. Teachers will regularly assess student progress, track growth, and analyze data to ensure targeted interventions and adjustments to instructional strategies.
8. **Extended Learning Opportunities:** Lincoln Elementary provides after-school programs through the Boys and Girls Club, and tutoring services through the District summer school program, to support students who may require additional academic assistance or enrichment activities.
9. **Collaboration and Professional Learning Communities:** Lincoln Elementary will continue to encourage collaboration among teachers, administrators, and support staff to share best practices and collectively address the needs of diverse student populations. Establish professional learning communities where educators can collaborate, reflect, and continuously improve their instructional practices. This will be done through collaborative planning time with grade level partners and meetings with the administrator.

Adopting Priority Learning Standards and creating common assessments are important steps towards strengthening the academic program and ensuring consistent expectations for all students. Lincoln has developed a master schedule that optimizes instructional time throughout the day and allows for Title and Resource to pull students so they will not miss CORE instruction. The schedule also incorporates dedicated collaborative planning time for grade level teachers to come together and discuss planning strategies and analyze data from common assessments. Additionally, Response to Intervention (RTI) has been integrated into the schedule, providing designated intervention time to support teachers in addressing the needs of students requiring extra assistance

Addressing the needs of all children in the school, especially those at risk of not meeting challenging state academic standards, requires a comprehensive and targeted approach. Here are some strategies Lincoln will continue to practice and approve upon implementation:

1. **Data Analysis and Targeted Interventions:** Collect and analyze data on student performance to identify those who are at risk of falling behind. Utilize formative assessments, standardized tests, and other measures to pinpoint areas of weakness. Develop targeted interventions and provide additional support in those specific areas to help struggling students catch up.
2. **Response to Intervention (RTI) Framework:** Implement an RTI framework that includes multiple tiers of support. Provide high-quality core instruction to all students, while offering increasingly intensive interventions for those who need additional assistance. Monitor students' progress regularly and adjust interventions accordingly.
3. **Individualized Education Plans (IEPs) and Accommodations:** For students with disabilities or special needs, develop IEPs that outline specific goals, accommodations, and services to meet their unique learning requirements. Ensure that teachers are aware of and implementing the accommodations effectively.
4. **Differentiated Instruction:** Employ a variety of instructional strategies, materials, and activities to meet the diverse needs of students. Differentiate instruction based on learning styles, abilities, and interests, allowing for personalized and targeted learning experiences.
5. **Small-Group and Individualized Instruction:** Provide opportunities for small-group instruction and one-on-one support for students who require additional attention. This allows for more focused instruction and tailored assistance.
6. **Social and Emotional Support:** Address the social and emotional needs of students through counseling services, character education programs, and the promotion of a safe and inclusive school climate. Provide appropriate interventions to help students overcome emotional barriers to learning.
7. **Progress Monitoring and Continuous Assessment:** Continuously monitor and assess students' progress to identify areas of growth and areas that require additional support. Use a mix of formative and summative assessments to measure learning outcomes and adjust instruction accordingly.

By implementing these strategies, Lincoln Elementary will be able to effectively address the needs of all children, especially those at risk of not meeting challenging state academic standards. It is crucial to foster a collaborative and supportive learning environment that values the unique strengths and challenges of each student, ensuring they receive the necessary support to succeed academically.

The planning team at Lincoln Elementary School is currently evaluating the school-wide curriculum instruction with consideration to the following categories:

- The data from 2021-2022 and 2022-2023 has proven that tier 1 instruction is an area of concern for several grade levels. Tier 1 instruction support using research driven best strategies will be the focus of reform strategies.

Strategies for Tier 1 Instruction

Improving tier one instruction at Lincoln Elementary School is crucial for promoting student success and achievement. Here are some reform strategies that can help enhance tier one instruction:

1. **Data-Driven Instruction:** Collect and analyze student data to identify areas of strength and weakness. Use this information to tailor instruction to meet individual student needs. Regularly assess students' progress to ensure targeted interventions are implemented when necessary.
2. **Differentiated Instruction:** Recognize that students have diverse learning needs and abilities. Differentiate instruction by providing a variety of instructional materials, strategies, and assessments to meet the individual needs of students. This ensures that all students have access to rigorous and meaningful instruction.
3. **Professional Development:** Provide ongoing professional development opportunities for teachers to enhance their instructional practices. Focus on effective teaching strategies, content knowledge, classroom management

techniques, and the use of instructional technology. Encourage collaboration among teachers to share best practices and learn from one another.

4. **Co-Teaching and Collaboration:** Encourage collaboration and co-teaching among general education teachers, special education teachers, and other specialists. This allows for the sharing of expertise and resources, and the implementation of inclusive instructional practices that support all students.
5. **Positive Classroom Climate:** Create a positive and inclusive classroom climate that promotes engagement, respect, and a sense of belonging. Implement behavior management strategies that support positive behavior and address any disruptive behaviors promptly and effectively. Foster a supportive and caring learning environment.
6. **Engaging Instructional Strategies:** Utilize a variety of research-based instructional strategies that actively engage students in the learning process. Incorporate hands-on activities, cooperative learning, problem-solving tasks, and technology tools to enhance student engagement and understanding.
7. **Curriculum Alignment:** Ensure that the curriculum is aligned with standards and learning goals. Regularly review and update the curriculum to reflect best practices and meet the needs of the students. Provide teachers with the necessary resources and materials to effectively implement the curriculum.
8. **Family and Community Engagement:** Involve families and the community in supporting student learning. Communicate regularly with parents and provide them with resources and strategies to reinforce learning at home. Collaborate with community organizations to provide additional learning opportunities and support for students.
9. **Monitoring and Support:** Establish a system for ongoing monitoring and support of tier one instruction. Regularly observe and provide feedback to teachers, conduct walkthroughs, and use data to assess the effectiveness of instructional practices. Offer support and professional development to address areas of improvement.
10. **Continuous Improvement:** Promote a culture of continuous improvement by encouraging teachers to reflect on their practice, seek feedback, and engage in professional learning communities.

Regularly review and refine instructional practices based on evidence and student outcomes.
Implementing these reform strategies can contribute to the improvement of tier one instruction At Lincoln Elementary School, leading to enhanced student learning and achievement.

5. **Provide any activity information regarding counseling, school-based mental health programs, specialized instructional support services, mentoring services, and other strategies to improve students' skills outside the academic subject areas.**

School Social Work Services: A school social worker is assigned to Lincoln 2.5 days a week. She sees students with IEP (Individualized Education Plans) social work minutes as the first priority. The school social worker saw approximately 20 students (IEP and no-IEP) on a weekly basis during the 2022-2023 school year. According to data provided by the MTSS process and behavioral referrals, we are not meeting the emotional needs of our students. It is estimated that 80% of our students could benefit from Social Work Services. We need a full time social worker at Lincoln.

SASS/CARES: CARES calls are made as needed when a student threatens harm to self or others. Then a SASS worker may offer services for 3 months after as needed. During the 2022-2023 school year, 0 CARES calls were made, and a total of 5 risk assessments were made, and 5 threat assessments with subsequent parent contacts as follow-up.

MTSS: Intervention supports are implemented for students who have been referred for academic or behavioral needs. Data are collected regarding the effectiveness of the intervention support for the students. The interventions and results are planned and reviewed in a team format between school staff members and the student's parents. Intervention supports (both academic and behavioral) are typically implemented by the student's classroom teacher and or Title I teacher. (See Section 7, School-wide Tiered Model and Early Intervening Services, for more information about MTSS.) Lincoln currently has 3 full time Special Education teachers and two full time Special Education aides. Currently, The Special Education teachers service 24,000

minutes per year. We have a Speech Therapist that services students 4 days a week.

Crossroads Learning Center: Lincoln was able to utilize the Crossroads Learning Center as an option for students who meet the three school-day suspension threshold. Using CLC results in students continuing to receive educational services and being able to complete classroom work.

6. Include any activity information regarding the preparation for and awareness of opportunities for postsecondary education and the workforce, which may include career and technical education programs and broadening secondary school students' access to coursework to earn postsecondary credit while still in high school (such as Advanced Placement, International Baccalaureate, dual or concurrent enrollment, or early college high schools).

Lincoln Elementary School 1st grade will continue to implement a career research project into their writing curriculum for the 2023-2024 school year.. During this time guest speakers come to the school and discuss their job. Our goal is to invite community members that went to college and members that perform a trade. Students will see a variety of jobs that work together to make our community run smoothly. These professions include: police officer, firefighter, nurse, chef, farmer, mechanic, coach, mayor, postal worker, and more. Students prepare questions to ask the guest speakers in order to better understand their profession and how they play a role in the community. The job of the student is to learn more about the education and skills necessary to pursue these professions in the future.

The Jacksonville School District begins creating awareness of potential careers in first grade. They complete a unit on careers in the spring and then travel to the Children's Museum in Springfield, where they have an opportunity to role play and create their own "On the Job Training."

The University of Illinois extension office presents on a variety of topics with AG in the classroom being a standard in the district every year this is provided to 4th grade students. This is a monthly program and at the end of every year students take part in a field trip for a hands-on experience.

Another way that Lincoln staff creates awareness of potential careers is by inviting community members to attend breakfast with a buddy. This event takes place each quarter, and will continue to occur in the 2023-2024 school year. During this event, community members such as: firefighters and police officers are invited to come have breakfast with the students. It is during breakfast that our community workers share their role and how they impact our community.

At this time, Lincoln does not currently have a job-shadowing program for students. Lincoln School would love to allow students (3rd-5th) the opportunity to meet with community members and shadow them in their workplace. This will allow students to experience professional environments and learn how to perform various duties. We will achieve this by reaching out to service clubs and organizations in our community that would be willing to have students intern/shadow at their job/business.

7. Specify any activity information regarding the implementation of a school wide tiered model to prevent and address problem behavior, and early intervening services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.).

Schoolwide Tiered Model and Early Intervening Services

As stated previously, Lincoln implements MTSS on a schoolwide basis. The goal of the MTSS process is to determine why a student is having academic or social, emotional, or behavioral difficulties and then link the reasons to early, intensive, and successful instructional or intervention approaches that occur, as much as possible, in the general education classroom (or the setting where the difficulty is occurring). The process has two primary components:

1. Data –Based Functional Assessment Problem Solving, which is a universal process used by school staff to determine why a specific student or group of students are not responding to effective instructional and classroom management. The focus of the problem-solving process is within the "instructional environment" and not just on the individual student of concern. This process consists of:
    a. Defining the problem, i.e., problem analysis, to determine why a student is not making academic or behavioral progress;
    b. Developing and implementing an intervention plan that includes specific goals, interventions, evaluation strategies and decision rules or criteria for determining if there has been a successful resolution of "the problem"; and
    c. Evaluating the plan by reviewing data to 1) determine if the student is responding to the interventions and 2) make adjustments to instruction and interventions accordingly.

2. MTSS Teams at Lincoln consist of the Principal who coordinates the meetings, sends out invitations, serves as facilitator, and manages all paperwork, the Principal, classroom teacher, special education resource teacher, and parent/guardian. Additional people are invited to attend as needed, such as social worker, school psychologist, speech and language teacher, or EL coordinator.

With regard to preventing and addressing problem behavior, Lincoln has the following in place:

Tier 1

School-wide behavior Expectations: As the school year begins, parents are given a Student Handbook which clearly outlines expectations and procedures for a successful and positive educational experience. Parents are made aware of tiered consequences for behaviors and are asked to sign off on receiving and reading the handbook. Usually at the beginning of each semester, students are rotated through stations located throughout the school to teach hallway, bathroom, lunch, recess, transition, arrival, and dismissal procedures. Our entire staff is highly encouraged to be CPI trained. A Dean of Students position was created to begin in the 2016-2017 school year for Lincoln. Through that position, a universal referral form was created and behavior documentation has taken place.

In a normal year, we begin each day with all students and staff in the gym for a morning meeting, during which time, shout outs for jobs well done, reminders for why we are here, and repetition of our Lincoln School Pledge, and the Pledge of Allegiance take place. We also implemented a school wide Social Emotional Learning Plan where we focus on one characteristic per month. Teachers were then planning and instructing lessons based on the characteristics for the month while utilizing various SEL strategies daily in their classroom to help students learn to identify and manage their emotions. Our classroom teachers also use Classroom Dojo to track positive and negative behavior points throughout the day. Parents have access to this information. Data has shown that during the 2022-2023 school year we had an average of 94,4% of our students who remained referral free weekly. Referral free students are rewarded on a weekly, monthly, and quarterly basis. Referral free recognition will continue during the 2023 - 2024 school year. There are monthly Dojo rewards for students having the classroom required percentage of positive points. District wide parent/teacher conferences are held twice a year. The Guiding Coalition Team at Lincoln would like more information on creating the Ron Clark Academy House system. The house system is designed to promote character building, academic success, school spirit and a family atmosphere.

Tier 2

Continuous data from the 2022-2023 school year provided us with weekly, monthly, and quarterly information on our students, showing that on average, 94.4% of our students remain referral free on a weekly basis. For the other 5.6% of students, classroom teachers have used the following things this past year: think sheets, parent communication and informal conferences, and individualized classroom behavior interventions, such as tally charts, talking tickets, individualized reward incentives, and time for time. The Dean of Students used graduated consequences such as

conferencing, responsibility centered discipline levels, in-school solutions, problem solving, lunch detentions, office or after school detentions, Change Your Words/Change Your Mindset Think Sheets and counseling, direct teaching of anger management strategies, both In-school and Out-of-School Suspensions, parent communication and conferencing, Chart Moves, Break Cards, and Check In/Check Out with individualized goals. Social/Emotional Learning Groups were also utilized this year for those students who needed further support beyond the Tier 1 level. The use of MTSS meetings provided the opportunity to review data for students. Teachers who had identified students within their classrooms who were in need of assistance began interventions and discussed these students/interventions at team meetings. These teams suggested possible interventions that could be used in the classroom setting and help the teacher analyze data on these interventions as they were used.

The school also continued to use the Crossroads Learning Center as an option for students who met the three or more school-day suspension threshold. Using CLC results in students continuing to receive educational services and being able to complete classroom work.

The above procedures and interventions will continue during the 2023-2024 school year.

Tier 3

The school continued to use the MTSS process for those students who were identified as possibly needing further evaluation for Behavior Intervention Plans or IEPs.

With regard to preventing and addressing problem behavior, Lincoln has the following needs for the 2023-2024 school year

Tier 1

Looking ahead, the following needs have been identified for the 2023-2024 school year. Continued professional development training is needed on improving classroom management and the use of Social Emotional Learning strategies, activities, and lessons. With the purchase of the new Second Steps program, we hope to improve this area. Our recess and cafeteria personnel will need additional training on consistent and age appropriate activities, expectations, and consequences.

Lincoln Elementary needs to continue to develop ways to encourage and plan for community involvement and parent collaboration throughout the year. We would like to see the implementation of quarterly Parent Academies on various topics. In addition we would like to utilize parent and community volunteers so that our students have more access to activities, sports, and clubs.

Tier 2

Going forward to the 2023-2024 school year, we have identified the following needs. We will rely on the continuous analysis of behavior data to be done as well as the identification and implementation of possible changes. The formation of a team to work with the Dean on these things has been useful this past year. However, the need for a universal behavior tracking tool to be used in classrooms is evident. The Dean of Students was able to be more present the past year in the classroom to assist with classroom management strategies and techniques, and the development and monitoring of SEL target skill groups, peer mediation groups, and leadership development groups. In addition, we would like to see our social worker, resource teachers, and school psychologist, also have time to assist with observations and suggestions in the classroom for our Tier 2 students. Many of our students need to have adult role models that can be available for them. We would like to develop and implement a teacher mentorship program for the coming year along with peer mentoring for primary students by an intermediate student.

Tier 3

Lincoln Elementary is in need of a full time Social worker to meet the needs of our students in the 2023-2024 school year. Our Tier 3 students are allotted minimal time from our part-time Social worker and due to emergencies and other responsibilities, those minutes are often less than they need. Our students could also benefit from a full time school

psychologist in that more thorough Functional Behavior Assessments could be completed and better Behavior Intervention Plans could then be developed. Next year, we also need for our teachers to be trained on the implementation and follow through of Behavior Intervention Plans for the students in their classrooms.We continue to need staff trained and refreshed on Crisis Prevention Intervention (CPI) training.

8. Include any activity information regarding professional development and other activities for teachers, paraprofessionals, and other school personnel to improve instruction and use of data from academic assessments, and to recruit and retain effective teachers, particularly in high need subjects.

Our professional development plans for the 2023-2024 school year will focus on classroom management and the implementation of SEL. Improving classroom management and the use of SEL will assist in boosting Tier 1 instruction. Lincoln will use Second Steps as an SEL curriculum which will include training and support materials to ensure proper implementation.

The following books are books of interest that may be used for Professional Development to enhance instruction at Lincoln and improve the achievement gap among all students:

- Multiplication is for White People by Lisa Delpit
- Kid by Kid, Skill by Skill by Robert Eaker and Janelle Keating
- The First Days of School by Harry K. Wong

Jacksonville School District has adopted Envision 2.0 as the official guide to use to teach the math priority standards. Professional development will be provided for new teachers to the building..

Lincoln teachers will have some teachers new to grade levels that they have not taught before. We will rely on coaching and mentoring by Title I teachers and the Dean of students will assist with the classroom management perspective as well as coaching in the area of mathematics instruction. Collaboration is key.

9. Describe any activity information regarding strategies for assisting preschool children in the transition from early childhood education programs to local elementary school programs.

Lincoln Elementary School works with the local preschools along with parents to assist students in the transition from Pre-K to Kindergarten. One way in which students transition to Kindergarten is through a Kindergarten preview night held in the spring. This is an opportunity for the incoming Kindergarten students and families to meet the Kindergarten teachers and tour the building. Lincoln Elementary also has a school wide meet the teacher night for parents to come see their child's classroom and meet their child's teacher held in August before school starts. As a district, kindergarten teachers have created a checklist of skills children should have as they enter kindergarten. This list is shared with the preschools in the area and given to parents at the kindergarten preview night. Kindergarten teachers gather information to prepare for the upcoming year by meeting as a team on students with specific needs and observing them in their preschool classes. Another method used to help transition students is to work with some of the local preschools to receive documentation on incoming students regarding their strengths and areas to work on, as well as a need for any services. This communication with the preschool program also provides parents information about school registration.

Lincoln Elementary School would like to provide more support to students entering Kindergarten. Due to the lack of preschool attendance by a portion of entering kindergartners, Lincoln School would like to provide a transitional classroom to support students who are not meeting kindergarten readiness skills as outlined by the KIDS assessment. Another way to provide more support would be to extend the communication that is shared with the local preschools to include the local daycares with preschool programs as well. This communication would include registration information, dates of preview and meet the teacher nights, and expectations for upcoming Kindergarteners at Lincoln Elementary School. With extended communication with the daycares and preschools, the parents will have information that is important for their incoming students. One way of closing the communication gap is to continue to have school staff members going to visit the daycares and preschool programs, as well as staff attending a family night that is hosted at the preschool programs.

Another way to help with the transition would be to provide more assistance in the classroom such as a classroom aide, more volunteers, or a long term sub for the first month of school to help transition the students into school. The help from staff or volunteers would ensure that the needs of each student are being met during this time of learning. Lincoln Elementary would also like to increase the amount of social-emotional support that is available to the students. Kindergarten teachers will have access to sensory tools such as weighted blankets, fidget tools, and pressure activities. Using these tools to help students regulate their emotions, kindergarten teachers will continue to teach calming techniques and implement strategies based on the SEL practices of Conscious Discipline. Another service that Lincoln school would like to provide to students is a push-in speech and language schedule and speech screening. At Lincoln Elementary we have a high percentage of students that require speech and language services; with a speech instructor pushing into the classroom, the students could be supported and language could build in the classroom setting. A speech screening for incoming students would identify what supports would need to be put into place to make the children the most successful.

Lincoln Elementary would like to strengthen the communication between the parents and the school as well. One way we can continue to foster the communication between school and home is by having a Kindergarten parent night to check in with families to make sure their students' needs are being met. Other ways we would like to strengthen this relationship would be to have a parent liaison, make home visits, and family activities at school, such as breakfast with a buddy. In 2023-2024, we will utilize the classdojo website to share work and progress with families on a student portfolio. With these supports Lincoln Elementary will better support students that are transitioning from Preschool to Kindergarten.

THE SCHOOLWIDE PLAN (section 1114)

Any eligible school that desires to operate a schoolwide program shall develop a comprehensive plan (or amend a plan for such a program that was in existence on the day before the date of the enactment of the Every Student Succeeds Act)

(A) IN GENERAL

1. USE OF FUNDS

   (A) ELIGIBILITY
   Schoolwide programs may consolidate and use these funds with other Federal, State and local funds to upgrade an entire educational program that serves an eligible school attendance area that is not less than 40 percent of the children are from low-income families, or not less than 40 percent of the children enrolled in the school are from such families.

   (B) EXCEPTION
   If a schoolwide program will best serve the needs of the students at the eligible school attendance area (which less than 40 percent of the children are from low-income families, or a school for which less than 40 percent of the children enrolled in the school are from such families) by improving academic achievement and other factors, then that school may receive a waiver from the State educational agency.

2. IDENTIFICATION OF STUDENTS IS NOT REQUIRED

   (A) GENERAL
   Participation in a schoolwide program means a school does not have to identify any children or individuals as eligible or as receiving services provided as supplementary.

   (B) SUPPLEMENTAL FUNDS

   A school participating in a schoolwide program can only use these funds to supplement where non-Federal sources may not be available, which includes funds needed to provide services that are required by law for children with disabilities and English learners; in accordance with the method of determination described in section 1118(b)(2).

3. EXEMPTION FROM STATUTORY AND REGULATORY REQUIREMENTS

   (A) EXEMPTION
   Please note that the Secretary may exempt schoolwide programs from statutory or regulatory provisions of any

other noncompetitive formula grant program administered by the Secretary (other than formula or discretionary grant programs under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), except as provided in section 613(a)(2)(D) of such Act (20 U.S.C. 1413(a)(2)(D))), or any discretionary grant program administered by the Secretary, to support schoolwide programs if the intent and purposes of such other programs are met.

(B) REQUIREMENTS
A school that chooses to use funds from such other programs shall not be relieved of the requirements relating to health, safety, civil rights, student and parental participation and involvement, services to private school children, comparability of services, maintenance of effort, uses of Federal funds to supplement, not supplant non-Federal funds (in accordance with the method of determination described in section 1118(b)(2)), or the distribution of funds to State educational agencies or local educational agencies that apply to the receipt of funds from such programs.

(C) RECORDS
Schoolwide schools must maintain records that demonstrate the use of funds from all Federal programs. These records must address the intent and purposes of each of the Federal programs that were consolidated to support the schoolwide program. Separate fiscal accounting records or the identification of specific activities is not required.

(B) PLAN DEVELOPMENT

The comprehensive plan shall be:

1. Developed during a one-year period, unless:
    - the local educational agency determines, in consultation with the school, that less time is needed to develop and implement the schoolwide program; or
    - the school is operating a schoolwide program on the day before the date of the enactment of the Every Student Succeeds Act, in which case such school may continue to operate such program, but shall develop amendments to its existing plan during the first year of assistance after that date to reflect the provisions of this section.

2. Developed with the involvement of parents and other members of the community to be served and individuals who will carry out such plan, including teachers, principals, other school leaders, paraprofessionals present in the school, administrators (including administrators of programs described in other parts of this title), the local educational agency, to the extent feasible, tribes and tribal organizations present in the community, and, if appropriate, specialized instructional support personnel, technical assistance providers, school staff, if the plan relates to a secondary school, students, and other individuals determined by the school;

3. In effect for the duration of the school's participation under this part and reviewed and revised, as necessary, by the school.

4. Available to the local education agency, parents, and the public, and the information contained in such plan shall be in an understandable format.

5. If appropriate, developed in coordination and integration with other Federal, State, and local services, resources, and programs, such as programs supported under this Act, violence prevention programs, nutrition programs, housing programs, Head Start programs, adult education programs, career and technical education programs, and schools implementing comprehensive support and improvement activities or targeted support and improvement activities under section 1111(d).

6. Based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the local educational agency.

(C) PRESCHOOL PROGRAMS

A school that operates a schoolwide program under this section may use funds available under this part to establish or enhance preschool programs for children who are under 6 years of age.

(D) DELIVERY OF SERVICES

The services of a schoolwide program under this section may be delivered by nonprofit or for-profit external providers with expertise in using evidence-based or other effective strategies to improve student achievement.
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(E) USE OF FUNDS FOR DUAL OR CONCURRENT ENROLLMENT PROGRAMS

1. IN GENERAL

A secondary school operating a schoolwide program under this section may use funds received under this part to operate dual or concurrent enrollment programs that address the needs of low-achieving secondary school students and those at risk of not meeting the challenging State academic standards.

2. FLEXIBILITY OF FUNDS

A school using funds received under this part for a dual or concurrent enrollment program described in paragraph (1) may use such funds for any of the costs associated with such program, including the costs of;

i. training for teachers, and joint professional development for teachers in collaboration with career and technical educators and educators from institutions of higher education, where appropriate, for the purpose of integrating rigorous academics in such program;
ii. tuition and fees, books, required instructional materials for such program, and innovative delivery methods; and
iii. transportation to and from such programs.

3. RULE OF CONSTRUCTION

Nothing in this subsection shall be construed to impose on any State any requirement or rule regarding dual or concurrent enrollment programs that is inconsistent with State law.

Addendum
Possible Title 1 Budget Items

- **Title 1 Math Plan:** Students in grades K-5 who are below benchmark in math, according to NWEA, classroom performance, and teacher observation, would receive Tier 2 and Tier 3 mathematics interventions provided by Title 1 math interventionists. Materials and curriculum for this program would be purchased using Title 1 funds. The percentage of students in grades K-4 during the 2020-2021 school year that are below grade level in math and would be targeted next year with Title 1 math is 44%. Possible funds could be used for teacher coaching as well.
- Increased parent involvement money for books, family night meals and staff members that work beyond their three required evenings. In order to instill a love of reading in our students, the Lincoln staff would like to provide books to students on a monthly basis in order to build a home library.
- Hire an RTI aide to assist with student and classroom interventions.

ILLINOIS STATE BOARD OF EDUCATION
100 North First Street, N-242
Springfield, Illinois 62777-0001

SCHOOLWIDE PLAN
Section 1114, Every Student Succeeds Act

Instructions: This completed template along with all related documentation must be:

- Approved by the Local Board of Education
- Signed by the School District Superintendent
- Kept on file with all Title I records
- Only send to ISBE if requested

SCHOOL INFORMATION

School Name:	Murrayville-Woodson Elementary		
RCDT:			
Principal:	Emily English		
Address:	307 Masters Street		
City, ZIP code:	Murrayville, Il 62668		
Telephone:	217-882-3121		
Email address:	eenglish@jsd117.org		
Planning Year:	**Poverty Rate at Board Approval:**	**40% Waiver: Y/N**	**Local Board of Ed. approval date:**
2023 - 2024	48%		

DISTRICT INFORMATION

District Name/Number:	Jacksonville School District 117
Superintendent:	Steve Ptacek
Telephone:	217-243-9411
Email address:	sptacek@jsd117.org

Superintendent's Signature **Date**

Schoolwide Plan Components

1. Please include the names of the participants in the creation of this plan:

NAME	REPRESENTATION
Emily English	Principal, Parent
Erica Helmich	Kindergarten
Mary Parks	First Grade, Parent
Angela Neff	Second Grade
Angel Ewing	Third Grade
Gina Lowe	Fourth Grade
Lisa Horton	Fifth Grade, Parent
Braxton Stewart	Dean of Students
Monica Dixon	Physical Education
Robin Casler	Interventionist
Ashley DePue	Special Education, Parent
Pam Waggener	Special Education
Tammie Powell	Special Education
Amanda Alred	Special Education

2. If applicable, please include a list of State educational agency and local educational agency programs and other Federal programs under subsection (a)(3) that will be consolidated in the schoolwide program:
   1.
   2.
   3.
   4.

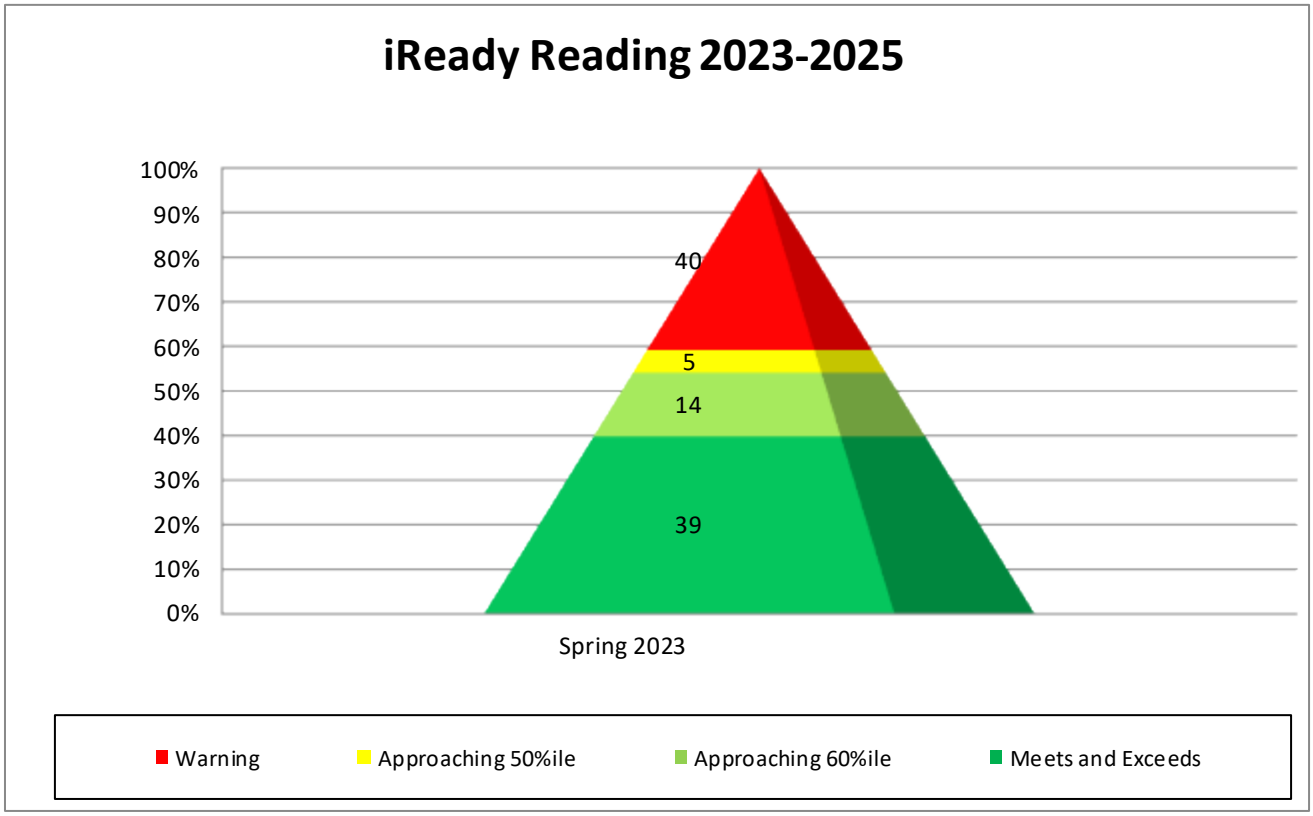
3. Conduct a comprehensive needs assessment of the entire school:
   a. Include a copy of the document used to conduct the assessment.
   b. Sample available at http://www.cde.state.co.us/FedPrograms/consapp/na.asp.

Murrayville-Woodson Elementary is one of 6 elementary student attendance centers in the Jacksonville School District. It is located approximately 10 miles south of Jacksonville and serves 145 students on the South side of Morgan County. The student population is 88.5% White, 3.2% two or more races, 3.8% Black, 1% Asian 3.2% Hispanic and 1% American Indian. The 2021 School Report Card indicates a 48% Low Income Rate. 29% of students have been identified with a disability which is slightly higher than the district. 0% percent of the student population is categorized as homeless and 1% as English Language Learners. Mobility of the student population at Murrayville Woodson is at 24% and 13% of students are chronically truant.

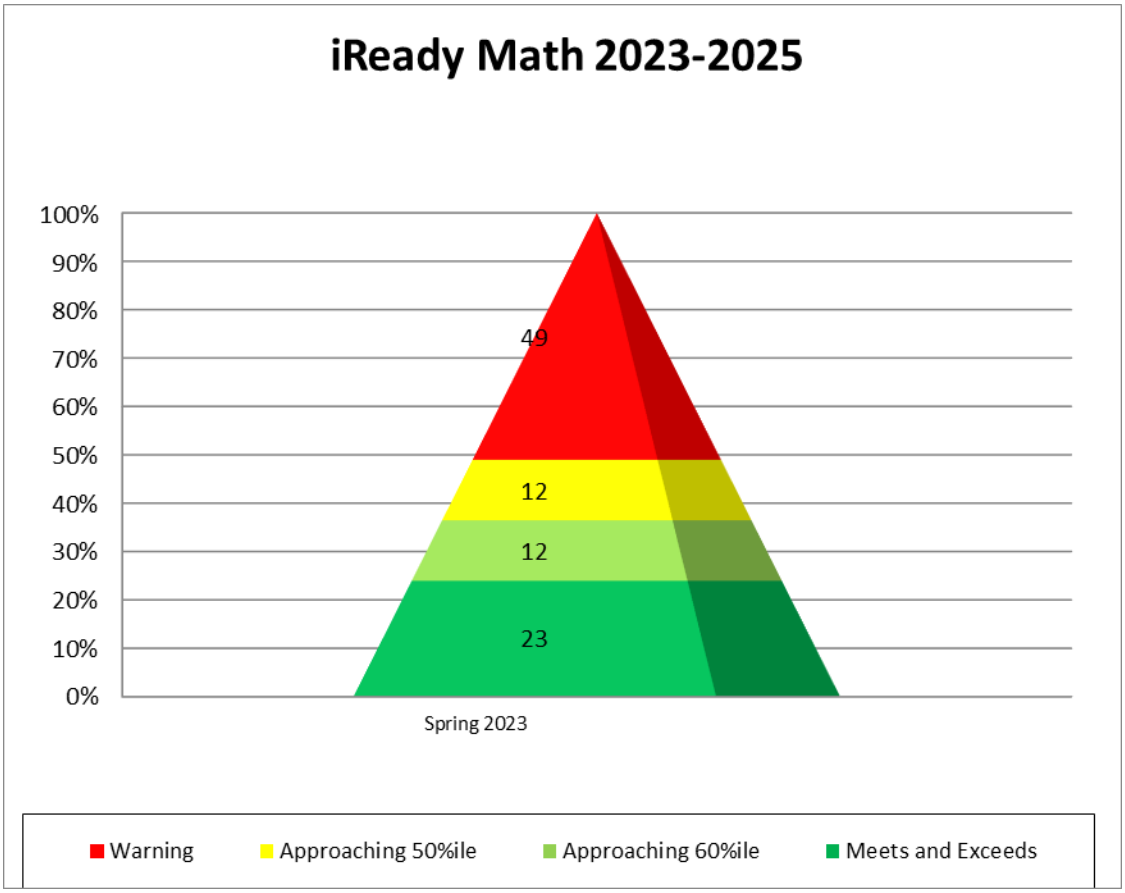
Our first comprehensive needs assessment was conducted in May 2017. Parents returned 63 surveys. Teachers completed twelve surveys. Each year an updated needs survey is completed. The staff spent numerous hours looking at

the academic and behavioral data generated in the past years to help paint a picture of our progress as well as areas for improvement. Each year additional surveys are completed by parents and staff. The results are included in Appendix A.

At the beginning of the 2022-2023 school year, the district committed to piloting different benchmark testing. The elementary grade levels were split into three groups: NWEA, Fastbridge, and iReady. The groups were then tasked with giving the benchmark testing in September, January, and May. It became apparent by the January testing that the iReady testing platform best met the needs of the district. All students were then tested in May using the iReady platform.



Reading – The group analyzed the scores receive from the iReady test. Only two classrooms gave the test throughout the year and therefore we did not have a growth component to look at when analyzing how our students did. Instead, we focused on subtests to look for strengths and opportunities for improvement. This testing session showed a need to focus on vocabulary. The group wondered if this was because of a difference in the vocabulary used in this test versus NWEA instead of a true weakness in the student skills. We will continue to monitor the scores in this area. Informational text was another area for improvement that was noted.



Math – With the adoption of the Envision series this year, we were hopeful that we would see some gains in math. Math was much weaker overall than on previous benchmark testing. The group noted a relative weakness in numbers and operations and data. Again, we did not have the opportunity to look at growth on this testing session. As we receive data on subsequent testing sessions, we will be able to make additional hypotheses as to if this is a skill deficit or a change in how questions are asked in the two tests.

In looking at the 2022 parent survey results, 100% of families feel welcome at our school
99% felt their child was prepared for the next grade level.
89% stated that the work their child was doing was challenging.
99% of families stated that the teachers were available if a student needed help.
99% of students reported feeling safe at school.
Families continue to appreciate receiving information by text message, newsletters, and phone.

RESULTS OF COMPREHENSIVE NEEDS ASSESSMENT

Area for Improvement	Data Source	Potential Plan
Improve Reading Scores Current % at Benchmark: 40 Goal: 50	Evaluation of test scores (iReady Spring Benchmark testing, DRA and Literably)	• Based on Spring 2023 scores on iReady and DRA and Literably, the classes with the largest need are 1st grade, 2nd Grade, and 4th Grade. • Schedule additional time in the master schedule to add more intervention time for students • Continue to Implement LLI interventions for students in need • Professional Development – Science of Reading
Improve Math Scores Current % at benchmark: 34 Goal: 50	Evaluation of test scores (iReady Spring Benchmark testing, Reflex testing)	• Based on Spring 2023 iReady scores and teacher referrals to summer school, 1st, 2nd , and 4th grade will be a primary focus for interventions next year. • Focus on hand-on math lessons during 21st Century Lab time. • Re-establish Crazy 8's recreational math club K-5 in Fall 2023 • Professional Development - MTSS process – develop other intervention tools.
Improve Multi-tiered System of Support Program	Evaluation of test scores (NWEA MAP, ISAT) in the past 4 years	• Plan meetings of MTSS program with an overview at the beginning of the year ensuring alignment with the district plan • Continue Tier II progress monitoring support • Work with the district coach to help with alignment at the elementary level. • Professional Development – Successful Goal writing and reporting out of data
Improve Social Emotional skills in community	Behavior data from 2022-2023	• Continue Second Step curriculum with an emphasis in weekly plans • Continue using the common language of Leader In Me with students and staff. Look for opportunities for training of new staff in Leader in Me concepts • Reassess the Leadership Loot and look for ways to tie the program into overall behavior • Professional Development – Trauma Informed Schools

4. Describe schoolwide reform strategies in narrative form to include the following:
    a. provide opportunities for all children, including each of the subgroups of students (as defined in section 1111(c)(2)) to meet the challenging State academic standards;
    b. use methods and instructional strategies that strengthen the academic program in the school, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum, which may include programs, activities, and courses necessary to provide a well-rounded education; and
    c. address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging State academic standards.

The educators and support staff at Murrayville Woodson Elementary collectively strategize to meet the needs of all students. By differentiating instruction within the classrooms, teachers provide quality learning experiences that accommodate the various needs represented therein. Students are given weekly opportunities to participate in fine art activities, such as music and visual arts that help support the curriculum in both the general and special education classrooms.

Teachers make use of common planning times based on similar grade levels, as well as the use of data meetings to analyze results of student assessments and to determine what interventions may need to be put into place. An important part of the master schedule at Murrayville is grade level Advancement Time. This is a built in time for teachers to focus on individual RTI interventions. In addition to the common planning times, classrooms of similar grade levels utilize Advancement Time so that teachers are able to differentiate instruction beyond the groupings within individual classrooms. This time is maximized by ensuring that the classes with the most need have teachers pushing in to help with small group instruction.

Our staff works hard to provide additional support for those who are at risk or not meeting the challenges of their grade level. By following the multi-tiered system of support, teachers, administrators and support staff can closely observe the success of interventions created specifically for a struggling learner(s).

In 2017 there was a 25 point achievement gap between students with IEPs and students without IEPs. In 2021 the achievement gap in reading has grown to a 39 point gap and closed to a 27 point gap in math. By taking advantage of all the accommodations on a student's IEP as well as increased collaboration between regular education and special education teachers, the Murrayville Woodson staff will be studying teaching techniques, subject areas, disability individualization, accommodations and skills for collaboration in the classroom.

5. Provide any activity information regarding counseling, school-based mental health programs, specialized instructional support services, mentoring services, and other strategies to improve students' skills outside the academic subject areas.

Our school receives supports from both inside and outside of the school. The classroom teachers at Murrayville-Woodson Elementary School provide many lessons to their classes that relate to the students' social-emotional well-being. Our students in grades 4-5 participate health classes which include lessons on being a healthy individual both inside and out. Murrayville-Woodson also has a school nurse who is ready and available to provide students and families with care and instruction for their on-site health needs. We have mental health trained first responders inside Murrayville-Woodson Elementary School. Our school is also equipped with a school psychologist and school social worker as well as a dean of students. We have several staff members who have been trained by the Crisis Prevention Institute in nonviolent crisis intervention. Morgan County Mental Health (MCMH) is available as needed at Murrayville-Woodson Elementary School in the event of a student crisis. MCMH services are extended when necessary depending on student/family need. We work with Four Rivers Special Education Cooperative to provide our students with Individualized Education Plans with services including, occupational therapy, physical therapy, speech therapy, vision and hearing itinerants and other services as dictated by the IEP with no limit to alternative school settings. The staff at Murrayville-Woodson Elementary School has been trained in *The Leader in Me* program which further promotes positive character-building traits within the school for staff and students. Beginning in the 2022-23 school year, we implemented the Second Step curriculum with the expanded social work services. As we have had more students return to the building after the pandemic, we have also noted a change in social emotional skills that students are coming to school having practiced. Teachers are very intentionally having to teach skills that we have taken for granted in the past – eating with others, taking turns, and potty training are areas that the staff is working with students on much longer than in the past.

6. Include any activity information regarding the preparation for and awareness of opportunities for postsecondary education and the workforce, which may include career and technical education programs and broadening secondary school students' access to coursework to earn postsecondary credit while still in high school (such as Advanced Placement, International Baccalaureate, dual or concurrent enrollment, or early college high schools).

Murrayville-Woodson Elementary School recognizes the need for our students to prepare for and be aware of the various opportunities for postsecondary education and the workforce. Our teachers have designed many different activities and units throughout the year to provide support for our students' college and career readiness. Because our school is located in rural Murrayville, our students are often exposed to some of the different aspects of agriculture. By involving a local program known as "Ag-cited", guests visit the classroom to help the students get a global view of agriculture. "Where Your Food Comes From" is another program utilized in the primary grades.

Whenever possible, we also like to utilize field trip opportunities. For example, one class visits a children's museum where they can have a hands on experience with different careers. Another grade visits the local hospital to supplement a unit that covers all health care professionals including paramedics, admission workers, nurses, physical therapists, anesthesiologists, and so many more. Multiple grade levels practice with counting money, different types of currency in the world, and how to use money wisely. Students then have the opportunity to visit the local bank to see the different careers in action. While many of these activities were curbed during the pandemic, teachers worked to find virtual options to help further career and technical education opportunities.

On a daily basis, teachers supplement the current curriculum with STEM activities, extra informational reading resources, as well as videos and online activities.

7. Specify any activity information regarding the implementation of a schoolwide tiered model to prevent and address problem behavior, and early intervening services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.).

Murrayville-Woodson Elementary School follows the MTSS process which includes the core teacher, school nurse, school psychologist, title teacher, school administrator, behavior specialist, special education teacher, school social worker, and parents/guardians. This team meets to discuss classroom instruction, student performance as well as classroom, small group, or individualized interventions that have been provided for the student. This information is presented by all parties in data form as well as a summary for the team. The team then brainstorms Tier II interventions and chooses interventions based on the needs of the individual child so that the student can experience success and growth both socially and academically. If a student is still not responding to Tier III services, a formal meeting will be set with the IEP team, a group that specializes in IDEA rights and regulations.

8. Include any activity information regarding professional development and other activities for teachers, paraprofessionals, and other school personnel to improve instruction and use of data from academic assessments, and to recruit and retain effective teachers, particularly in high need subjects.

Education professionals at Murrayville-Woodson School have been participating in different professional development opportunities throughout the year. This year a program called “Crimson’s Choose” was offered to all certified staff. This gave options to teachers based on individual professional development needs. Each month staff could choose to be involved with sessions on reading interventions, formative assessments, technology, social emotional issues, and teacher stress. The staff found value in being able to choose what they needed during this time. Paraprofessionals have time during the year to take classes on Master Teacher and Public School Works to help them feel more confident in working with the individual needs of the students to which they are assigned.

In looking forward to the 2023-2024 school year. The staff is looking at gathering more information in the Science of Reading, Trauma Informed Classrooms, and Goal Setting in the MTSS process.

9. Describe any activity information regarding strategies for assisting preschool children in the transition from early childhood education programs to local elementary school programs.

Murrayville-Woodson Elementary hosts an open house for incoming students and families in the spring prior to the student's kindergarten year. On occasion, the prekindergarten teacher will also attend the open house night to help with the transition into elementary schools. At the open house, information is provided for parents in terms of expectations for their child. The teacher also shares requirements such as medical records and other state mandated documents that are needed prior to beginning the kindergarten school year. This meeting also includes summer learning ideas for aiding the child and families in continuing to learn vital, foundational skills for a successful kindergarten experience. This includes offering the academic standards as well as offering educational apps and websites for a fun way in which students can learn important kindergarten skills. The kindergarten teacher is aware of many of the skills and curriculums used by local prekindergarten programs. The school secretaries work with the local prekindergarten program to obtain the necessary information including dental or other medical documents to ease the family in their transition to kindergarten. The school secretary and school nurse also work together to send home individual family checklists of documents needed. The district has a prekindergarten program that offers a registration night for pre-k families of incoming kindergarteners as well as provides many screening opportunities throughout the community in order to determine child placement and need for early childhood intervention services, helping students to be more prepared and equipped for kindergarten.

In addition to the open house setting, families can also set up meetings with the kindergarten teacher and principal to set up a more personalized tour or series of visits to help manage the transition to a new school. Parents appreciate being able to visit on several occasions in order ease the anxiety of the students into kindergarten.

THE SCHOOLWIDE PLAN (section 1114)

Any eligible school that desires to operate a schoolwide program shall develop a comprehensive plan (or amend a plan for such a program that was in existence on the day before the date of the enactment of the Every Student Succeeds Act)

(A) IN GENERAL

1. USE OF FUNDS

(A) ELIGIBILITY
Schoolwide programs may consolidate and use these funds with other Federal, State and local funds to upgrade an entire educational program that serves an eligible school attendance area that is not less than 40 percent of the children are from low-income families, or not less than 40 percent of the children enrolled in the school are from such families.

(B) EXCEPTION
If a schoolwide program will best serve the needs of the students at the eligible school attendance area (which less than 40 percent of the children are from low-income families, or a school for which less than 40 percent of the children enrolled in the school are from such families) by improving academic achievement and other factors, then that school may receive a waiver from the State educational agency.

2. IDENTIFICATION OF STUDENTS IS NOT REQUIRED

(A) GENERAL
Participation in a schoolwide program means a school does not have to identify any children or individuals as eligible or as receiving services provided as supplementary.

(B) SUPPLEMENTAL FUNDS

A school participating in a schoolwide program can only use these funds to supplement where non-Federal sources may not be available, which includes funds needed to provide services that are required by law for children with disabilities and English learners; in accordance with the method of determination described in section 1118(b)(2).

3. EXEMPTION FROM STATUTORY AND REGULATORY REQUIREMENTS

(A) EXEMPTION
Please note that the Secretary may exempt schoolwide programs from statutory or regulatory provisions of any other noncompetitive formula grant program administered by the Secretary (other than formula or discretionary grant programs under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), except as provided in section 613(a)(2)(D) of such Act (20 U.S.C. 1413(a)(2)(D))), or any discretionary grant program administered by the Secretary, to support schoolwide programs if the intent and purposes of such other programs are met.

(B) REQUIREMENTS
A school that chooses to use funds from such other programs shall not be relieved of the requirements relating to health, safety, civil rights, student and parental participation and involvement, services to private school children, comparability of services, maintenance of effort, uses of Federal funds to supplement, not supplant non-Federal funds (in accordance with the method of determination described in section 1118(b)(2)), or the distribution of funds to State educational agencies or local educational agencies that apply to the receipt of funds from such programs.

(C) RECORDS
Schoolwide schools must maintain records that demonstrate the use of funds from all Federal programs. These records must address the intent and purposes of each of the Federal programs that were consolidated to support the schoolwide program. Separate fiscal accounting records or the identification of specific activities is not required.

(B) PLAN DEVELOPMENT

The comprehensive plan shall be:

1. Developed during a one-year period, unless:
    - the local educational agency determines, in consultation with the school, that less time is needed to develop and implement the schoolwide program; or
    - the school is operating a schoolwide program on the day before the date of the enactment of the Every Student Succeeds Act, in which case such school may continue to operate such program, but shall develop amendments to its existing plan during the first year of assistance after that date to reflect the provisions of this section.

2. Developed with the involvement of parents and other members of the community to be served and individuals who will carry out such plan, including teachers, principals, other school leaders, paraprofessionals present in the school, administrators (including administrators of programs described in other parts of this title), the local educational agency, to the extent feasible, tribes and tribal organizations present in the community, and, if appropriate, specialized instructional support personnel, technical assistance providers, school staff, if the plan relates to a secondary school, students, and other individuals determined by the school;

3. In effect for the duration of the school's participation under this part and reviewed and revised, as necessary, by the school.

4. Available to the local education agency, parents, and the public, and the information contained in such plan shall be in an understandable format.

5. If appropriate, developed in coordination and integration with other Federal, State, and local services, resources, and programs, such as programs supported under this Act, violence prevention programs, nutrition programs, housing programs, Head Start programs, adult education programs, career and technical education programs, and schools implementing comprehensive support and improvement activities or targeted support and improvement activities under section 1111(d).

6. Based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the local educational agency.

(C) PRESCHOOL PROGRAMS

A school that operates a schoolwide program under this section may use funds available under this part to establish or enhance preschool programs for children who are under 6 years of age.

(D) DELIVERY OF SERVICES

The services of a schoolwide program under this section may be delivered by nonprofit or for-profit external providers with expertise in using evidence-based or other effective strategies to improve student achievement.
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(E) USE OF FUNDS FOR DUAL OR CONCURRENT ENROLLMENT PROGRAMS

1. IN GENERAL

A secondary school operating a schoolwide program under this section may use funds received under this part to operate dual or concurrent enrollment programs that address the needs of low-achieving secondary school students and those at risk of not meeting the challenging State academic standards.

2. FLEXIBILITY OF FUNDS

   A school using funds received under this part for a dual or concurrent enrollment program described in paragraph (1) may use such funds for any of the costs associated with such program, including the costs of;

   i. training for teachers, and joint professional development for teachers in collaboration with career and technical educators and educators from institutions of higher education, where appropriate, for the purpose of integrating rigorous academics in such program;
   ii. tuition and fees, books, required instructional materials for such program, and innovative delivery methods; and
   iii. transportation to and from such program.

3. RULE OF CONSTRUCTION

   Nothing in this subsection shall be construed to impose on any State any requirement or rule regarding dual or concurrent enrollment programs that is inconsistent with State law.

ILLINOIS STATE BOARD OF EDUCATION
100 North First Street, N-242
Springfield, Illinois 62777-0001

SCHOOLWIDE PLAN
Section 1114, Every Student Succeeds Act

Instructions: This completed template along with all related documentation must be:

- Approved by the Local Board of Education
- Signed by the School District Superintendent
- Kept on file with all Title I records
- Only send to ISBE if requested

SCHOOL INFORMATION

School Name:	North Jacksonville Elementary		
RCDT:	01069117022008		
Principal:	Bobbie Mills		
Address:	1626 State Hwy. 78		
City, ZIP code:	Jacksonville, IL 62650		
Telephone:	217-245-4084		
Email address:	bmills@jsd117.org		
Planning Year:	**Poverty Rate at Board Approval:**	**40% Waiver: Y/N**	**Local Board of Ed. approval date:**
2023		Y	

DISTRICT INFORMATION

District Name/Number:	Jacksonville School District #117
Superintendent:	Steve Ptacek
Telephone:	217-243-9411
Email address:	sptacek@jsd117.org

Superintendent's Signature **Date**

Schoolwide Plan Components

1. **Please include the names of the participants in the creation of this plan:**

NAME	REPRESENTATION
Bobbie Mills	Principal
Brittany Mason	Teacher
Rebecca Leahr	Teacher
Rebecca Bourn	Teacher
Carrie Decker	Teacher
Amy Pieper	Teacher
Jodi Heitbrink	Teacher
Amy Gillespie	Teacher
Samantha Roth	Teacher
Amanda Braley	Dean of Students

2. If applicable, please include a list of State educational agency and local educational agency programs and other Federal programs under subsection (a)(3) that will be consolidated in the schoolwide program:

Coordination and Integration of Federal, State, and local service programs

The Title services offered in the district are supplemental to any other instructional programs that are offered. These other programs are defined below in Board policy.

Education of Homeless Children

1. Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education.
2. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law.
3. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.
4. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

5. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law.
6. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school.
7. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial.

8. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

Education of Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District.

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

Migrant Education Program for Parent(s)/Guardian(s) Involvement

Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program. Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

Migrant Students

The Illinois Migrant Education Program (MEP) is responsible for the delivery of services to migrant students in the State. This Service Delivery Plan, which was developed collaboratively by a broad-based Service Delivery Plan (SDP) Committee, describes the scope of these services and provides details on the goals, objectives, activities, and systems for accountability that are aimed at raising the achievement of migrant students.

Legislative mandate

Section 1306(a)(1) of Title I, Part C of the No Child Left Behind Act of 2001 requires State Education Agencies (SEAs) and their local operating agencies to identify and address the special educational needs of migrant children in accordance with a comprehensive plan that:

Is integrated with other Federal programs, particularly those authorized by the Elementary and Secondary Education Act (ESEA);

Provides migrant children an opportunity to meet the same challenging State academic content and student academic achievement standards that all children are expected to meet;

Specifies measurable program goals and outcomes;

Encompasses the full range of services that are available to migrant children from appropriate local, State, and Federal educational programs;

Is the product of joint planning among administrators of local, State, and Federal programs, including Title I, Part A, early childhood programs, and language instruction education programs under Part A or B of Title III; and

Provides for the integration of services available under Part C with services provided by such other programs.

Section 200.83(b) of the regulations requires Illinois and other States to develop their comprehensive State Service Delivery Plan (SDP) in consultation with the State migrant education parent advisory council or, for SEAs that do not operate programs of one school year in duration (and are thus, not required to have such a council), with the parents of migrant children in a format and language that the parents understand.
There are a number of components that are required by statute to be included in a State comprehensive SDP. These are:
1. *Performance Targets*. The plan must specify the performance targets that the State has adopted for all migrant children for: reading; mathematics; high school graduation/the number of school dropouts; school readiness (if adopted by the SEA); and any other performance target that the State has identified for migrant children. (34 CFR 200.83(a)(1).)

2. *Needs Assessment*. The plan must include identification and an assessment of: (1) the unique educational needs of migrant children that result from the children's migrant lifestyle; and (2) other needs of migrant students that must be met in order for them to participate effectively in school. (34 CFR 200.83(a)(2).)

3. *Measurable Program Outcomes*. The plan must include the measurable outcomes that the Migrant Education Program (MEP) will produce statewide through specific educational or educationally-related services. (Section 1306(a)(1)(D) of the statute.) Measurable outcomes allow the MEP to determine whether and to what degree the program has met the special educational needs of migrant children that were identified through the comprehensive needs assessment. The measurable outcomes should also help achieve the State's performance targets.

4. *Service Delivery*. The plan must describe the SEA's strategies for achieving the performance targets and measurable objectives described above. The State's service delivery strategy must address: (1) the unique educational needs of migrant children that result from the children's migrant lifestyle, and (2) other needs of migrant students that must be met in order for them to participate effectively in school. (34 CFR 200.83(a)(3).)

5. *Evaluation*. The plan must describe how the State will evaluate whether and to what degree the program is effective in relation to the performance targets and measurable outcomes. (34 CFR 200.83(a)(4).)

As a result of shifting demographics of the Illinois migrant student population, the length of time that has occurred since the previous CNA was conducted and the SDP was developed, and changes to guidance and best practices, Illinois updated its CNA in March 2010 and subsequently has updated the SDP with the information that is contained in this report.

Migrant Students within Jacksonville School District 117 (Board Policy)

The Superintendent will develop and implement a program to address the needs of migrant children in the District.

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

Migrant Education Program for Parent(s)/Guardian(s) Involvement
Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.
Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

LEGAL REF.: No Child Left Behind Act of 2001, § 1301 etg., 20 U.S.C. §6391
34 C.F.R. §200.40 - 200.45.
105 ILCS 5/14B-6.
CROSS REF.: 6:170 (Title I Programs)

Jacksonville School district 117 realizes that this policy is mandatory for districts that receive Title I funds. The No Child Left Behind Act of 2001 amended the Elementary and Secondary Education Act and imposed additional requirements on state agencies that disperse funds for many Title I programs. Although most of the requirements are directed to state agencies, Jacksonville School District realizes that Title I funds should be utilized to design a program of instruction that would serve migrant children.

Title I Programs
The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.
All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

State and Local Educational Agencies that coordinate with the Schoolwide Program
District 117 Utilizes the Family Network that Links Social Agencies together for the greatest success. A list of those agencies is listed on the preceding page and is utilized by staff members in district 117 to help all students and families find what they need to be successful.

3. Conduct a comprehensive needs assessment of the entire school:

Teacher Needs Assessment

All certified staff were sent a google form survey to their email and asked to respond to each of the areas below with positives and improvements needed in an anonymous manner. Below are various responses that were given:

1. Arrival- I like how there are several adults in the gym at this time of day. Maybe tubs of books for readers to keep hands and eyes busy? Great that staff are greeting the kids.
2. Breakfast- Students seem to know the rule to not go into the gym if they haven't eaten breakfast. Everyone is helpful in the cafe.
3. Lunch- It works great, Love that they get to sit where they want to, but at certain tables. Plenty of room for students to spread out, adults walking around to monitor, kids can caht, school nurse is close by
4. Master Schedule- Loved having both specials next to each other, prep time was more effective. Fair and well thought out, need to block out core instructional times to ensure students are never missing priority learning standards.
5. Dismissal- I like the way dismissal is handled. Seems to work well to have the car riders in the gym and bus riders in the cafeteria. Need to clarify times for the end of the day.
6. Reading Programs- I like the leveled readers and a few main stories that come with Journeys. Everything else is awful. I'm looking forward to a new curriculum. I like the freedom to supplement how I see fit.
7. Math Programs- I like how the program has a spiral review part. My grade level uses outside assessments as a whole though. Need more targeted and explicit focus on priority standards.
8. Family Nights- Love them. Wish there was a way to bus families in so they can come. Loved seeing the families and giving them ideas of things to do at home to help their kids.
9. Music Program- Can we go back to having a Christmas program only, I like the spring sing since Christmastime is so busy.
10. PBIS Expectations- Works well, Kids know what the expectations are for each area of the school. Younger students need more immediate rewards/ consequences.
11. PBIS Celebrations- These give students something to strive for, and keeping track in the classroom is a necessary visual reminder of expectations. Explaining this more to parents.
12. Professional Development- Should offer para trainings in the building, one book study a year is sufficient, more PD on trauma informed teaching
13. Title I Plan- great resources available in the title room and very well organized
14. Behavior Rewards/ Plans- Kids love the PBIS rewards and the charts give them a visual reminder, overusing candy as a reward, need more intrinsic motivation when we are doing this.
15. Accelerated Reader- They love the store, candy cart and tags., Love the book machine.
16. Data Days- Grade Level vx. Tier 2 specific- would be nice if all opinions were valued and heard at the table, need more time to pass in between
17. Staff Meetings- monthly unless it is something urgent, love the laid back vibe and candy, please do not schedule meetings on weeks that grades are due.

Parent Needs Assessment

All parents were sent home a survey to fill out and return by the due date. Parents were able to mark Strongly Agree, Agree, Neutral, Disagree, Strongly disagree, or I am not sure as their options. 49 surveys were returned. Below are the percentile totals of that survey.

1. My family feels welcome at North Elementary School.
   89.8% marked strongly agree /agree, 4.1% neutral, and 6.1% disagree
2. At the end of the school year, I feel that my child is prepared for the next grade level.

93.9% marked strongly agree/ agree and 6.1% neutral

3. The work at my child's school is challenging.
   81.7% marked strongly agree/ agree and 18.4% neutral
4. The report cards and standardized testing results are easy to understand.
   89.8% marked strongly agree/ agree and 10.2% neutral
5. The teachers are available if my child needs help.
   91.8% marked strongly agree/agree, 6.1% neutral, and 2% disagree
6. My child is excited about coming to school.
   87.7% marked strongly agree/ agree, 8.2% neutral, and 4.1% strongly disagree
7. My child feels safe at school.
   93.8% marked strongly agree/ agree, 4.1% neutral, and 2% disagree
8. My child has gained social skills with the implementation of the PBIS program.
   77.5% marked strongly agree/ agree, 18.4% neutral, and 4.1% disagree
9. My child has access to support services if needed.
   93.9% marked strongly agree/agree, 4.1% neutral, and 2% disagree
10. My child has access to technology.
    98% marked strongly agree/ agree and 2% neutral

4. Describe schoolwide reform strategies in narrative form to include the following:

- **a. provide opportunities for all children, including each of the subgroups of students (as defined in section 1111(c)(2)) to meet the challenging State academic standards;**
- **b. use methods and instructional strategies that strengthen the academic program in the school, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum, which may include programs, activities, and courses necessary to provide a well-rounded education; and**
- **c. address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging State academic standards.**

In order to provide opportunities for all subgroups of students to meet the challenging State academic standards, it is necessary to analyze the testing data of the students in each subgroup. This information can then be used to diagnose specific needs and provide prescriptive programming.

Subgroup- Low Income

North Elementary does not receive academic data from IAR testing on the low income subgroup due the fact that each student is reported as low income since the school-wide Community Eligibility Option (CEO) program is in place. Consequently it is difficult to analyze this subgroup. These unidentified students would still receive the appropriate academic support as all students who are not meeting expectations.

Subgroup- Two or more ethnicities

There are not enough students in this subgroup to provide adequate data so results were inconclusive. North Elementary does implement many programs and instructional strategies that support the students in this subgroup. Programs include Family night, Kiwanis volunteers, and the Summer reading book program.

Subgroup- Black students

There are not enough students in this subgroup to provide adequate data so results were inconclusive. Along with the programs that are already instituted to increase academic progress for all students North Elementary will be adding

additional literacy materials featuring characters of diverse ethnicities throughout our curriculum.

Subgroup- White students

The scores are from the 2021- 2022 IAR assessment and include IEP students from our cross-categorical classroom. In Summary of Grades 3-5, 22.4% of white students met/ exceeded expectations on ELA and 29.9% on Math, 17.9% approached expectations on ELA and 29.9% on Math, 28.4% partially met expectations on ELA and 17.9% on Math, and 31.3% did not meet expectations on ELA and 22.4% on Math for IAR testing. This subgroup is supported by the many academic programs that are instituted at North Elementary School such as the summer reading program, Kiwanis volunteers, RtI process, Title I groups and What I need (WIN) time scheduled daily.

Subgroup- Female Students

The scores are from the 2021- 2022 IAR assessment and include IEP students from our cross-categorical classroom. In Summary of Grades 3-5, 36.6% of female students met/ exceeded expectations, 26.8% approached expectations, 19.5% partially met expectations and 17.1% did not meet expectations on the ELA portion of the IAR assessment. 43.9% of female students met/ exceeded expectations, 22% approached expectations, 14.6% partially met expectations and 19.5% did not meet expectations on the Math portion of the IAR assessment. Looking at the achievement gap between male students and female students, female students are out performing male students. On the ELA assessment, 36.6% of females met/ exceeded expectations and only 9.8% of males met/ exceeded expectations. On the Math assessment, 43.9% of females met/ exceed expectations and only 17% of males met/ exceeded expectations. Female students are still supported by the many academic programs that are instituted at North Elementary School such as the summer reading program, Kiwanis volunteers, RtI process, Title I groups and What I need (WIN) time scheduled daily.

Schoolwide Assessment

In order to determine the appropriate methods and instructional strategies needed to strengthen the academic programming, a variety of assessments must first be utilized in order to analyze student strength and needs. North Elementary School utilizes a variety of student academic assessments; such as iReady. This assessment can be described as screening, diagnostic and classroom-based instructional assessments. The primary assessment that is used is the iReady diagnostic for grades K-5 covering reading and math in addition to the IAR assessment. All students take this computer-based adaptive assessment three times during the academic school year. During the first three weeks of school, this assessment is administered for the manifold purpose of screening to identify those individuals in need of additional academic instruction and intervention, diagnosing strengths and weaknesses in core subject topics, and to determine what revisions are needed to school programs that were in place during the previous academic year. Subgroups (as defined by section 1111(c)(2)) are specifically reviewed at this time. The iReady assessment provides detailed data on an individual student's reading and math knowledge base. This data is delivered in the form of an overall percentile score that is national norm referenced. Upon receiving their students' scores, teachers are able to analyze which standards in reading and math the students have mastered and which represented areas of need for additional instruction and intervention.

Teachers can see both typical and stretch growth goals for each student. This helps students and teachers make goals and target instruction for each student individually. Students who are falling below benchmark norms are also assessed with the TPRI program that provides information on comprehension, fluency, phonemic awareness, letter recognition, and phonics. Professional Learning Communities (PLC) have monthly meetings for prescriptive use of the learning

continuum provided by iReady to group students based on skill sets that they need to improve. Students are benchmarked 3 times a year and progress monitoring is conducted every two weeks to assess growth. A Google document is created using successful interventions and student performance. The document is modified when needed to provide prescriptive planning information on all students' for their upcoming teachers' use.

Throughout the academic year teachers keep track of student reading progress in the form of running records through a online program called Literably. This information allows teachers to assess the student's reading level, fluency and comprehension and to gauge student growth toward grade-level benchmarks and adapt their instruction accordingly.

Students in kindergarten through second grade are assessed a minimum of four times per academic year on their progress toward reading and writing sight words. Any student new to the district or third grade student who scored below 90% at the end of the second grade is assessed on his/her ability to immediately read/ write these mastery words. Beyond the third grade, sight word assessments may be conducted and/ or referenced as a means of documenting progress and growth for students receiving academic reading interventions by Title I. This information is added to the Google document.

North School continues to grow in their use of data to guide instruction. Continuous improvement is fostered through on- going professional development opportunities at the building and district level to enhance knowledge and application of the process.

Educational Assistance

Educational Assistance is provided to students at North Elementary School through a number of programs offered during the instructional day. The process used to identify students in need of educational assistance begins with an analysis of data that is collected through the beginning of the year iReady reading and math assessments and Literably scores.

Title I interventions are offered to students in groups of 2-4 students according to their needs. The primary programs offered as interventions during these 25 minute lessons include Decodable phonics, Guided Reading Plus, Comprehension Focus Groups, Direct Instruction, Wilson Reading, and Reciprocal Teaching Groups. Students may be involved in a Focus Group intervention and a guided reading plus group all in the same day. Students are initially selected for participation in these groups based on the iReady, Literably, or TPRI scores, but may be offered this intervention at any point during the year based upon the consideration of teacher recommendations.

Educational Assistance is also provided to students at North Elementary School through the RTI district wide program and MTSS Process (Multi- Tiered System of Support). The team meets to determine a student's needs, possible interventions, root cause, and set goals for student success. The team meets every 6 weeks to help establish pathways for student success.

North Elementary School is the fortunate recipient of volunteer services through Kiwanis, the school's business partner during non-covid times. These volunteers provide tutoring during the school day to individuals or small groups of students in the core subject areas. The content of the tutoring sessions is intended to provide an additional opportunity for students to practice and receive feedback on concepts currently being taught in their core classes. The volunteers also implement the Great Books program which is utilized to improve above average students. Additionally, Kiwanis members also mentor at-risk students.

Programs and Educational Services

North Elementary School uses the iReady diagnostic screener to begin to identify students in need of Title I services. Students that fall below the percentile norm for their grade level are listed as possible candidates for services. Additional screenings are also conducted using the TPRI program. Once students are identified through this process, we determine how to best meet their needs. Students are placed into 2 distinct groups, those that are our most at- risk, that are below the 20%ile, and those that are from 21-49%ile on the national norm referenced scale. For students in K-2, we offer two types of intensive interventions for students: Decodable phonics and Focus Group with targeted skill instruction using TPRI and progress monitoring. For students in 3-6 grades we offer Guided Reading Plus and Comprehension Focus Groups to drive instruction. Our students that are below the 20%ile receive explicit intervention instruction for 25 minutes a day (with the interventionist) and Focus groups for 25 minutes a day outside of the 90 minute core reading block.

Students thar are in the 21-49%ile receive focus groups daily for 25 minutes, but have guided reading 2-3 times a week with the interventionist, in addition to the classroom teacher's guided reading instruction. This process allows us to serve more students utilizing a targeted focus for greater growth acceleration. Progress monitoring is conducted every two weeks utilizing TPRI, and/or Running Records. After each screening or assessment, data is analyzed to see how students are progressing and if there are students that are no longer in need of services or if there are students that need to be added for services. Parents are kept up to date about the data on their student and what services the child is eligible to receive. Parents sign the parent compact and receive the parent involvement policy to explain how they too are part of their child's success with the process.

All of our North Staff members continue to be trained in the best practices of reading instruction through building staff development, district training and through professional workshops and conferences attended each year. We will continue to explore new research- based methodologies to continue to improve our skills and processes to do our very best for the students we serve.

As an annual process, at the conclusion of the 2023- 2024 school year, the North Elementary administration and teachers analyze student assessment data in order to strategically and prescriptively adjust and develop supportive programming for the upcoming school year. Per the North School Improvement Plan on a Page for the 2023-2024, "through the greater use of data analysis, planning, and collaboration, coaching, and the use of differentiation methods of instruction, 60% of students will be able to meet their individual reading and math growth targets by May 2023 as measured by the iReady assessment". While this growth is significant, North Elementary is continuing to keep the academic growth bar high by expecting 60% of students being able to meet their individual reading and math growth targets.

The administration and teachers extensively reviewed and analyzed data from the iReady assessment this past school year to obtain a clear understanding of the strengths and needs of their students in order to develop and modify the school action plan in order to enrich and accelerate the curriculum and include research based programs and initiatives. Staff shared individual programs that were bringing success with their students and now those programs will be used school wide. Some current programming has been expanded and/or given more specific targets.

Analysis of student math scores showed a need for a consistent math curriculum and the implementation of EnVision Math as the district wide curriculum started for the 2022- 2023 school year. As a staff, continued consistent delivery of this curriculum with standards based instruction is very important for the next school year. Supplementary materials,

such as Bridges Math Intervention program will continue throughout the grade levels as well.

The teaching staff will continue with prescriptive planning for reading instruction with the Title teacher for intensive focus for targeted students. Explicit phonics instruction and use of decodable reading strategies will be used in K-2 grade levels. North Elementary students will be inspired by incentives for applying corrections and becoming an expert in an area with dog tags, leader boards, AR recognition, locker tags, and classroom recognition. TPRI, Literably, and running records will be used for Tier 2 and Tier 3 students to progress monitor student growth. Professional Learning Communities (PLC) including specialists will have monthly meetings to review progress and plan for next steps.

Below, please find our Plan on a Page for our SIP plan that is completed annually to facilitate our continuous improvement process. This document will be included yearly as part of this plan as a record of our quest to close the achievement gap for students.

Plan on a Page 2023- 2024

Topics	Goals *(Are the Goals SMART: Specific, Measurable, Attainable, Realistic, and Time-bound?)*	Action Plans *(What specific activities will we undertake to make this happen?)*
Improvement of Teaching and Learning	Through greater use of data analysis, planning, collaboration, coaching, and the use of differentiation methods of instruction, 60% of students will be able to meet their individual reading and math growth targets by May 2023 as measured by the iReady assessment.	● Tier 2 team meetings to identify intensive focus on what each student needs ● Tier 3 team meetings with parents to develop whole child plans ● PLC monthly meetings ● Bi- weekly progress monitoring for Tier 2 and 3 students ● Monthly Literably assessment on all students ● Explicit phonics/ decodable reading strategies for all K-2 students ● Great Books program utilized for above average students to continue to challenge their learning ● Incentives for applying corrections and becoming an expert in an area with brag tags, leader boards, AR recognition, locker tags and classroom recognition ● Subitizing in K-1 to increase number concepts ● Intermediate grade levels use of 5 a Day Math review daily with geometry being emphasized at least once a week. ● Vocabulary Fishbowl for enhanced vocabulary terms ● SAIG groups with Social Worker ● Online Reading and Math programs to supplement for all students- Reflex, Reading Eggs and Math seeds ● Reading/ Math Night for families ● STEAM Lab challenges ● WIN (What I Need) Time focus groups in Reading and Math ● Bridges Math intervention groups

5. Provide any activity information regarding counseling, school-based mental health programs, specialized instructional support services, mentoring services, and other strategies to improve students' skills outside the academic subject areas.

- North Elementary provides a school-based social emotional program through our social worker. The social worker also specializes in instructional support services, mentoring services, and other strategies to improve students' needs outside the academic subject areas.

- Second Steps: This universal tiered program helps promote social-emotional development, safety, and well-being of children that is taught in the classrooms daily.

- Zones of Regulation: Along with the Social Worker the students learn self-regulation by categorizing all the different ways we feel and states of alertness we experience into four concrete colored zones.

- Kiwanis Tutors and Mentors: The Kiwanis Club has maintained a wonderful partnership with North School. They volunteer their time to tutor students in all academic areas as well as simply being a mentor for students to talk and relate to.

- Transition 5th Grade to JMS: Fifth grade students visit the middle school to facilitate a positive transition. Students are given the opportunity to ask questions and coordinate services with the assistance of the staff and teachers. JMS counselors also visit North and talk to students to assist with class selection IEP goals and class placements.

- SAIG Groups/Lunch Bunch with School Social Worker (Social Academic Intervention Group): The School Social Worker plans weekly skill-building sessions to improve student social skills, problem-solving skills and academic behavior skills.

- Check-In/ Check-Out: Students meet with an adult in the building for a brief review of expectations in and out of the classroom. They are given the opportunity to reflect on their day and make a positive action plan for their day.

- MTSS Process (Multi-Tiered System of Support): This team meets every 6 weeks to set and review goals of students to improve overall student outcomes.

- Dean of Students: The Dean provides problem solving services to students and their families; as well as coordinating all behavior/ discipline procedures through the PBIS program.

- School Social Work Services: The SSW consults with personnel regarding students, works on behavioral interventions with students based on goals provided on their IEP/ RTI plans and facilitates any school crisis.

- CPI (Crisis Prevention Intervention): Staff are offered the opportunity to train in the CPI process. This program teaches adults on how to de-escalate problem behaviors or violent students in a non-threatening way.
- Ukeru: Staff are offered the opportunity to train in the Ukeru system that provides a trauma-informed, hands-off approach to crisis management.

6. Include any activity information regarding the preparation for and awareness of opportunities for postsecondary education and the workforce, which may include career and technical education programs and broadening secondary school students' access to coursework to earn postsecondary credit while still in high school (such as Advanced Placement, International Baccalaureate, dual or concurrent enrollment, or early college high schools).

North Elementary provides many activities to prepare our students for postsecondary lives. The programs provide the students with experiences to prepare for college or workforce readiness.

- Each year Jacksonville Middle School has an open-house to allow for 5th grade parents and students to ask questions about their child's upcoming transition to middle school.

- Yearly field trips are designed to expose students to real world experiences outside the traditional academic environment.

- North School is fortunate to have Kiwanis members provide tutoring and mentoring services. These individuals inspire students to set goals to further their education and provide students with the extra help they need to succeed in the classroom.

- 4th grade students receive the Ag-Cited program that is provided by the Morgan County Farm Bureau. This program sends guest speakers to present information regarding agriculture, which is a prevalent industry in our community.

- Our science curriculum is supported by the Mystery Science and National Geographics. These activities allow students to experience, explore and discover new concepts.

- Guest Speakers are invited into classrooms to inform students of the different job opportunities available to them in their local community.

- Older students provide mentoring to younger students. This allows them to prepare to become future leaders.

- Students have opportunities to participate in public speaking exercises. These opportunities will allow them to feel more comfortable in situations such as: interviews, presentations, and any other situation in which other oral communication is warranted.

- STEAM Lab at North Elementary School provides students with hands-on opportunities in Science,

Technology, Engineering, Art, and Math. We also incorporate challenges throughout the year to broaden students' knowledge of STEAM.

By providing our students with a variety of opportunities our North School community will be prepared to excel in their future college and career endeavors.

7. Specify any activity information regarding the implementation of a schoolwide tiered model to prevent and address problem behavior, and early intervening services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.).

North Elementary School provides many activities and many intervention services that are designed to prevent and address problematic behaviors that can interfere with a successful classroom learning environment.

- PBIS- Positive Behavior, Intervention, and Supports is a multi-tiered, team based, systematic approach used to teach and reinforce behavioral expectations to students. The intent is to define and teach school-wide behavioral expectations, providing high- frequency, intermittent and long term acknowledgements for students who demonstrate these expectations. A team is also in place that conducts and evaluates the success of the interventions put in place to support students who have not responded positively to the universal system. Team meetings are intended to design systems of interventions, identify areas of strength and need in the school-wide system to support the practice of consistent, proactive, and objective decision-making.

- MTSS- Multi- Tiered System of Support is a team of teachers and support staff that identify students in need of additional academic or behavioral support. The team consists of the principal, teacher, special education teacher, social worker, Title 1 teacher, and any other person that might be crucial to the process. The team meets to determine a student's needs, possible intervention, root cause, and sets goals for student success. The team meets every 6 weeks to help establish pathways for student success to review data and monitor progress towards individualized goals.

- SAIG- A Social Academic Instructional Group which can be provided to students who need guidance from a mentor in areas of social emotional instability.

- Check-In/ Check-out- This program pairs students in need with positive staff members who can meet briefly throughout the day to remind and motivate students to make choices that will help them be successful throughout their day.

- Second Steps: This universal tiered program helps promote social-emotional development, safety, and well-being of children that is taught in the classrooms daily.

- Zones of Regulation: Along with the Social Worker students learn self-regulation by categorizing all the different ways we feel and states of alertness we experience into four concrete colored zones.

- Crossroads Learning Center- This is an off campus program offered to students who need alternative placement for in-school suspension or suspensions lasting longer than 3 days. Staff members from CLC are also available on a consulting basis to help intervene when problematic student behavior arises.

- Dean of Students- This additional administrator is assigned to North School to assist the administration with managing and enforcing expectations for student behavior.

- Mentoring/Tutoring- These are special volunteers who are paired with students who need a positive influence and role model to help inspire and motivate them to be prepared for school and be an active participant in their own learning and life.

- Class Dojo- This online behavioral system connects teachers, students and parents to help create a positive classroom culture. Teachers and students can track both positive and negative behaviors throughout the day, and parents can instantly access this information and communicate with the child's teachers.

- Parent Contact/Conferences- Parental contact happens daily between teachers and parents to facilitate open communication about behavior that occurs in the classroom. Face to face conferences occur twice a year, once in the fall and once in the spring but may be requested by parents or teachers more frequently if necessary.

- Research-based interventions- Teachers use many different techniques and procedures that give students skills for positive change in students' performance that put students in charge of his or her learning.

- Brief Functional Behavioral Analysis-This is a proactive plan that assesses the relationship between the inappropriate behavior and the purpose or reason that the behavior occurs. Interventions implemented result in significant change in student behavior. Behavioral Interventions Plans typically follow so more appropriate replacement behaviors can be established, eliminating negative behaviors.

- Behavior Contracts- Students, staff and teachers enter into "contracts" with students that spell out in detail the expectations of students and teachers in carrying out an intervention plan.

- Progress monitoring- Progress monitoring is used to assess students' academic and behavioral performance while quantifying the students' rate of improvement and evaluate the effectiveness of instruction for the student. Data tracking is used to create goals for student success.

- Student of the Month- This award is given monthly to students that demonstrate positive academic and social behaviors.

- Red and White Award- A quarterly reward given to students who have no office referrals and display a

positive attitude for learning.

- Tribe Award- End of the year reward given to students that have no office referrals and displays a positive attitude for learning all year.

8. Include any activity information regarding professional development and other activities for teachers, paraprofessionals, and other school personnel to improve instruction and use of data from academic assessments, and to recruit and retain effective teachers, particularly in high need subjects.

A variety of professional development opportunities are available to administrators, teachers and staff. Jacksonville School District 117 provides professional development for all staff throughout the school year. The Regional Office of Education # 1 also provides a variety of professional development for administration, teachers and staff. Professional development in the area of special education for all staff is offered by Four Rivers Special Education District and the local branch of the Council for Exceptional Children.

<u>District Training</u>

- A two day Teacher Institute at beginning of school year- The beginning of the year institute is used to learn new district initiatives and to allow teachers to collaborate across grade levels.

- Curriculum training- The district provides professional development to introduce and support new curriculum initiatives in the schools. Professional development is planned for summer and on-going coaching opportunities are being provided to ensure proper implementation of the curriculum.

- School Improvement Days-School Improvement days are provided monthly for training of all employees. The training may include curriculum training for staff, data analysis of student assessments, and goal setting to allow for differentiated instruction.

<u>Building Level Training</u>

- Mentoring- New teachers in the district are paired with a mentor, who helps assist with building and district expectations. Mentors are to meet with their new teacher monthly as well as do periodic observations.

- Professional Learning Communities (PLC) - PLC's are held monthly to coordinate Tier 1 planning and to guide standards based learning.

- Book Study- Each year the staff pick a focus areas/ needs in the building to study and discuss.

<u>Four Rivers Special Education District/ Council for Exceptional Children</u>-

- Four Rivers Special Education District and CEC- These organizations provide a variety of professional development for administrators, classroom teachers and other support staff in the area of special education during the school year.

Recruitment of Effective Teachers (emphasis on high need subjects)

- Illinois College - The principal also works closely with the local college by accepting students for field study and student teaching.

9. Describe any activity information regarding strategies for assisting preschool children in the transition from early childhood education programs to local elementary school programs.

- Child Find- Children between the ages of 2 ½ to 5 years of age are screened in order to identify those children who may require further evaluation for developmental delays. These screenings are offered periodically throughout the school year or at parent request.

- District/ School Website- The website provides the school's activities that kindergarten students may participate in.

- Parent Academy- The Early Years Pre-K program provides Parent Academies to support parents with their students' social emotional and academic progress as they transition to the elementary school program.

- Kindergarten Preview Night- Incoming Kindergarten students and their parents are invited to attend Kindergarten Preview Night and registration to begin the transition to school.

- Meet the Teacher Night and Kindergarten Orientation – Before school starts in the fall, new kindergarten students and their parents may attend the Meet the Teacher Night and Kindergarten Orientation to support a smooth transition from Pre-K to Kindergarten.

- Pre-K and Kindergarten Teacher Observation- Pre-K teachers and Kindergarten teachers are given the opportunity to observe each other's classroom. This helps with aligning readiness activities for the incoming students as well as observation of the incoming students.

- Data Sharing- The Pre-K program shares current academic and behavioral data on incoming students with the Kindergarten teacher allowing for appropriate curriculum planning for all students.

- Early Childhood Transition IEP Meetings- The Principal, Kindergarten teacher and appropriate specialists attend the transition IEP meeting of early childhood students who will be attending Kindergarten in the fall. This provides the school with the appropriate information to prepare for the incoming student and support her/ his success in the new program.

THE SCHOOLWIDE PLAN (section 1114)

Any eligible school that desires to operate a schoolwide program shall develop a comprehensive plan (or amend a plan for such a program that was in existence on the day before the date of the enactment of the Every Student Succeeds Act)

(A) IN GENERAL

1. USE OF FUNDS

(A) ELIGIBILITY

Schoolwide programs may consolidate and use these funds with other Federal, State and local funds to upgrade an entire educational program that serves an eligible school attendance area that is not less than 40 percent of the children are from low-income families, or not less than 40 percent of the children enrolled in the school are from such families.

(B) EXCEPTION

If a schoolwide program will best serve the needs of the students at the eligible school attendance area (which less than 40 percent of the children are from low-income families, or a school for which less than 40 percent of the children enrolled in the school are from such families) by improving academic achievement and other factors, then that school may receive a waiver from the State educational agency.

2. IDENTIFICATION OF STUDENTS IS NOT REQUIRED

(A) GENERAL

Participation in a schoolwide program means a school does not have to identify any children or individuals as eligible or as receiving services provided as supplementary.

(B) SUPPLEMENTAL FUNDS

A school participating in a schoolwide program can only use these funds to supplement where non-Federal sources may not be available, which includes funds needed to provide services that are required by law for children with disabilities and English learners; in accordance with the method of determination described in section 1118(b)(2).

3. EXEMPTION FROM STATUTORY AND REGULATORY REQUIREMENTS

(A) EXEMPTION

Please note that the Secretary may exempt schoolwide programs from statutory or regulatory provisions of any other noncompetitive formula grant program administered by the Secretary (other than formula or discretionary grant programs under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), except as provided in section 613(a)(2)(D) of such Act (20 U.S.C. 1413(a)(2)(D))), or any discretionary grant program administered by the Secretary, to support schoolwide programs if the intent and purposes of such other programs are met.

(B) REQUIREMENTS

A school that chooses to use funds from such other programs shall not be relieved of the requirements relating to health, safety, civil rights, student and parental participation and involvement, services to private school children, comparability of services, maintenance of effort, uses of Federal funds to supplement, not supplant non-Federal funds (in accordance with the method of determination described in section 1118(b)(2)), or the distribution of funds to State educational agencies or local educational agencies that apply to the receipt of funds from such programs.

(C) RECORDS

Schoolwide schools must maintain records that demonstrate the use of funds from all Federal programs. These records must address the intent and purposes of each of the Federal programs that were consolidated to support the schoolwide program. Separate fiscal accounting records or the identification of specific activities is not required.

(B) PLAN DEVELOPMENT

The comprehensive plan shall be:

1. Developed during a one-year period, unless:
    - the local educational agency determines, in consultation with the school, that less time is needed to develop and implement the schoolwide program; or
    - the school is operating a schoolwide program on the day before the date of the enactment of the Every Student Succeeds Act, in which case such school may continue to operate such program, but shall develop amendments to its existing plan during the first year of assistance after that date to reflect the provisions of this section.

2. Developed with the involvement of parents and other members of the community to be served and individuals who will carry out such plan, including teachers, principals, other school leaders, paraprofessionals present in the school, administrators (including administrators of programs described in other parts of this title), the local educational agency, to the extent feasible, tribes and tribal organizations present in the community, and, if appropriate, specialized instructional support personnel, technical assistance providers, school staff, if the plan relates to a secondary school, students, and other individuals determined by the school;

3. In effect for the duration of the school's participation under this part and reviewed and revised, as necessary, by the school.

4. Available to the local education agency, parents, and the public, and the information contained in such plan shall be in an understandable format.

5. If appropriate, developed in coordination and integration with other Federal, State, and local services, resources, and programs, such as programs supported under this Act, violence prevention programs, nutrition programs, housing programs, Head Start programs, adult education programs, career and technical education programs, and schools implementing comprehensive support and improvement activities or targeted support and improvement activities under section 1111(d).

6. Based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the local educational agency.

(C) PRESCHOOL PROGRAMS

A school that operates a schoolwide program under this section may use funds available under this part to establish or enhance preschool programs for children who are under 6 years of age.

(D) DELIVERY OF SERVICES

The services of a schoolwide program under this section may be delivered by nonprofit or for-profit external providers with expertise in using evidence-based or other effective strategies to improve student achievement.

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(E) USE OF FUNDS FOR DUAL OR CONCURRENT ENROLLMENT PROGRAMS

1. IN GENERAL

A secondary school operating a schoolwide program under this section may use funds received under this part to operate dual or concurrent enrollment programs that address the needs of low-achieving secondary school students and those at risk of not meeting the challenging State academic standards.

2. FLEXIBILITY OF FUNDS

A school using funds received under this part for a dual or concurrent enrollment program described in paragraph (1) may use such funds for any of the costs associated with such program, including the costs of;

i. training for teachers, and joint professional development for teachers in collaboration with career and technical educators and educators from institutions of higher education, where appropriate, for the purpose of integrating rigorous academics in such program;
ii. tuition and fees, books, required instructional materials for such program, and innovative delivery methods; and
iii. transportation to and from such programs.

3. RULE OF CONSTRUCTION

Nothing in this subsection shall be construed to impose on any State any requirement or rule regarding dual or concurrent enrollment programs that is inconsistent with State law.

ILLINOIS STATE BOARD OF EDUCATION
100 North First Street, N-242
Springfield, Illinois 62777-0001

SCHOOLWIDE PLAN
Section 1114, Every Student Succeeds Act

Instructions: This completed template along with all related documentation must be:

- ☐ Approved by the Local Board of Education
- ☐ Signed by the School District Superintendent
- ☐ Kept on file with all Title I records
- ☐ Only send to ISBE if requested

SCHOOL INFORMATION

School Name:	South Elementary School		
RCDT:			
Principal:	Tim Chipman (outgoing) / Bobbie Mills (incoming)		
Address:	1700 S. West St.		
City, ZIP code:	Jacksonville, IL 62650		
Telephone:	217-245-5514		
Email address:	tchipman@jsd117.org / bmills@jsd117.org		
Planning Year:	**Poverty Rate at Board Approval:**	**40% Waiver: Y/N**	**Local Board of Ed. approval date:**
2023-2024		Y	

DISTRICT INFORMATION

District Name/Number:	Jacksonville School District #117
Superintendent:	Steve Ptacek
Telephone:	217-243-9411
Email address:	sptacek@jsd117.org

Superintendent's Signature _____ **Date** _____

Schoolwide Plan Components

1. Please include the names of the participants in the creation of this plan:

NAME	REPRESENTATION
Tim Chipman	Principal
Braxton Stewart	Dean of Students
Amanda Braley	Music Teacher
Emily Hudson	Title 1 Reading Teacher
Audra Nelson	Primary Teacher
Dana Fricke	Intermediate Teacher

2. If applicable, please include a list of State educational agency and local educational agency programs and other Federal programs under subsection (a)(3) that will be consolidated in the schoolwide program:
   1. Special Education
   2. Title 1
   3. EL Students
   4.
   5.

3. Conduct a comprehensive needs assessment of the entire school:
   a. Include a copy of the document used to conduct the assessment.

Sample available at http://www.cde.state.co.us/FedPrograms/consapp/na.asp.

Needs Assessments:

- South School Family Survey (May 2023)*
- South School Faculty/Staff Survey (May 2023)*

*Copies submitted via Title 1 Crate.

Needs Assessments

Based on the school's End of Year Parent Survey (15 responding families), 73% of families Strongly Agree they feel welcome at South School; 26% of families Agree they feel welcome at the school. When asked about their student(s) feeling prepared for the next grade level, 92% indicated they do feel their student(s) is prepared. When asked if the work at their student's(s') school is challenging, 92% agreed that work is appropriately challenging.

The South Parent Teacher Organization (PTO) held monthly meetings throughout the 2022-2023 school year.

Academic Data

Data shared in Title 1 Crate: see South Reading Data 2022-2023 and South Math Data 2022-2023

Year	White (%)	Black (%)	Hispanic (%)	Asian (%)	American Indian (%)	Pacific Islander (%)	Two or More Races (%)
2022	84.2	5	4	1	0	0	6
2021	85.2	4.5	0	0	0	0	6.2
2020	81.3	4.3	4.6	1.8	0	0	8
2019	80.9	4.1	5.1	1.6	0.3	0	8
2018	84.5	4.6	2.7	0.9	0	0	7.3

Based on the data provided, the following plan has been developed to improve achievement among students at South Elementary.

2023-2024:

Meaningful Use of Data:
Reading: Using three data points (BOY, MOY, EOY): iReady percentiles will be tracked and triangulated with Sight Words and Literably scores.
Math: Using three data points (BOY, MOY, EOY): iReady percentiles will be tracked and triangulated with Math Facts Fluency and Counting Goals for primary and Skyward Assessments Snapshots for intermediate.

Collaboration:
Monthly Title Meeting and Monthly Special Services Meeting: Opportunity to discuss progress of both individual students and whole class support.

Peer Pop-Ins: Per Google Survey and Reflective Tool (categories: this is what I'm looking for, this is what I saw, this is how I may implement), teachers will have the opportunity to visit another classroom. The purpose of this exercise is to gain professional knowledge in order to be reflective of *one's own* practice.

Roundtables**:** Optional monthly gatherings centered around one topic (i.e., Science of Reading refresher, Edutainment/Prodigy)

Professional Development:
TBD by incoming principal

4. Describe schoolwide reform strategies in narrative form to include the following:
    a. provide opportunities for all children, including each of the subgroups of students (as defined in section 1111(c)(2)) to meet the challenging State academic standards;
    b. use methods and instructional strategies that strengthen the academic program in the school, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum, which may include programs, activities, and courses necessary to provide a well-rounded education; and
    c. address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging State academic standards.

South Elementary provides a standards aligned curriculum to all students. The teachers utilize differentiation and a multi-tiered approach to classroom instruction. As a district, we have implemented an MTSS/RtI process carried out through our Decision Making Guidelines. Through this multi-tiered approach to student support, the team reviews data and offers intervention and progress monitoring options to the teacher. A master building schedule includes; 90 minutes of ELA, 40 minutes of Writing, 60 minutes of Math, 30 minutes of Social Studies and Science, 20 minutes of RtI time, and 25 minutes of PE daily. It also includes 25 minutes a week of Music, Library, Art, and Computer instruction. The master schedule staggers reading and math instruction from grade level to grade level. This allows our students who need additional supports to receive that extra instructional time outside of the core instruction in the classroom, essentially allowing for a "double dip" of instruction.

We currently have one Title I Reading interventionist, one Special Education Resource teacher, a shared EL teacher, one full time Speech Pathologist, and a part time Social Worker for students.

Students are offered opportunities to complete in a regional Geography Bowl.

Each grade level has access to a classroom cart of Chromebooks, in addition to iPads and Osmos. Grade levels are partnered to ensure technology instruction reaches all grade levels.

Teachers meet with the Title teacher on a bi-weekly basis to plan instruction and discuss student progress. Grade levels partner together in order to grouped students accordingly.

5. Provide any activity information regarding counseling, school-based mental health programs, specialized instructional support services, mentoring services, and other strategies to improve students' skills outside the academic subject areas.

Our South School Social Worker sees students in small groups or one-on-one as depicted by special education/504 needs. This leaves little time for our SSW to see other (non-special education) students, though our SSW strives to do what she can. There are also times of the year that we ask her to push in and do classroom lessons for the entire school. In the 2022-2023 school year, we have provided professional development in the areas of SEL (book study of *The Whole-Brain Child*, unpacking our SEL Second Step curriculum).

South Elementary is fortunate to collaborate with US Bank and the Jacksonville Rotary Club as business partners. US Bank sponsors our monthly character education awards. Each month we focus on a different aspect of character education including friendship, effort, positive attitude, sportsmanship, attendance, and respectful and responsible behavior. We have a monthly assembly to recognize students from each classroom. Our Rotarians volunteer their time to come into the classrooms to mentor individual and groups of students. They commit to visiting their groups at least one time per week.

6. Include any activity information regarding the preparation for and awareness of opportunities for postsecondary education and the workforce, which may include career and technical education programs and broadening secondary school students' access to coursework to earn postsecondary credit while still in high school (such as Advanced Placement, International Baccalaureate, dual or concurrent enrollment, or early college high schools).

To raise awareness of postsecondary education and workforce opportunities for our students, South Elementary utilizes fieldtrips to provide experiences to our students. Teachers frequently have parents come in and give presentations to students about their careers. Our Rotarian volunteers also provide students with postsecondary experiences. We are fortunate to have the University of Illinois Extension office provide lessons on agriculture and nutrition to our students through "Ag-cited" and "Organ Wise." Through a partnership with Hadden Farms, fourth-grade students experience monthly "Ag in the Classroom" activities which culminate with a local field trip to Hadden Farms.

7. Specify any activity information regarding the implementation of a schoolwide tiered model to prevent and address problem behavior, and early intervening services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.).

Over the course of the year, South Elementary educated students on behavioral expectations beginning with a specially targeted Procedures Day in August. Emphasizing the refrain of "Be respectful, be responsible, be safe," students were routinely reminded of behavioral expectations over the course of the school year. Our school mission statement—*We are South Elementary School, a community of learners committed to building a foundation of academic and social excellence*—was recited each school morning. Behavioral expectations, reminders, and positive shout-outs were also delivered via daily morning announcements. Four major quarterly rewards were offered to students on level: cookie decorating just before winter break and a wheel of engagement activity (complete with sno cones) just prior to summer break. BLUE Tickets were handed to students "caught" being respectful, responsible, and/or safe, and quarterly drawings for prizes were conducted in the cafeteria.

Monthly themes helped shape behavioral focus. For example, in the month of March, each classroom teacher selected one student to be recognized as a "Be A Problem Solver" award recipient. Each month's winners were publicly recognized and awarded at an all-school assembly.

The district's provision of a part time Dean of Students greatly helps in addressing issues with behavior. The Dean spent time building relationships with the students and staff. As able, she observed in classrooms and provided feedback to teachers regarding student behavior during lessons. He also led an intervention group with students.

South Elementary utilizes the MTSS process set forth by the school district. Through this multi-tiered approach to student support, the team reviews data and offers intervention and progress monitoring options to the teacher.

The district has also created an alternative learning environment for students with behavioral issues in lieu of suspensions. Crossroads Learning Center provides students with both academic and social supports to increase school success.

Along with all the above activities and supports, South also participates in Early Childhood Transition IEP meetings and invites the middle school to IEP/504 meetings for our exiting fifth graders.

BEHAVIOR REPORT

2022-2023:

347 Total Referrals

2021-2022:

293 Total Referrals

100 Major Referrals (Pink Tickets)

193 Minor Referrals (Yellow Tickets)

2020-2021:

101 Total Referrals

21 Major Referrals (Pink Tickets)

80 Minor Referrals (Yellow Tickets)

8. Include any activity information regarding professional development and other activities for teachers, paraprofessionals, and other school personnel to improve instruction and use of data from academic assessments, and to recruit and retain effective teachers, particularly in high need subjects.

At the district level, professional development opportunities provided to teachers this past year were largely focused on prioritizing ELA and Math standards and the accompanying district-generated EOY assessments. In response to the weight of the COVID-19 pandemic, the district's SIP professional development opportunities this year were centered on "Crimsons Choose"—a choose your own topic pathway that included analysis of assessments, Science of Reading exploration, math instruction, and even a personal wellness yoga seminar. Common end-of-year tests were also edited and proctored for the second year in a row. At South School, in addition to monthly Team Meetings, true to our school goals, South teachers participated in SEL "Second Step" PD as well as *The Whole Brain Child* book study.

Biweekly meetings among reg ed and Title 1 / SpEd teachers were held to support targeted instruction for struggling readers as well as provide literacy support across the classroom. Teachers new to the district are offered two days of New Teacher training before teacher institute and provided a mentor. Individual teachers participated in sundry PD opportunities.

In May 2023, the principal applied for and received a Staff Appreciation grant through ROE #1 and The Tracy Family Foundation to support and encouragement collegiality and culture.

Additionally, the principal, a National Board Certified Teacher, has completed participation in a learning cohort called the National Institute of School Leadership. The National Institute for School Leadership (NISL) is the leading provider of high-quality, research-based leadership development programs designed to give district and school leaders the critical knowledge and skills they need to be instructional leaders and improve student achievement in their schools.

9. Describe any activity information regarding strategies for assisting preschool children in the transition from early childhood education programs to local elementary school programs.

Jacksonville, Illinois has a variety of preschool programs in the area that help families prepare their students for the transition to Kindergarten. The Early Years Program is affiliated with Jacksonville School District #117, and serves many students who will attend South Elementary. This May, we were delighted to again offer an in-person Kindergarten Preview Night to "rising" kindergarten students and their families. In August, the school plans a Meet the Teacher Night which gives families the opportunity to meet their teacher and drop off school supplies.

Throughout the school year, representatives from South School participated in the collaborative Pre-K/K meeting sponsored by the Early Years Program at Central Office.

South Elementary also provides information to families via the school website and Facebook page.

THE SCHOOLWIDE PLAN (section 1114)

Any eligible school that desires to operate a schoolwide program shall develop a comprehensive plan (or amend a plan for such a program that was in existence on the day before the date of the enactment of the Every Student Succeeds Act)

(A) IN GENERAL

1. USE OF FUNDS

(A) ELIGIBILITY
Schoolwide programs may consolidate and use these funds with other Federal, State and local funds to upgrade an entire educational program that serves an eligible school attendance area that is not less than 40 percent of the children are from low-income families, or not less than 40 percent of the children enrolled in the school are from such families.

(B) EXCEPTION
If a schoolwide program will best serve the needs of the students at the eligible school attendance area (which less than 40 percent of the children are from low-income families, or a school for which less than 40 percent of the children enrolled in the school are from such families) by improving academic achievement and other factors, then that school may receive a waiver from the State educational agency.

2. IDENTIFICATION OF STUDENTS IS NOT REQUIRED

(A) GENERAL
Participation in a schoolwide program means a school does not have to identify any children or individuals as eligible or as receiving services provided as supplementary.

(B) SUPPLEMENTAL FUNDS

A school participating in a schoolwide program can only use these funds to supplement where non-Federal sources may not be available, which includes funds needed to provide services that are required by law for children with disabilities and English learners; in accordance with the method of determination described in section 1118(b)(2).

3. EXEMPTION FROM STATUTORY AND REGULATORY REQUIREMENTS

(A) EXEMPTION
Please note that the Secretary may exempt schoolwide programs from statutory or regulatory provisions of any other noncompetitive formula grant program administered by the Secretary (other than formula or discretionary grant programs under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), except as provided in section 613(a)(2)(D) of such Act (20 U.S.C. 1413(a)(2)(D))), or any discretionary grant program administered by the Secretary, to support schoolwide programs if the intent and purposes of such other programs are met.

(B) REQUIREMENTS
A school that chooses to use funds from such other programs shall not be relieved of the requirements relating to health, safety, civil rights, student and parental participation and involvement, services to private school children, comparability of services, maintenance of effort, uses of Federal funds to supplement, not supplant non-Federal funds (in accordance with the method of determination described in section 1118(b)(2)), or the distribution of funds to State educational agencies or local educational agencies that apply to the receipt of funds from such programs.

(C) RECORDS
Schoolwide schools must maintain records that demonstrate the use of funds from all Federal programs. These records must address the intent and purposes of each of the Federal programs that were consolidated to support the schoolwide program. Separate fiscal accounting records or the identification of specific activities is not required.

(B) PLAN DEVELOPMENT

The comprehensive plan shall be:

1. Developed during a one-year period, unless:
    - the local educational agency determines, in consultation with the school, that less time is needed to develop and implement the schoolwide program; or
    - the school is operating a schoolwide program on the day before the date of the enactment of the Every Student Succeeds Act, in which case such school may continue to operate such program, but shall develop amendments to its existing plan during the first year of assistance after that date to reflect the provisions of this section.

2. Developed with the involvement of parents and other members of the community to be served and individuals who will carry out such plan, including teachers, principals, other school leaders, paraprofessionals present in the school, administrators (including administrators of programs described in other parts of this title), the local educational agency, to the extent feasible, tribes and tribal organizations present in the community, and, if appropriate, specialized instructional support personnel, technical assistance providers, school staff, if the plan relates to a secondary school, students, and other individuals determined by the school;

3. In effect for the duration of the school's participation under this part and reviewed and revised, as necessary, by the school.

4. Available to the local education agency, parents, and the public, and the information contained in such plan shall be in an understandable format.

5. If appropriate, developed in coordination and integration with other Federal, State, and local services, resources, and programs, such as programs supported under this Act, violence prevention programs, nutrition programs, housing programs, Head Start programs, adult education programs, career and technical education programs, and schools implementing comprehensive support and improvement activities or targeted support and improvement activities under section 1111(d).

6. Based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the local educational agency.

(C) PRESCHOOL PROGRAMS

A school that operates a schoolwide program under this section may use funds available under this part to establish or enhance preschool programs for children who are under 6 years of age.

(D) DELIVERY OF SERVICES

The services of a schoolwide program under this section may be delivered by nonprofit or for-profit external providers with expertise in using evidence-based or other effective strategies to improve student achievement.
.

(E) USE OF FUNDS FOR DUAL OR CONCURRENT ENROLLMENT PROGRAMS

1. IN GENERAL

A secondary school operating a schoolwide program under this section may use funds received under this part to operate dual or concurrent enrollment programs that address the needs of low-achieving secondary school students and those at risk of not meeting the challenging State academic standards.

2. FLEXIBILITY OF FUNDS

A school using funds received under this part for a dual or concurrent enrollment program described in paragraph (1) may use such funds for any of the costs associated with such program, including the costs of;

i. training for teachers, and joint professional development for teachers in collaboration with career and technical educators and educators from institutions of higher education, where appropriate, for the purpose of integrating rigorous academics in such program;
ii. tuition and fees, books, required instructional materials for such program, and innovative delivery methods; and
iii. transportation to and from such program.

3. RULE OF CONSTRUCTION

Nothing in this subsection shall be construed to impose on any State any requirement or rule regarding dual or concurrent enrollment programs that is inconsistent with State law.

ILLINOIS STATE BOARD OF EDUCATION
Division of Innovation and Improvement
100 North First Street, N-242
Springfield, Illinois 62777-0001

SCHOOLWIDE PLAN
Section 1114, No Child Left Behind Act of 2001

Instructions: This completed template along with all related documentation must be:

- Approved by the Local Board of Education
- Signed by the School District Superintendent
- Kept on file with all Title I records

SCHOOL INFORMATION

School Name:	Washington Elementary		
Principal:	Mary Camerer		
Address:	524 S. Kosciusko St.		
City, ZIP code:	Jacksonville, IL 62650		
Telephone:	217-243-6711		
Email address:	mcamerer@jsd117.org		
Planning Year: 2023	**Implementation Year:** 2023-24	**Poverty Rate at implementation:** %	**Local Board of Ed. Approval date:**

DISTRICT INFORMATION

District Name/Number:	Jacksonville School District 117
RCDT:	010691170220000
Superintendent:	Steve Ptacek
Telephone:	217-243-9411
Email address:	sptacek@jsd117.org

Superintendent's Signature **Date**

THE SCHOOLWIDE PLAN

Any eligible school that desires to operate a schoolwide program shall first develop (or amend for such a program that was in existence on the day before the date of enactment of the No Child Left Behind Act of 2001), in consultation with the local education agency and its school support team or other technical assistance provider under section 1117, a comprehensive plan for reforming the total instructional program in the school that meets the following criteria:

(A) IN GENERAL

i. Describe how the school will implement the 10 components described in section 1114. ***Each component will be listed later to be described in full detail.***

ii. Describe how the school will use resources under this part and from other sources to implement those components:

iii. Include a list of State educational agency and local educational agency programs and other Federal programs under subsection (a)(3) that will be consolidated in the schoolwide program:

1. Special Education
2. Title I
3. EL Services
4.

iv. Describe how the school will provide individual student academic assessment results in a language the parents can understand, including interpretation of those results, to the parents of a child who participates in the academic assessments required by section 1111(b)(3):

(B) PLAN DEVELOPMENT

The comprehensive plan shall be

i. Developed during a one-year period, unless –
   I. The local education agency, after considering the recommendation of the technical assistance providers under section 1117, determines that less time is needed to develop and implement the schoolwide program; or
   II. The school is operating a schoolwide program on the day preceding the date of enactment of the No Child Left Behind Act of 2001, in which case such school may continue to operate such program, but shall develop amendments to its existing plan during the first year of assistance after that date to reflect the provisions of the section

ii. Developed with the involvement of parents and other members of the community to be served and individuals who carry out such plan, including teachers, principals, and administrators, and if appropriate, pupil services personnel, technical assistance providers, school staff, and if the plan relates to a secondary school, students from such school:

NAME	REPRESENTATION
Mary Camerer	Principal
Natalie Frye	Dean of Students
Jenn Nebel, Kaylie Steckel	Kindergarten Teachers
Emily Maul, Linda Hansell	1st Grade Teachers
Cathy Tobin, Samantha Tallman	2nd Grade Teachers
Jerika White, Tracy Thrasher	3rd Grade Teachers
Karmen Birdsell, Regina Lowe	4th Grade Teachers
Anna Chumley, Mallory Martin	5th Grade Teachers
Tammy Pattie, Jacob Massey, Molly Schmidt	Special Needs Teachers
Heather Smith, Lara Morrison	Title I Teachers
Abby Cathers, Kelsey Mierzwa	School Psychologist, School Social Worker
Stacy Farmer	EL Teacher

iii. In effect for the duration of the school's participation under this part and reviewed and revised, as necessary, by the school

iv. Available to the local education agency, parents, and the public, and the information contained in such plan shall be in an understandable format

v. If appropriate, developed in coordination with programs under Reading First, Early Reading First, Even Start, Carl D. Perkins Vocational and Technical education Act of 1998 and the Head Start Act.

10 COMPONENTS OF A SCHOOLWIDE PLAN

1. Conduct a comprehensive needs assessment of the entire school:
    - Include a copy of the document used to conduct the assessment
    - Sample available at http://www.cde.state.co.us/FedPrograms/consapp/na.asp

2. Describe schoolwide reform strategies in narrative form including the following:
    a. Provide opportunities for all children to meet the State's proficient and advanced levels of student academic achievement
    b. Use effective methods and instructional strategies that are based on scientifically based research that: strengthens the core academic program, increases the amount of learning time and helps provide enriched and accelerated curriculum, and includes strategies for meeting the educational needs of underserved populations
    c. Includes strategies to address the needs of all children in the school, but particularly low achieving children and those at risk of not meeting the State's standards
    d. Address how the school will determine if such needs of the children have been met
    e. Are consistent with and re-designed to implement state and local improvement plans

Washington Elementary School will implement the following reform strategies during the 2023-2024 school year to provide opportunities for all students to meet the Common Core Standards while educating the whole child.

The reform strategies begin with Tier One. Our District Priority Standards guide our Tier One Instruction. We will use Fountas & Pinnell Classroom, Heggerty Phonemic Awareness, From Phonics to Reading, Sounding Out the Sight Words, Units of Study in Writing by Lucy Calkins, Words Their Way, Handwriting Without Tears, and District Sight Word Lists for reading and writing in order to teach these standards. Benchmark assessments will be given to all students three times a year. Washington Elementary school will use the iReady assessment for all grades K-5th. The iReady Assessment has progress monitoring tools built-in and students will use the iReady reinforcements to assist students in practice in both Reading and Math for at least 10 minutes daily.. DRA3 and Literably Assessments will be given to all students K-5th grades. Formative assessments will also be given by classroom teachers between benchmark assessment windows to progress monitor and provide the classroom teachers with data on student progression. Data will periodically be reviewed to determine if any additional students need to be added to Tier Two instruction before the next benchmark assessment window using the District 117 Decision Making Guidelines.

Tier Two Instruction will be provided by classroom teachers at Washington Elementary School for students who are not meeting Common Core Standards, based on data from benchmark assessments and/or common formative assessments. Classroom and Title One teachers as well as our Title One Aide will provide research based interventions and will progress monitor these students between benchmark assessments in order to monitor student progress and ensure fidelity of the interventions. After progress monitoring and benchmark assessment windows, data will be reviewed to determine which students need to continue receiving Tier Two instruction using the District 117 Decision Making Guidelines.

Tier Three Instruction will be provided by the Title One teachers to students who are most at risk of not meeting Common Core Standards based on data from benchmark assessments and/or formative assessments and the District 117 Decision Making Guidelines. Students who receive Tier Three instruction will also be receiving Tier Two instruction in the classroom or with Title One teachers. Tier Three interventions will be research based

and the most intense. Intervention groups will meet daily. The groups will vary in size (1-3 students) and duration depending on the needs of the students. Data will be reviewed to determine when a student will discontinue Tier Three Instruction based on progress monitoring and/or formative and benchmark assessments according to the District 117 Decision Making Guidelines.

3. Is instruction by highly qualified teachers: (maintain documentation)
   - X YES
   - NO (If not, describe areas in need of highly qualified instructors and plans to overcome deficit areas.)

4. Describe high-quality and on-going professional development for teachers, principals and paraprofessionals, and if appropriate, pupil services personnel, parents and staff to enable children in the school to meet the State's student academic achievement standards:

Washington Elementary School has set a goal to offer the highest quality professional development training. After studying student data the planning committee identified the following areas for professional development.

- *Propel* summer PD focusing on
  - *SORing Into a New Year - July 17 & July 24, 2023 - (8:30 - 3:00 p.m.)*
  - Teachers will dive into the Science of Reading through guided sessions & team planning.
  - Topics will include: Phonics to Reading, Secret Stories, Heart Words as well as, comprehension, fluency & Math.
  - Teachers will answer the following questions: 1) What did we want Students to know? 2)How do we know if they know it? What are we using to measure it? 3) What do we do if they don't? 4) What do we do if they do know it?
- Year Long PD: (10/11/23, 10/18/23,10/24/23, 11/1/23, 11/8/23, 11/15/23, 12/5/23, 12/6/23, 12/13/23, 1/10/23,1/17/23, 1/24/23, 2/7/23, 2/14/23, 2/21/23, 3/6/23, 3/13/23, 3/20/23, 4/3/23, 4/10/23, 4/24/23)
  - Book study as a primary or intermediate team.
  - Primary Teachers will study the text *The Art and Science of Teaching Primary Reading* by Christopher Such.
  - The Intermediate Teachers will study the text *Shifting the Balance 3-5* by Katie Egan Cunningham, Jan Burkins and Kari Yates.

Data collection and analysis is a continuous process at Washington Elementary School. All staff share in the responsibility for making, implementing and supporting the changes needed to reach high academic standards. Student achievement in literacy is measured three times during the year using the Iready Assessment and Literably school-wide. Assessment data is recorded on shared classroom data sheets. MTSS meetings will be held every 6-8 weeks and Data Days will be held every 6-8 weeks to evaluate student progress towards meeting the Priority Standards.

Washington Elementary School provides a desirable atmosphere for highly qualified teachers. The staff is diverse in experience which benefits both staff and students. Jacksonville School District offers New Teacher Induction Training each year to help new teachers transition to our district. Technology such as Promethean Boards, laptops, chromebooks, document cameras, and mini-iPads are available school-wide to enhance instruction in the Common Core Standards.

5. Describe strategies to attract high-quality, highly qualified teachers to this school:

High-quality and highly qualified teachers are gained each year. The method we use to attract these teachers is being friendly, personable, knowledgeable and an experienced administration that welcomes candidates to our building. We provide an interview setting that is pleasant and we show the candidates how they can fit into our family oriented building. In addition, we give the candidates tours of our building and introduce them to quality teachers who motivate

them to join our team. We will invite them to events that we have going on so that they can see the dynamics that we have and how each person plays their role in making Washington a successful team.

We will discuss how the teachers who work in our higher poverty building can apply for loan forgiveness and have had teachers in our building take advantage of this in the past.

6. Describe strategies to increase parental involvement, such as family literary services:

Title funding provides new books to send home with students throughout the year: Title students choose books twice a year. All Washington students have a Book Day where they choose multiple books to take home.

Washington Elementary presents a Back to School Night every August. This allows parents and students to meet their teachers and see their new classrooms in order to initiate a positive relationship with parents and their teachers.

Twice a year, Washington will host a Breakfast Buddy program. Students will be able to invite an adult to come to school to enjoy breakfast while he/she shares their writing and reads with them.

The Parent-Teacher Organization allows for parent involvement in various activities at Washington. They get to assist in making decisions on fundraisers, activities and give input regarding the School Improvement Plan and other important items.

Washington staff and administration uses schoolwide announcements by using Class Dojo and School Messenger, as well as, notes home.

7. Describe plans for assisting preschool children in the transition from early childhood programs such as Head Start, Even Start, Early Reading First, or a state-run preschool program to local elementary school programs: (If this is for a middle or high school, describe other transition plans.)

Jacksonville School District 117's Early Years Program provides parents with opportunities to attend academies that focus on academic and social emotional topics to prepare students for kindergarten. Incoming kindergarten students and parents are invited to come to a spring Kindergarten Preview Night. Activities include meeting the teacher, visiting the classroom and gaining an understanding of kindergarten procedures and expectations. A preview powerpoint created by our Kindergarten Teachers is on our Washington School Homepage at the beginning of the year so that parents and students can watch it and become familiar with pictures of the school and information regarding Kindergarten. Various preschool programs arrange for forty-five minute classroom visits each spring for incoming kindergarteners. Kindergarten teachers will also observe PreK classrooms in the spring (if time allows) to see students coming into kindergarten and the PreK teachers will observe kindergarten classrooms early in fall to help bridge the transition from Prek to kindergarten. In addition, PreK and Kindergarten grade level meetings are held quarterly throughout the school year. EL students who are enrolled in District Pre-K programs are screened prior to entering kindergarten to determine eligibility of EL services for the upcoming school year. Newsletters and other information about the upcoming school year are translated into the student's home language. Kindergarten parents and students are also invited to a Meet the Teacher Night, prior to the beginning of school, where students can visit their classroom, meet new friends and drop off supplies. Jacksonville School District 117's Early Years Program teachers, kindergarten teachers, principals, parents, special education teachers,

and the special education administrator are all participants in early childhood meetings that involve students with IEPs. Head Start and Jacksonville School District 117's Early Years Program teachers share student progress information on all of their students with the Washington Elementary School Kindergarten Teachers.

8. Describe measures to include teachers in the decisions regarding the use of academic assessment in order to provide information on, and to improve, the achievement of individual students and the overall instructional program:

Washington Teachers are included in the decision-making process regarding the use of academic assessments to provide information regarding the improvement in achievement of individual students and the overall instructional program. Teachers in Jacksonville School District 117 are given the opportunity to align standards and assist in making common assessments.

Washington Teachers use the iReady Test and the Literably Assessment, as well as, ESGI Assessments (in the primary grades) to check student progress three times a year (beginning, middle, and end of the year). In addition, teachers use guided reading and running records to assess students regularly.

Washington Elementary Teachers are provided common planning time during the instructional day in order to evaluate data from common assessments and to plan for further instruction.

The Washington School Guided Coalition Team provides a voice for all staff.
The mission statement is:

To embrace adult change and increase student learning through best practices.

Members of the team include: 1 administrator, 1 RTI Representative from our building, 4 Classroom teacher representatives (2 Primary & 2 Intermediate Teachers, 2 Title teachers, 1 Special Education teachers, 1 representative from Specialties (Music, Art, PE and Media).

The team meets periodically as determined by the administrator.

9. Describe activities to insure students who experience difficulty mastering proficient or advanced levels of academic achievement standards shall be provided effective, timely additional assistance which shall include measures to insure that students' difficulties are identified on a timely basis and to provide sufficient information on which to base effective assistance:

RTI time is scheduled daily for 50 minutes to allow for Tier II instruction provided by classroom teachers, Title I teachers and speciality teachers. Tier III time slots are provided by Title One teachers as directed by the District Decision Making Guidelines.

The MTSS team analyzes data, identifies student needs and student interventions. The interventions are implemented, monitored and tracked and the results are brought to the next meeting to be evaluated following the District Decision Making Guidelines.

10. Is coordination and integration of Federal, State and local services and programs occurring: (For example: Using Title II-A funds to purchase leveled readers for guided reading at each grade level is approvable. Title II-A funds are typically restricted to class-size reduction, meeting and/or maintaining highly qualified status and professional development. However, within Schoolwide Programs Titles I and II-A may be used interchangeably with this flexibility. Each school must maintain their own documentation.)

    - X YES
    - NO

ILLINOIS STATE BOARD OF EDUCATION
100 North First Street, N-242
Springfield, Illinois 62777-0001

SCHOOLWIDE PLAN
Section 1114, Every Student Succeeds Act

Instructions: This completed template along with all related documentation must be:

- Approved by the Local Board of Education
- Signed by the School District Superintendent
- Kept on file with all Title I records
- Only send to ISBE if requested

SCHOOL INFORMATION

School Name:	Jacksonville Middle School		
RCDT:	010631170221013		
Principal:	Celeste Lashmett		
Address:	664 Lincoln Avenue		
City, ZIP code:	Jacksonville, IL 62650		
Telephone:	217-243-3383		
Email address:	clashmett@jsd117.org		
Planning Year:	**Poverty Rate at Board Approval:**	**40% Waiver: Y/N**	**Local Board of Ed. approval date:**

DISTRICT INFORMATION

District Name/Number:	Jacksonville School District 117
Superintendent:	Steve Ptacek
Telephone:	217-243-9411
Email address:	sptacek@jsd117.org

Superintendent's Signature **Date**

Schoolwide Plan Components

1. Please include the names of the participants in the creation of this plan:

NAME	REPRESENTATION
Celeste Lashmett	Building Administration
Anthony Mansur	Building Administration
Kelly Zoellner	Curriculum Director
Rachel Weber	Title I teacher
Emilee Secrist	Title I teacher

2. If applicable, please include a list of State educational agency and local educational agency programs and other Federal programs under subsection (a)(3) that will be consolidated in the schoolwide program:

1. English Learners may be served under Title I.
2. Students with IEPs and Section 504 plans may be served under Title I.

1. Conduct a comprehensive needs assessment of the entire school:

Summary of Needs Assessments:

Please see attached spreadsheet with student names removed:
https://docs.google.com/spreadsheets/d/1F8aTTAJyM4zNNi2YQrXuSxbpVpVI8HgFszEAxW1qPOI/edit?usp=sharing

1. Describe schoolwide reform strategies in narrative form to include the following:
a. Provide opportunities for all children, including each of the subgroups of students (as defined in section 1111(c)(2)) to meet the challenging State academic standards;

All general education students have access to the universal curriculum in the content areas of language arts, math, science, social studies, physical education and health. Collaboration time for content area/grade-level teachers is built into the daily schedule with common planning time. This allows teachers of the same courses to collaborate at least weekly, up to daily, in order to ensure similar curricular experiences regardless of the teacher/team of each student. Common assessments are also used at each grade-level and content area. Differentiated instruction is also available to all students in the general education and special education classrooms.

Common planning time has also allowed teachers to align their content and curriculum to the state academic standards. Teachers of the same academic discipline have shared planning time daily. This time is spent on lesson/unit planning, data analysis and intervention planning.

We have started following the JSD#117 Decision Making Guidelines for the RTI process in order to address the academic and behavioral needs of students in the classroom. This process includes the teacher, administrator, and parent working to develop a plan to address the needs of the student with interventions that can be progress monitored over a 6-9 week period. This process may be the entry point for enhanced interventions, up to or including testing for special education or Section 504 eligibility.

Those students scoring below grade level in reading may also be eligible for services from the Title I teachers. Placement in Title I reading classes is determined by performance on the universal assessment

(ie. NWEA/iReady, given three times annually) and on the Qualitative Reading Inventory (QRI). We have also included a Math Strategies class to support students with mathematical needs. Teacher recommendations and evaluations are considered at a quarterly Title meeting with general education teachers, Title teachers, and administration present. Those students placed in a reading or math intervention class will receive intensive instruction. Reading intervention classes use the Leveled Literacy Intervention System designed by Fountas and Pinnell, as well as additional intervention materials to best support the needs of the students. Math interventions classes are driven by results from iReady testing and using a student's "My Path." The goal of intervention classes is to accelerate student growth in the areas of reading/math and to close the gap between student performance and expected levels.

Vertical alignment of prioritized state learning standards are assessed and reflected on yearly. Curriculum and assessments in the classroom are designed around these learning standards. We used our prioritized state learning standards to develop end of year assessments for every class at the middle school to gauge mastery of standards at every level. Adjustments were made to these assessments and teachers have started to also ensure their unit assessments and target checks are also aligned to these standards.

Team meetings are held every other week. During these meetings teachers use data to discuss struggling students and work collaboratively to determine appropriate tier 1 and 2 interventions. Progress is monitored.

Subgroups:
Homeless Students-The school secretary responsible for enrolling new students and the School Social Worker are trained in identifying students who may be classified as homeless. This is a simple screening process for students new to the district, but the counselors also survey students who are not new to the district to screen for possible homelessness. When a student is identified as homeless, school and district policies and procedures are put in place in alignment with McKinney-Vento requirements and recommendations in order to ensure that these students are able to succeed in the school.

Children with Disabilities-Students with IEPs and Section 504 plans have access to the standards-based curriculum. Multiple scheduling options, as well as differentiated instruction, help students close the gap with their peers who are performing at grade-level. Students may be placed in co-taught sections of any of the four core content areas; these sections feature a general education teacher and a special education teacher to assist students with the general education-level instruction and learning. All four core content areas at all grade levels also have direct instruction sections taught by special education staff. Opportunities for these sections to utilize labs for science, for example, have been implemented. Cross-categorical, self-contained classrooms for students with more impactful cognitive and emotional disabilities are also available as an option for students with disabilities. In recent years, we have tried to more conscientiously place students in the sections that best meet his/her needs, even if it may be different types of sections for each content area.

English Learners-District policy dictates (based on State guidelines) that the parents of students new to the district complete a Home Language Survey at the time of enrollment. Students who speak a language other than English or in addition to English in the home are referred for screening to determine eligibility for EL services. Students who are found eligible, are enrolled in an EL class daily. In addition, they are placed in a language arts section that features an EL-certified teacher to co-teach with the general education instructor. EL students are enrolled in general education math, science, social studies, and physical education/health. This immersion model is utilized to ensure the students' access to curriculum aligned to the state standards. NWEA Measures of Academic Progress testing, as well as curriculum-specific assessments are used to monitor the progress of ELL students.

b. Use of methods and instructional strategies that strengthen the academic program in the school, increase the amount and quality of learning time, and help provide an enriched and

accelerated curriculum, which may include programs, activities, and courses necessary to provide a well-rounded education;

The standard schedule of the school includes six periods of instruction in addition to a daily advisory period that we call Crimson Time. During Crimson Time, teachers are able to pull students for interventions and additional supports. Multiple scheduling options, as well as differentiated instruction, are available for students also. Students may be placed in co-taught sections of any of the four core content areas; these sections feature a general education teacher and a special education teacher to assist students with the general education-level instruction and learning.

Built into the daily schedule are classes available to enhance students' reading comprehension, vocabulary and writing skills. The daily advisory period is another opportunity for students to receive additional instruction and practice.

Teachers in the science department continue to implement more inquiry-based lessons and activities into their curriculum. This type of instruction goes hand in hand with the Next Generation Science Standards.

In the Math Department, in 6th grade, one level of math is offered. In 7th grade two levels of general education math are offered: standard 7th grade math and accelerated math. The accelerated math moves at a quicker pace and requires students to delve deeper into foundational concepts of math. By midway through the second semester, students are introduced to concepts from the algebra class. At the 8th grade level, two courses are also offered: standard 8th grade math and Honors Algebra I. These options open up opportunities for enrichment for students performing at and above grade-level.

Placement in standard and accelerated/honors sections is guided by the program of schoolwide assessment via NWEA (MAP)/iReady. Current and previous years' scores inform placement and also serve as a means to monitor growth. School Improvement Planning days built into the district calendar nearly every month provide an opportunity for staff to regularly examine the data, collaborate, and/or develop plans to address shortcomings.

At Jacksonville Middle School, we are also able to offer enrichment classes in the fine arts, including Choir, Winds Ensemble, Concert Band, and Orchestra. These courses are ongoing through the entire school year and meet daily. In addition, for those who do not take one of the vocal or instrumental music courses, a rotation of quarter-long classes is offered. These courses include Music, Media and Technology; Art; Academic Advisory; two different technology electives (robotics, coding, technology design, programing, etc.); Theater; Debate; and ASL. Although not associated with a particular class, a reading incentive program centered on Accelerated Reader is also offered to all students through our Media Center.

Rounding out programming at Jacksonville Middle School are several opportunities for extracurricular activities. Students are able to participate in Student Council, Crimsons in Action (a student leadership program in which students provide social-emotional lessons monthly to groups during Crimson Time), and Scholastic Bowl.

Athletic activities available at Jacksonville Middle School include Boys & Girls Cross Country, Boys & Girls Golf, Boys & Girls Basketball, Girls Volleyball, Wrestling (coed), Boys and Girls Track & Field, Football, Baseball, Softball, Cheerleading, and Dance teams.

a. Address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging State academic standards.

We have started following the JSD#117 Decision Making Guidelines for the RTI process in order to address the academic and behavioral needs of students in the classroom. This process includes the teacher, administrator, and parent working to develop a plan to address the needs of the student with interventions that can be progress monitored over a 6-9 week period. This process may be the entry point for enhanced interventions, up to or including testing for special education or Section 504 eligibility.

Those students scoring below grade level in reading may also be eligible for services from the Title I teachers. Placement in Title I reading classes is determined by performance on the universal assessment (NWEA/iReady test, given three times annually) and on the Qualitative Reading Inventory (QRI). Teacher recommendations and evaluations are also considered at a quarterly Title meeting with general education teachers, Title teachers, and administration present. Those students placed in a reading intervention class will receive intensive instruction. Reading intervention classes use the Leveled Literacy Intervention System designed by Fountas and Pinnell, as well as additional intervention materials to best support the needs of the students. The goal of reading intervention classes is to accelerate student growth in the area of reading and to close the gap between student performance and expected levels.

Interventions other than those implemented in the general education classroom may also include the following: enrollment in Academic Seminar, RENEW (Rehabilitation for Empowerment, Natural Supports, Education, and Work) process, and more frequent sessions with the school counselor or social worker. Academic Seminar is a program run by the school counselors. Students struggling with grades are enrolled for one quarter in the course, which addresses study skills and social-emotional skills and also provides time (in lieu of another encore class) for students to work on assigned work. The objective is to assist students in stabilizing their grades and to provide them with the skills to maintain the grades. RENEW is a wraparound program described in #5 below and designed to support students both academically and in terms of social-emotional health.

Administrators and counselors also identify by the end of the first quarter the students whose midterm and T1 grades indicate they are not finding success. These students are monitored and counseled by an assigned administrator or counselor through the school year. We use this time to identify strategies or interventions that would best support the student.

Another intervention available to struggling students is provided by Illinois College students. These students are matched with JMS students and meet with them during advisory time once or twice each week to work on reading or math skills or homework. The availability of this intervention, however, is dependent upon the ability of Illinois College students to adjust their schedules in order to meet with JMS students. Illinois College students are also available for tutoring after school on Tuesdays and Thursdays.

JMS works with the Boys and Girls Club to build an afterschool program that supports struggling students. We identify students that need additional academic and/or social emotional supports for the program.

5.Provide any activity information regarding counseling, school-based mental health programs, specialized instructional support services, mentoring services, and other strategies to improve students' skills outside the academic subject areas.

At JMS we are fortunate to have two full-time school counselors who are instrumental in helping to meet students' needs, particularly regarding mental health and social-emotional skills. While much of their work is with students in acute situations of varying degrees of crisis, their work with Academic Seminar (described in #4 above) and the RENEW process provides important support for students, particularly those with behavioral and/or social-emotional challenges. RENEW is an individualized, wraparound process in which students work with the counselor to identify a support team and to work on strategies to transition from middle school to high school and on to independent adult life.

While RENEW is considered a Tier Three intervention, the Social Academic Instructional Groups (SAIG) led by the counselors provide Tier Two support for students with social-emotional challenges. Students meet in small groups with a school counselor once a week to work on specific pro-social skills.

The school counselors also lead periodic suicide and self-harm prevention awareness activities. These activities are designed to make students aware of resources available to those who might be considering suicide or self-harm or who are friends of those who are. The school counselor enhances student awareness of signs of students who are struggling with these thoughts and makes students aware of what they can do to help.

Our counselors have also started to work with students that request transgender transition plans. We're trying to offer them the most support possible during their transitional phase.

A full-time school social worker is on staff at Jacksonville Middle School. The staff member's primary caseload includes students with IEPs, but she also sees other students as needed or if specified in Section 504 plans.

In addition, some students at JMS receive counseling services during the school day from outside agencies. Students and the outside counselor are provided with a private place in which to meet. When possible, these meetings are arranged during times when students are not missing academic work. These organizations include but are not limited to Memorial Behavioral Health, Midwest Youth Services, DCFS, CARES, SASS, and CASS County Mental Health.

While not direct counseling services, the school counselors host the district's 5th grade classrooms each spring to discuss JMS classes, programs, and expectations. This helps to calm some of the anxieties of the students as they prepare to transition to middle school. In addition, an orientation night for 5th grade parents is held each spring so students and their parents can visit the school and receive information about the school. This is also designed to help alleviate anxiety for both students and parents. Sixth graders in self-contained cross-categorical and emotional disability elementary classrooms are invited to visit Jacksonville Middle School to meet staff, see their classroom for the next year, and meet key staff members.

In terms of transitioning to high school from JMS, each spring students in our cross-categorical, self-contained classrooms visit Jacksonville High School to tour the building, meet staff members, and see their classrooms for the following year. Again, this simple activity is very effective in calming anxieties in our 8th grade students.

6.Include any activity information regarding the preparation for and awareness of opportunities for postsecondary education and the workforce, which may include career and technical education programs and broadening secondary school students' access to coursework to earn postsecondary credit while still in high school (such as Advanced Placement, International Baccalaureate, dual or concurrent enrollment, or early college high schools).

All eighth grade students participate each year in a morning-long "Reality Day." This activity features a session on college admission and attendance presented by personnel from Illinois College, a session of career exploration utilizing Career Cruising, and a simulation in budgeting and bill paying presented by staff from the University of Illinois Cooperative Extension Service. Parents and community members assist with the program, which receives positive reviews from students and volunteers each year.

As previously mentioned, students who are at or above grade-level in mathematics at Jacksonville Middle School have the opportunity to take a sequence of courses that includes Accelerated Math and Honors Algebra. Successful completion of these courses prepares students for Honors Geometry as a 9th grader at Jacksonville High School, leading into the sequence that concludes with AP Calculus. It is possible for students in Algebra I at JMS also to enter the JHS sequence leading to AP Calculus.

7.Specify any activity information regarding the implementation of a schoolwide tiered model to prevent and address problem behavior, and early intervening services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.).

A schoolwide tiered program called Crimson PRIDE and based on PBIS principles utilizes data to identify behavioral and academic concerns of the school. Currently these are tardies, missing assigned work, grades, and discipline referrals. A leveling system with four levels provides a framework for privileges based on students' data for tardies, missing work, and referrals. Data is collected following each midterm/report card, in intervals of 4-5 weeks. This data is also used to recommend students for interventions such as Check In/Check Out and SAIG groups.

The Decision Making Guidelines process described previously can be used to address behavioral concerns with students as well. In addition, some staff members are trained to conduct Brief Functional Behavioral Analysis and to implement behavior plans for students when necessary.

At JMS, we keep data from students' Attendance, Behaviors, and Course Work (F's) in order to determine supports that would best suit each student. This also works as a system of checks and balances to ensure we're always striving to improve our overall support for students. The information collected from these ABC's has helped drive initiatives for the next school year to be implemented to continue to address the needs of our students.

Many students with Individual Education Plans also have Behavior Intervention Plans incorporated into their IEPs with a variety of interventions to address their individual behavioral challenges.

As mentioned in #4 above, students may be recommended for quarterly enrollment in Academic Seminar to address behavioral needs. The program provides academic, social, and behavioral support aimed at teaching skills in these areas.

An alternative to out of school suspension is available to students in grades K-8. Crossroads Learning Center. This program provides a therapeutic opportunity for students through the services of an on-site social worker and staff who build rapport and continue to maintain relationships with students after they return to their home school at the conclusion of suspension. CLC is also utilized as an alternative to expulsion for students in grades K-8.

The Jacksonville Middle School Student Services Office, composed of counselors, social worker, psychologist, and administration meet daily to assess the greatest needs of the students and create a plan for how best to assist and support the student to be successful in school.

8. Include any activity information regarding professional development and other activities for teachers, paraprofessionals, and other school personnel to improve instruction and use of data from academic assessments, and to recruit and retain effective teachers, particularly in high need subjects.

At the district level, 2-3 days of training are provided to all teachers new to the district to make them familiar with district protocols. A mentoring program pairs new teachers with experienced staff and potentially impacts instruction as well as retention of teachers.

School District 117 administrative staff provide orientation and training to district paraprofessionals to enhance the delivery of services to students with IEPs and Section 504 plans. The in-person trainings are offered through our local ROE and district special education administration.

School Improvement Days are built into the district calendar, providing release time for teachers and staff nearly once per month for the purpose of working on School Improvement initiatives and data analysis.

Teachers are encouraged to attend professional development and supported to do so by administration. “RTI at Work” trainings expose many of our staff to the different supports/opportunities offered to students to help them be successful. This training also focuses on best teaching practices and improving communication between teachers to help best meet the needs of struggling students.

Necessary staff also take part in CPI and Ukeru training every year.

Teachers of the self-contained Emotional Disabilities classrooms meet and collaborate with a BCBA trainer and building and district administrators to develop an enhanced structure for these classrooms in order to better support the students in these rooms.

The JMS School Improvement Team meets to discuss what areas of professional development are needed. The JMS RTI Team meets 1-2 times per month to establish norms for Crimson Time and is currently working on improving our Teacher Team meetings in order to better follow the Decision Making Guidelines.

9. Describe any activity information regarding strategies for assisting preschool children in the transition from early childhood education programs to local elementary school programs.

None

E. Consideration to approve Elementary Handbooks for the 2023-2024 school year 163

CONSENT ACTION ITEM June 21, 2023

TO: Board of Education
FROM: Kelly Zoellner
SUBJECT: Approval of Handbooks

PROPOSED MOTION BY THE BOARD OF EDUCATION:
That the Board of Education approves all elementary handbooks for the 2023-2024 school year as presented.

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	BEARD	_____	_____	TRACE	_____
_____	LONERGAN	_____	_____	LEONARD	_____
_____	POOL	_____	_____	WILSON	_____
_____	STEWART	_____			

Updated Information:
All updates per IPA Model Student Handbook.

- Updated all personnel information
- Addition of Faith's Law Notifications
- Updated price of lunch to $2.65
- Updated Student Behavior to include "Use of prone restraint is prohibited."

Elementary Student Handbook

2023-2024



Eisenhower Elementary

1901 W Lafayette Avenue

Jacksonville, Illinois 62650

(217) 245-5107

www.eisenhower.jsd117.org

August 2023

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.**

I am delighted to be assuming the role of principal in this most extraordinary of years. As we begin our school year in the modular units located on the campus of Jacksonville Middle School, we await the wonderous renovated facilities back at the Eisenhower campus upon our eventual return.

So, what is the recipe for success this year?

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!

Tim Chipman
Principal

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Section 1 – Introductory Information & General Notices

School Operations During a Pandemic or Other Health Emergency

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.

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

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. Byron Pool, Member
Mrs. Heather Leonard, Member
Mrs. Sherie Trace, Member
Mrs. Brenda Stewart, Member

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

Mr. Steve Ptacek, Superintendent
Mr. Tim Chipman, Principal
Mrs. Alyson Karsgaard, Dean of Students

The school is located and may be contacted at:

1901 W. Lafayette Ave.
Jacksonville, IL 62650
217-245-5107
www.eisenhower.jsd117.org

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 or concerns were 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 or concern warrants further discussion, the parent or community member should then contact Central Office.
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.

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.

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 this school's attendance area, you must either fill out a REQUEST FOR TRANSFER form to remain here for the rest of the year, or enroll your child in the area school in which you live. All students who do not reside in this school's 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.

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:

- To develop a positive relationship between parent and teacher so each may work to the greatest advantage of the child.
- To enable parents and teachers to discuss the child's progress at home and at school.
- 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.

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 trespassing 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 Educational Opportunities 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, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Matt Moore, Assistant Superintendent (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

Party invitations or gifts 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.

The office is unable to release addresses and phone numbers of students who are not listed in the school directory. A school Directory may not be published every year.

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.

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.

Late-in/Poor Weather Days

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 this Elementary School doors will open 2 hours after its normal start time. Dismissal will be at its normal time. 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.

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.

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.

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following: the organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.

1. The rules and procedures under which it operates.
2. An agreement to adhere to all Board policies and administrative procedures.
3. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
4. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
5. An agreement to maintain and protect its own finances.
6. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Our school has enjoyed strong support and involvement of our Parent Teacher Advisory Council (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.

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"

- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission

- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Faith's Law Notifications: Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for

anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

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.

Section 2 – Attendance and Promotion

Attendance

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

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, 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, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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 medications to control symptoms. Any 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.

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.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

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 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.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

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.

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 all missed work, including homework and tests, for equivalent academic credit.

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. Many Elementary School periodically reward 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.

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 & 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.

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.

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 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. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

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

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

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

- The time of year when the student's participation ceases; and
- 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: Special Services (217) 243-7402.

Section 3 – 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 applies to all fees related to school, instruction, and extracurricular activities. 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 obtained from the school office and 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;
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children); or
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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 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 & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 7:50 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 $2.65 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.

Section 4 – Transportation

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.

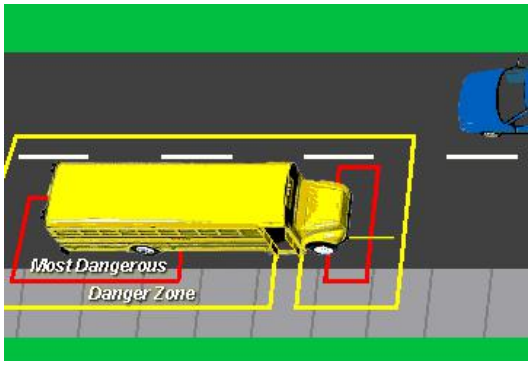
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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 Department (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.

Drop-Off/Pick-up, Traffic Pattern, and Parking: Modular Units

The traffic pattern has been established for our children's safety and will be enforced.

Students Who Are Transported By Family Vehicle
Arrival:

- Drivers should enter the parking lot off of Hoagland Blvd (behind JMS) headed north. Do not enter the JMS parking lot off of Lincoln Ave.
- Vehicles form single file line and do not release students until all cars are stopped and an alert for exiting is given
- Doors open at 7:30 AM
- Students report directly to classrooms
- Drivers exit JMS parking lot headed east toward Park Street
- There is no co-mingling with JMS drop-off traffic

Dismissal:

- Drivers should enter the parking lot off of Hoagland Blvd (behind JMS) headed north. Do not enter the JMS parking lot off of Lincoln Ave.
- Vehicles form two lines, Lane 1 and Lane 2
- Display student's/students' name in dashboard
- Students stand in the grass near the modular units and wait until school personnel call their names.
- Once all cars are stopped students will load

- Once all students are loaded, Lane 1, then Lane 2, will release, and both lanes will be refilled
- Conversations with families will be limited during this time
- Drivers exit JMS parking lot headed east toward Park Street
- There is no co-mingling with JMS traffic

Students Who Walk to School:

- Use the sidewalks and crossings
- Follow JMS protocols
- Avoid cutting or criss-crossing through JMS parking lot

Students Who Ride Bicycles or Scooters

- Should walk their vehicles on school grounds and across crossing area
- 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 on the north side of the modular units. Bike locks should be used and will not be provided
- Skateboards, rollerblades, and hoverboards should **NOT** be brought to school

Parking

- Visitors to Eisenhower School modular units may park in the JMS parking lot
- Vehicles may not be parked in the drop-off/pick-up lanes between 7:00-8:30 AM and 1:00-2:45 PM.

Section 5 – 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:

- Entering kindergarten or the first grade;
- Entering the sixth and ninth grades; and
- 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, 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 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.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to 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 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.

Section 6 – Discipline and Conduct

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, or cameras are permitted without permission from the principal.

School Dress Code

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. Because a closed toe shoe is best for all activities, NO FLIP-FLOPS, SLIDES, or SANDALS may be worn at school.
- 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's policies on student behavior are available online through the School District's website on 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 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.
4. 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.
5. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
6. Using or possessing an electronic paging device.
7. 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..

8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
9. 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.
10. 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.
11. 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.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. 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.
17. Being absent without a recognized excuse.
18. Being involved with any public-school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
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.
22. 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.

23. 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;
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; or
5. 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.
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.

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. The use of prone restraint in prohibited.

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 district and 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:

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 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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, 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.

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity[1]; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, 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.

Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

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 Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinator:

Mr. Matt Moore, Assistant Superintendent
211 W. State Street
Jacksonville, IL 62650
(217) 243-6411
mmoore@jsd117.org

Complaint Managers:

Ms. Tami Stice, Director of Human Resources
211 W. State Street
Jacksonville, IL 62650
(217) 243-9411
tstice@jsd117.org

Mr. Tim Chipman, Principal
1901 W Lafayette Ave.
Jacksonville, IL 62650
(217) 245-5107
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.

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.*

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.
12. Soda and other caffeinated beverages are 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.

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 the school's 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.

Section 7 – Internet, Technology, & Publications

Acceptable Use of the District's Electronic Networks

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

The term *electronic networks* include all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks 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 - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. 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 electronic networks. Some examples of unacceptable uses are:

a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
b. Using the electronic networks to engage in conduct prohibited by board policy;
c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
e. Downloading of copyrighted material for other than personal use;
f. Using the electronic networks for private financial or commercial gain;
g. Wastefully using resources, such as file space;
h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
j. Using another user's account or password;
k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;

l. Posting or sending material authored or created by another without his/her consent;
m. Posting or sending anonymous messages;
n. Creating or forwarding chain letters, spam, or other unsolicited messages;
o. Using the electronic networks for commercial or private advertising;
p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
q. Misrepresenting the user's identity or the identity of others; and
r. Using the electronic networks while access privileges are suspended or revoked.

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 port of the System. This includes, but is not limited to, uploading or creation of computer viruses.

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 the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the networks in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the electronic networks 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 - By using the District's electronic networks, the user agrees to indemnify the 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 or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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 malware, such as viruses and spyware.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. 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.
2. 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.
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 website displaying the material may not be considered a source of permission.
4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and 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 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 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 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, such as spam or potential phishing emails, 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 District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Building Principal, e.g., 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 a material and 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, slanderous or obscene, 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;
e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or Incites students to violate any Board policy.

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.

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and 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, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

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

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

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

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

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

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

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

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

Section 8 – Search and Seizure

Search and Seizure

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

Section 9 – Special Education

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to 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, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. 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 St.
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.

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 in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as 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.

Exemption from Physical Education Requirement

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

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

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

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

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

For further information, please contact the building principal.

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.

Section 10 – Student Records

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

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.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

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.

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

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be accessed on the District's website.

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. **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 technology 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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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.**

   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

<u>Student Biometric Information</u>

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.

Section 11 – Parental Right Notifications

Parent Notices Required by the Every Student Succeeds Act

I. 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;
- 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.

II. 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/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/Guardians 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 students and emphasize 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.

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

III. 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.

IV. Parent & Family Engagement Compact

The Parent & Family Engagement Compact is located in the online registration process. Building administrators may copy and send this compact home to acquire parent signatures as required by the ESEA grant.

V. 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.

VI. 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.

VII. 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; (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; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact the school principal.

VIII. 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.

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses 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.

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

Notice of pesticide applications are available on the District's Website. If you would like a printed copy of the pesticide applications, please contact your school principal.

Mandated Reporters

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

Sex Offender & Violent Offender Community Notification Laws

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

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

RICH HISTORY, BRIGHT FUTURE

Elementary Student Handbook

2023-2024

Lincoln Elementary

320 Independence Street

Jacksonville, Illinois 62650

(217) 245-8720

www.jsd117.org

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 2023 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

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Section 1 – Introductory Information & General Notices

School Operations During a Pandemic or Other Health Emergency

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.

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

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. Byron Pool, Member
Mrs. Heather Leonard, Member
Mrs. Sherie Trace, Member
Mrs. Brenda Stewart, Member

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

Mr. Steve Ptacek, Superintendent
Ms. Sue Lovdahl, Principal
Mr. Dustin Secrist, Dean of Students

The school is located and may be contacted at:

320 West Independence Street
Jacksonville, IL 62650
217-245-8720
www.jsd117.org

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 or concerns was not remedied, they should contact the building Principal, Director of the program.
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 the Central Office.
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.

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.

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 this school's attendance area, you must either fill out a REQUEST FOR TRANSFER form to remain here for the rest of the year, or enroll your child in the area school in which you live. All students who do not reside in this school's 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.

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:

- To develop a positive relationship between parent and teacher so each may work to the greatest advantage of the child.
- To enable parents and teachers to discuss the child's progress at home and at school.
- 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.

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 trespassing 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 Educational Opportunities 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, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Matt Moore, Assistant Superintendent (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

Party invitations or gifts 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.

The office is unable to release addresses and phone numbers of students who are not listed in the school directory. A school Directory may not be published every year.

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.

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.

Late-in/Poor Weather Days

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 this Elementary School doors will open 2 hours after its normal start time. Dismissal will be at its normal time. 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.

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.

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.

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following: the organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.

1. The rules and procedures under which it operates.
2. An agreement to adhere to all Board policies and administrative procedures.
3. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
4. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
5. An agreement to maintain and protect its own finances.
6. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race,

ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes

- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Faith's Law Notifications: Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

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.

Section 2 – Attendance and Promotion

Attendance

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

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, 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, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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 medications to control symptoms. Any 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.

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.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

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 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.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

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.

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 all missed work, including homework and tests, for equivalent academic credit.

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. Many Elementary School periodically reward 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.

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 & 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.

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.

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 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. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

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

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

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

- The time of year when the student's participation ceases; and
- 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: Special Services (217) 243-7402.

Section 3 – 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 applies to all fees related to school, instruction, and extracurricular activities. 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 obtained from the school office and 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;
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children); or
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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 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 & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 7:50 a.m. All students receive free breakfast and lunch. 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 an extra school lunch for $2.65 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.

Section 4 – Transportation

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.

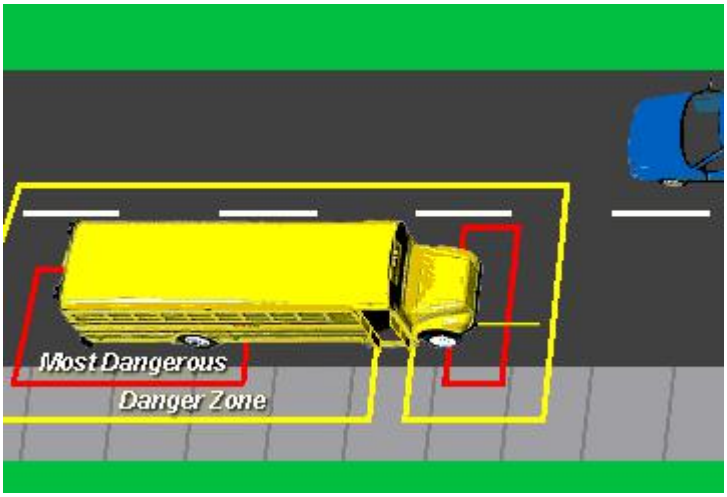
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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 Department (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.

Drop Off/Pick up, Traffic Patterns, 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 only use 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
- 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 as 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.

Section 5 – 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:

- Entering kindergarten or the first grade;
- Entering the sixth and ninth grades; and
- 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 <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.

<u>Student Medication</u>

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 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.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

<u>Safety Drill Procedures and Conduct</u>

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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to 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 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.

Section 6 – Discipline and Conduct

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:

- All students who arrive after 8:05 am must report to the office for "sign in" and a tardy pass.
- 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, or cameras are permitted without permission from the principal.

General School Rules

- Walk on the sidewalks and inside the building at all times.
- Treat other students with respect.
- Proceed quietly and orderly in the building during class times.
- Show respect for adults and listen to and follow their directions.
- Respect the property of others and take good care of school property.
- Use the restroom appropriately without "horseplay" or disturbing noise. Help keep them clean. Do not loiter there.
- Know and obey all other school rules and procedures.

Playground Rules

- Stay in assigned areas. Do not leave the playground without permission from the adult in charge.
- Use equipment in a safe manner according to the specific rules for each item. (ie. slide, swings, etc.)
- Stop and listen when the whistle blows.
- No food or drink on the playground.
- Show good sportsmanship and cooperation in games. Play fair. Follow the game rules.
- "Rough play" is not allowed. (ie. No tackle football, etc.)
- Throwing objects (rocks, sticks, dirt, snowballs, etc.) is forbidden. Playground balls are the exception.
- Line up promptly when the whistle is blown.
- 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

- Walk directly from the classroom to the lunchroom.
- No running or chasing in the classroom.
- No throwing things, unless they are part of a teacher approved game.
- No loud or rough play.
- Put games away and be seated when time to get ready.

Other General Rules

- Keep your hands, feet, and body to yourself. (no pushing, bumping, elbowing, hitting, spitting, kicking, fighting, etc.)
- Use appropriate language. (No talking back, swearing, mean spirited teasing, name calling, etc.)
- Do not bring toys, balls, games, trading cards, purses, etc. to school without your teacher's permission.
- 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.
- Perfume, body sprays, and make-up should be applied at home, not school. No fake fingernails at school.

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

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. Because a closed toe shoe is best for all activities, NO FLIP-FLOPS, SLIDES, or SANDALS may be worn at school.
- 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's policies on student behavior are available online through the School District's website on 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 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.

4. 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.
5. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
6. Using or possessing an electronic paging device.
7. 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..
8. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
9. 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.
10. 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.
11. 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.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
15. Entering school property or a school facility without proper authorization.
16. 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.
17. Being absent without a recognized excuse.
18. Being involved with any public-school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
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.
22. 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.
23. 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;
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; or
5. 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.
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.

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. The use of prone restraint in prohibited.

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 district and 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:

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 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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, 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.

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity[1]; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, 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.

Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

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 Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinator:

Mr. Matt Moore, Assistant Superintendent
211 W. State Street
Jacksonville, IL 62650
(217) 243-6411
mmoore@jsd117.org

Complaint Managers:

Ms. Tami Stice, Director of Human Resources
211 W. State Street
Jacksonville, IL 62650
(217) 243-9411
tstice@jsd117.org

Mr. Tim Chipman, Principal
1901 W Lafayette Ave.
Jacksonville, IL 62650
(217) 245-5107
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.

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.*

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.
12. Soda and other caffeinated beverages are 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.

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 the school's 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.

Section 7 – Internet, Technology, & Publications

Acceptable Use of the District's Electronic Networks

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

The term *electronic networks* include all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks 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 - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. 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 electronic networks. Some examples of unacceptable uses are:

a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
b. Using the electronic networks to engage in conduct prohibited by board policy;
c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;

d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
e. Downloading of copyrighted material for other than personal use;
f. Using the electronic networks for private financial or commercial gain;
g. Wastefully using resources, such as file space;
h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
j. Using another user's account or password;
k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
l. Posting or sending material authored or created by another without his/her consent;
m. Posting or sending anonymous messages;
n. Creating or forwarding chain letters, spam, or other unsolicited messages;
o. Using the electronic networks for commercial or private advertising;
p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
q. Misrepresenting the user's identity or the identity of others; and
r. Using the electronic networks while access privileges are suspended or revoked.

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 port of the System. This includes, but is not limited to, uploading or creation of computer viruses.

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 the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the networks in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the electronic networks 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 - By using the District's electronic networks, the user agrees to indemnify the 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 or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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 malware, such as viruses and spyware.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. 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.
2. 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.
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 website displaying the material may not be considered a source of permission.
4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and 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 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 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 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, such as spam or potential phishing emails, 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 District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

<u>Guidelines for Student Distribution of Non-School-Sponsored Publications</u>

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

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Building Principal, e.g., 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 a material and 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, slanderous or obscene, 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;
    e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or Incites students to violate any Board policy.
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.

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and 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, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

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

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

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

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

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

- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

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

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

Section 8 – Search and Seizure

Search and Seizure

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

Section 9 – Special Education

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to 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, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. 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 St.
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.

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 in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as 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.

Exemption from Physical Education Requirement

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

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

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

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

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

For further information, please contact the building principal.

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.

Section 10 – Student Records

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

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.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

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.

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

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be accessed on the District's website.

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. **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 technology 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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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.**

   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

<u>Student Biometric Information</u>

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.

Section 11 – Parental Right Notifications

Parent Notices Required by the Every Student Succeeds Act

I. 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;
- 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.

II. 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/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/Guardians 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 students and emphasize 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.

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

III. 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.

IV. Parent & Family Engagement Compact

The Parent & Family Engagement Compact is located in the online registration process. Building administrators may copy and send this compact home to acquire parent signatures as required by the ESEA grant.

V. 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.

VI. 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.

VII. 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; (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; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact the school principal.

VIII. 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.

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses 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.

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

Notice of pesticide applications are available on the District's Website. If you would like a printed copy of the pesticide applications, please contact your school principal.

Mandated Reporters

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

Sex Offender & Violent Offender Community Notification Laws

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

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

RICH HISTORY, BRIGHT FUTURE

Elementary Student Handbook

2023-2024



Murrayville-Woodson Elementary

307 Masters Street

Murrayville, Illinois 62668

(217) 882-3121

www.jsd117.org

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

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Section 1 – Introductory Information & General Notices

School Operations During a Pandemic or Other Health Emergency

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.

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

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. Byron Pool, Member
Mrs. Heather Leonard, Member
Mrs. Sherie Trace, Member
Mrs. Brenda Stewart, Member

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

Mr. Steve Ptacek, Superintendent
Mrs. Emily English, Principal
Mrs. Amanda Braley, Dean of Students

The school is located and may be contacted at:

307 Masters Street
Murrayville, IL 62668
217-882-3121
www.jsd117.org

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 or concerns were 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 or concern warrants further discussion, the parent or community member should then contact Central Office.
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.

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.

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 this school's attendance area, you must either fill out a REQUEST FOR TRANSFER form to remain here for the rest of the year, or enroll your child in the area school in which you live. All students who do not reside in this school's 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.

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:

- To develop a positive relationship between parent and teacher so each may work to the greatest advantage of the child.
- To enable parents and teachers to discuss the child's progress at home and at school.
- 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.

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 trespassing 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 Educational Opportunities 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, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Matt Moore, Assistant Superintendent (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

Party invitations or gifts 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.

The office is unable to release addresses and phone numbers of students who are not listed in the school directory. A school Directory may not be published every year.

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.

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.

Late-in/Poor Weather Days

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 this Elementary School doors will open 2 hours after its normal start time. Dismissal will be at its normal time. 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.

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.

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.

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following: the organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.

1. The rules and procedures under which it operates.
2. An agreement to adhere to all Board policies and administrative procedures.
3. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
4. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
5. An agreement to maintain and protect its own finances.
6. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race,

ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes

- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Faith's Law Notifications: Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

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.

Section 2 – Attendance and Promotion

Attendance

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

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, 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, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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 medications to control symptoms. Any 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.

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.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

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 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.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

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.

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 all missed work, including homework and tests, for equivalent academic credit.

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. Many Elementary School periodically reward 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.

Tardiness

Students are considered tardy if, **for any reason**, they are not in their assigned classrooms by 7:50 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 & 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.

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.

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 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. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

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

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

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

- The time of year when the student's participation ceases; and
- 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: Special Services (217) 243-7402.

Section 3 – 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 applies to all fees related to school, instruction, and extracurricular activities. 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 obtained from the school office and 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;
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children); or
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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 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 & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 7:50 a.m. All students receive free breakfast and lunch. 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 an extra school lunch for $2.65 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.

Section 4 – Transportation

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.

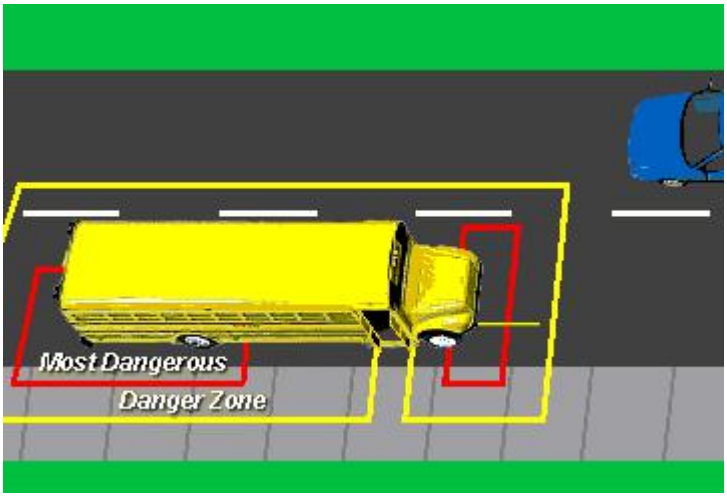
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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 Department (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.

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 7:50 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.

Section 5 – 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:

- Entering kindergarten or the first grade;
- Entering the sixth and ninth grades; and
- 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, 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 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.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to 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 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.

Section 6 – Discipline and Conduct

General Building Conduct

Students shall not arrive at school before 7:20 a.m. Classes begin at 7:50 a.m.; 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 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, or cameras are permitted without permission from the principal.

School Dress Code

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. Because a closed toe shoe is best for all activities, NO FLIP-FLOPS, SLIDES, or SANDALS may be worn at school.

- 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's policies on student behavior are available online through the School District's website on 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 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.

4. 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.
5. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
6. Using or possessing an electronic paging device.
7. 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..
8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
9. 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.
10. 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.
11. 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.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. 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.

17. Being absent without a recognized excuse.
18. Being involved with any public-school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
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.
22. 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.
23. 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;
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; or

5. 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.
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.

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. The use of prone restraint in prohibited.

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 district and 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:

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 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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, 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.

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity[1]; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, 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.

Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

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 Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinator:

Mr. Matt Moore, Assistant Superintendent
211 W. State Street
Jacksonville, IL 62650
(217) 243-6411
mmoore@jsd117.org

Complaint Managers:

Ms. Tami Stice, Director of Human Resources
211 W. State Street
Jacksonville, IL 62650
(217) 243-9411
tstice@jsd117.org

Mr. Tim Chipman, Principal
1901 W Lafayette Ave.
Jacksonville, IL 62650
(217) 245-5107
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.

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.*

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.
12. Soda and other caffeinated beverages are 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.

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 the school's 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.

Section 7 – Internet, Technology, & Publications

Acceptable Use of the District's Electronic Networks

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

The term *electronic networks* include all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks 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 - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. 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 electronic networks. Some examples of unacceptable uses are:

a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
b. Using the electronic networks to engage in conduct prohibited by board policy;

c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
e. Downloading of copyrighted material for other than personal use;
f. Using the electronic networks for private financial or commercial gain;
g. Wastefully using resources, such as file space;
h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
j. Using another user's account or password;
k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
l. Posting or sending material authored or created by another without his/her consent;
m. Posting or sending anonymous messages;
n. Creating or forwarding chain letters, spam, or other unsolicited messages;
o. Using the electronic networks for commercial or private advertising;
p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
q. Misrepresenting the user's identity or the identity of others; and
r. Using the electronic networks while access privileges are suspended or revoked.

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 port of the System. This includes, but is not limited to, uploading or creation of computer viruses.

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 the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the networks in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the electronic networks 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 - By using the District's electronic networks, the user agrees to indemnify the 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 or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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 malware, such as viruses and spyware.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. 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.
2. 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.
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 website displaying the material may not be considered a source of permission.
4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and 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 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 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 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, such as spam or potential phishing emails, 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 District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Building Principal, e.g., 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 a material and 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, slanderous or obscene, 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;
    e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or Incites students to violate any Board policy.
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.

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and 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, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or

6. Incites students to violate any Board policies.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

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

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

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities

- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

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

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

Section 8 – Search and Seizure

Search and Seizure

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

Section 9 – Special Education

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to 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, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. 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 St.
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.

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 in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as 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.

Exemption from Physical Education Requirement

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

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

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

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

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

For further information, please contact the building principal.

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.

Section 10 – Student Records

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

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.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

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.

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

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.

5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be accessed on the District's website.

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. **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 technology 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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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.**

   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.

Section 11 – Parental Right Notifications

Parent Notices Required by the Every Student Succeeds Act

I. 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;
- 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.

II. 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/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/Guardians 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 students and emphasize 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.

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

III. 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.

IV. Parent & Family Engagement Compact

The Parent & Family Engagement Compact is located in the online registration process. Building administrators may copy and send this compact home to acquire parent signatures as required by the ESEA grant.

V. 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.

VI. 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.

VII. 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; (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; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact the school principal.

VIII. 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.

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses 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.

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

Notice of pesticide applications are available on the District's Website. If you would like a printed copy of the pesticide applications, please contact your school principal.

Mandated Reporters

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

Sex Offender & Violent Offender Community Notification Laws

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

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Elementary Student Handbook

2023-2024

North Elementary

1626 State Highway 78 N

Jacksonville, Illinois 62650

(217) 245-4084

www.jsd117.org

The First Full Attendance Day is August 16th, 2023 from 8:00 AM - 2:30 PM

Mission of North Elementary School

North School will provide a nurturing academic and social-emotional environment for all learners as they strive to reach their fullest potential.

...developed by the Guiding Coalition Team (Spring 2023)



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

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Section 1 – Introductory Information & General Notices

School Operations During a Pandemic or Other Health Emergency

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.

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

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. Byron Pool, Member
Mrs. Heather Leonard, Member
Mrs. Sherie Trace, Member
Mrs. Brenda Stewart, Member

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

Mr. Steve Ptacek, Superintendent
Mr. Braxton Stewart, Principal
Mrs. Amanda Braley, Dean of Students

The school is located and may be contacted at:

1626 State Highway 78 N
Jacksonville, IL 62650
217-245-4084
www.jsd117.org

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 or concerns was not remedied, they should contact the building Principal, Director of the program.
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 the Central Office.
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.

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.

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 this school's attendance area, you must either fill out a REQUEST FOR TRANSFER form to remain here for the rest of the year, or enroll your child in the area school in which you live. All students who do not reside in this school's 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.

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:

- To develop a positive relationship between parent and teacher so each may work to the greatest advantage of the child.
- To enable parents and teachers to discuss the child's progress at home and at school.
- 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.

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 trespassing 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 Educational Opportunities 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, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Matt Moore, Assistant Superintendent (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

Party invitations or gifts 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.

The office is unable to release addresses and phone numbers of students who are not listed in the school directory. A school Directory may not be published every year.

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.

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.

Late-in/Poor Weather Days

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 this Elementary School doors will open 2 hours after its normal start time. Dismissal will be at its normal time. 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.

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.

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.

Parent Organizations and Booster Clubs

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.

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.

FIELD DAY: 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.

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 group at the May general meeting.

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, 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!**

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!

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers

- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student

- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Faith's Law Notifications: Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

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.

Section 2 – Attendance and Promotion

Attendance

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

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the

student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, 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, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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 medications to control symptoms. Any 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.

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.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

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 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.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

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.

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 all missed work, including homework and tests, for equivalent academic credit.

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. Many Elementary School periodically reward 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.

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 & 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.

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.

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 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. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

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

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

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

- The time of year when the student's participation ceases; and
- 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: Special Services (217) 243-7402.

Section 3 – 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 applies to all fees related to school, instruction, and extracurricular activities. 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 obtained from the school office and 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;
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children); or

3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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 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 & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 7:50 a.m. All students receive free breakfast and lunch. 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 an extra school lunch for $2.65 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.

Section 4 – Transportation

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.

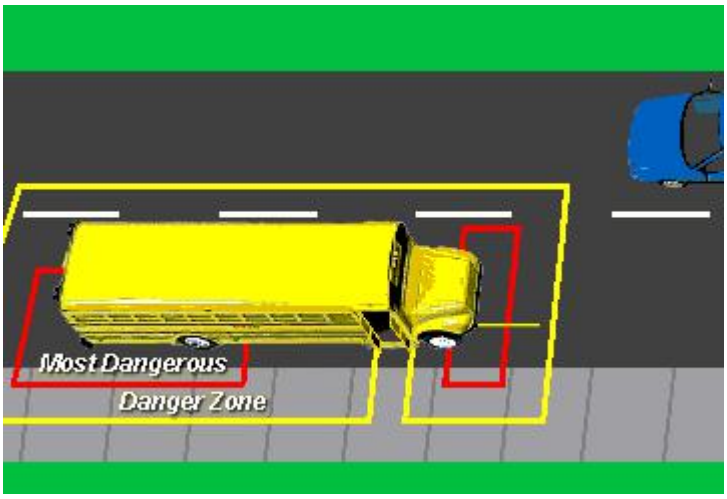
A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student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

Drop Off/Pick up, Traffic Patterns, and Parking

NO PARKING IS ALLOWED IN THE CIRCULAR DRIVE IN FRONT OF THE BUILDING. THE DRIVE MUST BE OPEN FOR DAYCARE VEHICLES AND BUSES ONLY.

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:

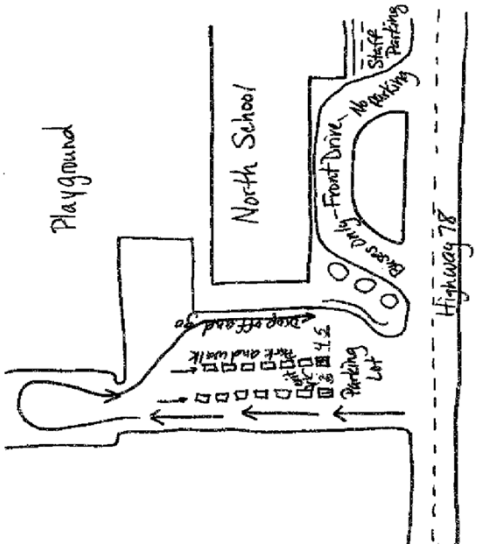
If you plan to just drop your child off, please use the far lane that we use for dismissal and pull up alongside the building. Your child should exit the car to the left and get on the sidewalk. The child should walk up the sidewalk and around the building to the front door. You will then pull your car 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:

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.



Section 5 – 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:

- Entering kindergarten or the first grade;
- Entering the sixth and ninth grades; and
- 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, 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 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.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to 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 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.

Section 6 – Discipline and Conduct

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:

- All students who arrive after 8:05 am must report to the office for "sign in" and a tardy pass.
- 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, or cameras are permitted without permission from the principal.

General School Rules

- Walk on the sidewalks and inside the building at all times.
- Treat other students with respect.
- Proceed quietly and orderly in the building during class times.
- Show respect for adults and listen to and follow their directions.
- Respect the property of others and take good care of school property.
- Use the restroom appropriately without "horseplay" or disturbing noise. Help keep them clean. Do not loiter there.
- Know and obey all other school rules and procedures.

Playground Rules

- Stay in assigned areas. Do not leave the playground without permission from the adult in charge.
- Use equipment in a safe manner according to the specific rules for each item. (ie. slide, swings, etc.)
- Stop and listen when the whistle blows.
- No food or drink on the playground.
- Show good sportsmanship and cooperation in games. Play fair. Follow the game rules.
- "Rough play" is not allowed. (ie. No tackle football, etc.)
- Throwing objects (rocks, sticks, dirt, snowballs, etc.) is forbidden. Playground balls are the exception.
- Line up promptly when the whistle is blown.
- 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

- Walk directly from the classroom to the lunchroom.
- No running or chasing in the classroom.
- No throwing things, unless they are part of a teacher approved game.
- No loud or rough play.
- Put games away and be seated when time to get ready.

Other General Rules

- Keep your hands, feet, and body to yourself. (no pushing, bumping, elbowing, hitting, spitting, kicking, fighting, etc.)
- Use appropriate language. (No talking back, swearing, mean spirited teasing, name calling, etc.)
- Do not bring toys, balls, games, trading cards, purses, etc. to school without your teacher's permission.
- 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.
- Perfume, body sprays, and make-up should be applied at home, not school. No fake fingernails at school.

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

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. Because a closed toe shoe is best for all activities, NO FLIP-FLOPS, SLIDES, or SANDALS may be worn at school.
- 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's policies on student behavior are available online through the School District's website on 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 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.

4. 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.
5. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
6. Using or possessing an electronic paging device.
7. 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..
8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
9. 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.

10. 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.
11. 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.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. 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.
17. Being absent without a recognized excuse.
18. Being involved with any public-school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
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.
22. 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.
23. 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;
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; or
5. 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.
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.

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. The use of prone restraint in prohibited.

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 district and 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:

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 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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, 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.

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity[1]; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, 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.

Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

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 Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinator:

Mr. Matt Moore, Assistant Superintendent
211 W. State Street
Jacksonville, IL 62650
(217) 243-6411
mmoore@jsd117.org

Complaint Managers:

Ms. Tami Stice, Director of Human Resources
211 W. State Street
Jacksonville, IL 62650
(217) 243-9411
tstice@jsd117.org

Mr. Tim Chipman, Principal
1901 W Lafayette Ave.
Jacksonville, IL 62650
(217) 245-5107
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.

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.*

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.
12. Soda and other caffeinated beverages are 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.

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 the school's 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.

Section 7 – Internet, Technology, & Publications

<u>Acceptable Use of the District's Electronic Networks</u>

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

The term *electronic networks* include all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks 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 - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. 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 electronic networks. Some examples of unacceptable uses are:

a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
b. Using the electronic networks to engage in conduct prohibited by board policy;
c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
e. Downloading of copyrighted material for other than personal use;
f. Using the electronic networks for private financial or commercial gain;
g. Wastefully using resources, such as file space;
h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
j. Using another user's account or password;
k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
l. Posting or sending material authored or created by another without his/her consent;
m. Posting or sending anonymous messages;
n. Creating or forwarding chain letters, spam, or other unsolicited messages;
o. Using the electronic networks for commercial or private advertising;
p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
q. Misrepresenting the user's identity or the identity of others; and
r. Using the electronic networks while access privileges are suspended or revoked.

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 port of the System. This includes, but is not limited to, uploading or creation of computer viruses.

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 the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the networks in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the electronic networks 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 - By using the District's electronic networks, the user agrees to indemnify the 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 or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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 malware, such as viruses and spyware.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. 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.
2. 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.
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 website displaying the material may not be considered a source of permission.
4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and 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 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 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 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, such as spam or potential phishing emails, 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 District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Building Principal, e.g., 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 a material and 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, slanderous or obscene, 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;
    e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or Incites students to violate any Board policy.
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.

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and 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, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

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

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

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

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

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

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

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

Section 8 – Search and Seizure

Search and Seizure

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

Section 9 – Special Education

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to 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, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. 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 St.
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.

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 in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as 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.

Exemption from Physical Education Requirement

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

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

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

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

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

For further information, please contact the building principal.

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.

Section 10 – Student Records

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

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.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

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.

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

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be accessed on the District's website.

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. **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 technology 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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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.**

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.

Section 11 – Parental Right Notifications

Parent Notices Required by the Every Student Succeeds Act

I. 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;
- 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.

II. 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/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/Guardians 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 students and emphasize 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.

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

III. 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.

IV. Parent & Family Engagement Compact

The Parent & Family Engagement Compact is located in the online registration process. Building administrators may copy and send this compact home to acquire parent signatures as required by the ESEA grant.

V. 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.

VI. 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.

VII. 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; (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; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact the school principal.

VIII. 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.

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses 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.

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

Notice of pesticide applications are available on the District's Website. If you would like a printed copy of the pesticide applications, please contact your school principal.

Mandated Reporters

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

Sex Offender & Violent Offender Community Notification Laws

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

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Elementary Student Handbook

2023-2024



South Elementary

1700 S West Street

Jacksonville, Illinois 62650

(217) 245-5514

www.jsd117.org

We are South Elementary School, a community of learners committed to building a foundation of academic and social excellence.

Message from the Principal and Staff

Dear Parents, Guardians, and Students of South Elementary School:

This handbook, approved by the Board of Education, includes important information regarding school policies and procedures to help us accomplish our mission above. All of the information in the Jacksonville School District 117 Activities Calendar and Behavior Code also applies to South Elementary School. Parents and students should review the contents together. If you have any questions, please call the school office.

Educational success begins with a strong foundation in elementary school. The staff is dedicated to helping make this happen for each child and we have a collective responsibility to expose each child to a learning environment that prepares them for lifelong learning. In an effort to accomplish this, we must work together to build a strong relationship to best serve each student's educational needs. Open and clear communication between school and home is important to the success of our educational and social mission.

We welcome your participation and support this school year and solicit your membership in the Parent Teacher Organization (PTO). A collaborative effort will enable us to reach our collective and individual goals and celebrate the achievements of our students. 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 a great school year!

Mrs. Bobbie Mills

Mrs. Bobbie Mills, Principal

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Section 1 – Introductory Information & General Notices

School Operations During a Pandemic or Other Health Emergency

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.

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

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. Byron Pool, Member
Mrs. Heather Leonard, Member
Mrs. Sherie Trace, Member
Mrs. Brenda Stewart, Member

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

Mr. Steve Ptacek, Superintendent
Mrs. Bobbie Mills, Principal
Mrs. Anita Hayes, Dean of Students

The school is located and may be contacted at:

1700 S West Street
Jacksonville, IL 62650
217-245-5514
www.jsd117.org

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 or concerns were 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 or concern warrants further discussion, the parent or community member should then contact Central Office.
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.

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.

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 this school's attendance area, you must either fill out a REQUEST FOR TRANSFER form to remain here for the rest of the year, or enroll your child in the area school in which you live. All students who do not reside in this school's 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.

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:

- To develop a positive relationship between parent and teacher so each may work to the greatest advantage of the child.
- To enable parents and teachers to discuss the child's progress at home and at school.
- 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.

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 trespassing 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 Educational Opportunities 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, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Matt Moore, Assistant Superintendent (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.

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.

Invitations & Gifts

Party invitations or gifts 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.

The office is unable to release addresses and phone numbers of students who are not listed in the school directory. A school Directory may not be published every year.

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.

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.

Late-in/Poor Weather Days

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 this Elementary School doors will open 2 hours after its normal start time. Dismissal will be at its normal time. 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.

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.

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.

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following: the organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.

1. The rules and procedures under which it operates.
2. An agreement to adhere to all Board policies and administrative procedures.
3. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
4. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
5. An agreement to maintain and protect its own finances.
6. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

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.

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone

- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Faith's Law Notifications: Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

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.

Section 2 – Attendance and Promotion

Attendance

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

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the

student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, 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, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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 medications to control symptoms. Any 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.

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.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

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 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.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

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.

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 all missed work, including homework and tests, for equivalent academic credit.

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. Many Elementary School periodically reward 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.

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 & 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.

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.

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 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. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

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

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

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

- The time of year when the student's participation ceases; and
- 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: Special Services (217) 243-7402.

Section 3 – 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 applies to all fees related to school, instruction, and extracurricular activities. 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 obtained from the school office and 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;

2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children); or
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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 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 & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 7:50 a.m. All students receive free breakfast and lunch. 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 an extra school lunch for $2.65 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.

Section 4 – Transportation

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.

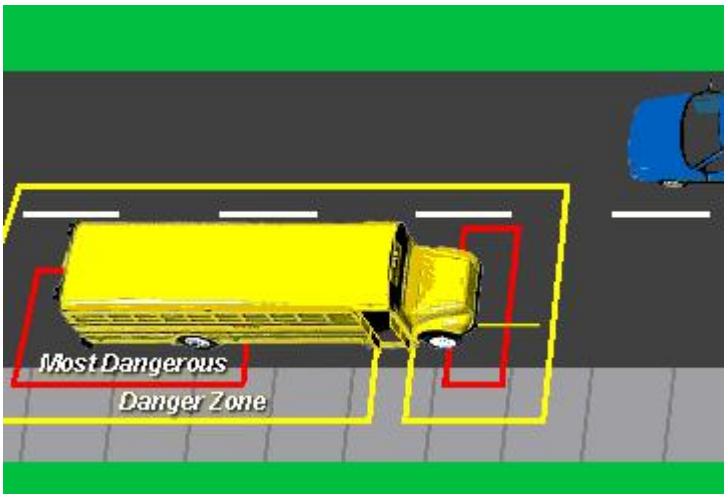
A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student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

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.

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, rollerblades, and hoverboards should **NOT** be brought to school

Parking

Parking is not permitted in the front circle drive during arrival and dismissal times.

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.

Section 5 – 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:

- Entering kindergarten or the first grade;
- Entering the sixth and ninth grades; and
- 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, 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 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.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to 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 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.

Section 6 – Discipline and Conduct

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, or cameras are permitted without permission from the principal.

School Dress Code

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. Because a closed toe shoe is best for all activities, NO FLIP-FLOPS, SLIDES, or SANDALS may be worn at school.
- 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's policies on student behavior are available online through the School District's website on 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 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.

4. 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.
5. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
6. Using or possessing an electronic paging device.
7. 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..
8. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
9. 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.
10. 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.
11. 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.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence.

14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. 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.
17. Being absent without a recognized excuse.
18. Being involved with any public-school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
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.
22. 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.
23. 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;
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; or
5. 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.
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.

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. The use of prone restraint in prohibited.

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 district and 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:

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 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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, 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.

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity[1]; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, 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.

Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

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 Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinator:

Mr. Matt Moore, Assistant Superintendent
211 W. State Street
Jacksonville, IL 62650
(217) 243-6411
mmoore@jsd117.org

Complaint Managers:

Ms. Tami Stice, Director of Human Resources
211 W. State Street
Jacksonville, IL 62650
(217) 243-9411
tstice@jsd117.org

Mr. Tim Chipman, Principal
1901 W. Lafayette Avenue
Jacksonville, IL 62650
(217) 245-5107
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.

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.*

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.
12. Soda and other caffeinated beverages are 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.

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 the school's 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.

Section 7 – Internet, Technology, & Publications

Acceptable Use of the District's Electronic Networks

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

The term *electronic networks* include all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks 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 - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. 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 electronic networks. Some examples of unacceptable uses are:

a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
b. Using the electronic networks to engage in conduct prohibited by board policy;
c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
e. Downloading of copyrighted material for other than personal use;
f. Using the electronic networks for private financial or commercial gain;
g. Wastefully using resources, such as file space;
h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
j. Using another user's account or password;
k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
l. Posting or sending material authored or created by another without his/her consent;
m. Posting or sending anonymous messages;
n. Creating or forwarding chain letters, spam, or other unsolicited messages;
o. Using the electronic networks for commercial or private advertising;
p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
q. Misrepresenting the user's identity or the identity of others; and
r. Using the electronic networks while access privileges are suspended or revoked.

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 port of the System. This includes, but is not limited to, uploading or creation of computer viruses.

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 the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the networks in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the electronic networks 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 - By using the District's electronic networks, the user agrees to indemnify the 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 or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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 malware, such as viruses and spyware.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. 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.

2. 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.
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 website displaying the material may not be considered a source of permission.
4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and 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 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 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 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, such as spam or potential phishing emails, 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 District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Building Principal, e.g., 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 a material and 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, slanderous or obscene, 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;
    e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or Incites students to violate any Board policy.
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.

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and 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, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

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

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

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

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

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

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

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

Section 8 – Search and Seizure

Search and Seizure

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

Section 9 – Special Education

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to 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, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. 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 St.
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.

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 in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as 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.

Exemption from Physical Education Requirement

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

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

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

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

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

For further information, please contact the building principal.

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.

Section 10 – Student Records

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

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.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

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.

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

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be accessed on the District's website.

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. **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 technology 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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement

that allows for sharing of student records and information with the other district, 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.**

   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.

Section 11 – Parental Right Notifications

Parent Notices Required by the Every Student Succeeds Act

I. 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;
- 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.

II. 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/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/Guardians 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 students and emphasize 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.

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

III. 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.

IV. Parent & Family Engagement Compact

The Parent & Family Engagement Compact is located in the online registration process. Building administrators may copy and send this compact home to acquire parent signatures as required by the ESEA grant.

V. 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.

VI. 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.

VII. 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; (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; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact the school principal.

VIII. 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.

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses 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.

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

Notice of pesticide applications are available on the District's Website. If you would like a printed copy of the pesticide applications, please contact your school principal.

Mandated Reporters

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

Sex Offender & Violent Offender Community Notification Laws

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

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Elementary Student Handbook

2023-2024



Washington Elementary

524 S Kosciusko St.

Jacksonville, Illinois 62650

(217) 243-6711

www.jsd117.org

Message from the Principal and Staff

Welcome to the 2023-24 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 Every Day!

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

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Section 1 – Introductory Information & General Notices

School Operations During a Pandemic or Other Health Emergency

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.

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

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. Byron Pool, Member
Mrs. Heather Leonard, Member
Mrs. Sherie Trace, Member
Mrs. Brenda Stewart, Member

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

Mr. Steve Ptacek, Superintendent
Ms. Mary Camerer, Principal
Mrs. Natalie Frye, Dean of Students

The school is located and may be contacted at:

1901 W. Lafayette Ave.
Jacksonville, IL 62650
217-245-5107
www.eisenhower.jsd117.org

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 or concerns were 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 or concern warrants further discussion, the parent or community member should then contact Central Office.
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.

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.

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 this school's attendance area, you must either fill out a REQUEST FOR TRANSFER form to remain here for the rest of the year, or enroll your child in the area school in which you live. All students who do not reside in this school's 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.

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:

- To develop a positive relationship between parent and teacher so each may work to the greatest advantage of the child.
- To enable parents and teachers to discuss the child's progress at home and at school.
- 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.

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 trespassing 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 Educational Opportunities 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, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Matt Moore, Assistant Superintendent (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

Party invitations or gifts 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.

The office is unable to release addresses and phone numbers of students who are not listed in the school directory. A school Directory may not be published every year.

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.

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.

Late-in/Poor Weather Days

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 this Elementary School doors will open 2 hours after its normal start time. Dismissal will be at its normal time. 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.

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.

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.

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following: the organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.

1. The rules and procedures under which it operates.
2. An agreement to adhere to all Board policies and administrative procedures.
3. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
4. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
5. An agreement to maintain and protect its own finances.
6. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race,

ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting

- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Faith's Law Notifications: Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

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.

Section 2 – Attendance and Promotion

Attendance

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

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, 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, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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 medications to control symptoms. Any 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.

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.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

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 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.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

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.

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 all missed work, including homework and tests, for equivalent academic credit.

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. Many Elementary School periodically reward 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.

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 & 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.

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.

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 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. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

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

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

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

- The time of year when the student's participation ceases; and
- 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: Special Services (217) 243-7402.

Section 3 – 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 applies to all fees related to school, instruction, and extracurricular activities. 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 obtained from the school office and 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;
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children); or
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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 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 & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 7:50 a.m. All students receive free breakfast and lunch. 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 an extra school lunch for $2.65 and/or milk for $.40. **Soda and energy drinks are not permitted**. School lunches are ordered by 8:30 a.m.

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.

Section 4 – Transportation

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.

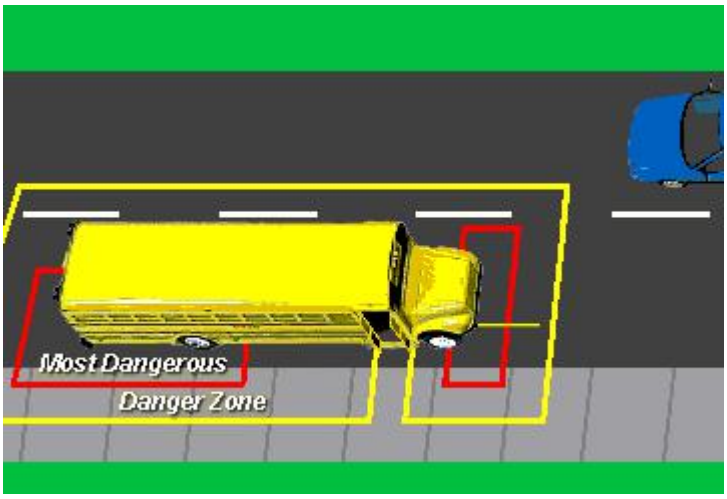
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school 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 Department (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.

Drop-Off/Pick-up, Traffic Pattern, and Parking

The school has numerous locations available for school visitor parking along the streets surrounding Washington.

Those dropping off children may do so in the front of the building in the a.m. on Kosciusko Street during the following hours: 7:30 a.m. – 8:00 a.m. Please drop off Kindergarten, First and Second grade students in the front of the building in the morning. Third, Fourth and Fifth Grade students may be dropped off in the morning behind Washington School on Fayette Street (at the crosswalk by the basketball courts). We ask that the traffic go clockwise around the school to allow students to be dropped off on the side of the road closest to Washington Elementary School.

At the end of the day, all daycare students will board their buses behind Washington School, heading South on Fayette Street. All bus students will load on the northside of Washington (heading east). Please do not park along the fence since buses will need to park there.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME (Northside of the building on Grove Street.) 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.

Kindergarten and 1st Grade students, along with students belonging in a family, will be dismissed at 2:20 p.m., 2nd and 3rd grade will be dismissed at 2:25 p.m. and 4th and 5th grades will be dismissed at 2:30 p.m. All students not riding a bus or daycare will stand with their teachers in front of the school (Kosciusko Street).

Parents will make two lines in the circle drive and students will be loaded after all cars come to a stop in the circle drive. Once all cars are loaded, lane one will be released, followed by lane 2. The staggered time for dismissal allows for less congestion with traffic.

Section 5 – 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:

- Entering kindergarten or the first grade;
- Entering the sixth and ninth grades; and
- 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, 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 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.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to 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 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.

Section 6 – Discipline and Conduct

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, or cameras are permitted without permission from the principal.

School Dress Code

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. Because a closed toe shoe is best for all activities, NO FLIP-FLOPS, SLIDES, or SANDALS may be worn at school.
- 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's policies on student behavior are available online through the School District's website on 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 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.

4. 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.
5. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
6. Using or possessing an electronic paging device.
7. 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..
8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
9. 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.
10. 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.
11. 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.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.

16. 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.
17. Being absent without a recognized excuse.
18. Being involved with any public-school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
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.
22. 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.
23. 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;
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; or

5. 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.
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.

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. The use of prone restraint in prohibited.

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 district and 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:

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 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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, 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.

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity[1]; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, 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.

Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

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 Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinator:

Mr. Matt Moore, Assistant Superintendent
211 W. State Street
Jacksonville, IL 62650
(217) 243-6411
mmoore@jsd117.org

Complaint Managers:

Ms. Tami Stice, Director of Human Resources
211 W. State Street
Jacksonville, IL 62650
(217) 243-9411
tstice@jsd117.org

Mr. Tim Chipman, Principal
1901 W Lafayette Ave
Jacksonville, IL 62650
(217) 245-5107
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.

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.*

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.
12. Soda and other caffeinated beverages are 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.

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 the school's 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.

Section 7 – Internet, Technology, & Publications

Acceptable Use of the District's Electronic Networks

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

The term *electronic networks* include all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks 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 - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. 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 electronic networks. Some examples of unacceptable uses are:

a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
b. Using the electronic networks to engage in conduct prohibited by board policy;
c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
e. Downloading of copyrighted material for other than personal use;
f. Using the electronic networks for private financial or commercial gain;
g. Wastefully using resources, such as file space;
h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
j. Using another user's account or password;
k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
l. Posting or sending material authored or created by another without his/her consent;
m. Posting or sending anonymous messages;
n. Creating or forwarding chain letters, spam, or other unsolicited messages;
o. Using the electronic networks for commercial or private advertising;
p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
q. Misrepresenting the user's identity or the identity of others; and
r. Using the electronic networks while access privileges are suspended or revoked.

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 port of the System. This includes, but is not limited to, uploading or creation of computer viruses.

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 the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the networks in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the electronic networks 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 - By using the District's electronic networks, the user agrees to indemnify the 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 or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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 malware, such as viruses and spyware.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. 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.

2. 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.
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 website displaying the material may not be considered a source of permission.
4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and 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 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 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 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, such as spam or potential phishing emails, 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 District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Building Principal, e.g., 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 a material and 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, slanderous or obscene, 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;
    e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or Incites students to violate any Board policy.
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.

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and 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, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

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

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

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

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

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

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

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

Section 8 – Search and Seizure

Search and Seizure

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

Section 9 – Special Education

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to 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, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. 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 St.
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.

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 in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as 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.

Exemption from Physical Education Requirement

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

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

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

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

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

For further information, please contact the building principal.

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.

Section 10 – Student Records

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

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.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

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.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for

the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be accessed on the District's website.

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. **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 technology 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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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.**

   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.

Section 11 – Parental Right Notifications

Parent Notices Required by the Every Student Succeeds Act

I. 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;
- 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.

II. 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/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/Guardians 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 students and emphasize 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.

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

III. 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.

IV. Parent & Family Engagement Compact

The Parent & Family Engagement Compact is located in the online registration process. Building administrators may copy and send this compact home to acquire parent signatures as required by the ESEA grant.

V. 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.

VI. 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.

VII. 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; (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; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact the school principal.

VIII. 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.

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses 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.

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

Notice of pesticide applications are available on the District's Website. If you would like a printed copy of the pesticide applications, please contact your school principal.

Mandated Reporters

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

Sex Offender & Violent Offender Community Notification Laws

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

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Student Handbook Acknowledgment

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 School District #117

Early Years Program

Preschool for All

516 Jordan Street
Jacksonville, IL 62650
217-243-2876

Parent Handbook
2023-2024



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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. Mike Lonergan, Vice-President
Ms. Teresa Wilson, Secretary
Ms. Heather Leonard, Member
Mr. Byron Pool, Member
Ms. Brenda Stewart, Member
Ms. Sherie Trace, Member

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

Mr. Steve Ptacek, Superintendent
Mr. Matt Moore, Assistant Superintendent
Ms. Sarah English, Principal

The school is located and the Principal may be contacted at:

516 Jordan Street
Jacksonville, IL 62650
Phone: (217) 243-2876
Fax: (217) 243-0602

Office Staff

Sarah English – Principal of the Early Years Program
Heather Walker – Secretary
Kaci Keltner – School Nurse
Karla Evans – Head Custodian
Robert Francis – Night Custodian

Preschool Staff

Kelly Ballard – Instructional Leader
Amy Dufelmeier – Preschool Teacher
Jo Horabik – Preschool Teacher (Long-term Substitute)
Katie Hunter – Preschool Teacher
Samantha Lomelino – Murrayville Teacher (Long-term Substitute)
Maghen Matthews – Preschool Teacher (Long-term Substitute)
Tanell Meado – Preschool Teacher
Holly Saxer – Preschool Teacher
Megan Venz – Preschool Teacher

David Bergschneider – Paraprofessional
Melissa Bolino – Paraprofessional
Sarah Kokinias – Paraprofessional
Tori Lynch – Paraprofessional
Kim Speaker – Paraprofessional
Amanda Tomhave – Paraprofessional
Camri Wainman – Paraprofessional
Brittany Woods – Paraprofessional
Shelle Young – Paraprofessional

Shelly Hannant – Parent Educator
Rich Webb – Parent Educator
Kayla Wright – Parent Educator

Birth to 3 Prevention Initiative Staff

Jenna Crowder – Home Visitor
Abby Fanshier – Home Visitor
Rosemary Grace – Home Visitor
Danielle Jackson – Home Visitor
Alaina Rueter – Home Visitor
Mary Steelman – Home Visitor
Jennifer Williams – 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 (including mental or behavioral health of the student), 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 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.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

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 [phone number] 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.

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, 1 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 Main Entrance before 7:55 for before school care and leave your child with a staff member. For regular drop off, our doors open at 8:00 and please walk your child to the Main Entrance and hand your child off to a staff member. The same procedures apply to our midday student drop offs. 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 Main Entrance door. Do not pull up and have your child walk to the Main Entrance alone/unsupervised.

All buildings are locked for student safety. The Early Years building is locked. Visitors (including parents and caregivers) must check-in at the office.

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 front of the building under the awning.

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.

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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.

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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

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

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.

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. The use of prone restraint in prohibited.

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.

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.

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.

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- 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.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

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. 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.

Prevention of and Response to Bullying, Intimidation, and Harassment

Prevention of and Response to Bullying, Intimidation, and Harassment[1]

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, 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 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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinator:
Mr. Matt Moore, Assistant Superintendent
211 West State Street
Jacksonville, IL 62650
(217) 243-9411
mmoore@jsd117.org

Complaint Managers:

Ms. Tami Stice, Director of Human Resources
211 West State Street
Jacksonville, IL 62650
(217) 243-9411
tstice@jsd117.org

Mr. Tim Chipman, Principal
1901 W Lafayette Ave
Jacksonville, IL 62650
(217) 245-5107
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.

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.*[3]

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.

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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

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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, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. 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. Sarah English, Principal
The Early Years Program - 516 Jordan Street
(217) 243-2876

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.

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, academic meetings and behavioral meetings. 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.

ClassDojo and Teaching Strategies GOLD

All parents will be asked to subscribe to their child's class ClassDojo & Teaching Strategies GOLD (TSG). ClassDojo 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.

Parent Expectations on Field Trips

Field Trips with parent participation are most effective when parents are engaged with their children through sharing their interests and having rich discussions related to the field trip.

Therefore, we request families:

- Do not bring younger siblings, so as to give attention to the preschool child.
- Silence cell phones during the field trip.
- Keep cell phones and electronic devices put away during the field trip.
- Be active and engaged in the field 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.

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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. Abuilding 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 & Privacy

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. **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.**[1]
   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 technology 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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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 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 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

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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. 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 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.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

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 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.

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.

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

Pandemic Preparedness: School Operations During a Pandemic or Other Health Emergency

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.

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.**

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.

For information on home or hospital instruction, contact: Barbie Davidsmeyer, Director of Special Services at 217-243-7402.

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.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Faith's Law Notifications: Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to 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.

Release for Pick Up & Emergency Contacts

Emergency Contact and Release for Pick Up information for each student is to be completed online in Skyward during registration or before a child begins attending Early Years. Parents/guardians must notify the Early Years Program staff of changes needed to this information. It is recommended that these changes are made by requesting a Release for Pick-Up – Change/Update form from the Office. This form will be sent home within one school day of the request. The parent/guardian must complete the form and return it to school in order for the changes to be made and approved in our system. We understand that there are times involving special circumstances in which a change to release for pick up information needs to be done more immediately. These changes can be made through a phone call, email, or electronic

message to Early Years staff stating the effective date of the changes and the full name and relationship of the individual being added or removed from the release for pick up list. A form may still be sent home in this scenario for documentation purposes.

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

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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.

Annual Notice to Parents About Educational Technology

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

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

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

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as: 543

- 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

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 on 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 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, including electronic cigarettes/devices.
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.

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification. Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar 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.

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.

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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 will schedule a visit with 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

RICH HISTORY, BRIGHT FUTURE

Jacksonville School District #117

Early Years Program
Birth-3 Prevention Initiative

516 Jordan Street
Jacksonville, IL 62650
217-243-2876



Parent Handbook
2023 – 2024

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Dear Parent/Guardian,

It is with great pleasure that we welcome you to the Early Years Program. We look forward to 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 program's rules and expectations, and is not a comprehensive statement of procedures. The School 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
(217) 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. Mike Lonergan, Vice President
Ms. Teresa Wilson, Secretary
Ms. Heather Leonard, Member
Mr. Byron Pool, Member
Ms. Brenda Stewart, Member
Ms. Sherie Trace, Member

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

Mr. Steve Ptacek, Superintendent
Mr. Matt Moore, Assistant Superintendent
Mrs. Sarah English, Principal

The program is located and the Principal may be contacted at:

516 Jordan Street
Jacksonville, IL 62650
(217) 243-287

Office Staff

Sarah English – Principal of the Early Years Program
Kelly Ballard – Program Coordinator/Instructional Leader
Heather Walker – Secretary
Kaci Keltner – School Nurse
Karla Evans – Head Custodian

Birth to 3 Prevention Initiative Staff

Jenna Crowder – Home Visitor
Abby Fanshier – Home Visitor
Rosemary Grace – Home Visitor
Danielle Jackson – Home Visitor
Alaina Rueter – Home Visitor
Mary Steelman – Home Visitor
Jennifer Williams – Home Visitor

Preschool Staff

Amy Dufelmeier – Preschool Teacher
Jo Horabik – Preschool Teacher (Long-term Substitute)
Katie Hunter – Preschool Teacher
Samantha Lomelino – Murrayville Preschool Teacher (Long-term Substitute)
Maghen Mathews – Preschool Teacher (Long-term Substitute)
Tanell Meado – Preschool Teacher
Holly Saxer – Preschool Teacher
Megan Venz – Preschool Teacher

David Bergschneider – Paraprofessional
Melissa Bolino – Paraprofessional
Sarah Kokinias – Paraprofessional
Tori Lynch – Paraprofessional
Kim Speaker – Paraprofessional
Amanda Tomhave – Paraprofessional
Camri Wainman – Paraprofessional
Brittany Woods – Paraprofessional
Rashelle Young – Paraprofessional

Shelly Hannant – Parent Educator
Rich Webb – Parent Educator
Kayla Wright – Parent Educator

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 group encounter and during home visits. Our curriculum addresses the following 8 areas: child growth and development, including prenatal development; childbirth and childcare; child safety and injury prevention; family structure, function, and management; prenatal and postnatal care for mothers and infants; prevention of child abuse; interpersonal and family relationships including physical, mental, emotional, social, economic, and psychological; and parenting skills and development.

Parents:

Our program emphasizes the important role parents play in their child's development and education. 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 problems with staff or program policies, they may call the office for assistance.

Programming for Children Under 3 Years Old

The Prevention Initiative program serves children 0 to 3 years old and expectant mothers. Our program is designed to help families learn more about parenting, support their child's development, and help with the challenges of family life.

Our services for families include:

- Personal Encounters – conducted by a Home Visitor to support families in their parenting role and provide child development information.
- Group Encounters – opportunities for families to come together and share activities as well as listen to guest speakers on relevant topics.
- Child Screening – developmental, vision, hearing, and social emotional 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 families.

Services are voluntary and there is no cost for participation.

Expectations for Participation:

Home visiting services are most effective when parents, children, and Home Visitors work together to achieve common goals. Therefore, we request families:

- Be present for visits – if you need to cancel a visit or reschedule for a different day, please contact your Home Visitor at least 1 hour in advance.
- It is very important to reschedule any visits that you are unable to attend. Please contact your Home Visitor to set up a new time as soon as possible when you are forced to cancel an appointment.
- Turn off the television and silence your cell phone during home visits.
- Attend group encounters.
- Share what you have seen and know about your child at each visit and during screenings.
- Be an active partner in the program.
- Typically. our program services consist of weekly or biweekly home visits. However, we understand that situations can arise that temporarily require increased services. Please work with your Home Visitor as increased services may become necessary.

Program Application Process

1. Families complete a confidential family history that helps determine placement in the program. Program qualifiers include income, 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 qualifiers.
2. Our program utilizes an individualized weighted criteria system to identify qualifiers for program placement. The program enrolls children identified as having the highest needs and ensures children with the highest needs are prioritized for enrollment through a selection process, which may include a waiting list. After a child is enrolled in the program, he or she must be allowed the opportunity to continue services for the duration of the program until he or she is preschool eligible. The family may voluntarily leave the program at any time.
3. Families are encouraged to:
   - Attend group encounters, parent workshops, and activities with the child throughout the school year
   - Be available for scheduled home visits
   - Be willing to continue learning activities in the home
   - Attend parent/child activities throughout the school year
4. Newsletters, fliers, and a monthly calendar will be provided, in your preferred language when needed. You can also preview the newsletter and calendar on the program website at http://earlyyears.jsd117.org/
5. Children served by Early Intervention and children in the Birth to 3 Program who qualify for services may transition into the Preschool For All program.

II. HEALTH and SAFETY

Required Documents

The following documents are required within 45 days (6 weeks) of enrollment in the program. Our program will provide assistance in obtaining these documents as needed.

1. Certified copy of the child's birth certificate
2. Copy of the child's most recent physical examination/well child check-up (will be updated every 6 months)
3. Copy of the child's immunizations
4. Proof of income

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**

Students between the age of 1 and 7 must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Exemptions to Health Examination or Immunization Requirements:

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

Vision/Hearing Screening

Program staff conducts a hearing screening using the OAE functional hearing screening or obtains a doctor's report on the child's hearing. The results of the OAE are shared with the family and documented on the screening form.

Program staff conducts a functional vision screening. The results are shared with the family and documented on the screening form.

The Early Years Program will refer children to other agencies as needed according to screening results.

Illness

Illness symptoms include a body temperature of 100 degrees or higher, repeated vomiting, incidence of diarrhea 2 or more times, unexplained rash, or croup-like cough. Children and family members with these illness symptoms should not participate in home visits or group sessions.

In addition, any child or family member who has symptoms of impetigo, pinkeye, scabies, or ringworm should not participate in home visits or group sessions until they have been under treatment for 24 hours or have a written release from their physician. **The child should be free of symptoms for 24 hours before participation.**

***Because visits often occur in the home, illness in ANY member of the household is cause to conduct a visit virtually or reschedule. Please contact your home visitor to reschedule or set up a virtual visit.**

Communicable Diseases

The Birth to 3 Program will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. This includes chickenpox, mumps, measles, strep throat, diarrhea, flu-like symptoms, pinkeye, ringworm, scabies, lice, or unexplained rashes.

1. Parents/Guardians should notify their Home Visitor if they suspect their child or a family member has a communicable disease.
2. In certain cases, children or family members with a communicable disease may be excluded from group sessions or home visits.

3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.

***Because visits often occur in the home, illness in ANY member of the household is cause to conduct a visit virtually or reschedule. Please contact your home visitor to reschedule or set up a virtual visit.**

Pandemic Preparedness: School Operations During a Pandemic or Other Health Emergency

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.

Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

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. The Early Years Program and its facilities are part of JSD #117.

III. INSTRUCTIONAL PROCEDURES

Referral Procedures

Children with identified areas of need according to screening results 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 an Early Intervention therapist who may visit the home to support the area of need identified in the screening.

During the screening and developmental monitoring process all staff will make it a priority to identify children with possible delays and to refer those children to Early Intervention. Staff are trained to identify possible delays in children and to speak to parents about the development of their child. Staff will communicate with parents about the services Early Intervention can

provide and will explain and facilitate the referral and enrollment process. Staff will "come alongside" families as children enroll in EI or are co-enrolled in EI and PI.

Homeless Families

The Early Years Program will prioritize services to those families who are homeless through the Individual Family Goal Plan and Eligibility Criteria Form. Community collaborations will be maintained with agencies who serve homeless families (New Directions, Salvation Army, etc.) so that the program can better recruit and serve homeless families. As staff "come alongside" families in completing their IFGP, goals will be set to support the acquisition of secure housing. Program staff will allow flexibility in the location of home visits and the provision of transportation as families acquire stable housing.

English Language Learners

The Early Years Program supports and respects families from diverse ethnicities and who speak various languages. Google Translate, interpreters, and translation of documents will be utilized to support home visiting and group encounters for families. The child education environment and family events will reflect the cultures of the families enrolled.

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 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 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.

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

IV. 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 facilitation 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 and 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 and 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 educational 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.

V. MISCELLANEOUS

School Closings

The Early Years Program follows the JSD #117 schedule for holidays and vacations as well as early dismissal, emergency days, and 2 hour late start announcements. Occasional cancellation of home visits and group sessions will result from early dismissals or professional development.

When JSD #117 cancels school because of inclement weather or other emergencies, Early Years Program home visits and group sessions will also be cancelled. When a 2 hour late start is utilized, group sessions during that time will be cancelled and home visits will be rescheduled.

Families will be notified of cancellations and late starts via text message. This information will also be posted on the program website at http://earlyyears.jsd117.org/ and our Facebook page (Jacksonville School District #117 – Early Years Program).

The following radio stations will announce school closings and late starts:

AM	WJIL	1550	FM	WEAI	107.1
AM	WLDS	1180	FM	WJVO	105.5

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.

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.

Steps:

1. In the event of a concern, a parent or community member should contact the Home Visitor 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.
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 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.

Mandated Reporter

All school personnel, including Home Visitors 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.

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 Home Visitor or location they are visiting. Visitors are asked 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 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, including electronic cigarettes/devices;
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 or 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.

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification. Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Confidentiality

All Early Years Program staff are committed to maintaining the confidentiality of any information we receive about our families.

Our clients may see and hear things that are private when participating in group encounters or volunteering on our Parent Advisory Committee or Interagency Committee. We ask that you 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 Home Visitor or the Principal.

If you overhear a conversation between parents, children, staff, and/or administrators, do not repeat them. If you are concerned about what you have heard, talk to the Home Visitor or Principal.

Clients should not take the liberty to read documents or browse through folders brought in by home visitors, 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 ask for confidential data about any family other than my own.
3. If I have a problem with something a Home Visitor does, I will talk to the Home Visitor privately. If I am unsatisfied, I can talk to the Principal about it.
4. I agree to these guidelines in order to protect my own child and family.

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.

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/.

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. If a family is interested in another preschool program in the

community, the Home Visitor will support them in obtaining information and enrolling in that program.

3. Families visit a Preschool for All classroom, meet the teacher, and see the surroundings.
4. Teachers schedule a visit with each family, explaining the Parent Handbook and the school calendar.
5. Preschool for All Registration and Open House activities answer questions and concerns.
6. Home Visitors 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.

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 website/Administrators/Parents
10. Program website and Facebook page
11. District Television Channel
12. Local businesses and social service agencies

F. Consideration to approve JHS Handbook and Extra-Curricular handbook for the 2023-2024 school year
G. Consideration to approve the updated JMS Handbook for the 2023-2024 school year 581

CONSENT ACTION ITEM June 21, 2023

TO: Board of Education
FROM: Kelly Zoellner
SUBJECT: Approval of JMS Handbook

PROPOSED MOTION BY THE BOARD OF EDUCATION:
That the Board of Education approves the JMS handbook for the 2023-2024 school year as presented.

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	BEARD	_____	_____	TRACE	_____
_____	LONERGAN	_____	_____	LEONARD	_____
_____	POOL	_____	_____	WILSON	_____
_____	STEWART	_____			

Updated Information:
Please see attachment of updates.

JMS Crimsons

2023-2024

Dream.

PLAN.

Achieve.

Bell Schedule 2023-2024

Regular Bell Schedule		
EB	7:15	8:07
1st	8:15	9:07
2nd	9:10	10:02
3rd	10: 06	10:58
4th/5th	11:01	1:18
6th	1:21	2:13
Crimson Time	2:17	2:52

SIP Early Release		
EB	7:15	8:07
1st	8:15	8:53
2nd	8:56	9:34
3rd	9:38	10:16
6th hour	10:19	10:57
4th/5th	11:00	12:52

2 Hour Late Start		
1st	10:15	10:52
2nd	10:55	11:32
4th/5th	11:35	1:22
3rd	1:25	2:02
6th	2:06	2:43
Crimson Time	2:46	2:52

1 Hour Early Release		
EB	7:15	8:07
1st	8:15	9:00
2nd	9:03	9:48
3rd	9:52	10:37
4th/5th	10:40	12:43
6th	12:46	1:31
Crimson Time	1:35	1:52

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.

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STUDENT SCHEDULE

QUARTER 1	Class	Teacher	Room
1st Hour			
2nd Hour			
3rd Hour			
4th Hour			
5th Hour			
6th Hour			
Crimson Time			

QUARTER 2	Class	Teacher	Room
1st Hour			
2nd Hour			
3rd Hour			
4th Hour			
5th Hour			
6th Hour			
Crimson Time			

QUARTER 3	Class	Teacher	Room
1st Hour			
2nd Hour			
3rd Hour			
4th Hour			
5th Hour			
6th Hour			
Crimson Time			

QUARTER 4	Class	Teacher	Room
1st Hour			
2nd Hour			
3rd Hour			
4th Hour			
5th Hour			
6th Hour			
Crimson 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 7:45 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 6^{th}-12^{th} 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/or

ensuring that such assignments are completed by the student prior to his or her return to school. All other absences are considered unexcused. Students are allowed one day-long absence per school year for the purpose of attending a civic event.

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 an awards ceremony.

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

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 not permitted. 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.

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. Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. 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. **Nondiscrimination Coordinator:** Celeste Lashmett, Principal: 243-3383, or clashmett@jsd117.org **Complaint Managers:** Tim Roberts, Assistant Principal: 243-3383, or troberts@jsd117.org or Anthony Mansur, Assistant Principal: 243-3383, or amansur@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

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student (added as the beginning of the third sentence under bullying

The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, 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.

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 formation 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 while in the school building. Wireless speakers are not allowed at school. If a student needs to use an electronic device, he or she may do so in the front office with the permission of a staff member. 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. 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 while at school, 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 student's 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.

If a student refuses to turn in their phone when this policy is violated, further disciplinary action can be taken.

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 comfortable/appropriate shoes that are not slippers.

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.

- Lockers will be provided to students per request.
- Students will be allowed to carry backpacks

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

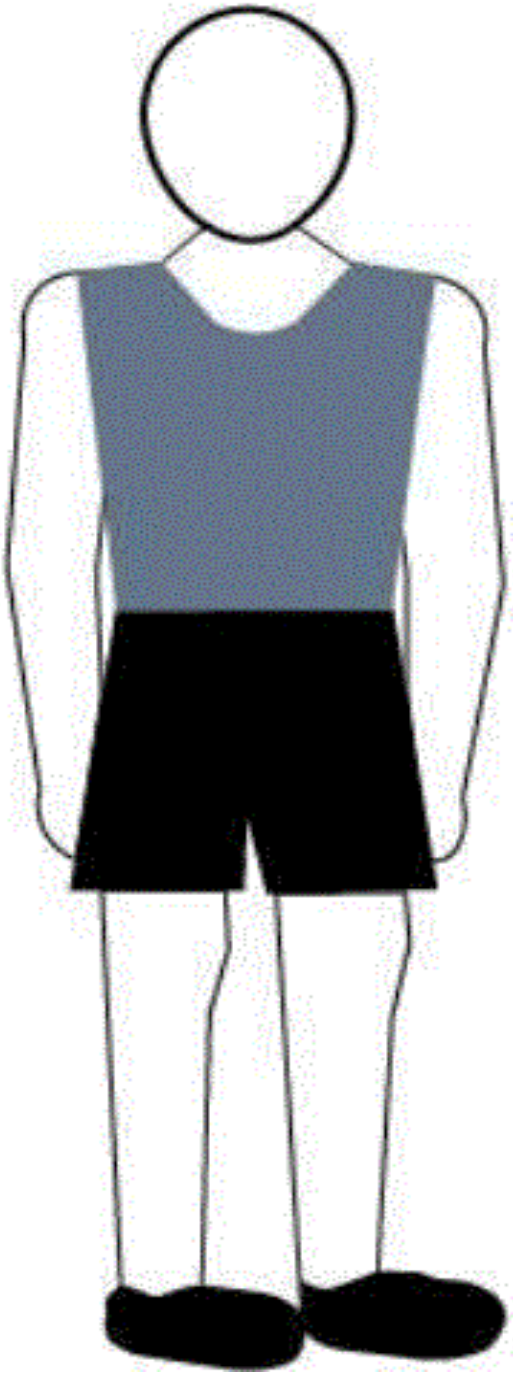
- No slippers.

Accessories

- Chains; necklaces with large links, pendants, or beads; excessively large or distracting earrings; studded necklaces or bracelets; and wristbands
- Head coverings; entire head covering bandanas, hats, combs, hair picks, rollers, sunglasses; these are to be kept in lockers
- Headbands and bandanas that do not cover the entire head are allowed

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, jackets 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.



Torso: Clothing must cover stomachs, backs, and chests. Undergarments must be covered.

Legs: Shorts, skirts, and dresses must be fingertip length.

Feet: Footwear appropriate to the activity must be worn at all times.

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.

In accordance with Illinois Administrative Code 226.530, with respect to parents' participation in meetings, our school district will provide all parents of children with disabilities the following information: 1) notice to all parents of children eligible for an individualized education program (IEP) about the availability of interpretation services at IEP team meetings: 2) an explanation of how parents can request an interpreter; 3) notice that a parent has the right to request the interpreter provided by the school district serve no other role in the IEP meeting than as an interpreter, and that the school district should make reasonable efforts to fulfill this request; and 4) if you have any questions or complaints about interpretation service, please call the Director of Student Services and Special Education at (217) 243-7402.

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 ensure 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) be involved in the education of their children; (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; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Celeste Lashmett 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. Fines can be waived for students who meet certain eligibility guidelines.

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, Bob McBride, Steven Cantrell, Heather Leonard, Brenda Stewart, and Theresa Wilson.

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 available on Skyward for parents' viewing access 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's 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. The office will not make deliveries of any kind to students. This includes flowers, balloons, gifts, and food deliveries.

LOCKERS

Lockers will be assigned to each student. They will be assigned to them based on their home base location. Locker issues should be reported to the home base 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 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 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 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 substantially. 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.

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.

2. The rules and procedures under which it operates.

3. An agreement to adhere to all Board policies and administrative procedures.

4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school,District staff, and community members.

5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.

6. An agreement to maintain and protect its own finances.

7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide

information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

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

School Counselors work to maximize student success by promoting access and equity for all students. They help students with academic achievement strategies, managing emotions, and applying interpersonal skills. Short-term counseling, group support and collaborations with families, teachers, and staff are also provided for student success. Additionally, our school counselors support students with course selections and class schedules. Students need to get a pass from a teacher to see the counselor or leave their name in the main office. Exceptions may be made for emergencies.

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 a 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 or 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.

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity[1]; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, 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.

Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

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: Celeste Lashmett, Principal, 243-3383 or clashmett2@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 lunch 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. Students suspected of being under the influence of illegal or dangerous substances,may be given a neurological examination by the school nurse.

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 the 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 with Illinois' Compassionate Use of Medical Cannabis Act and district policies.

11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.

13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.

14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.

15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.

16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or 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!

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
eventual

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

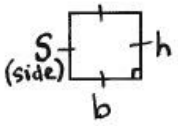
Score	Mathematical Knowledge (Do you know it?)	Strategic Knowledge (How do you plan?)	Explanation (Can you explain it?)
4	• I get the right answer, and I label it correctly • I use math terms correctly to show I understand how math works • I compute with no errors	• I find all the important parts of 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
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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
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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
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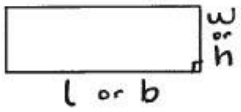
Math Assessment Reference Sheet

AREA (A): the space inside a 2-D (dimensional) shape. The formulas vary.
*Base and height always form a right angle!!

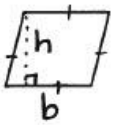
Square: $A = s^2$ OR $A = b \cdot h$



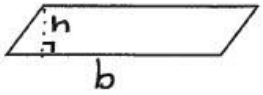
Rectangle: $A = l \cdot w$ OR $A = b \cdot h$



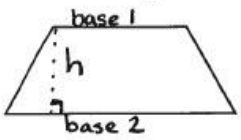
Rhombus: $A = b \cdot h$



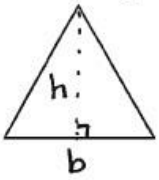
Parallelogram: $A = b \cdot h$



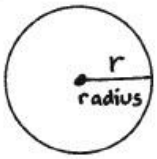
Trapezoid: $A = \frac{(b_1 + b_2)}{2} \cdot h$



Triangle: $A = \frac{b \cdot h}{2}$



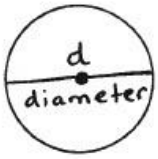
Circle: $A = \pi r^2$



$* \pi \approx 3.14$

PERIMETER (P): the distance around a polygon. Add the length of all the outside sides around the shape.

CIRCUMFERENCE (C): the distance around a circle. Formula: $C = \pi d$

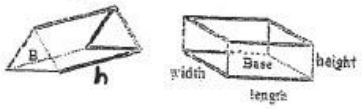


SURFACE AREA (SA): of a 3-D shape is the area of all of the surfaces added together.

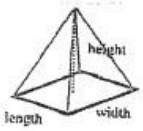
Unit Labels	
Perimeter/Circumference: units (u)	Ex. ft
Area: square units (u^2)	Ex. ft^2
Volume: cubic units (u^3)	Ex. ft^3

VOLUME (V): the space inside a 3-D figure. The formulas vary.

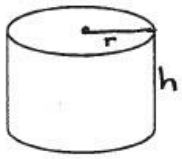
General Prisms: $V = B \cdot h$ **Where "B" is the area of the base polygon



Rectangular or Square Pyramid: $V = \frac{B \cdot h}{3}$ (or $V = \frac{l \cdot w \cdot h}{3}$)



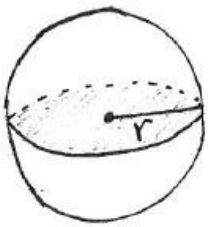
Cylinder: $V = \pi r^2 h$



Cone: $V = \frac{\pi r^2 h}{3}$



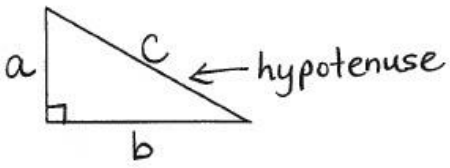
Sphere: $V = \frac{4\pi r^3}{3}$



$* \pi \approx 3.14$

Pythagorean Theorem: use this formula to find an unknown side length on a right triangle.

$a^2 + b^2 = c^2$



Metric Conversions:

1 inch = 2.54 centimeters	1 kilometer = 0.62 mile	1 cup = 8 fluid ounces
1 meter = 39.37 inches	1 pound = 16 ounces	1 pint = 2 cups
1 mile = 5,280 feet	1 pound = 0.454 kilograms	1 quart = 2 pints
1 mile = 1,760 yards	1 kilogram = 2.2 pounds	1 gallon = 4 quarts
1 mile = 1.609 kilometers	1 ton = 2,000 pounds	1 gallon = 3.785 liters
		1 liter = 0.264 gallons
		1 liter = 1000 cubic centimeters


Olympia
Washington
Salem
Oregon
Montana
Helena
Boise
Idaho
North Dakota
Bismarck
South Dakota
Pierre
Wyoming
Cheyenne
Nebraska
Lincoln
Minnesota
St. Paul
Iowa
Des Moines
Wisconsin
Madison
Michigan
Lansing
Illinois
Springfield
Indiana
Indianapolis
Ohio
Columbus
Carson City
Sacramento
Nevada
California
Salt Lake City
Utah
Denver
Colorado
Topeka
Kansas
Jefferson City
Missouri
Arizona
Phoenix
Sante Fe
New Mexico
Oklahoma
Oklahoma City
Texas
Austin
Arkansas
Little Rock
Louisiana
Baton Rouge
Jackson
Mississippi
Nashville
Tennessee
Kentucky
Frankfort
West Virginia
Charleston
Pennsylvania
Harrisburg
New York
Albany
Hartford
Montpelier, Vermont
Maine
Augusta
Concord, New Hampshire
Massachusetts
Boston
Providence, Rhode Island
Connecticut
Trenton, New Jersey
Dover, Delaware
Annapolis, Maryland
Richmond
Virginia
Raleigh
North Carolina
Columbia
South Carolina
Atlanta
Georgia
Alabama
Montgomery
Tallahassee
Florida
Alaska
Jureau
Honolulu
Hawaii

*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

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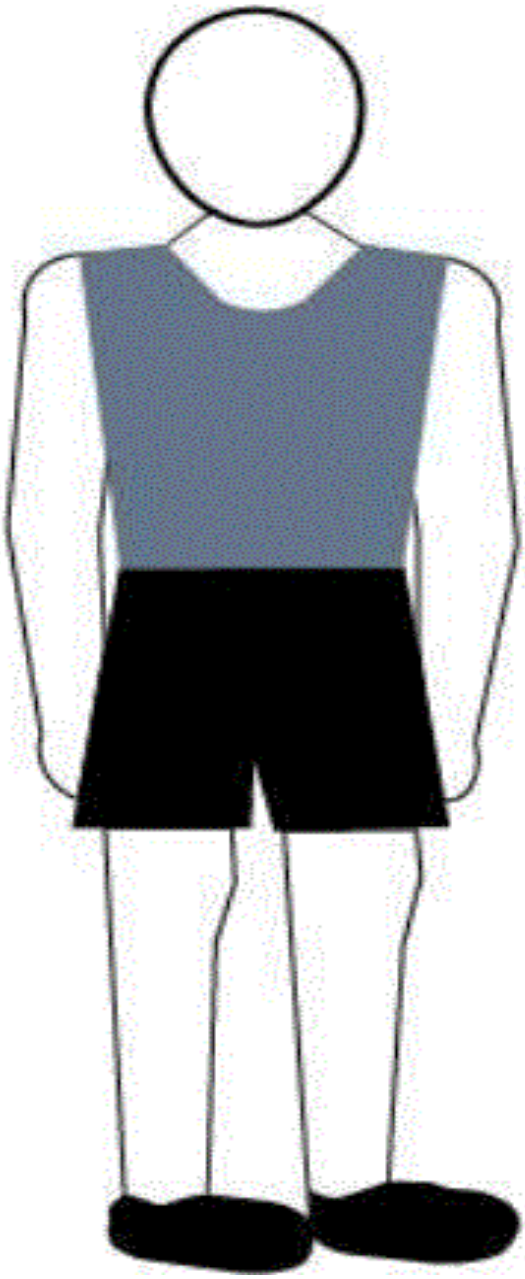
Crimson PRIDE

***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

Handbook Updates 23-24

Add visual to dress code section on p. 14



Torso: Clothing must cover stomachs, backs, and chests. Undergarments must be covered.

Legs: Shorts, skirts, and dresses must be fingertip length.

Feet: Footwear appropriate to the activity must be worn at all times.

P. 19 Lockers: Update policy

LOCKERS

Lockers will be assigned to each student ~~upon request.~~ They will be assigned to them based on their home base location. Locker issues should be reported to the home base teacher

P. 30 Section H on Student Behavior: Update suspicion of being under the influence policy

Add: Students suspected of being under the influence of illegal or dangerous substances,may be given a neurological examination by the school nurse.

*Other updates as outlined by the IPA Model Student Handbook

P. 08 IPA update: Students are allowed one day-long absence per school year for the purpose of attending a civic event.

P. 17 IPA update: Fines can be waived for students who meet certain eligibility guidelines.

H. Consideration to approve the Revised 2023-2024 and 2024-2025 school calendars 646

CONSENT AGENDA ITEM June 21, 2023

TO: Board of Education
FROM: Matt Moore
SUBJECT: Consideration to approve the revised 2023-2024/2024-2025 school calendars

---

PROPOSED MOTION BY THE BOARD OF EDUCATION:

That the Board of Education approves the 2023-2024 and 2024-2025 revised school calendars as presented:

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	MR. BEARD	_____	_____	MRS. LEONARD	_____
_____	MRS. TRACE	_____	_____	MRS. WILSON	_____
_____	MR. LONERGAN	_____	_____	MRS. STEWART	_____
_____	MR. POOL	_____			

Background Information: See Attached

Jacksonville School District 117 Proposal
2023-2024 School Calendar

July -- 2023

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	
23	24	25	26	27	28	29	
30	31						
						Total	0

August -- 2023

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	3
20	21	22	23	24	25	26	5
27	28	29	30	31			4
						Total	12

September -- 2023

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

October -- 2023

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

November -- 2023

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

December -- 2023

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

January -- 2024

S	M	T	W	TH	F	S	
	1	2	3	4	5	6	0
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	29	30	31				3
						Total	16

February -- 2024

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

March -- 2024

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

April -- 2024

S	M	T	W	TH	F	S	
	1	2	3	4	5	6	4
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					2
						Total	21

May -- 2024

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

June -- 2024

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	
23	24	25	26	27	28	29	
30							
						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 Conference
HOL	=	Holiday
XED	=	Emergency Day
TI	=	Teacher Institute/Workshop
RPD	=	Remote Learning Planning Day/No student attendance

1st semester days		87
2nd semester days		87
Total Student Attendance Days		174
Teacher Institute/Workshop	647	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***

***** 1st Emergency Day to be used***

Jacksonville School District 117
2024-2025 School Calendar

July -- 2024

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	23	24	25	26	27	
28	29	30	31				
						Total	0

August -- 2024

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

September -- 2024

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	5
29	30						1
						Total	20

October -- 2024

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	4
20	21	22	23	24	25	26	5
27	28	29	30	31			4
						Total	21

November -- 2024

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

December -- 2024

S	M	T	W	TH	F	S	
1	2	3	4	5	6	7	5
8	9	10	11	12	13	14	5
15	16	17	18	19	20	21	5
22	23	24	25	26	27	28	0
29	30	31					
						Total	15

January -- 2025

S	M	T	W	TH	F	S	
			1	2	3	4	0
5	6	7	8	9	10	11	4
12	13	14	15	16	17	18	5
19	20	21	22	23	24	25	4
26	27	28	29	30	31		5
						Total	18

February -- 2025

S	M	T	W	TH	F	S	
						1	0
2	3	4	5	6	7	8	5
9	10	11	12	13	14	15	4
16	17	18	19	20	21	22	4
23	24	25	26	27	28		5
						Total	18

March -- 2025

S	M	T	W	TH	F	S	
						1	0
2	3***	4	5	6	7	8	4
9	10	11	12	13	14	15	5
16	17	18	19	20	21	22	5
23	24	25	26	27	28	29	5
30	31						1
						Total	20

April -- 2025

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	0
20	21	22	23	24	25	26	4
27	28	29	30				3
						Total	16

May -- 2025

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

June -- 2025

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	23	24	25	26	27	28	
29	30						
						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 Conference
HOL	=	Holiday
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1st semester days	86
2nd semester days	88
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*

**** 1st Emergency Day to be used*

I. Consideration to accept a bid from Pennell Forklift for the Maintenance Department forklift 650

CONSENT ITEM June 21, 2023

TO: Board of Education
FROM: Richard Cunningham
SUBJECT: Consideration of/to accept the bid for maintenance forklift from Pennell Forklift.

PROPOSED MOTION BY THE BOARD OF EDUCATION:

I recommend that the Board of Education accept the bid from Pennell Forklift for a Hangcha forklift for $28,999.00.

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	MR. BEARD	_____	_____	MRS. LEONARD	_____
_____	MR. POOL	_____	_____	MRS. WILSON	_____
_____	MR. LONERGAN	_____	_____	MRS. STEWART	_____
_____	MRS. TRACE	_____			

Background Information:
Pennell was the only vendor who bid.

CONSENT ITEM June 21, 2023

TO: Board of Education
FROM: Richard Cunningham
SUBJECT: Consideration of/to renew driver education vehicle leases.

PROPOSED MOTION BY THE BOARD OF EDUCATION:

I recommend that the Board of Education approve to lease two driver's education vehicles for $325.00 per month per vehicle.

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	MR. BEARD	_____	_____	MRS. LEONARD	_____
_____	MR. POOL	_____	_____	MRS. WILSON	_____
_____	MR. LONERGAN	_____	_____	MRS. STEWART	_____
_____	MRS. TRACE	_____			

Background Information:

Vehicle 1-2019 Chevy Impala
Lease amount $325/month

Vehicle-2- 2021 Chevy Trax
Lease amount $325/month

K. Consideration to approve application for payment #11 to Johnco for Washington renovation 654

CONSENT AGENDA ITEM June 21, 2023

TO: Board of Education

FROM: Richard Cunningham

SUBJECT: Consideration of/to pay the Application for Payment No. 11 to Johnco for Washington Elementary Work.

PROPOSED MOTION BY THE BOARD OF EDUCATION:

"I recommend that the Board of Education pay the Application for Payment No. 11 to Johnco Construction for the Washington Elementary work in the amount of $1,343,215.89."

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	MR. BEARD	_____	_____	MRS. LEONARD	_____
_____	MRS. POOL	_____	_____	MRS. WILSON	_____
_____	MR. LONERGAN	_____	_____	MRS. STEWART	_____
_____	MRS. TRACE	_____			

Background Information:

See Attached.

GRAHAM AND HYDE
ARCHITECTS, INC.

June 6, 2023

Mr. Rick Cunningham
Chief Financial Officer
Jacksonville School District #117
211 West State Street
Jacksonville, IL 62650

Re: **Renovations and Addition**
Washington Elementary School
524 South Kosciusko Street
Jacksonville, Illinois
Pay Application No. 11
G&H #0511-81

Dear Rick:

Enclosed is Application for Payment No. 11 in the amount $1,343,215.89 as prepared by Johnco Construction, Inc., along with the following Partial Waivers of Lien in the same amount and certified payrolls.

Johnco Construction	1,343,215.89
ICS Construction Services	4,752.00
Morrissey Contracting	52,683.30
Senergy Electric	59,881.24
King Lar Company	24,494.58
Landgrebe Interior Construction	77,094.09

If you are in agreement, payment should be made directly to Johnco Construction, Inc. in the amount of $1,343,215.89.

Should you have any questions or need any additional information, please contact me.

Sincerely,

James C. Cosgriff, AIA

JCC
Enclosure

217-787-9380 • fax: 217-793-6465 • www.GrahamandHyde.com • 1010 Clocktower Drive, Springfield, Illinois 62704

PAYMENT APPLICATION

TO:	Jacksonville School District 117 516 Jordan St. Jacksonville, IL 62650 Attn:	PROJECT NAME AND LOCATION:	JC2202 Renovations and Additions - Washington Eleme 524 South Kosciusko St. Jacksonville, IL 62650	APPLICATION # PERIOD THRU: PROJECT #s: DATE OF CONTRACT:	11 05/31/2023 JC2206 03/22/2022
FROM:	Johnco Construction, Inc. 107 W. 1st St. PO Box 469 Mackinaw, Illinois 61755	ARCHITECT:	Graham-Hyde Architects 1010 Clocktower Drive Springfield, IL 62704	Distribution to:	☐ OWNER ☐ ARCHITECT ☐ CONTRACTOR ☐ ☐
FOR:					

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.
Continuation Page is attached.

1.	**CONTRACT AMOUNT**		$10,668,400.00
2.	**SUM OF ALL CHANGE ORDERS**		$347,560.50
3.	**CURRENT CONTRACT AMOUNT**	(Line 1 +/- 2)	$11,015,960.50
4.	**TOTAL COMPLETED AND STORED** (Column G on Continuation Page)		$10,214,416.59
5.	**RETAINAGE:**		
	a. 5.00% of Completed Work (Columns D + E on Continuation Page)	$510,720.83	
	b. 5.00% of Material Stored (Column F on Continuation Page)	$0.00	
	Total Retainage (Line 5a + 5b or Column I on Continuation Page)		$510,720.83
6.	**TOTAL COMPLETED AND STORED LESS RETAINAGE** (Line 4 minus Line 5 Total)		$9,703,695.76
7.	**LESS PREVIOUS PAYMENT APPLICATIONS**		$8,360,479.87
8.	**PAYMENT DUE**		**$1,343,215.89**
9.	**BALANCE TO COMPLETION** (Line 3 minus Line 6)	$1,312,264.74	

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	$347,560.50	$0.00
Total approved this month	$0.00	$0.00
TOTALS	$347,560.50	$0.00
NET CHANGES	$347,560.50	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: Johnco Construction, Inc.

By: _____ Date: 06/05/2023

Paul J. Berns

State of: Illinois

County of: Tazewell

Subscribed and sworn to before me this 5th day of June 2023

Official Seal
Bridget A Price
Notary Public State of Illinois
My Commission Expires 3/10/2026

Notary Public: _____

My Commission Expires: 3/10/26

ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT..... 1,343,215.89

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT: James Cosgriff

By: _____ Date: 6.14.23

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

CONTINUATION PAGE

PROJECT: JC2202
Renovations and Additions - Washington Elementary

APPLICATION #: 11
DATE OF APPLICATION: 05/11/2023
PERIOD THRU: 05/31/2023
PROJECT #s: JC2206

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
1	Bonds & Insurance	$74,200.00	$74,200.00	$0.00	$0.00	$74,200.00	100%	$0.00	
2	Overhead	$542,469.33	$461,098.93	$43,397.55	$0.00	$504,496.48	93%	$37,972.85	
3	Profit	$533,000.00	$453,050.00	$42,640.00	$0.00	$495,690.00	93%	$37,310.00	
4	Submittals	$20,000.00	$20,000.00	$0.00	$0.00	$20,000.00	100%	$0.00	
5	Mobilization	$25,000.00	$25,000.00	$0.00	$0.00	$25,000.00	100%	$0.00	
6	Selective Demo - Johnco	$187,174.00	$187,174.00	$0.00	$0.00	$187,174.00	100%	$0.00	
7	Site Demo - Clancy Coleman								
8	Material	$14,600.00	$14,600.00	$0.00	$0.00	$14,600.00	100%	$0.00	
9	Labor	$28,431.00	$28,431.00	$0.00	$0.00	$28,431.00	100%	$0.00	
10	Equipment	$40,000.00	$40,000.00	$0.00	$0.00	$40,000.00	100%	$0.00	
11	Fencing - Collins & Hermann								
12	Material	$20,444.40	$0.00	$0.00	$0.00	$0.00	0%	$20,444.40	
13	Labor	$12,305.60	$0.00	$0.00	$0.00	$0.00	0%	$12,305.60	
14	Concrete - S & W								
15	Mob, Walks, Ramps, Stairs								
16	Material	$30,808.00	$7,000.00	$14,057.27	$0.00	$21,057.27	68%	$9,750.73	
17	Labor	$63,927.00	$18,874.00	$0.00	$0.00	$18,874.00	30%	$45,053.00	
18	Curbs & Flagpole								
19	Material	$14,300.00	$0.00	$11,440.00	$0.00	$11,440.00	80%	$2,860.00	
20	Labor	$22,716.00	$0.00	$18,172.00	$0.00	$18,172.00	80%	$4,544.00	
21	8" Dumpster, approach								
22	Material	$18,610.00	$0.00	$0.00	$0.00	$0.00	0%	$18,610.00	
23	Labor	$29,210.00	$0.00	$0.00	$0.00	$0.00	0%	$29,210.00	
24	Parking Lot Pavement								
25	Material	$86,951.00	$0.00	$0.00	$0.00	$0.00	0%	$86,951.00	
26	Labor	$77,850.00	$0.00	$0.00	$0.00	$0.00	0%	$77,850.00	
27	Mob, Demo, Fill, Top Soil								
28	Material	$23,704.00	$23,704.00	$0.00	$0.00	$23,704.00	100%	$0.00	
29	Labor	$12,673.00	$12,673.00	$0.00	$0.00	$12,673.00	100%	$0.00	
	SUB-TOTALS	$1,878,373.33	$1,365,804.93	$129,706.82	$0.00	$1,495,511.75	80%	$382,861.58	

CONTINUATION PAGE

PROJECT: JC2202
Renovations and Additions - Washington Elementary

APPLICATION #: 11
DATE OF APPLICATION: 05/11/2023
PERIOD THRU: 05/31/2023
PROJECT #s: JC2206

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
30	Exacavate New Addition								
31	Material	$10,976.00	$10,976.00	$0.00	$0.00	$10,976.00	100%	$0.00	
32	Labor	$38,875.00	$38,875.00	$0.00	$0.00	$38,875.00	100%	$0.00	
33	Excavate & Install Elevator								
34	Material	$10,015.00	$10,015.00	$0.00	$0.00	$10,015.00	100%	$0.00	
35	Labor	$27,733.00	$27,733.00	$0.00	$0.00	$27,733.00	100%	$0.00	
36	Excavate & Install Footings								
37	Material	$23,392.00	$23,392.00	$0.00	$0.00	$23,392.00	100%	$0.00	
38	Labor	$20,524.00	$20,524.00	$0.00	$0.00	$20,524.00	100%	$0.00	
39	Excavate Pier Pads, Piers								
40	Material	$23,375.00	$23,375.00	$0.00	$0.00	$23,375.00	100%	$0.00	
41	Labor	$44,311.00	$44,311.00	$0.00	$0.00	$44,311.00	100%	$0.00	
42	Install Walls, Insulation, Backfill								
43	Material	$50,302.00	$50,302.00	$0.00	$0.00	$50,302.00	100%	$0.00	
44	Labor	$72,330.00	$72,330.00	$0.00	$0.00	$72,330.00	100%	$0.00	
45	Floor Slab, Porches								
46	Material	$48,532.00	$48,532.00	$0.00	$0.00	$48,532.00	100%	$0.00	
47	Labor	$42,886.00	$42,886.00	$0.00	$0.00	$42,886.00	100%	$0.00	
48	Masonry - Pulliam								
49	CMU								
50	Material	$30,391.00	$30,391.00	$0.00	$0.00	$30,391.00	100%	$0.00	
51	Labor	$230,123.00	$230,123.00	$0.00	$0.00	$230,123.00	100%	$0.00	
52	Existing Building								
53	Material	$8,820.00	$8,820.00	$0.00	$0.00	$8,820.00	100%	$0.00	
54	Labor	$79,400.00	$79,400.00	$0.00	$0.00	$79,400.00	100%	$0.00	
55	Limestone								
56	Material	$83,000.00	$83,000.00	$0.00	$0.00	$83,000.00	100%	$0.00	
57	Labor	$55,756.00	$55,756.00	$0.00	$0.00	$55,756.00	100%	$0.00	
58	FB								
	SUB-TOTALS	$2,779,114.33	$2,266,545.93	$129,706.82	$0.00	$2,396,252.75	86%	$382,861.58	

CONTINUATION PAGE

PROJECT: JC2202
Renovations and Additions - Washington Elementary

APPLICATION #: 11
DATE OF APPLICATION: 05/11/2023
PERIOD THRU: 05/31/2023
PROJECT #s: JC2206

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
59	Material	$35,047.00	$26,285.25	$8,761.75	$0.00	$35,047.00	100%	$0.00	
60	Labor	$178,400.00	$89,200.00	$89,200.00	$0.00	$178,400.00	100%	$0.00	
61	Air Barrier	$29,667.00	$29,667.00	$0.00	$0.00	$29,667.00	100%	$0.00	
62	FDN Waterproofing	$26,574.00	$26,574.00	$0.00	$0.00	$26,574.00	100%	$0.00	
63	Masonry Accessories	$38,822.00	$38,822.00	$0.00	$0.00	$38,822.00	100%	$0.00	
64	Metals								
65	Material - Hanley Steel								
66	Shop Drawings	$22,000.00	$22,000.00	$0.00	$0.00	$22,000.00	100%	$0.00	
67	Anchor Bolts/Embeds	$18,000.00	$18,000.00	$0.00	$0.00	$18,000.00	100%	$0.00	
68	Structural Steel	$155,600.00	$155,600.00	$0.00	$0.00	$155,600.00	100%	$0.00	
69	Joists/Deck	$179,400.00	$179,400.00	$0.00	$0.00	$179,400.00	100%	$0.00	
70	Handrail and Ladders	$14,000.00	$0.00	$0.00	$0.00	$0.00	0%	$14,000.00	
71	Labor - Birdsell Machinery								
72	Mobilization	$30,000.00	$30,000.00	$0.00	$0.00	$30,000.00	100%	$0.00	
73	Low Roof	$25,000.00	$25,000.00	$0.00	$0.00	$25,000.00	100%	$0.00	
74	High Roof	$30,000.00	$30,000.00	$0.00	$0.00	$30,000.00	100%	$0.00	
75	Rough Carpentry								
76	Material	$17,000.00	$17,000.00	$0.00	$0.00	$17,000.00	100%	$0.00	
77	Labor	$25,000.00	$25,000.00	$0.00	$0.00	$25,000.00	100%	$0.00	
78	CW/Solid Surface								
79	Material - Precision Millwork	$98,844.00	$88,959.60	$9,884.40	$0.00	$98,844.00	100%	$0.00	
80	Labor	$24,000.00	$18,000.00	$6,000.00	$0.00	$24,000.00	100%	$0.00	
81	Roofing - Designed Roofing								
82	Set up	$10,118.00	$10,118.00	$0.00	$0.00	$10,118.00	100%	$0.00	
83	Tear Off	$11,200.00	$11,200.00	$0.00	$0.00	$11,200.00	100%	$0.00	
84	Roofing Insulation								
85	Material	$42,910.00	$42,910.00	$0.00	$0.00	$42,910.00	100%	$0.00	
86	Labor	$24,480.00	$24,480.00	$0.00	$0.00	$24,480.00	100%	$0.00	
87	Cover Board								
	SUB-TOTALS	$3,815,176.33	$3,174,761.78	$243,552.97	$0.00	$3,418,314.75	90%	$396,861.58	

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PROJECT: JC2202
Renovations and Additions - Washington Elementary

APPLICATION #: 11
DATE OF APPLICATION: 05/11/2023
PERIOD THRU: 05/31/2023
PROJECT #s: JC2206

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A	B	C	D	E	F	G		H	I
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			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
88	Material	$9,702.00	$9,702.00	$0.00	$0.00	$9,702.00	100%	$0.00	
89	Labor	$15,520.00	$15,520.00	$0.00	$0.00	$15,520.00	100%	$0.00	
90	EPDM								
92	Material	$67,664.00	$67,664.00	$0.00	$0.00	$67,664.00	100%	$0.00	
93	Labor	$43,610.00	$39,249.00	$0.00	$0.00	$39,249.00	90%	$4,361.00	
94	Roof Hatch								
95	Material	$1,800.00	$1,800.00	$0.00	$0.00	$1,800.00	100%	$0.00	
96	Labor	$1,218.00	$1,218.00	$0.00	$0.00	$1,218.00	100%	$0.00	
97	Sheet Metal								
98	Material	$16,576.00	$16,576.00	$0.00	$0.00	$16,576.00	100%	$0.00	
99	Labor	$11,610.00	$5,805.00	$3,483.00	$0.00	$9,288.00	80%	$2,322.00	
100	Manufactured Metal - DRS	$8,320.00	$0.00	$6,656.00	$0.00	$6,656.00	80%	$1,664.00	
101	Manufactured Metal - Richards	$9,320.00	$9,320.00	$0.00	$0.00	$9,320.00	100%	$0.00	
102	Hollow Metal Frames								
103	Material - S&S	$25,645.00	$25,645.00	$0.00	$0.00	$25,645.00	100%	$0.00	
104	Labor	$17,848.00	$17,848.00	$0.00	$0.00	$17,848.00	100%	$0.00	
105	Hollow Metal Doors								
106	Material - S&S	$9,878.00	$9,878.00	$0.00	$0.00	$9,878.00	100%	$0.00	
107	Labor	$1,292.00	$1,162.80	$129.20	$0.00	$1,292.00	100%	$0.00	
108	Flush Wood Doors								
109	Material - S&S	$37,732.00	$37,732.00	$0.00	$0.00	$37,732.00	100%	$0.00	
110	Labor	$5,700.00	$4,275.00	$1,425.00	$0.00	$5,700.00	100%	$0.00	
111	Door Hardware								
112	Material - S&S	$72,745.00	$72,745.00	$0.00	$0.00	$72,745.00	100%	$0.00	
113	Labor	$20,900.00	$13,585.00	$7,315.00	$0.00	$20,900.00	100%	$0.00	
114	Arrow Glass								
115	Labor	$213,506.03	$177,210.01	$14,945.42	$0.00	$192,155.43	90%	$21,350.60	
116	Glass	$85,899.97	$77,309.98	$0.00	$0.00	$77,309.98	90%	$8,589.99	
117	Metal	$170,350.00	$170,350.00	$0.00	$0.00	$170,350.00	100%	$0.00	
	SUB-TOTALS	$4,662,012.33	$3,949,356.57	$277,506.59	$0.00	$4,226,863.16	91%	$435,149.17	

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PROJECT: JC2202
Renovations and Additions - Washington Elementary

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			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
118	Shops/Equipment Rental	$6,260.00	$5,258.40	$375.60	$0.00	$5,634.00	90%	$626.00	
119	Miscellaneous	$31,004.00	$15,502.00	$12,401.60	$0.00	$27,903.60	90%	$3,100.40	
120	Travel	$11,400.00	$5,130.00	$6,270.00	$0.00	$11,400.00	100%	$0.00	
121	Wood Gym Floor - Prostar								
122	Submittals	$5,670.00	$0.00	$0.00	$0.00	$0.00	0%	$5,670.00	
123	Mobilization	$5,000.00	$0.00	$0.00	$0.00	$0.00	0%	$5,000.00	
124	Frieght/Unloading	$4,474.00	$0.00	$0.00	$0.00	$0.00	0%	$4,474.00	
125	Gym Floor Material	$40,756.00	$0.00	$0.00	$0.00	$0.00	0%	$40,756.00	
126	Gym Floor Labor	$20,400.00	$0.00	$0.00	$0.00	$0.00	0%	$20,400.00	
127	Demobilization	$2,900.00	$0.00	$0.00	$0.00	$0.00	0%	$2,900.00	
128	Closeouts	$2,400.00	$0.00	$0.00	$0.00	$0.00	0%	$2,400.00	
129	Framing - Landgrebe								
130	Material	$121,245.00	$121,245.00	$0.00	$0.00	$121,245.00	100%	$0.00	
131	Labor	$71,360.00	$71,360.00	$0.00	$0.00	$71,360.00	100%	$0.00	
132	GWB - Landgrebe								
133	Material	$91,500.00	$91,500.00	$0.00	$0.00	$91,500.00	100%	$0.00	
134	Labor	$243,960.00	$243,960.00	$0.00	$0.00	$243,960.00	100%	$0.00	
135	Plaster - Landgrebe								
136	Material	$2,220.00	$2,220.00	$0.00	$0.00	$2,220.00	100%	$0.00	
137	Labor	$94,155.00	$94,155.00	$0.00	$0.00	$94,155.00	100%	$0.00	
138	Acoustical Ceilings - Landgrebe								
139	Material	$75,790.00	$75,790.00	$0.00	$0.00	$75,790.00	100%	$0.00	
140	Labor	$53,795.00	$39,986.70	$10,806.54	$0.00	$50,793.24	94%	$3,001.76	
141	Acoustical Panels - Landgrebe								
142	Material	$32,870.00	$32,870.00	$0.00	$0.00	$32,870.00	100%	$0.00	
143	Labor	$30,960.00	$10,960.00	$16,000.00	$0.00	$26,960.00	87%	$4,000.00	
144	Insulation - Landgrebe	$31,645.00	$20,568.25	$11,076.75	$0.00	$31,645.00	100%	$0.00	
145	ICS Construction Services								
146	Flooring								
	SUB-TOTALS	$5,641,776.33	$4,779,861.92	$334,437.08	$0.00	$5,114,299.00	91%	$527,477.33	

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PROJECT: JC2202
Renovations and Additions - Washington Elementary

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			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
147	Material	$91,700.00	$83,250.00	$8,450.00	$0.00	$91,700.00	100%	$0.00	
148	Labor	$58,257.00	$3,780.00	$45,738.45	$0.00	$49,518.45	85%	$8,738.55	
149	Ceramics								
150	Material	$21,320.00	$21,320.00	$0.00	$0.00	$21,320.00	100%	$0.00	
151	Labor	$33,063.00	$33,063.00	$0.00	$0.00	$33,063.00	100%	$0.00	
152	Painting - Morrissey								
153	Material	$15,140.00	$12,112.00	$757.00	$0.00	$12,869.00	85%	$2,271.00	
155	Labor	$129,310.00	$103,448.00	$6,465.50	$0.00	$109,913.50	85%	$19,396.50	
156	Resinous Flooring - Show Me								
157	Material	$7,000.00	$7,000.00	$0.00	$0.00	$7,000.00	100%	$0.00	
158	Labor	$22,376.00	$22,376.00	$0.00	$0.00	$22,376.00	100%	$0.00	
160	Visual Display								
161	Material - MPM Industries	$35,000.00	$35,000.00	$0.00	$0.00	$35,000.00	100%	$0.00	
162	Labor	$13,800.00	$13,800.00	$0.00	$0.00	$13,800.00	100%	$0.00	
163	Signage - Ace Signs								
164	Exterior Signage	$820.69	$0.00	$0.00	$0.00	$0.00	0%	$820.69	
165	Installation - Exterior	$632.50	$0.00	$0.00	$0.00	$0.00	0%	$632.50	
166	Interior Graphics	$2,213.57	$0.00	$0.00	$0.00	$0.00	0%	$2,213.57	
167	Installation - Interior	$3,205.00	$0.00	$0.00	$0.00	$0.00	0%	$3,205.00	
168	Project Coordination	$822.25	$0.00	$0.00	$0.00	$0.00	0%	$822.25	
169	Toilet Compartments								
170	Material - MPM Industries	$18,000.00	$18,000.00	$0.00	$0.00	$18,000.00	100%	$0.00	
171	Labor	$2,800.00	$1,400.00	$1,400.00	$0.00	$2,800.00	100%	$0.00	
172	Fire Exstinguishers Cabinets								
173	Material	$750.00	$750.00	$0.00	$0.00	$750.00	100%	$0.00	
174	Labor	$456.00	$228.00	$0.00	$0.00	$228.00	50%	$228.00	
175	Lockers - H2I								
176	Material	$51,300.00	$51,300.00	$0.00	$0.00	$51,300.00	100%	$0.00	
177	Labor	$18,000.00	$0.00	$14,400.00	$0.00	$14,400.00	80%	$3,600.00	
	SUB-TOTALS	$6,167,742.34	$5,186,688.92	$411,648.03	$0.00	$5,598,336.95	91%	$569,405.39	

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Renovations and Additions - Washington Elementary

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178	Engineering/Shop Drawings	$4,700.00	$4,700.00	$0.00	$0.00	$4,700.00	100%	$0.00	
179	Toilet Accessories								
180	Material	$2,300.00	$0.00	$2,300.00	$0.00	$2,300.00	100%	$0.00	
181	Labor	$2,888.00	$0.00	$2,888.00	$0.00	$2,888.00	100%	$0.00	
182	Kitchen Equipment - Stafford &								
183	Material	$12,380.96	$12,380.96	$0.00	$0.00	$12,380.96	100%	$0.00	
184	Labor	$3,465.01	$0.00	$0.00	$0.00	$0.00	0%	$3,465.01	
185	Athletic Equipment - Carroll								
186	Material	$27,000.00	$19,980.00	$7,020.00	$0.00	$27,000.00	100%	$0.00	
187	Labor	$3,806.01	$0.00	$3,044.81	$0.00	$3,044.81	80%	$761.20	
188	Electronic Scoreboard - Nevco								
189	Material	$7,056.00	$7,056.00	$0.00	$0.00	$7,056.00	100%	$0.00	
190	Labor	$3,300.00	$0.00	$0.00	$0.00	$0.00	0%	$3,300.00	
191	Telescoping Bleachers - Irwin								
192	Material	$17,557.46	$0.00	$0.00	$0.00	$0.00	0%	$17,557.46	
193	Labor	$6,006.00	$0.00	$0.00	$0.00	$0.00	0%	$6,006.00	
194	Elevators - Kone								
195	Material	$99,000.00	$35,580.00	$59,750.00	$0.00	$95,330.00	96%	$3,670.00	
196	Labor	$20,500.00	$0.00	$0.00	$0.00	$0.00	0%	$20,500.00	
197	Fire Protection - Superior								
198	Insurance	$4,394.00	$4,394.00	$0.00	$0.00	$4,394.00	100%	$0.00	
199	Design & Engineering	$16,478.00	$16,478.00	$0.00	$0.00	$16,478.00	100%	$0.00	
200	Material	$109,850.00	$109,850.00	$0.00	$0.00	$109,850.00	100%	$0.00	
201	Labor	$88,978.00	$74,741.52	$0.00	$0.00	$74,741.52	84%	$14,236.48	
202	Plumbing - Stoops								
203	Fixtures								
204	Material	$85,000.00	$85,000.00	$0.00	$0.00	$85,000.00	100%	$0.00	
205	Labor	$16,000.00	$16,000.00	$0.00	$0.00	$16,000.00	100%	$0.00	
206	Domestic Water								
	SUB-TOTALS	$6,698,401.78	$5,572,849.40	$486,650.84	$0.00	$6,059,500.24	90%	$638,901.54	

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207	Material	$34,000.00	$34,000.00	$0.00	$0.00	$34,000.00	100%	$0.00	
208	Labor	$40,300.00	$40,300.00	$0.00	$0.00	$40,300.00	100%	$0.00	
209	Gas								
210	Material	$6,000.00	$6,000.00	$0.00	$0.00	$6,000.00	100%	$0.00	
211	Labor	$5,000.00	$5,000.00	$0.00	$0.00	$5,000.00	100%	$0.00	
212	Sanitary Above Ground								
213	Material	$25,000.00	$25,000.00	$0.00	$0.00	$25,000.00	100%	$0.00	
214	Labor	$35,000.00	$35,000.00	$0.00	$0.00	$35,000.00	100%	$0.00	
215	Sanitary Underground								
216	Materials	$24,000.00	$24,000.00	$0.00	$0.00	$24,000.00	100%	$0.00	
217	Labor	$10,000.00	$10,000.00	$0.00	$0.00	$10,000.00	100%	$0.00	
218	Plumbing Insulation	$9,699.00	$9,699.00	$0.00	$0.00	$9,699.00	100%	$0.00	
219	Mobilzation and OH	$14,001.00	$14,001.00	$0.00	$0.00	$14,001.00	100%	$0.00	
220	HVAC - King Lar								
221	Sheet Metal								
222	Material	$35,600.00	$33,820.00	$1,068.00	$0.00	$34,888.00	98%	$712.00	
223	Labor	$256,223.00	$243,411.85	$7,686.69	$0.00	$251,098.54	98%	$5,124.46	
224	HVAC Piping								
225	Material	$147,085.00	$139,730.75	$7,354.25	$0.00	$147,085.00	100%	$0.00	
226	Labor	$59,460.00	$56,487.00	$2,973.00	$0.00	$59,460.00	100%	$0.00	
227	DOA's - RTU Units	$252,500.00	$252,500.00	$0.00	$0.00	$252,500.00	100%	$0.00	
228	Heat Pumps	$230,000.00	$230,000.00	$0.00	$0.00	$230,000.00	100%	$0.00	
229	Mini-Split System	$5,000.00	$5,000.00	$0.00	$0.00	$5,000.00	100%	$0.00	
230	Electric Heaters	$24,100.00	$24,100.00	$0.00	$0.00	$24,100.00	100%	$0.00	
231	Exhaust Fans	$2,900.00	$2,900.00	$0.00	$0.00	$2,900.00	100%	$0.00	
232	GRD's	$28,000.00	$28,000.00	$0.00	$0.00	$28,000.00	100%	$0.00	
233	Pump Package	$18,795.00	$18,795.00	$0.00	$0.00	$18,795.00	100%	$0.00	
234	Thermaduct	$27,060.00	$27,060.00	$0.00	$0.00	$27,060.00	100%	$0.00	
235	Sprial Duct	$26,700.00	$26,700.00	$0.00	$0.00	$26,700.00	100%	$0.00	
	SUB-TOTALS	$8,014,824.78	$6,864,354.00	$505,732.78	$0.00	$7,370,086.78	92%	$644,738.00	

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236	Insulation	$63,480.00	$46,975.20	$13,330.80	$0.00	$60,306.00	95%	$3,174.00	
237	Temp. Controls	$114,890.00	$94,209.80	$9,191.20	$0.00	$103,401.00	90%	$11,489.00	
238	Well Drilling	$343,000.00	$343,000.00	$0.00	$0.00	$343,000.00	100%	$0.00	
239	Test & Balance	$18,660.00	$0.00	$0.00	$0.00	$0.00	0%	$18,660.00	
240	Crane	$7,500.00	$7,500.00	$0.00	$0.00	$7,500.00	100%	$0.00	
241	Glycol	$10,000.00	$0.00	$0.00	$0.00	$0.00	0%	$10,000.00	
242	Overhead & Profit	$159,047.00	$136,780.42	$17,495.17	$0.00	$154,275.59	97%	$4,771.41	
243	Electrical - Senergy								
244	Mobilization	$46,781.00	$46,781.00	$0.00	$0.00	$46,781.00	100%	$0.00	
245	Submittals	$12,125.00	$12,125.00	$0.00	$0.00	$12,125.00	100%	$0.00	
246	Demo	$46,811.00	$46,811.00	$0.00	$0.00	$46,811.00	100%	$0.00	
247	Temp. Power	$35,798.00	$35,798.00	$0.00	$0.00	$35,798.00	100%	$0.00	
248	Branch Conduits/Conductors								
249	Material	$134,751.00	$134,751.00	$0.00	$0.00	$134,751.00	100%	$0.00	
250	Labor	$319,200.00	$319,200.00	$0.00	$0.00	$319,200.00	100%	$0.00	
251	Distribution Conduits/Conductors								
252	Material	$168,470.00	$134,776.00	$33,694.00	$0.00	$168,470.00	100%	$0.00	
253	Labor	$107,789.00	$99,165.88	$8,623.12	$0.00	$107,789.00	100%	$0.00	
254	Distribution Equipment								
255	Material	$152,635.00	$30,678.71	$83,797.54	$0.00	$114,476.25	75%	$38,158.75	
256	Labor	$53,661.00	$21,464.40	$10,732.20	$0.00	$32,196.60	60%	$21,464.40	
257	Light Fixtures & Controls								
258	Material	$231,980.00	$231,980.00	$0.00	$0.00	$231,980.00	100%	$0.00	
259	Labor	$57,965.00	$4,057.55	$42,314.45	$0.00	$46,372.00	80%	$11,593.00	
260	Wiring Devices								
261	Material	$16,050.00	$16,050.00	$0.00	$0.00	$16,050.00	100%	$0.00	
262	Labor	$15,876.00	$7,938.00	$7,144.20	$0.00	$15,082.20	95%	$793.80	
263	Fire Alarm								
264	Material	$42,470.00	$42,470.00	$0.00	$0.00	$42,470.00	100%	$0.00	
	SUB-TOTALS	$10,173,763.78	$8,676,865.96	$732,055.46	$0.00	$9,408,921.42	92%	$764,842.36	

CONTINUATION PAGE

PROJECT: JC2202
Renovations and Additions - Washington Elementary

APPLICATION #: 11
DATE OF APPLICATION: 05/11/2023
PERIOD THRU: 05/31/2023
PROJECT #s: JC2206

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
265	Labor	$18,953.00	$9,476.50	$8,528.85	$0.00	$18,005.35	95%	$947.65	
266	Structured Cabling								
267	Material	$100,886.00	$100,886.00	$0.00	$0.00	$100,886.00	100%	$0.00	
268	Labor	$98,939.00	$64,310.35	$29,681.70	$0.00	$93,992.05	95%	$4,946.95	
269	Intercom & Clocks								
270	Material	$50,441.00	$50,441.00	$0.00	$0.00	$50,441.00	100%	$0.00	
271	Labor	$13,606.00	$8,843.90	$4,081.80	$0.00	$12,925.70	95%	$680.30	
272	Audio Visual								
273	Material	$46,212.00	$46,212.00	$0.00	$0.00	$46,212.00	100%	$0.00	
274	Labor	$9,910.00	$991.00	$8,423.50	$0.00	$9,414.50	95%	$495.50	
275	Cabling - Heart Tech	$46,194.22	$22,604.82	$0.00	$0.00	$22,604.82	49%	$23,589.40	
276	Termite Control - Rid All	$1,995.00	$1,995.00	$0.00	$0.00	$1,995.00	100%	$0.00	
277	Seeding - F & W Lawn Care	$7,500.00	$0.00	$7,500.00	$0.00	$7,500.00	100%	$0.00	
278	Allowance	$100,000.00	$93,958.25	$0.00	$0.00	$93,958.25	94%	$6,041.75	
279	Change Order 002	$59,757.22	$59,757.22	$0.00	$0.00	$59,757.22	100%	$0.00	
280	Change Order 003	$80,219.20	$80,219.20	$0.00	$0.00	$80,219.20	100%	$0.00	
281	Change Order 004	$72,860.88	$72,860.88	$0.00	$0.00	$72,860.88	100%	$0.00	
282	Change Order 005	$134,723.20	$0.00	$134,723.20	$0.00	$134,723.20	100%	$0.00	
	TOTALS	$11,015,960.50	$9,289,422.08	$924,994.51	$0.00	$10,214,416.59	93%	$801,543.91	

CONDITIONAL WAIVER AND RELEASE
UPON PROGRESS PAYMENT

Upon receipt by the undersigned of a

check from: Jacksonville School District #117

in the sum of: $1,343,215.89 Fifty-Three Thousand and 00/100……..

payable to: Johnco Construction, Inc.

on the job of: Jacksonville School District 117

located at: Renovations and Additions - Washington Elementary
524 South Kosciusko St.
Jacksonville, IL 62650

to the following extent.

This release covers a progress payment for labor, services, equipment or material

furnished to: Jacksonville School District 117

through: 5/31/2023

only and does not cover any retention retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in the release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated: 05/31/2023

Company: Johnco Construction, Inc.

Signature: _____

By: Paul J. Berns, VP
(Name & Title)

State of: Illinois

County of: Tazewell

Subscribed and sworn to before me, this 31st day of May 2023

Notary Public Signature: _____

Notary Public Name: Bridget A Price

My Commission Expires: 03/10/2026

Official Seal
Bridget A Price
Notary Public State of Illinois
My Commission Expires 3/10/2026

CONDITIONAL WAIVER AND RELEASE
UPON PROGRESS PAYMENT

Upon receipt by the undersigned of a

check from: Johnco Construction, Inc.

in the sum of: $4,752.00 Four Thousand Seven Hundred Fifty-Two and 00/100.....

payable to: ICS Construction Services, Ltd.

on the job of: Jacksonville School District 117

located at: Renovations and Additions - Washington Elementary
524 South Kosciusko St.
Jacksonville, IL 62650

to the following extent.

This release covers a progress payment for labor, services, equipment or material

furnished to: Jacksonville School District 117

through: 3/31/2023

only and does not cover any retention retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in the release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated: May 10, 2023

Company: ICS Construction Services, Ltd.

Signature:

By: Gregory S. Zavaglia, V.P. Operations
(Name & Title)

State of: Missouri

County of: St. Louis

Subscribed and sworn to before me, this 10th day of May, 2023

Notary Public Signature:

Notary Public Name: Rita A. Weber

My Commission Expires: July 7, 2023

Rita A. Weber
Notary Public - Notary Seal
State of Missouri, St. Louis County
My Commission Expires July 7, 2023
Commission #15451106

CONDITIONAL WAIVER AND RELEASE
UPON PROGRESS PAYMENT

Upon receipt by the undersigned of a

check from: Johnco Construction, Inc.

in the sum of: $52,683.30 Fifty-Two Thousand Six Hundred Eighty-Three and 30/100.....

payable to: Morrissey Contracting Co.

on the job of: Jacksonville School District 117

located at: Renovations and Additions - Washington Elementary
524 South Kosciusko St.
Jacksonville, IL 62650

to the following extent.

This release covers a progress payment for labor, services, equipment or material

furnished to: Jacksonville School District 117

through: 3/31/2023

only and does not cover any retention retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in the release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated: 5/8/23

Company: Morrissey Contracting Co.

Signature: Barbara Morrissey McGrew

By: Barbara Morrissey McGrew - President
(Name & Title)

State of: IL

County of: Madison

Subscribed and sworn to before me, this 8th day of May 2023

Notary Public Signature: Jennifer L. VanAllman

Notary Public Name: Jennifer L. VanAllman

My Commission Expires: 12-14-25

OFFICIAL SEAL
JENNIFER L VANALLMAN
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES: 12/14/2025

CONDITIONAL WAIVER AND RELEASE
UPON PROGRESS PAYMENT

Upon receipt by the undersigned of a

check from: Johnco Construction, Inc.

in the sum of: $59,881.24 Fifty-Nine Thousand Eight Hundred Eighty-One and 24/100.....

payable to: Senergy Electric, Inc.

on the job of: Jacksonville School District 117

located at: Renovations and Additions - Washington Elementary
524 South Kosciusko St.
Jacksonville, IL 62650

to the following extent.

This release covers a progress payment for labor, services, equipment or material

furnished to: Jacksonville School District 117

through: 3/31/2023

only and does not cover any retention retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in the release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated: 5/8/2023

Company: Senergy Electric, Inc.

Signature:

By: Matthew Giacomini, President
(Name & Title)

State of: Illinois

County of: Sangamon

Subscribed and sworn to before me, this 8th day of May 2023

Notary Public Signature:

Notary Public Name: Joshua Kording

My Commission Expires: 9/11/2024

OFFICIAL SEAL
JOSHUA KORDING
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires Sep 11, 2024

CONDITIONAL WAIVER AND RELEASE
UPON PROGRESS PAYMENT

Upon receipt by the undersigned of a

check from: Johnco Construction, Inc.

in the sum of: $24,494.58 Twenty-Four Thousand Four Hundred Ninety-Four and 58/100.....

payable to: King Lar Company

on the job of: Jacksonville School District 117

located at: Renovations and Additions - Washington Elementary
524 South Kosciusko St.
Jacksonville, IL 62650

to the following extent.

This release covers a progress payment for labor, services, equipment or material

furnished to: Jacksonville School District 117

through: 3/31/2023

only and does not cover any retention retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in the release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated: 5/8/23

Company: King Lar Company

Signature: [signature]

By: Ryan Kricke – Corporate Secretary
(Name & Title)

State of: IL

County of: Macon

Subscribed and sworn to before me, this 8 day of May, 2023

Notary Public Signature: [signature]

Notary Public Name: Heather D. Comer

My Commission Expires: 10/27/26

OFFICIAL SEAL
HEATHER D COMER
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES: 10/27/2026

CONDITIONAL WAIVER AND RELEASE
UPON PROGRESS PAYMENT

Upon receipt by the undersigned of a

check from: Johnco Construction, Inc.

in the sum of: $7,315.20 Seven Thousand Three Hundred Fifteen and 20/100.....

payable to: Otto Baum Company

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release any mechanic's lien, stop notice, or bond right the undersigned has

on the job of: Heartland Community College

located at: Food Service

Normal, IL

to the following extent.

This release covers a progress payment for labor, services, equipment or material

furnished to: Heartland Community College

through: 3/31/2023

only and does not cover any retention retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in the release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated: 05/03/2023

Company: Otto Baum Company

Signature: _____

By: _____
(Name & Title)

OTTO BAUM COMPANY, INC. CORPORATE SEAL 1969 ILLINOIS

State of: ILLINOIS

County of: Peoria

Subscribed and sworn to before me, this 10th day of May 2023

Notary Public Signature: _____

Notary Public Name: Amber M. Lady

My Commission Expires: 08/23/2024

OFFICIAL SEAL
AMBER M LADY
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:08/23/24

CONDITIONAL WAIVER AND RELEASE
UPON PROGRESS PAYMENT

Upon receipt by the undersigned of a

check from: Johnco Construction, Inc.

in the sum of: $7,315.20 Seven Thousand Three Hundred Fifteen and 20/100.....

payable to: Otto Baum Company

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release any mechanic's lien, stop notice, or bond right the undersigned has

on the job of: Heartland Community College

located at: Food Service

Normal, IL

to the following extent.

This release covers a progress payment for labor, services, equipment or material

furnished to: Heartland Community College

through: 3/31/2023

only and does not cover any retention retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in the release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated: 05/03/2023

Company: Otto Baum Company

Signature: _____

By: _____
(Name & Title)

OTTO BAUM COMPANY, INC. CORPORATE SEAL 1069 ILLINOIS

State of: ILLINOIS

County of: Peoria

Subscribed and sworn to before me, this 10th day of May 2023

Notary Public Signature: _____

Notary Public Name: Amber M. Lady

My Commission Expires: 08/23/2024

OFFICIAL SEAL
AMBER M LADY
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:08/23/24

CONDITIONAL WAIVER AND RELEASE
UPON PROGRESS PAYMENT

Upon receipt by the undersigned of a

check from: Johnco Construction, Inc.

in the sum of: $69,840.00 Sixty-Nine Thousand Eight Hundred Forty and 00/100.....

payable to: TSI Commercial Floor Covering

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release any mechanic's lien, stop notice, or bond right the undersigned has

on the job of: Heartland Community College

located at: Food Service

Normal, IL

to the following extent.

This release covers a progress payment for labor, services, equipment or material

furnished to: Heartland Community College

through: 3/31/2023

only and does not cover any retention retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in the release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated: 05/03/2023

Company: TSI Commercial Floor Covering

Signature: [signature]

By: Marci Smith - Pres.
(Name & Title)

State of: Illinois

County of: Champaign

Subscribed and sworn to before me, this 3rd day of May 2023

Notary Public Signature: [signature]

Notary Public Name: Sandi L. Snyder

My Commission Expires: 1/23/24

OFFICIAL SEAL
SANDI L SNYDER
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:01/23/24

CONDITIONAL WAIVER AND RELEASE
UPON PROGRESS PAYMENT

Upon receipt by the undersigned of a

check from: Johnco Construction, Inc.

in the sum of: $69,840.00 Sixty-Nine Thousand Eight Hundred Forty and 00/100.....

payable to: TSI Commercial Floor Covering

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release any mechanic's lien, stop notice, or bond right the undersigned has

on the job of: Heartland Community College

located at: Food Service

Normal, IL

to the following extent.

This release covers a progress payment for labor, services, equipment or material

furnished to: Heartland Community College

through: 3/31/2023

only and does not cover any retention retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in the release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated: 05/03/2023

Company: TSI Commercial Floor Covering

Signature:

By: Marci Smith - Pres.
(Name & Title)

State of: Illinois

County of: Champaign

Subscribed and sworn to before me this 3 day of May 2023

Notary Public Signature: Sandi L. Snyder

Notary Public Name: Sandi L. Snyder

My Commission Expires: 1/23/24

OFFICIAL SEAL
SANDI L SNYDER
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:01/23/24

UNCONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMENT

The undersigned has been paid in full for all labor, services, equipment, or material

furnished to: Jacksonville School District 117

on the job of: Jacksonville School District 117

located at: Renovations and Additions - Washington Elementary
524 South Kosciusko St.
Jacksonville, IL 62650

and does hereby waive and release any right to a mechanic's lien, stop notice, or any right against labor and material bond on the job, except for disputed claims for extra work in the

amount of: $0.00

Dated: 1-24-23

Company: Nevco Sports, LLC

Signature: [signature]

By: Julie Kirbach, Controller
(Name & Title)

State of: IL

County of: Bond

Subscribed and sworn to before me, this 24 day of January, 2023

Notary Public Signature: [signature]

Notary Public Name: Renee Paul

My Commission Expires: 3/18/2026

Official Seal
Renee Paul
Notary Public State of Illinois
My Commission Expires 3/18/2026

NOTICE: THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL RELEASE FORM.

CONDITIONAL WAIVER AND RELEASE
UPON PROGRESS PAYMENT

Upon receipt by the undersigned of a

check from: Johnco Construction, Inc.

in the sum of: $77,094.09 Seventy-Seven Thousand Ninety-Four and 09/100.....

payable to: Landgrebe Interior Construction, Inc.

on the job of: Jacksonville School District 117

located at: Renovations and Additions - Washington Elementary
524 South Kosciusko St.
Jacksonville, IL 62650

to the following extent.

This release covers a progress payment for labor, services, equipment or material

furnished to: Jacksonville School District 117

through: 3/31/2023

only and does not cover any retention retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in the release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated: 5-8-23

Company: Landgrebe Interior Construction, Inc.

Signature: Michael Landgrebe

By: Michael Landgrebe President
(Name & Title)

State of: Illinois

County of: Sangamon

Subscribed and sworn to before me, this 8th day of May

Notary Public Signature: Patty Ingram

Notary Public Name: Patty Ingram.

My Commission Expires: 5-23-2025

PATTY INGRAM
OFFICIAL SEAL
Notary Public - State of Illinois
My Commission Expires May 23, 2025

Date 5-18-2023

I, Patty Ingram (Name of Signatory Party) Office Manager (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by Landgrebe Interior Const (Contractor or Subcontractor) on the Washington Elementary School (Building or Work); that during the payroll period commencing on the 30 day of March, 2023, and ending the 26 day of April, 2023, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said Landgrebe Interior Const (Contractor or Subcontractor) from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

☑ – in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

☐ – Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

WE 4-5-2023
WE 4-12-2023
WE 4-19-2023
WE 4-26-2023

NAME AND TITLE	SIGNATURE
Patty Ingram Office Manager	Patty Ingram

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

Certified Payroll Report

For the Period Ending: 04-05-23

Job: 22-018 WASHINGTON ELEMENTARY SCHOOL

JACKSONVILLE , IL

	03-30	03-31	04-01	04-02	04-03	04-04	04-05	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
MATTHEW E. ARMSTEAD	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
XXX-XX-3398 Caucasian Male																	
M - 9 CARPENTERS Reg	2.50	2.50			8.00	8.00	8.00	29.00	36.56			1,060.24	1,352.72	37.39	44.47	72.15	1,095.23
												1,060.24		**103.48**			
BRANDON N. JONES	03-30	03-31	04-01	04-02	04-03	04-04	04-05	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
XXX-XX-2897 Caucasian Male	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
M - 0 CARPENTERS Reg	8.00	5.00			8.00	8.00	8.00	37.00	34.31			1,269.48	1,269.48	109.72	62.84	72.15	927.65
												1,269.48		**97.12**			
ETHAN C. LUHMAN	03-30	03-31	04-01	04-02	04-03	04-04	04-05	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
XXX-XX-1110 Caucasian Male	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
S - 0 CARPENTERS Reg	8.00	5.00			8.00	8.00	8.00	37.00	22.30			825.10	825.10	62.82	40.84	51.80	606.53
												825.10		**63.11**			
LYNDLE L. TOLAND	03-30	03-31	04-01	04-02	04-03	04-04	04-05	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
XXX-XX-0664 Caucasian Male	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
M - 0 PLASTERERS Reg	8.00	6.00			6.00	8.00		28.00	37.16			1,040.48	1,040.48	52.47	51.50	93.80	763.11
												1,040.48		**79.60**			

Totals for WASHINGTON ELEMENTARY SCHOOL

03-30-23 Thursday	03-31-23 Friday	04-01-23 Saturday	04-02-23 Sunday	04-03-23 Monday	04-04-23 Tuesday	04-05-23 Wednesdy	Total Hours
26.50	18.50	.00	.00	30.00	32.00	24.00	131.00

Gross This Job	Total Gross	Deductions		Net
4,195.30	4,487.78	FWH	262.40	3,392.52
		FICA	343.31	
		SWH	199.65	
		SDI	.00	
		Other	289.90	

Certified Payroll Report

For the Period Ending: 04-12-23

Job: 22-018 WASHINGTON ELEMENTARY SCHOOL

JACKSONVILLE , IL

	04-06	04-07	04-08	04-09	04-10	04-11	04-12	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
MATTHEW E. ARMSTEAD	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
XXX-XX-3398 Caucasian Male																	
M - 9 CARPENTERS Reg	8.00	7.50			8.00	8.00	8.00	39.50	36.56			1,444.12	1,444.12	46.53	48.99	77.03	1,161.09
												1,444.12		**110.48**			
BRANDON N. JONES	04-06	04-07	04-08	04-09	04-10	04-11	04-12	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
XXX-XX-2897 Caucasian Male	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
M - 0 CARPENTERS Reg	8.00	7.50			8.00	8.00	8.00	39.50	34.31			1,355.26	1,355.26	120.02	67.09	77.03	987.45
												1,355.26		**103.67**			
ETHAN C. LUHMAN	04-06	04-07	04-08	04-09	04-10	04-11	04-12	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
XXX-XX-1110 Caucasian Male	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
S - 0 CARPENTERS Reg	8.00	7.50			8.00	8.00	8.00	39.50	22.30			880.85	880.85	69.51	43.60	55.30	645.06
												880.85		**67.38**			
MICHAEL D. PATTON	04-06	04-07	04-08	04-09	04-10	04-11	04-12	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
XXX-XX-1802 Caucasian Male	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
S - 0 PAINTERS/TAPERS Reg	1.00	3.00				5.00	6.00	15.00	32.23			483.45	1,208.63	153.45	59.83	74.87	828.02
												483.45		**92.46**			
LYNDLE L. TOLAND	04-06	04-07	04-08	04-09	04-10	04-11	04-12	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
XXX-XX-0664 Caucasian Male	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
M - 0 PLASTERERS Reg	6.00					8.00	8.00	22.00	37.16			817.52	817.52	28.48	40.47	73.70	612.34
												817.52		**62.53**			
MATTHEW L. WILSON	04-06	04-07	04-08	04-09	04-10	04-11	04-12	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
XXX-XX-3404 Caucasian Male	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
M - 0 PAINTERS/TAPERS Reg						3.50		3.50	32.23			112.81	580.15	29.55	28.72	35.94	441.56
												112.81		**44.38**			

Totals for WASHINGTON ELEMENTARY SCHOOL

04-06-23 Thursday	04-07-23 Friday	04-08-23 Saturday	04-09-23 Sunday	04-10-23 Monday	04-11-23 Tuesday	04-12-23 Wednesdy	Total Hours
31.00	25.50	.00	.00	24.00	40.50	38.00	159.00

Gross This Job	Total Gross		Deductions	Net
5,094.01	6,286.53	FWH	447.54	4,675.52
		FICA	480.90	
		SWH	288.70	
		SDI	.00	
		Other	393.87	

Certified Payroll Report

For the Period Ending: 04-19-23

Job: 22-018 WASHINGTON ELEMENTARY SCHOOL

JACKSONVILLE , IL

	04-13	04-14	04-15	04-16	04-17	04-18	04-19	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
MATTHEW E. ARMSTEAD	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
XXX-XX-3398 Caucasian Male																	
M - 9 CARPENTERS Reg	8.00	8.00			8.00	8.00	8.00	40.00	36.56			1,462.40	1,462.40	48.57	49.90	78.00	1,174.05
												1,462.40		**111.88**			
BRANDON N. JONES	04-13	04-14	04-15	04-16	04-17	04-18	04-19	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
XXX-XX-2897 Caucasian Male	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
M - 0 CARPENTERS Reg	8.00	5.00			8.00	8.00	8.00	37.00	34.31			1,269.48	1,269.48	109.72	62.84	72.15	927.65
												1,269.48		**97.12**			
ETHAN C. LUHMAN	04-13	04-14	04-15	04-16	04-17	04-18	04-19	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
XXX-XX-1110 Caucasian Male	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
S - 0 CARPENTERS Reg	8.00	5.00			8.00	8.00	8.00	37.00	22.30			825.10	825.10	62.82	40.84	51.80	606.51
												825.10		**63.13**			
MICHAEL D. PATTON	04-13	04-14	04-15	04-16	04-17	04-18	04-19	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
XXX-XX-1802 Caucasian Male	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
S - 0 PAINTERS/TAPERS Reg	3.00	5.50					6.00	14.50	32.23			467.34	1,273.09	167.63	63.02	78.86	866.19
												467.34		**97.39**			
BRAYDEN NICHOLAS STEPHENSON	04-13	04-14	04-15	04-16	04-17	04-18	04-19	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
XXX-XX-8548 Caucasian Male	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
S - 0 PAINTERS/TAPERS Reg							8.00	8.00	16.12			128.96	128.96		6.38	11.27	101.44
												128.96		**9.87**			
LYNDLE L. TOLAND	04-13	04-14	04-15	04-16	04-17	04-18	04-19	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
XXX-XX-0664 Caucasian Male	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
M - 0 PLASTERERS Reg	8.00	6.00			6.00		6.00	26.00	37.16			966.16	966.16	43.55	47.82	87.10	713.77
												966.16		**73.92**			
MATTHEW L. WILSON	04-13	04-14	04-15	04-16	04-17	04-18	04-19	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
XXX-XX-3404 Caucasian Male	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
M - 0 PAINTERS/TAPERS Reg	3.00	5.50						8.50	32.23			273.96	531.80	24.72	26.32	32.94	407.13
												273.96		**40.69**			

Totals for WASHINGTON ELEMENTARY SCHOOL

04-13-23 Thursday	04-14-23 Friday	04-15-23 Saturday	04-16-23 Sunday	04-17-23 Monday	04-18-23 Tuesday	04-19-23 Wednesdy	Total Hours
38.00	35.00	.00	.00	30.00	24.00	44.00	171.00

Gross This Job	Total Gross		Deductions	Net
5,393.40	6,456.99	FWH	457.01	4,796.74
		FICA	494.00	
		SWH	297.12	
		SDI	.00	
		Other	412.12	

Certified Payroll Report

For the Period Ending: 04-26-23

Job: 22-018 WASHINGTON ELEMENTARY SCHOOL

JACKSONVILLE , IL

	04-20	04-21	04-22	04-23	04-24	04-25	04-26	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
MATTHEW E. ARMSTEAD	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
XXX-XX-3398 Caucasian Male																	
M - 9 CARPENTERS Reg	7.00	7.00			8.00	8.00	8.00	38.00	36.56			1,389.28	1,553.80	59.53	54.42	79.95	1,241.04
												1,389.28		118.86			
BRANDON N. JONES	04-20	04-21	04-22	04-23	04-24	04-25	04-26	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
XXX-XX-2897 Caucasian Male	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
M - 0 CARPENTERS Reg	7.00	7.00			8.00		8.00	30.00	34.31			1,029.30	1,029.30	80.90	50.95	58.50	760.21
												1,029.30		78.74			
ETHAN C. LUHMAN	04-20	04-21	04-22	04-23	04-24	04-25	04-26	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
XXX-XX-1110 Caucasian Male	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
S - 0 CARPENTERS Reg	7.00	3.00			8.00	8.00	8.00	34.00	22.30			758.20	858.55	66.83	42.50	51.80	631.74
												758.20		65.68			
MICHAEL D. PATTON	04-20	04-21	04-22	04-23	04-24	04-25	04-26	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
XXX-XX-1802 Caucasian Male	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
S - 0 PAINTERS/TAPERS Reg	5.50	5.50			6.50		6.50	24.00	32.23			773.52	966.90	100.27	47.86	59.89	684.91
												773.52		73.97			
BRAYDEN NICHOLAS STEPHENSON	04-20	04-21	04-22	04-23	04-24	04-25	04-26	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
XXX-XX-8548 Caucasian Male	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
S - 0 PAINTERS/TAPERS Reg	6.00	3.00			5.00	3.00	3.00	20.00	16.12			322.40	322.40	5.61	15.96	28.17	247.99
												322.40		24.67			
MATTHEW L. WILSON	04-20	04-21	04-22	04-23	04-24	04-25	04-26	Total		Cash	Hrly	Gross	Total	FWH	SWH	Other	
XXX-XX-3404 Caucasian Male	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Hours	Rate	Fringe	Fringe	This Job	Gross	FICA	SUI/SDI	Deducts	Net
M - 0 PAINTERS/TAPERS Reg					6.00		6.00	12.00	32.23			386.76	773.52	50.21	38.29	47.91	577.95
												386.76		59.16			

Totals for WASHINGTON ELEMENTARY SCHOOL

04-20-23 Thursday	04-21-23 Friday	04-22-23 Saturday	04-23-23 Sunday	04-24-23 Monday	04-25-23 Tuesday	04-26-23 Wednesdy	Total Hours
32.50	25.50	.00	.00	41.50	19.00	39.50	158.00

Gross This Job	Total Gross	Deductions		Net
4,659.46	5,504.47	FWH	363.35	4,143.84
		FICA	421.08	
		SWH	249.98	
		SDI	.00	
		Other	326.22	

April 1, 2023

I, **Jennifer L. Ross, Payroll Administrator** do hereby state:

(1) That I pay or supervise the payment of the persons employed by **Goley Insulation** on the **Washington Elementary School Jacksonville IL** that during the payroll period commencing on the **26th day of March, 2023** and ending on the **1st day of April, 2023** all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said **Goley Insulation** from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 3145), and described below:

Withholding
FICA
State Withholding
Union Dues

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wages rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a state apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States of Labor.

(4) That;

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

X In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4© below.

(c) EXCEPTIONS

Exception (Craft)	Explanation
Remarks H & W & Pension - $31.01	

Name and Title	Signature
Jennifer L. Ross **Payroll Administrator**	Jennifer L Ross

THE WILFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division

PAYROLL
(For Contractor's Optional Use; See Instructions; Form WH-347 Inst.)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☒ Goley Inc

ADDRESS 1707 Bluffview Dupo IL

OMB No.:
Expires:

PAYROLL NO. 26

FOR WEEK ENDING 4/1/2023

PROJECT AND LOCATION Washington Elementary School Jacksonville IL

PROJECT OR CONTRACT NO.

(1) NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT. OR ST.	(4) DAY AND DATE S 26	M 27	T 28	W 29	T 30	F 31	S 1	(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS FICA	WITH-HOLDING TAX	State	Union	OTHER	TOTAL DEDUCTIONS	(9) NET WAGES PAID FOR WEEK
			O																	
			S																	
NO WORK			O																	
			S																	
			O																	
			S																	
			O																	
			S																	
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			S																	

We estimate that it will take an average of 56 minutes to complete this collection of information, including time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, ESA, U. S. Department of Labor, Room S3502, 200 Constitution Avenue, N. W., Washington, D. C. 20210.

FORM WH-347, Revised Nov. 1998 - FORMERLY SOL 184 - *PURCHASE THIS FORM DIRECTLY FROM THE SUPT. OF DOCUMENTS*

April 8, 2023

I, **Jennifer L. Ross, Payroll Administrator** do hereby state:

(1) That I pay or supervise the payment of the persons employed by **Goley Insulation** on the **Washington Elementary School Jacksonville IL**, that during the payroll period commencing on the **2nd day of April, 2023** and ending on the **8th day of April, 2023** all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said **Goley Insulation** from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 3145), and described below:

Withholding
FICA
State Withholding
Union Dues

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wages rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a state apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States of Labor.

(4) That;

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

X In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4© below.

(c) EXCEPTIONS

Exception (Craft)	Explanation
Remarks: H & W & Pension - $31.01	

Name and Title	Signature
Jennifer L. Ross **Payroll Administrator**	Jennifer L Ross

THE WILFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 IF TITLE 31 OF THE UNITED STATES CODE.

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division

PAYROLL
(For Contractor's Optional Use; See Instructions, Form WH-347 Inst.)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☒ Goley Inc.

ADDRESS 1707 Bluffview Dupo IL

OMB No.:
Expires:

PAYROLL NO. 27

FOR WEEK ENDING 4/8/2023

PROJECT AND LOCATION Washington Elementary School Jacksonville IL

PROJECT OR CONTRACT NO.

(1) NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT. OR ST.	(4) DAY AND DATE S 2	M 3	T 4	W 5	T 6	F 7	S 8	(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS FICA	WITH-HOLDING TAX	State	Union	OTHER	TOTAL DEDUCTIONS	(9) NET WAGES PAID FOR WEEK
			O																	
			S																	
NO WORK			O																	
			S																	
			O																	
			S																	
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We estimate that it will take an average of 56 minutes to complete this collection of information, including time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, ESA, U. S. Department of Labor, Room S3502, 200 Constitution Avenue, N. W., Washington, D. C. 20210.

FORM WH-347, Revised Nov. 1998 - FORMERLY SOL 184 - *PURCHASE THIS FORM DIRECTLY FROM THE SUPT. OF DOCUMENTS*

April 15, 2023

I, Jennifer L. Ross, Payroll Administrator do hereby state:

(1) That I pay or supervise the payment of the persons employed by **Goley Insulation** on the **Washington Elementary School Jacksonville IL** that during the payroll period commencing on the **9th day of April, 2023** and ending on the **15th day of April, 2023** all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said **Goley Insulation** from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 3145), and described below:

Withholding
FICA
State Withholding
Union Dues

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wages rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a state apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States of Labor.

(4) That;

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

X In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4© below.

(c) EXCEPTIONS

Exception (Craft)	Explanation
Remarks H & W & Pension - $31.01	

Name and Title	Signature
Jennifer L. Ross **Payroll Administrator**	Jennifer L Ross

THE WILFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division

PAYROLL
(For Contractor's Optional Use; See Instructions, Form WH-347 Inst.)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☒ Goley Inc

ADDRESS 1707 Bluffview Dupo IL

OMB No.:
Expires:

PAYROLL NO. 28

FOR WEEK ENDING 4/15/2023

PROJECT AND LOCATION Washington Elementary School Jacksonville IL

PROJECT OR CONTRACT NO.

(1) NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT. OR ST.	(4) DAY AND DATE: S 9	M 10	T 11	W 12	T 13	F 14	S 15 — HOURS WORKED EACH DAY	(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS: FICA	WITHHOLDING TAX	State	Union	OTHER	TOTAL DEDUCTIONS	(9) NET WAGES PAID FOR WEEK
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FORM WH-347, Revised Nov. 1998 - FORMERLY SOL 184 - *PURCHASE THIS FORM DIRECTLY FROM THE SUPT. OF DOCUMENTS*

April 22, 2023

I, Jennifer L. Ross, Payroll Administrator do hereby state:

(1) That I pay or supervise the payment of the persons employed by **Goley Insulation** on the **Washington Elementary School Jacksonville IL** that during the payroll period commencing on the **16th day of April, 2023** and ending on the **22nd day of April, 2023** all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said **Goley Insulation** from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 3145), and described below:

Withholding
FICA
State Withholding
Union Dues

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wages rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a state apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States of Labor.

(4) That;

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

X In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS

Exception (Craft)	Explanation
Remarks H & W & Pension - $31.01	

Name and Title	Signature
Jennifer L. Ross Payroll Administrator	Jennifer L Ross

THE WILFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 IF TITLE 31 OF THE UNITED STATES CODE.

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division

PAYROLL
(For Contractor's Optional Use; See Instructions, Form WH-347 Inst.)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☒ Goley Inc | ADDRESS 1707 Bluffview Dupo IL | OMB No.: Expires:

PAYROLL NO. 29 | FOR WEEK ENDING 4/22/2023 | PROJECT AND LOCATION Washington Elementary School Jacksonville IL | PROJECT OR CONTRACT NO.

(1) NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT. OR ST.	(4) DAY AND DATE S 16	M 17	T 18	W 19	T 20	F 21	S 22	(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS FICA	WITH-HOLDING TAX	State	Union	OTHER	TOTAL DEDUCTIONS	(9) NET WAGES PAID FOR WEEK
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FORM WH-347, Revised Nov. 1998 - FORMERLY SOL 184 - *PURCHASE THIS FORM DIRECTLY FROM THE SUPT. OF DOCUMENTS*

April 29, 2023

I, Jennifer L. Ross, Payroll Administrator do hereby state:

(1) That I pay or supervise the payment of the persons employed by **Goley Insulation** on the **Washington Elementary School Jacksonville IL** that during the payroll period commencing on the **23rd day of April, 2023** and ending on the **29th day of April, 2023** all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said **Goley Insulation** from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108; 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 3145), and described below:

Withholding
FICA
State Withholding
Union Dues

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wages rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a state apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States of Labor.

(4) That;

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

X In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4© below.

(c) EXCEPTIONS

Exception (Craft)	Explanation
Remarks H & W & Pension - $31.01	

Name and Title
Jennifer L. Ross
Payroll Administrator

Signature Jennifer L Ross

THE WILFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division

PAYROLL
(For Contractor's Optional Use; See Instructions, Form WH-347 Inst.)

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NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☒ Golsy Inc

ADDRESS 1707 Bluffview Dupo IL

OMB No.:
Expires:

PAYROLL NO. 30

FOR WEEK ENDING 4/29/2023

PROJECT AND LOCATION Washington Elementary School Jacksonville IL

PROJECT OR CONTRACT NO.

(1) NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT. OR ST.	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS						(9) NET WAGES PAID FOR WEEK
				S 23	M 24	T 25	W 26	T 27	F 28	S 29				FICA	WITH-HOLDING TAX	State	Union	OTHER	TOTAL DEDUCTIONS	
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FORM WH-347, Revised Nov. 1998 - FORMERLY SOL 184 - *PURCHASE THIS FORM DIRECTLY FROM THE SUPT. OF DOCUMENTS*

March 4, 2023

I, **Jennifer L. Ross, Payroll Administrator** do hereby state:

(1) That I pay or supervise the payment of the persons employed by **Goley Insulation** on the **Washington Elementary School Jacksonville IL** that during the payroll period commencing on the **26th day of February, 2023** and ending on the **4th day of March, 2023** all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said **Goley Insulation** from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948; 63 Stat. 108; 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 3145), and described below:

Withholding
FICA
State Withholding
Union Dues

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wages rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a state apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States of Labor.

(4) That;

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

X In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4© below.

(c) EXCEPTIONS

Exception (Craft)	Explanation
Remarks H & W & Pension - $31.01	

Name and Title	Signature
Jennifer L. Ross **Payroll Administrator**	Jennifer L Ross

THE WILFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division

PAYROLL
(For Contractor's Optional Use; See Instructions, Form WH-347 Inst.)

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NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☒ Goley Inc

ADDRESS 1707 Bluffview Dupo IL

OMB No.:
Expires:

PAYROLL NO. 22

FOR WEEK ENDING 3/4/2023

PROJECT AND LOCATION Washington Elementary School Jacksonville IL

PROJECT OR CONTRACT NO.

(1) NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) No. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT. OR ST.	(4) DAY AND DATE: S 26	M 27	T 28	W 1	T 2	F 3	S 4 — HOURS WORKED EACH DAY	(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS: FICA	WITHHOLDING TAX	State	Union	OTHER	TOTAL DEDUCTIONS	(9) NET WAGES PAID FOR WEEK
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FORM WH-347, Revised Nov. 1998 - FORMERLY SOL 184 - *PURCHASE THIS FORM DIRECTLY FROM THE SUPT. OF DOCUMENTS*

March 11, 2023

I, Jennifer L. Ross, Payroll Administrator do hereby state:

(1) That I pay or supervise the payment of the persons employed by **Goley Insulation** on the **Washington Elementary School Jacksonville IL** that during the payroll period commencing on the **5th day of March, 2023** and ending on the **11th day of March, 2023** all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said **Goley Insulation** from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 3145), and described below:

Withholding
FICA
State Withholding
Union Dues

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wages rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a state apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States of Labor.

(4) That;

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

X In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4© below.

(c) EXCEPTIONS

Exception (Craft)	Explanation
Remarks H & W & Pension - $31.01	

Name and Title	Signature
Jennifer L. Ross **Payroll Administrator**	Jennifer L Ross

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U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division

PAYROLL
(For Contractor's Optional Use; See Instructions, Form WH-347 Inst.)

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NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☒ Goley Inc

ADDRESS 1707 Bluffview Dupo IL

OMB No.:
Expires:

PAYROLL NO. 23

FOR WEEK ENDING 3/11/2023

PROJECT AND LOCATION Washington Elementary School Jacksonville IL

PROJECT OR CONTRACT NO.

(1) NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT. OR ST.	(4) DAY AND DATE: S 5 / M 6 / T 7 / W 8 / T 9 / F 10 / S 11 — HOURS WORKED EACH DAY	(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS: FICA	WITHHOLDING TAX	State	Union	OTHER	TOTAL DEDUCTIONS	(9) NET WAGES PAID FOR WEEK
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FORM WH-347, Revised Nov. 1998 - FORMERLY SOL 184 - *PURCHASE THIS FORM DIRECTLY FROM THE SUPT. OF DOCUMENTS*

March 18, 2023

I, Jennifer L. Ross, Payroll Administrator do hereby state:

(1) That I pay or supervise the payment of the persons employed by Goley Insulation on the Washington Elementary School Jacksonville IL that during the payroll period commencing on the 12th day of March, 2023 and ending on the 18th day of March, 2023 all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said Goley Insulation from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 3145), and described below:

Withholding
FICA
State Withholding
Union Dues

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wages rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a state apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States of Labor.

(4) That;

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

X In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4© below.

(c) EXCEPTIONS

Exception (Craft)	Explanation
Remarks H & W & Pension - $31.01	

Name and Title	Signature
Jennifer L. Ross Payroll Administrator	Jennifer L Ross

THE WILFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division

PAYROLL
(For Contractor's Optional Use; See Instructions, Form WH-347 Inst.)

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NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☒ Goley Inc

ADDRESS 1707 Bluffview Dupo IL

OMB No.:
Expires:

PAYROLL NO. 24

FOR WEEK ENDING 3/18/2023

PROJECT AND LOCATION Washington Elememtary School Jacksonville IL

PROJECT OR CONTRACT NO.

(1) NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT. OR ST.	(4) DAY AND DATE S 12	M 13	T 14	W 15	T 16	F 17	S 18	(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS FICA	WITH-HOLDING TAX	State	Union	OTHER	TOTAL DEDUCTIONS	(9) NET WAGES PAID FOR WEEK
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FORM WH-347, Revised Nov. 1998 - FORMERLY SOL 184 - *PURCHASE THIS FORM DIRECTLY FROM THE SUPT. OF DOCUMENTS*

Case #: 23-CTP-119405

Illinois Department of Labor

160 N. LaSalle St Suite1300
Chicago, IL 60601

Dol.certifiedpayroll@Illinois.gov • Phone: (312) 793-3600

CERTIFIED TRANSCRIPT OF PAYROLLFORM

PAY PERIOD

Payroll Date	**Project Location**
4/19/2023 to 4/25/2023	524 S KOSCIUSKO ST
Contractor Number Or FEIN	JACKSONVILLE IL 62650
46-4591589	
Project Number or Name	**State Capital Funds**
Washington Elementary School	No
Agency	
Education, Board of	

Contractor and/or Subcontractor

Company Name	**Contractor Location**
Senergy Electric, Inc	509 N ELM ST
Contact Name	WILLIAMSVILLE IL 62693
Joshua Kording	
Primary Email	**Secondary Email**
jkording@senergy-electric.com	
Primary Phone	**Secondary Phone**
2175662826	

Public Body Information

Public Body Name	**Public Body Address**
Washington Elementary School	524 S KOSCIUSKO ST
Contact Name	JACKSONVILLE IL 62650
Primary Phone	**Secondary Phone**

Employee Details

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
Adam Scott	8951	Electrician - Foreman	113 EASY DR	JACKSONVILLE IL 62650	White	N H L	M	No	No	Yes	No	2176919689
Jeremy Butler	1884	Electrician - Journeyman	313 BROOKSIDE DR APT G	JACKSONVILLE IL 62650	White	N H L	M	No	Yes	No	No	2173706023
Sean McEvoy	9437	Electrician - Apprentice	2224 W JEFFERSON ST	SPRINGFIELD IL 62702	White	N H L	M	No	No	No	Yes	2176529436
Joshua Stewart	9609	Electrician - Journeyman	57 DOWNING DR	CHATHAM IL 62629	White	N H L	M	No	Yes	No	No	2178999869
Johnny Guinn	1404	Electrician - Foreman	11749 ROSS RD	ROCHESTER IL 62563	White	N H L	M	No	No	Yes	No	2174947675
Samuel Reents	8790	Electrician - Apprentice	2170 LINDSAY RD	SPRINGFIELD IL 62704	White	N H L	M	No	No	No	Yes	2178911937
Michael Parkins	4545	Electrician - Apprentice	120 LIBERTY ST	GIRARD IL 62640	White	N H L	M	No	No	No	No	2177253104

G-Gender V-Veteran J-Journeyman F-Foreman A-Apprentice

N H L- Not Hispanic or Latino
H L- Hispanic or Latino

Work Classification

Name		Mon	Tue	Wed	Thr	Fri	Sat	Sun	Straight Hrs	Tot OT Hrs	Dub Tim Hrs	Hourly Wage	OT Wage Rate	Dbl Tim Wage	Gross	Net	No Work
Adam Scott	P	6.00	8.00	8.00	8.00	8.00	0.00	0.00	38.00	0.00	0.00	38.88	58.32	77.76	1477.44	1060.98	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	12.07		Health	8.63		Vacation	0.00		Training	0.70						
Jeremy Butler	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	38.88	58.32	77.76	1555.20	1067.34	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	12.07		Health	8.63		Vacation	0.00		Training	0.70						
Sean McEvoy	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	15.55	23.33	31.10	622.00	480.30	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	0.00		Health	7.85		Vacation	0.00		Training	0.70						

Joshua Stewart	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	38.88	58.32	77.76	1555.20	1181.95	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension		12.07		Health		8.63		Vacation		0.00	Training		0.70			
Johnny Guinn	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	42.88	64.32	85.76	1715.20	1101.81	
	NP	0.00	0.00	0.00	0.00	0.00	7.00	0.00	0.00	7.00	0.00	47.15	70.73	94.30	495.11	318.05	
	Pension		12.19		Health		8.71		Vacation		0.00	Training		0.70			
Samuel Reents	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	29.16	43.74	58.32	1166.40	773.67	
	NP	0.00	0.00	0.00	0.00	0.00	7.00	0.00	0.00	7.00	0.00	28.70	43.05	57.40	301.35	199.88	
	Pension		11.77		Health		8.43		Vacation		0.00	Training		0.70			
Michael Parkins	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	19.44	29.16	38.88	777.60	603.83	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension		11.48		Health		8.24		Vacation		0.00	Training		0.70			

I, do hereby state: that I pay or supervise the payment of the persons employed on the public works project that during the payroll period commencing between mentioned above , all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said from the fully weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full weekly wages earned by any persons, other than permissible deductions as defined by Federal and/or State Law. I further certify that this payroll is correct and complete; that the wage rates herein stated and that the classification set forth for each laborers, workers, or mechanic conform to the work he/she performed

Joshua Kording

May 25, 2023

Case #: 23-CTP-119421

Illinois Department of Labor

160 N. LaSalle St Suite1300
Chicago, IL 60601

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CERTIFIED TRANSCRIPT OF PAYROLLFORM

PAY PERIOD

Payroll Date	**Project Location**
4/26/2023 to 5/2/2023	524 S KOSCIUSKO ST
Contractor Number Or FEIN	JACKSONVILLE IL 62650
46-4591589	
Project Number or Name	**State Capital Funds**
Washington Elementary School	No
Agency	
Education, Board of	

Contractor and/or Subcontractor

Company Name	**Contractor Location**
Senergy Electric, Inc	509 N ELM ST
Contact Name	WILLIAMSVILLE IL 62693
Joshua Kording	
Primary Email	**Secondary Email**
jkording@senergy-electric.com	
Primary Phone	**Secondary Phone**
2175662826	

Public Body Information

Public Body Name	**Public Body Address**
Washington Elementary School	524 S KOSCIUSKO ST
Contact Name	JACKSONVILLE IL 62650
Primary Phone	**Secondary Phone**

Employee Details

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
Adam Scott	8951	Electrician - Foreman	113 EASY DR	JACKSONVILLE IL 62650	White	N H L	M	No	No	Yes	No	2176919689
Jeremy Butler	1884	Electrician - Journeyman	313 BROOKSIDE DR APT G	JACKSONVILLE IL 62650	White	N H L	M	No	Yes	No	No	2173706023
Sean McEvoy	9437	Electrician - Apprentice	2224 W JEFFERSON ST	SPRINGFIELD IL 62702	White	N H L	M	No	No	No	Yes	2176529436
Joshua Stewart	9609	Electrician - Journeyman	57 DOWNING DR	CHATHAM IL 62629	White	N H L	M	No	Yes	No	No	2178999869
Johnny Guinn	1404	Electrician - Foreman	11749 ROSS RD	ROCHESTER IL 62563	White	N H L	M	No	No	Yes	No	2174947675
Samuel Reents	8790	Electrician - Apprentice	2170 LINDSAY RD	SPRINGFIELD IL 62704	White	N H L	M	No	No	No	Yes	2178911937
Michael Parkins	4545	Electrician - Apprentice	120 LIBERTY ST	GIRARD IL 62640	White	N H L	M	No	No	No	No	2177253104
Brad Walle	7509	Electrician - Apprentice	2517 CHURCHILL RD	SPRINGFIELD IL 62702	White	N H L	M	No	No	No	Yes	2174166905

G-Gender V-Veteran J-Journeyman F-Foreman A-Apprentice

N H L- Not Hispanic or Latino
H L- Hispanic or Latino

Work Classification

Name		Mon	Tue	Wed	Thr	Fri	Sat	Sun	Straight Hrs	Tot OT Hrs	Dub Tim Hrs	Hourly Wage	OT Wage Rate	Dbl Tim Wage	Gross	Net	No Work
Adam Scott	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	38.88	58.32	77.76	1555.20	1108.73	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	12.07		Health	8.63		Vacation	0.00		Training	0.70						
Jeremy Butler	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	38.88	58.32	77.76	1555.20	1067.35	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	12.07		Health	8.63		Vacation	0.00		Training	0.70						
Sean McEvoy	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	15.55	23.33	31.10	622.00	480.30	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	0.00		Health	7.85		Vacation	0.00		Training	0.70						

Joshua Stewart	P	8.00	8.00	0.00	0.00	0.00	0.00	0.00	16.00	0.00	0.00	38.88	58.32	77.76	622.08	503.01	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	12.07		Health	8.63		Vacation	0.00		Training	0.70						
Johnny Guinn	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	42.88	64.32	85.76	1715.20	1092.21	
	NP	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	4.00		47.15	70.73	94.30	282.92	180.16	
	Pension	12.19		Health	8.71		Vacation	0.00		Training	0.70						
Samuel Reents	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	29.16	43.74	58.32	1166.40	779.20	
	NP	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	4.00	0.00	28.70	43.05	57.40	172.20	115.04	
	Pension	11.77		Health	8.43		Vacation	0.00		Training	0.70						
Michael Parkins	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	19.44	29.16	38.88	777.60	603.82	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	11.48		Health	8.24		Vacation	0.00		Training	0.70						
Brad Walle	P	8.00	8.00	0.00	0.00	0.00	0.00	0.00	16.00	0.00	0.00	19.44	29.16	38.88	311.04	236.56	
	NP	0.00	0.00	8.00	8.00	8.00	0.00	0.00	24.00	0.00	0.00	19.44	29.16	38.88	466.56	354.84	
	Pension	11.48		Health	8.24		Vacation	0.00		Training	0.70						

I, do hereby state: that I pay or supervise the payment of the persons employed on the public works project that during the payroll period commencing between mentioned above , all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said from the fully weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full weekly wages earned by any persons, other than permissible deductions as defined by Federal and/or State Law. I further certify that this payroll is correct and complete; that the wage rates herein stated and that the classification set forth for each laborers, workers, or mechanic conform to the work he/she performed

Joshua Kording

May 25, 2023

Case #: 23-CTP-119447

Illinois Department of Labor

160 N. LaSalle St Suite1300
Chicago, IL 60601

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CERTIFIED TRANSCRIPT OF PAYROLLFORM

PAY PERIOD

Payroll Date	**Project Location**
5/3/2023 to 5/9/2023	524 S KOSCIUSKO ST
Contractor Number Or FEIN	JACKSONVILLE IL 62650
46-4591589	
Project Number or Name	**State Capital Funds**
Washington Elementary School	No
Agency	
Education, Board of	

Contractor and/or Subcontractor

Company Name	**Contractor Location**
Senergy Electric, Inc	509 N ELM ST
Contact Name	WILLIAMSVILLE IL 62693
Joshua Kording	
Primary Email	**Secondary Email**
jkording@senergy-electric.com	
Primary Phone	**Secondary Phone**
2175662826	

Public Body Information

Public Body Name	**Public Body Address**
Washington Elementary School	524 S KOSCIUSKO ST
Contact Name	JACKSONVILLE IL 62650
Primary Phone	**Secondary Phone**

Employee Details

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
Keagan Babicky	2612	Electrician - Journeyman	651 MECLA RD	BUFFALO IL 62515	White	N H L	M	No	Yes	No	No	2178918460
Gabe Watkins	3391	Electrician - Apprentice	233 W CONREY ST	WILLIAMSVILLE IL 62693	White	N H L	M	No	No	No	Yes	2173036488
Adam Scott	8951	Electrician - Foreman	113 EASY DR	JACKSONVILLE IL 62650	White	N H L	M	No	No	Yes	No	2176919689
Jeremy Butler	1884	Electrician - Journeyman	313 BROOKSIDE DR APT G	JACKSONVILLE IL 62650	White	N H L	M	No	Yes	No	No	2173706023
Sean McEvoy	9437	Electrician - Apprentice	2224 W JEFFERSON ST	SPRINGFIELD IL 62702	White	N H L	M	No	No	No	Yes	2176529436
Brett McCloughan	4006	Electrician - Apprentice	416 S ADELIA ST	SPRINGFIELD IL 62704	White	N H L	M	No	No	No	Yes	2174150023
Joshua Stewart	9609	Electrician - Journeyman	57 DOWNING DR	CHATHAM IL 62629	White	N H L	M	No	Yes	No	No	2178999869
Johnny Guinn	1404	Electrician - Foreman	11749 ROSS RD	ROCHESTER IL 62563	White	N H L	M	No	No	Yes	No	2174947675
Samuel Reents	8790	Electrician - Apprentice	2170 LINDSAY RD	SPRINGFIELD IL 62704	White	N H L	M	No	No	No	Yes	2178911937
Michael Parkins	4545	Electrician - Apprentice	120 LIBERTY ST	GIRARD IL 62640	White	N H L	M	No	No	No	No	2177253104
Brad Walle	7509	Electrician - Apprentice	2517 CHURCHILL RD	SPRINGFIELD IL 62702	White	N H L	M	No	No	No	Yes	2174166905

G-Gender V-Veteran J-Journeyman F-Foreman A-Apprentice

N H L- Not Hispanic or Latino
H L- Hispanic or Latino

Work Classification

Name		Mon	Tue	Wed	Thr	Fri	Sat	Sun	Straight Hrs	Tot OT Hrs	Dub Tim Hrs	Hourly Wage	OT Wage Rate	Dbl Tim Wage	Gross	Net	No Work
Keagan Babicky	P	8.00	8.00	7.00	8.00	8.00	0.00	0.00	39.00	0.00	0.00	41.38	62.07	82.76	1613.82	1193.82	
	NP	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	41.38	62.07	82.76	41.38	30.61	

Pension 12.14 Health 8.68 Vacation 0.00 Training 0.70

Gabe Watkins	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	15.55	23.33	31.10	622.00	480.30	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	0.00		Health	7.85		Vacation	0.00		Training	0.70						
Adam Scott	P	8.00	8.00	8.00	4.00	8.00	0.00	0.00	36.00	0.00	0.00	38.88	58.32	77.76	1399.68	1013.24	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	12.07		Health	8.63		Vacation	0.00		Training	0.70						
Jeremy Butler	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	38.88	58.32	77.76	1555.20	1067.35	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	12.07		Health	8.63		Vacation	0.00		Training	0.70						
Sean McEvoy	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	15.55	23.33	31.10	622.00	480.29	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	0.00		Health	7.85		Vacation	0.00		Training	0.70						
Brett McCloughan	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	19.44	29.16	38.88	777.60	604.78	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	11.48		Health	8.24		Vacation	0.00		Training	0.70						
Joshua Stewart	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	38.88	58.32	77.76	1555.20	1181.94	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	12.07		Health	8.63		Vacation	0.00		Training	0.70						
Johnny Guinn	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	42.88	64.32	85.76	1715.20	1092.21	
	NP	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	4.00	0.00	47.15	70.73	94.30	282.92	180.16	
	Pension	12.19		Health	8.71		Vacation	0.00		Training	0.70						
Samuel Reents	P	0.00	8.00	8.00	8.00	8.00	0.00	0.00	32.00	0.00	0.00	29.16	43.74	58.32	933.12	641.21	
	NP	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	4.00	0.00	28.70	43.05	57.40	172.20	118.33	
	Pension	11.77		Health	8.43		Vacation	0.00		Training	0.70						
Michael Parkins	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	19.44	29.16	38.88	777.60	603.82	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	

	Pension	11.48		Health	8.24		Vacation	0.00		Training	0.70						
Brad Walle	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	19.44	29.16	38.88	777.60	591.41	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	11.48		Health	8.24		Vacation	0.00		Training	0.70						

I, do hereby state: that I pay or supervise the payment of the persons employed on the public works project that during the payroll period commencing between mentioned above , all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said from the fully weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full weekly wages earned by any persons, other than permissible deductions as defined by Federal and/or State Law. I further certify that this payroll is correct and complete; that the wage rates herein stated and that the classification set forth for each laborers, workers, or mechanic conform to the work he/she performed

Joshua Kording

May 25, 2023

Case #: 23-CTP-119471

Illinois Department of Labor

160 N. LaSalle St Suite1300
Chicago, IL 60601

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CERTIFIED TRANSCRIPT OF PAYROLLFORM

PAY PERIOD

Payroll Date	**Project Location**
5/10/2023 to 5/16/2023	524 S KOSCIUSKO ST
Contractor Number Or FEIN	JACKSONVILLE IL 62650
46-4591589	
Project Number or Name	**State Capital Funds**
Washington Elementary School	No
Agency	
Education, Board of	

Contractor and/or Subcontractor

Company Name	**Contractor Location**
Senergy Electric, Inc	509 N ELM ST
Contact Name	WILLIAMSVILLE IL 62693
Joshua Kording	
Primary Email	**Secondary Email**
jkording@senergy-electric.com	
Primary Phone	**Secondary Phone**
2175662826	

Public Body Information

Public Body Name	**Public Body Address**
Washington Elementary School	524 S KOSCIUSKO ST
Contact Name	JACKSONVILLE IL 62650
Primary Phone	**Secondary Phone**

Employee Details

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
Keagan Babicky	2612	Electrician - Journeyman	651 MECLA RD	BUFFALO IL 62515	White	N H L	M	No	Yes	No	No	2178918460
Gabe Watkins	3391	Electrician - Apprentice	233 W CONREY ST	WILLIAMSVILLE IL 62693	White	N H L	M	No	No	No	Yes	2173036488
Adam Scott	8951	Electrician - Foreman	113 EASY DR	JACKSONVILLE IL 62650	White	N H L	M	No	No	Yes	No	2176919689
Jeremy Butler	1884	Electrician - Journeyman	313 BROOKSIDE DR APT G	JACKSONVILLE IL 62650	White	N H L	M	No	Yes	No	No	2173706023
Sean McEvoy	9437	Electrician - Apprentice	2224 W JEFFERSON ST	SPRINGFIELD IL 62702	White	N H L	M	No	No	No	Yes	2176529436
Brett McCloughan	4006	Electrician - Apprentice	416 S ADELIA ST	SPRINGFIELD IL 62704	White	N H L	M	No	No	No	Yes	2174150023
Joshua Stewart	9609	Electrician - Journeyman	57 DOWNING DR	CHATHAM IL 62629	White	N H L	M	No	Yes	No	No	2178999869
Johnny Guinn	1404	Electrician - Foreman	11749 ROSS RD	ROCHESTER IL 62563	White	N H L	M	No	No	Yes	No	2174947675
Samuel Reents	8790	Electrician - Apprentice	2170 LINDSAY RD	SPRINGFIELD IL 62704	White	N H L	M	No	No	No	Yes	2178911937
Michael Parkins	4545	Electrician - Apprentice	120 LIBERTY ST	GIRARD IL 62640	White	N H L	M	No	No	No	No	2177253104
Brad Walle	7509	Electrician - Apprentice	2517 CHURCHILL RD	SPRINGFIELD IL 62702	White	N H L	M	No	No	No	Yes	2174166905

G-Gender V-Veteran J-Journeyman F-Foreman A-Apprentice

N H L- Not Hispanic or Latino
H L- Hispanic or Latino

Work Classification

Name		Mon	Tue	Wed	Thr	Fri	Sat	Sun	Straight Hrs	Tot OT Hrs	Dub Tim Hrs	Hourly Wage	OT Wage Rate	Dbl Tim Wage	Gross	Net	No Work
Keagan Babicky	P	8.00	11.00	8.00	8.00	8.00	0.00	0.00	40.00	3.00	0.00	41.38	62.07	82.76	1841.41	1357.38	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	

Pension 12.14 Health 8.68 Vacation 0.00 Training 0.70

Gabe Watkins	P	8.00	11.00	8.00	8.00	8.00	0.00	0.00	40.00	3.00	0.00	15.55	23.33	31.10	691.99	530.27	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	0.00		Health	7.85		Vacation	0.00		Training	0.70						
Adam Scott	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	38.88	58.32	77.76	1555.20	1108.73	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	12.07		Health	8.63		Vacation	0.00		Training	0.70						
Jeremy Butler	P	8.00	11.00	8.00	8.00	8.00	0.00	0.00	40.00	3.00	0.00	38.88	58.32	77.76	1730.16	1174.78	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	12.07		Health	8.63		Vacation	0.00		Training	0.70						
Sean McEvoy	P	8.00	11.00	8.00	8.00	8.00	0.00	0.00	40.00	3.00	0.00	15.55	23.33	31.10	691.99	530.27	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	0.00		Health	7.85		Vacation	0.00		Training	0.70						
Brett McCloughan	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	19.44	29.16	38.88	777.60	604.76	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	11.48		Health	8.24		Vacation	0.00		Training	0.70						
Joshua Stewart	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	38.88	58.32	77.76	1555.20	1181.95	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	12.07		Health	8.63		Vacation	0.00		Training	0.70						
Johnny Guinn	P	8.00	11.00	8.00	8.00	8.00	0.00	0.00	40.00	3.00	0.00	42.88	64.32	85.76	1908.16	1208.14	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	12.19		Health	8.71		Vacation	0.00		Training	0.70						
Samuel Reents	P	8.00	11.00	8.00	8.00	8.00	0.00	0.00	40.00	3.00	0.00	29.16	43.74	58.32	1297.62	864.30	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	11.77		Health	8.43		Vacation	0.00		Training	0.70						
Michael Parkins	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	19.44	29.16	38.88	777.60	603.82	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	

	Pension	11.48		Health	8.24		Vacation	0.00		Training	0.70						
Brad Walle	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	19.44	29.16	38.88	777.60	591.39	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	11.48		Health	8.24		Vacation	0.00		Training	0.70						

I, do hereby state: that I pay or supervise the payment of the persons employed on the public works project that during the payroll period commencing between mentioned above , all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said from the fully weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full weekly wages earned by any persons, other than permissible deductions as defined by Federal and/or State Law. I further certify that this payroll is correct and complete; that the wage rates herein stated and that the classification set forth for each laborers, workers, or mechanic conform to the work he/she performed

Joshua Kording

May 25, 2023

Case #: 23-CTP-119496

Illinois Department of Labor

160 N. LaSalle St Suite1300
Chicago, IL 60601

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CERTIFIED TRANSCRIPT OF PAYROLLFORM

PAY PERIOD

Payroll Date	**Project Location**
5/17/2023 to 5/23/2023	524 S KOSCIUSKO ST
Contractor Number Or FEIN	JACKSONVILLE IL 62650
46-4591589	
Project Number or Name	**State Capital Funds**
Washington Elementary School	No
Agency	
Education, Board of	

Contractor and/or Subcontractor

Company Name	**Contractor Location**
Senergy Electric, Inc	509 N ELM ST
Contact Name	WILLIAMSVILLE IL 62693
Joshua Kording	
Primary Email	**Secondary Email**
jkording@senergy-electric.com	
Primary Phone	**Secondary Phone**
2175662826	

Public Body Information

Public Body Name	**Public Body Address**
Washington Elementary School	524 S KOSCIUSKO ST
Contact Name	JACKSONVILLE IL 62650
Primary Phone	**Secondary Phone**

Employee Details

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
Keagan Babicky	2612	Electrician - Journeyman	651 MECLA RD	BUFFALO IL 62515	White	N H L	M	No	Yes	No	No	2178918460
Gabe Watkins	3391	Electrician - Apprentice	233 W CONREY ST	WILLIAMS VILLE IL 62693	White	N H L	M	No	No	No	Yes	2173036488
Adam Scott	8951	Electrician - Foreman	113 EASY DR	JACKSON VILLE IL 62650	White	N H L	M	No	No	Yes	No	2176919689
Richard Stewart	9057	Electrician - General Foreman	5392 CHIZMAR RD	AUBURN IL 62615	White	N H L	M	No	No	Yes	No	2174540066
Alan Anders	6849	Installer Foreman	1111 FIRECRACKER RD	JACKSON VILLE IL 62650	White	N H L	M	No	No	Yes	No	2173208718
Jeremy Butler	1884	Electrician - Journeyman	313 BROOKSIDE DR APT G	JACKSON VILLE IL 62650	White	N H L	M	No	Yes	No	No	2173706023
Brett McCloughan	4006	Electrician - Apprentice	416 S ADELIA ST	SPRINGFIELD IL 62704	White	N H L	M	No	No	No	Yes	2174150023
Joshua Stewart	9609	Electrician - Journeyman	57 DOWNING DR	CHATHAM IL 62629	White	N H L	M	No	Yes	No	No	2178999869
Johnny Guinn	1404	Electrician - Foreman	11749 ROSS RD	ROCHESTER IL 62563	White	N H L	M	No	No	Yes	No	2174947675
Samuel Reents	8790	Electrician - Apprentice	2170 LINDSAY RD	SPRINGFIELD IL 62704	White	N H L	M	No	No	No	Yes	2178911937
Brian Fowler	5808	Installer Technician	4947 LYONS ST	SHERMAN IL 62684	White	N H L	M	No	Yes	No	No	2179717617
Michael Parkins	4545	Electrician - Apprentice	120 LIBERTY ST	GIRARD IL 62640	White	N H L	M	No	No	No	No	2177253104
Brad Walle	7509	Electrician - Apprentice	2517 CHURCHILL RD	SPRINGFIELD IL 62702	White	N H L	M	No	No	No	Yes	2174166905

G-Gender V-Veteran J-Journeyman F-Foreman A-Apprentice

N H L- Not Hispanic or Latino
H L- Hispanic or Latino

Work Classification

Name		Mon	Tue	Wed	Thr	Fri	Sat	Sun	Straight Hrs	Tot OT Hrs	Dub Tim Hrs	Hourly Wage	OT Wage Rate	Dbl Tim Wage	Gross	Net	No Work
Keagan Babicky	P	8.00	0.00	8.00	8.00	8.00	0.00	0.00	32.00	0.00	0.00	41.38	62.07	82.76	1324.16	988.06	

	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	12.14		Health	8.68		Vacation	0.00		Training	0.70						
Gabe Watkins	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	15.55	23.33	31.10	622.00	480.29	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	0.00		Health	7.85		Vacation	0.00		Training	0.70						
Adam Scott	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	38.88	58.32	77.76	1555.20	1108.73	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	12.07		Health	8.63		Vacation	0.00		Training	0.70						
Richard Stewart	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	42.88	64.32	85.76	1715.20	1165.59	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	12.19		Health	8.71		Vacation	0.00		Training	0.70						
Alan Anders	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	37.81	56.72	75.62	1512.40	1122.47	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	11.63		Health	7.85		Vacation	0.00		Training	0.40						
Jeremy Butler	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	38.88	58.32	77.76	1555.20	1067.35	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	12.07		Health	8.63		Vacation	0.00		Training	0.70						
Brett McCloughan	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	19.44	29.16	38.88	777.60	604.78	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	11.48		Health	8.24		Vacation	0.00		Training	0.70						
Joshua Stewart	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	38.88	58.32	77.76	1555.20	1181.94	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	12.07		Health	8.63		Vacation	0.00		Training	0.70						
Johnny Guinn	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	42.88	64.32	85.76	1715.20	1070.39	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	12.19		Health	8.71		Vacation	0.00		Training	0.70						

Samuel Reents	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	29.16	43.74	58.32	1166.40	788.51	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	11.77	Health	8.43	Vacation	0.00	Training	0.70									
Brian Fowler	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	34.81	52.22	69.62	1392.40	1024.45	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	11.54	Health	7.85	Vacation	0.00	Training	0.40									
Michael Parkins	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	19.44	29.16	38.88	777.60	603.82	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	11.48	Health	8.24	Vacation	0.00	Training	0.70									
Brad Walle	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	0.00	19.44	29.16	38.88	777.60	591.41	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	11.48	Health	8.24	Vacation	0.00	Training	0.70									

I, do hereby state: that I pay or supervise the payment of the persons employed on the public works project that during the payroll period commencing between mentioned above , all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said from the fully weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full weekly wages earned by any persons, other than permissible deductions as defined by Federal and/or State Law. I further certify that this payroll is correct and complete; that the wage rates herein stated and that the classification set forth for each laborers, workers, or mechanic conform to the work he/she performed

Joshua Kording

May 25, 2023

Case #: 23-CTP-112630

Illinois Department of Labor

160 N. LaSalle St Suite1300
Chicago, IL 60601

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CERTIFIED TRANSCRIPT OF PAYROLLFORM

PAY PERIOD

Payroll Date	**Project Location**
5/11/2023 to 5/17/2023	524 S KOSCIUSKO ST
Contractor Number Or FEIN	JACKSONVILLE IL 62650
371183207	
Project Number or Name	**State Capital Funds**
JC2202 Washington Elementary School	Yes
Agency	
Education, Board of	

Contractor and/or Subcontractor

Company Name	**Contractor Location**
Johnco Construction, Inc	107 W FIRST ST
Contact Name	MACKINAW IL 61755
Jennifer Humphries	
Primary Email	**Secondary Email**
jhumphries@johncoconstruction.com	bobberns@johncoconstruction.com
Primary Phone	**Secondary Phone**
3093593000	

Public Body Information

Public Body Name	**Public Body Address**
Jacksonville School District	516 JORDAN ST
Contact Name	JACKSONVILLE IL 62650
Primary Phone	**Secondary Phone**

Employee Details

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
William Hughes	2944	Laborer	1304 E MORTON AVE	SPRINGFIELD IL 62702	White	N H L	M	No	Yes	No	No	0000000000
Sean Brown	6904	Carpenter	332 N EMMETT ST	VIRDEN IL 62690	White	N H L	M	No	Yes	No	No	0000000000
Lincoln Price	4237	Carpenter	1501 N BRUNS LN APT 1	SPRINGFIELD IL 62702	White	N H L	M	No	Yes	No	No	0000000000
David Montgomery	3395	Laborer	104 MEADOW RIDGE LN	JACKSONVILLE IL 62650	White	N H L	M	No	Yes	No	No	0000000000
Chad Davidsmeyer	6108	Carpenter	9 HIGHVIEW DR	JACKSONVILLE IL 62650	White	N H L	M	No	Yes	No	No	1000000000
Brian Frye	8060	Carpenter	1090 HOAGLAND BLVD	JACKSONVILLE IL 62650	White	N H L	M	No	Yes	No	No	0000000000
Brian Chambers	6395	Operating Engineer	13429 Six Mile Road	Virginia IL 62691	White	N H L	M	No	No	No	Yes	0000000000

G-Gender V-Veteran J-Journeyman F-Foreman A-Apprentice

N H L- Not Hispanic or Latino
H L- Hispanic or Latino

Work Classification

Name		Mon	Tue	Wed	Thr	Fri	Sat	Sun	Straight Hrs	Tot OT Hrs	Dub Tim Hrs	Hourly Wage	OT Wage Rate	Dbl Tim Wage	Gross	Net	No Work
William Hughes	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00		29.30	0.00		1172.00	719.51	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	15.70		Health	7.75		Vacation	4.50		Training	1.59						
Sean Brown	P	0.00	8.00	4.00	0.00	0.00	0.00	0.00	12.00	0.00		35.15	0.00		421.80	325.11	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	16.25		Health	9.45		Vacation	5.25		Training	1.02						
Lincoln Price	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00		35.15	0.00		1406.00	803.53	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	16.25		Health	9.45		Vacation	5.25		Training	1.02						
David Montgomery	P	0.00	0.00	0.00	8.00	8.00	0.00	0.00	16.00	0.00		29.30	0.00		468.80	170.24	

	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00
	Pension		15.70		Health		7.75		Vacation		4.50	Training		1.59		
Chad Davidsmeyer	P	8.00	9.50	8.00	8.00	8.00	0.00	0.00	40.00	1.50		40.15	60.23		1726.46	1280.29
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00
	Pension		16.25		Health		9.45		Vacation		5.25	Training		1.02		
Brian Frye	P	8.00	8.00	0.00	8.00	8.00	0.00	0.00	32.00	0.00		35.15	0.00		1124.80	801.33
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00
	Pension		16.25		Health		9.45		Vacation		5.25	Training		1.02		
Brian Chambers	P	0.00	9.00	0.00	0.00	0.00	0.00	0.00	8.00	1.00		30.53	45.80		290.04	236.09
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00
	Pension		10.25		Health		12.00		Vacation		4.00	Training		2.50		

I, do hereby state: that I pay or supervise the payment of the persons employed on the public works project that during the payroll period commencing between mentioned above , all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said from the fully weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full weekly wages earned by any persons, other than permissible deductions as defined by Federal and/or State Law. I further certify that this payroll is correct and complete; that the wage rates herein stated and that the classification set forth for each laborers, workers, or mechanic conform to the work he/she performed

Jennifer Humphries

May 19, 2023

Case #: 23-CTP-127011

Illinois Department of Labor

160 N. LaSalle St Suite1300
Chicago, IL 60601

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CERTIFIED TRANSCRIPT OF PAYROLLFORM

PAY PERIOD

Payroll Date	**Project Location**
5/18/2023 to 5/24/2023	524 S KOSCIUSKO ST
Contractor Number Or FEIN	JACKSONVILLE IL 62650
371183207	
Project Number or Name	**State Capital Funds**
JC2202 Washington Elementary School	Yes
Agency	
Education, Board of	

Contractor and/or Subcontractor

Company Name	**Contractor Location**
Johnco Construction, Inc	107 W FIRST ST
Contact Name	MACKINAW IL 61755
Jennifer Humphries	
Primary Email	**Secondary Email**
jhumphries@johncoconstruction.com	bobberns@johncoconstruction.com
Primary Phone	**Secondary Phone**
3093593000	

Public Body Information

Public Body Name	**Public Body Address**
Jacksonville School District	516 JORDAN ST
Contact Name	JACKSONVILLE IL 62650
Primary Phone	**Secondary Phone**

Employee Details

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
Chad Davidsmeyer	6108	Carpenter	9 HIGHVIEW DR	JACKSONVILLE IL 62650	White	N H L	M	No	Yes	No	No	1000000000
David Montgomery	3395	Laborer	104 MEADOW RIDGE LN	JACKSONVILLE IL 62650	White	N H L	M	No	Yes	No	No	0000000000
Lincoln Price	4237	Carpenter	1501 N BRUNS LN APT 1	SPRINGFIELD IL 62702	White	N H L	M	No	Yes	No	No	0000000000
Sean Brown	6904	Carpenter	332 N EMMETT ST	VIRDEN IL 62690	White	N H L	M	No	Yes	No	No	0000000000
William Hughes	2944	Laborer	1304 E MORTON AVE	SPRINGFIELD IL 62702	White	N H L	M	No	Yes	No	No	0000000000

G-Gender V-Veteran J-Journeyman F-Foreman A-Apprentice

N H L- Not Hispanic or Latino
H L- Hispanic or Latino

Work Classification

Name		Mon	Tue	Wed	Thr	Fri	Sat	Sun	Straight Hrs	Tot OT Hrs	Dub Tim Hrs	Hourly Wage	OT Wage Rate	Dbl Tim Wage	Gross	Net	No Work
Chad Davidsmeyer	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00		40.15	0.00		1606.00	1194.35	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	16.25		Health	9.45		Vacation	5.25		Training	1.02						
David Montgomery	P	8.00	8.00	8.00	8.00	0.00	0.00	0.00	32.00	0.00		29.30	0.00		937.60	425.15	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	15.70		Health	7.75		Vacation	4.50		Training	1.59						
Lincoln Price	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00		35.15	0.00		1406.00	803.54	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	16.25		Health	9.45		Vacation	5.25		Training	1.02						
Sean Brown	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00		35.15	0.00		1406.00	1028.55	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	16.25		Health	9.45		Vacation	5.25		Training	1.02						

William Hughes	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00		29.30	0.00		1172.00	719.53	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	

Pension 15.70 Health 7.75 Vacation 4.50 Training 1.59

I, do hereby state: that I pay or supervise the payment of the persons employed on the public works project that during the payroll period commencing between mentioned above , all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said from the fully weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full weekly wages earned by any persons, other than permissible deductions as defined by Federal and/or State Law. I further certify that this payroll is correct and complete; that the wage rates herein stated and that the classification set forth for each laborers, workers, or mechanic conform to the work he/she performed

Jennifer Humphries

Jun 05, 2023

Case #: 23-CTP-127187

Illinois Department of Labor

160 N. LaSalle St Suite1300
Chicago, IL 60601

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CERTIFIED TRANSCRIPT OF PAYROLLFORM

PAY PERIOD

Payroll Date	**Project Location**
5/25/2023 to 5/31/2023	524 S KOSCIUSKO ST
Contractor Number Or FEIN	JACKSONVILLE IL 62650
371183207	
Project Number or Name	**State Capital Funds**
JC2202 Washington Elementary School	Yes
Agency	
Education, Board of	

Contractor and/or Subcontractor

Company Name	**Contractor Location**
Johnco Construction, Inc	107 W FIRST ST
Contact Name	MACKINAW IL 61755
Jennifer Humphries	
Primary Email	**Secondary Email**
jhumphries@johncoconstruction.com	bobberns@johncoconstruction.com
Primary Phone	**Secondary Phone**
3093593000	

Public Body Information

Public Body Name	**Public Body Address**
Jacksonville School District	516 JORDAN ST
Contact Name	JACKSONVILLE IL 62650
Primary Phone	**Secondary Phone**

Employee Details

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
Chad Davidsmeyer	6108	Carpenter	9 HIGHVIEW DR	JACKSONVILLE IL 62650	White	N H L	M	No	Yes	No	No	1000000000
David Montgomery	3395	Laborer	104 MEADOW RIDGE LN	JACKSONVILLE IL 62650	White	N H L	M	No	Yes	No	No	0000000000
Lincoln Price	4237	Carpenter	1501 N BRUNS LN APT 1	SPRINGFIELD IL 62702	White	N H L	M	No	Yes	No	No	0000000000
Sean Brown	6904	Carpenter	332 N EMMETT ST	VIRDEN IL 62690	White	N H L	M	No	Yes	No	No	0000000000
William Hughes	2944	Laborer	1304 E MORTON AVE	SPRINGFIELD IL 62702	White	N H L	M	No	Yes	No	No	0000000000

G-Gender V-Veteran J-Journeyman F-Foreman A-Apprentice

N H L- Not Hispanic or Latino
H L- Hispanic or Latino

Work Classification

Name		Mon	Tue	Wed	Thr	Fri	Sat	Sun	Straight Hrs	Tot OT Hrs	Dub Tim Hrs	Hourly Wage	OT Wage Rate	Dbl Tim Wage	Gross	Net	No Work
Chad Davidsmeyer	P	0.00	8.00	8.00	10.50	8.00	0.00	0.00	32.00	2.50		40.15	60.23		1756.58	1319.88	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension		16.25		Health		9.45		Vacation	5.25		Training	1.02				
David Montgomery	P	0.00	8.00	8.00	8.00	8.00	0.00	0.00	32.00	0.00		29.30	0.00		937.60	440.29	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension		15.70		Health		7.75		Vacation	4.50		Training	1.59				
Lincoln Price	P	0.00	8.00	8.00	8.00	8.00	0.00	0.00	32.00	0.00		35.15	0.00		1124.80	636.13	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension		16.25		Health		9.45		Vacation	5.25		Training	1.02				
Sean Brown	P	0.00	0.00	0.00	8.00	0.00	0.00	0.00	8.00	0.00		35.15	0.00		281.20	210.90	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension		16.25		Health		9.45		Vacation	5.25		Training	1.02				

William Hughes	P	0.00	8.00	8.00	0.00	8.00	0.00	0.00	24.00	0.00		29.30	0.00		703.20	415.90	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension		15.70		Health		7.75		Vacation		4.50	Training		1.59			

I, do hereby state: that I pay or supervise the payment of the persons employed on the public works project that during the payroll period commencing between mentioned above , all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said from the fully weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full weekly wages earned by any persons, other than permissible deductions as defined by Federal and/or State Law. I further certify that this payroll is correct and complete; that the wage rates herein stated and that the classification set forth for each laborers, workers, or mechanic conform to the work he/she performed

Jennifer Humphries

Jun 05, 2023

Case #: 23-CTP-103069

Illinois Department of Labor

160 N. LaSalle St Suite1300
Chicago, IL 60601

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CERTIFIED TRANSCRIPT OF PAYROLLFORM

PAY PERIOD

Payroll Date	**Project Location**
5/1/2023 to 5/3/2023	524 S KOSCIUSKO ST
Contractor Number Or FEIN	JACKSONVILLE IL 62650
371183207	
Project Number or Name	**State Capital Funds**
JC2202 Washington Elementary School	Yes
Agency	
Education, Board of	

Contractor and/or Subcontractor

Company Name	**Contractor Location**
Johnco Construction, Inc	107 W FIRST ST
Contact Name	MACKINAW IL 61755
Jennifer Humphries	
Primary Email	**Secondary Email**
jhumphries@johncoconstruction.com	bobberns@johncoconstruction.com
Primary Phone	**Secondary Phone**
3093593000	

Public Body Information

Public Body Name	**Public Body Address**
Jacksonville School District	516 JORDAN ST
Contact Name	JACKSONVILLE IL 62650
Primary Phone	**Secondary Phone**

Employee Details

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
William Hughes	2944	Laborer	1304 E MORTON AVE	SPRINGFIELD IL 62702	White	N H L	M	No	Yes	No	No	0000000000
Lincoln Price	4237	Carpenter	1501 N BRUNS LN APT 1	SPRINGFIELD IL 62702	White	N H L	M	No	Yes	No	No	0000000000
Erica Chaplin	1123	Laborer	2016 COUNTY LINE RD	ROODHOUSE IL 62082	White	N H L	F	No	No	No	Yes	0000000000
David Montgomery	3395	Laborer	104 MEADOW RIDGE LN	JACKSONVILLE IL 62650	White	N H L	M	No	Yes	No	No	0000000000
Chad Davidsmeyer	6108	Carpenter	9 HIGHVIEW DR	JACKSONVILLE IL 62650	White	N H L	M	No	Yes	No	No	1000000000
Brian Frye	8060	Carpenter	1090 HOAGLAND BLVD	JACKSONVILLE IL 62650	White	N H L	M	No	Yes	No	No	0000000000
Brian Farrell	3808	Carpenter	125 EDLEN LN	JACKSONVILLE IL 62650	White	N H L	M	No	Yes	No	No	0000000000

G-Gender V-Veteran J-Journeyman F-Foreman A-Apprentice

N H L- Not Hispanic or Latino
H L- Hispanic or Latino

Work Classification

Name		Mon	Tue	Wed	Thr	Fri	Sat	Sun	Straight Hrs	Tot OT Hrs	Dub Tim Hrs	Hourly Wage	OT Wage Rate	Dbl Tim Wage	Gross	Net	No Work
William Hughes	P	0.00	8.00	8.00	0.00	0.00	0.00	0.00	16.00	0.00		29.30	0.00		468.80	305.80	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	15.70		Health	7.75		Vacation	4.50		Training	1.59						
Lincoln Price	P	8.00	8.00	8.00	0.00	0.00	0.00	0.00	24.00	0.00		35.15	0.00		843.60	441.73	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	16.25		Health	9.45		Vacation	5.25		Training	1.01						
Erica Chaplin	P	8.00	8.00	8.00	0.00	0.00	0.00	0.00	24.00	0.00		21.96	0.00		527.04	309.10	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	15.70		Health	7.75		Vacation	4.50		Training	1.59						

David Montgomery	P	8.00	8.00	8.00	0.00	0.00	0.00	0.00	24.00	0.00		29.30	0.00		703.20	303.54	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension		15.70		Health		7.75		Vacation	4.50		Training	1.59				
Chad Davidsmeyer	P	8.00	8.00	8.00	0.00	0.00	0.00	0.00	24.00	0.00		40.15	0.00		963.60	744.61	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension		16.25		Health		9.45		Vacation	5.25		Training	1.01				
Brian Frye	P	8.00	8.00	8.00	0.00	0.00	0.00	0.00	24.00	0.00		35.15	0.00		843.60	594.93	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension		16.25		Health		9.45		Vacation	5.25		Training	1.01				
Brian Farrell	P	8.00	8.00	8.00	0.00	0.00	0.00	0.00	24.00	0.00		35.15	0.00		843.60	620.23	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension		16.25		Health		9.45		Vacation	5.25		Training	1.01				

I, do hereby state: that I pay or supervise the payment of the persons employed on the public works project that during the payroll period commencing between mentioned above , all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said from the fully weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full weekly wages earned by any persons, other than permissible deductions as defined by Federal and/or State Law. I further certify that this payroll is correct and complete; that the wage rates herein stated and that the classification set forth for each laborers, workers, or mechanic conform to the work he/she performed

Jennifer Humphries

May 10, 2023

Case #: 23-CTP-104859

Illinois Department of Labor

160 N. LaSalle St Suite1300
Chicago, IL 60601

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CERTIFIED TRANSCRIPT OF PAYROLLFORM

PAY PERIOD

Payroll Date	**Project Location**
5/4/2023 to 5/10/2023	524 S KOSCIUSKO ST
Contractor Number Or FEIN	JACKSONVILLE IL 62650
371183207	
Project Number or Name	**State Capital Funds**
JC2202 Washington Elementary School	Yes
Agency	
Education, Board of	

Contractor and/or Subcontractor

Company Name	**Contractor Location**
Johnco Construction, Inc	107 W FIRST ST
Contact Name	MACKINAW IL 61755
Jennifer Humphries	
Primary Email	**Secondary Email**
jhumphries@johncoconstruction.com	bobberns@johncoconstruction.com
Primary Phone	**Secondary Phone**
3093593000	

Public Body Information

Public Body Name	**Public Body Address**
Jacksonville School District	516 JORDAN ST
Contact Name	JACKSONVILLE IL 62650
Primary Phone	**Secondary Phone**

Employee Details

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
Brian Farrell	3808	Carpenter	125 EDLEN LN	JACKSON VILLE IL 62650	White	N H L	M	No	Yes	No	No	0000000000
Brian Frye	8060	Carpenter	1090 HOAGLAND BLVD	JACKSON VILLE IL 62650	White	N H L	M	No	Yes	No	No	0000000000
Chad Davidsmeyer	6108	Carpenter	9 HIGHVIEW DR	JACKSON VILLE IL 62650	White	N H L	M	No	Yes	No	No	1000000000
David Montgomery	3395	Laborer	104 MEADOW RIDGE LN	JACKSON VILLE IL 62650	White	N H L	M	No	Yes	No	No	0000000000
Erica Chaplin	1123	Laborer	2016 COUNTY LINE RD	ROODHOUSE IL 62082	White	N H L	F	No	No	No	Yes	0000000000
Lincoln Price	4237	Carpenter	1501 N BRUNS LN APT 1	SPRINGFIELD IL 62702	White	N H L	M	No	Yes	No	No	0000000000
William Hughes	2944	Laborer	1304 E MORTON AVE	SPRINGFIELD IL 62702	White	N H L	M	No	Yes	No	No	0000000000

G-Gender V-Veteran J-Journeyman F-Foreman A-Apprentice

N H L- Not Hispanic or Latino
H L- Hispanic or Latino

Work Classification

Name		Mon	Tue	Wed	Thr	Fri	Sat	Sun	Straight Hrs	Tot OT Hrs	Dub Tim Hrs	Hourly Wage	OT Wage Rate	Dbl Tim Wage	Gross	Net	No Work
Brian Farrell	P	0.00	0.00	0.00	8.00	7.50	0.00	0.00	15.50	0.00		35.15	0.00		544.83	413.54	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	16.25		Health	9.45		Vacation	5.25		Training	1.01						
Brian Frye	P	8.00	0.00	8.00	8.00	8.00	0.00	0.00	32.00	0.00		35.15	0.00		1124.80	801.33	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	16.25		Health	9.45		Vacation	5.25		Training	1.01						
Chad Davidsmeyer	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00		40.15	0.00		1606.00	1194.33	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension	16.25		Health	9.45		Vacation	5.25		Training	1.01						

David Montgomery	P	8.00	8.00	8.00	8.00	3.75	0.00	0.00	35.75	0.00		29.30	0.00		1047.48	498.46	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension		15.70		Health		7.75		Vacation	4.50		Training		1.59			
Erica Chaplin	P	8.00	8.00	5.00	8.00	8.00	0.00	0.00	37.00	0.00		21.96	0.00		878.40	491.18	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension		15.70		Health		7.75		Vacation	4.50		Training		1.59			
Lincoln Price	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00		35.15	0.00		1406.00	803.55	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension		16.25		Health		9.45		Vacation	5.25		Training		1.01			
William Hughes	P	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00		29.30	0.00		1172.00	719.53	
	NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
	Pension		15.70		Health		7.75		Vacation	4.50		Training		1.59			

I, do hereby state: that I pay or supervise the payment of the persons employed on the public works project that during the payroll period commencing between mentioned above , all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said from the fully weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full weekly wages earned by any persons, other than permissible deductions as defined by Federal and/or State Law. I further certify that this payroll is correct and complete; that the wage rates herein stated and that the classification set forth for each laborers, workers, or mechanic conform to the work he/she performed

Jennifer Humphries

May 11, 2023

Case #: 23-CTP-111220

Illinois Department of Labor

160 N. LaSalle St Suite1300
Chicago, IL 60601

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CERTIFIED TRANSCRIPT OF PAYROLLFORM

PAY PERIOD

Payroll Date	**Project Location**
5/10/2023 to 5/16/2023	524 S KOSCIUSKO ST
Contractor Number Or FEIN	JACKSONVILLE IL 62650
20-1209781	
Project Number or Name	**State Capital Funds**
Washington Elementary School	Yes
Agency	
Education, Board of	

Contractor and/or Subcontractor

Company Name	**Contractor Location**
Arrow Glass and Mirror	407 E ANTHONY DR
Contact Name	URBANA IL 61802
Diana Schlapkohl	
Primary Email	**Secondary Email**
kay.schlap@arrowglass.com	certifiedpayroll@johncoconstruction.com
Primary Phone	**Secondary Phone**
3097551422	

Public Body Information

Public Body Name	**Public Body Address**
Jacksonville School District #117	211 W STATE ST
Contact Name	JACKSONVILLE IL 62650
Primary Phone	**Secondary Phone**

Employee Details

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
Harry Ackley	0604	Glazier	1033 N INDIANA AVE	SPRINGFIELD IL 62702	White	N H L	M	No	Yes	No	No	3097623589
Nicholas Sim	8985	Glazier	12 COUNTRY TOWNE RD	SPRINGFIELD IL 62712	White	N H L	M	No	Yes	No	No	3097551422

G-Gender V-Veteran J-Journeyman F-Foreman A-Apprentice

N H L- Not Hispanic or Latino
H L- Hispanic or Latino

Work Classification

Name		Mon	Tue	Wed	Thr	Fri	Sat	Sun	Straight Hrs	Tot OT Hrs	Dub Tim Hrs	Hourly Wage	OT Wage Rate	Dbl Tim Wage	Gross	Net	No Work
Harry Ackley	P	8.00	8.00	8.00	8.00	0.00	0.00	0.00	32.00	0.00		38.60	0.00		1235.20	0.00	
	NP	0.00	0.00	0.00	0.00	5.50	0.00	0.00	5.50	0.00		38.60	0.00		212.30	1030.84	
	Pension	13.77		Health	7.85		Vacation	0.00		Training	0.68						
Nicholas Sim	P	8.00	8.00	8.00	8.00	0.00	0.00	0.00	32.00	0.00		38.60	0.00		1235.20	0.00	
	NP	0.00	0.00	0.00	0.00	5.50	0.00	0.00	5.50	0.00		38.60	0.00		212.30	1063.24	
	Pension	13.77		Health	7.85		Vacation	0.00		Training	0.68						

I, do hereby state: that I pay or supervise the payment of the persons employed on the public works project that during the payroll period commencing between mentioned above , all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said from the fully weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full weekly wages earned by any persons, other than permissible deductions as defined by Federal and/or State Law. I further certify that this payroll is correct and complete; that the wage rates herein stated and that the classification set forth for each laborers, workers, or mechanic conform to the work he/she performed

Diana K Schlapkohl
May 18, 2023

Case #: 23-CTP-118621

Illinois Department of Labor

160 N. LaSalle St Suite1300
Chicago, IL 60601

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CERTIFIED TRANSCRIPT OF PAYROLLFORM

PAY PERIOD

Payroll Date	**Project Location**
5/17/2023 to 5/23/2023	524 S KOSCIUSKO ST
Contractor Number Or FEIN	JACKSONVILLE IL 62650
20-1209781	
Project Number or Name	**State Capital Funds**
Washington Elementary School	Yes
Agency	
Education, Board of	

Contractor and/or Subcontractor

Company Name	**Contractor Location**
Arrow Glass and Mirror	407 E ANTHONY DR
Contact Name	URBANA IL 61802
Diana Schlapkohl	
Primary Email	**Secondary Email**
kay.schlap@arrowglass.com	certifiedpayroll@johncoconstruction.com
Primary Phone	**Secondary Phone**
3097551422	

Public Body Information

Public Body Name	**Public Body Address**
Jacksonville School District #117	211 W STATE ST
Contact Name	JACKSONVILLE IL 62650
Primary Phone	**Secondary Phone**

Employee Details

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
Harry Ackley	0604	Glazier	1033 N INDIANA AVE	SPRINGFIELD IL 62702	White	N H L	M	No	Yes	No	No	3097623589
Timothy Clark	2257	Glazier	2302 N WATER ST	DECATUR IL 62526	White	N H L	M	No	Yes	No	No	3097551422
Nicholas Sim	8985	Glazier	12 COUNTRY TOWNE RD	SPRINGFIELD IL 62712	White	N H L	M	No	Yes	No	No	3097551422
Klay Wood	9117	Glazier	899 SHEEHAN RD	JACKSONVILLE IL 62650	White	N H L	M	No	Yes	No	No	3097551422

G-Gender V-Veteran J-Journeyman F-Foreman A-Apprentice

N H L- Not Hispanic or Latino
H L- Hispanic or Latino

Work Classification

Name		Mon	Tue	Wed	Thr	Fri	Sat	Sun	Straight Hrs	Tot OT Hrs	Dub Tim Hrs	Hourly Wage	OT Wage Rate	Dbl Tim Wage	Gross	Net	No Work
Harry Ackley	P	0.00	0.00	8.00	8.00	8.00	0.00	0.00	24.00	0.00		38.60	0.00		926.40	0.00	
	NP	8.00	8.00	0.00	0.00	0.00	0.00	0.00	16.00	0.00		38.60	0.00		617.60	1098.03	
	Pension	13.77		Health	7.85		Vacation	0.00		Training	0.68						
Timothy Clark	P	0.00	0.00	0.00	0.00	8.00	0.00	0.00	8.00	0.00		38.60	0.00		308.80	0.00	
	NP	8.00	8.00	8.00	8.00	0.00	0.00	0.00	32.00	0.00		38.60	0.00		1235.20	1069.85	
	Pension	13.77		Health	7.85		Vacation	0.00		Training	0.68						
Nicholas Sim	P	0.00	8.00	8.00	8.00	0.00	0.00	0.00	24.00	0.00		38.60	0.00		926.40	0.00	
	NP	7.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00	0.00		38.60	0.00		270.20	888.49	
	Pension	13.77		Health	7.45		Vacation	0.00		Training	0.68						
Klay Wood	P	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00		38.60	0.00		308.80	0.00	
	NP	9.00	0.00	9.00	9.00	9.00	0.00	0.00	32.00	4.00		38.60	0.00		1466.80	933.32	
	Pension	13.77		Health	7.85		Vacation	0.00		Training	0.68						

I, do hereby state: that I pay or supervise the payment of the persons employed on the public works project that during the payroll period commencing between mentioned above , all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said from the fully weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full weekly wages earned by any persons, other than permissible deductions as defined by Federal and/or State Law. I further certify that this payroll is correct and complete; that the wage rates herein stated and that the classification set forth for each laborers, workers, or mechanic conform to the work he/she performed

Diana K Schlapkohl
May 25, 2023

Case #: 23-CTP-123699

Illinois Department of Labor

160 N. LaSalle St Suite1300
Chicago, IL 60601

Dol.certifiedpayroll@Illinois.gov • Phone: (312) 793-3600

CERTIFIED TRANSCRIPT OF PAYROLLFORM

PAY PERIOD

Payroll Date	**Project Location**
5/24/2023 to 5/30/2023	524 S KOSCIUSKO ST
Contractor Number Or FEIN	JACKSONVILLE IL 62650
20-1209781	
Project Number or Name	**State Capital Funds**
Washington Elementary School	Yes
Agency	
Education, Board of	

Contractor and/or Subcontractor

Company Name	**Contractor Location**
Arrow Glass and Mirror	407 E ANTHONY DR
Contact Name	URBANA IL 61802
Diana Schlapkohl	
Primary Email	**Secondary Email**
kay.schlap@arrowglass.com	certifiedpayroll@johncoconstruction.com
Primary Phone	**Secondary Phone**
3097551422	

Public Body Information

Public Body Name	**Public Body Address**
Jacksonville School District #117	211 W STATE ST
Contact Name	JACKSONVILLE IL 62650
Primary Phone	**Secondary Phone**

Employee Details

Name	Last4SSN	Classification	Address	City	Race	Ethnicity	G	V	J	F	A	PhoneNumber
Nicholas Sim	8985	Glazier	12 COUNTRY TOWNE RD	SPRINGFIELD IL 62712	White	N H L	M	No	Yes	No	No	3097551422
Klay Wood	9117	Glazier	899 SHEEHAN RD	JACKSONVILLE IL 62650	White	N H L	M	No	Yes	No	No	3097551422

G-Gender V-Veteran J-Journeyman F-Foreman A-Apprentice

N H L- Not Hispanic or Latino
H L- Hispanic or Latino

Work Classification

Name		Mon	Tue	Wed	Thr	Fri	Sat	Sun	Straight Hrs	Tot OT Hrs	Dub Tim Hrs	Hourly Wage	OT Wage Rate	Dbl Tim Wage	Gross	Net	No Work
Nicholas Sim	P	0.00	0.00	8.00	8.00	8.00	0.00	0.00	24.00	0.00		38.60	0.00		926.40	0.00	
	NP	0.00	5.50	0.00	0.00	0.00	0.00	0.00	5.50	0.00		38.60	0.00		212.30	848.15	
	Pension	13.77		Health	7.85		Vacation	0.00		Training	0.68						
Klay Wood	P	0.00	0.00	8.00	8.00	8.00	0.00	0.00	24.00	0.00		38.60	0.00		926.40	0.00	
	NP	0.00	5.50	0.00	0.00	0.00	0.00	0.00	5.50	0.00		38.60	0.00		212.30	812.39	
	Pension	13.77		Health	7.85		Vacation	0.00		Training	0.68						

I, do hereby state: that I pay or supervise the payment of the persons employed on the public works project that during the payroll period commencing between mentioned above , all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said from the fully weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full weekly wages earned by any persons, other than permissible deductions as defined by Federal and/or State Law. I further certify that this payroll is correct and complete; that the wage rates herein stated and that the classification set forth for each laborers, workers, or mechanic conform to the work he/she performed

Diana K Schlapkohl
Jun 01, 2023

Date 5/16/2023

I, Gregory S. Zavaglia (Name of Signatory Party) VP of Operations (Title)
do hereby state:

(1) That I pay or supervise the payment of the persons employed by

ICS Construction Services Ltd. (Contractor or Subcontractor) on the

JSD 116 WASHINGTON ELEMENTARY SCHOOL (Building or Work); that during the payroll period commencing on

5/10/2023 and ending 5/16/2023 all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

ICS Construction Services Ltd. (Contractor or Subcontractor)

from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Start. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

_X_ In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

___ Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

NAME AND TITLE	SIGNATURE
Gregory S. Zavaglia VP of Operations	

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

U.S. Department of Labor
Wage and Hour Division

PAYROLL

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

NAME OF CONTRACTOR ___ OR SUBCONTRACTOR ___	ADDRESS	OMB No.:
ICS Construction Services Ltd.	2630 MARKET STREET ST LOUIS MO 63103	Expires:

PAYROLL NO.	FOR WEEK ENDING	PROJECT AND LOCATION	PROJECT OR CONTRACT NO.
39	5/16/2023 12:00:00 AM	JSD 116 WASHINGTON ELEMENTARY SCHOOL 624 SOUTH KOSCIUSKO STREET, ATTN: OSCAR FLORES JACKSONVILLE IL 62650	JC2202-S11

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF W/H EXEMPTIONS	(3) WORK CLASSIFICATION	OT OR ST	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED PROJECT / PERIOD	FRINGES	(8) DEDUCTIONS						(9) NET WAGES PAID FOR WEEK
				Wed	Thu	Fri	Sat	Sun	Mon	Tue					FICA	FEDERAL WITHHOLDING TAX	STATE WITHHOLDING TAX	MEDICARE	OTHER	TOTAL DEDUCTIONS	
				10	11	12	13	14	15	16											
				HOURS WORKED EACH DAY																	
LARRY D HAMILTON	0	IL 270 SANGAMO	O										931.92	756.24							
116 PARK AVE		$1 ABOVE SCALE	S			8.00			8.00	8.00	24.00	38.83	1,514.37		93.89	264.42	72.13	21.96	86.55	538.95	975.42
GILLESPIE IL 62033																					
TIM KEEVEN	0	IL 270 SANGAMO	O										1,553.20	1,260.40							
415 FRIENDLY DR		$1 ABOVE SCALE	S	8.00	8.00	8.00			8.00	8.00	40.00	38.83	1,553.20		96.30	152.40	74.98	22.52	78.00	424.20	1,129.00
RED BUD IL 62278																					
RICHARD C MILLER	0	IL 270 SANGAMO	O										680.94	567.18							
502 W. RIPA		FLOORLAYER GEN	S	8.00	8.00	2.00					18.00	37.83	1,286.22		79.75	189.23	46.71	18.65	66.30	400.64	885.58
ST. LOUIS MO 63125																					
ADAM C RUCKER	0	MO TEAMSTERS L	O										19.38	7.40							
1301 MILL HILL ROAD		TRUCK DRIVER (	S							0.50	0.50	38.76	1,550.40		96.12	247.35	67.00	22.48	4.85	437.80	1,112.60
ST. CLAIR MO 63077																					
Totals for Project JSD 116 WASHINGTON ELEMENTARY SCHOOL				16.00	16.00	18.00			16.00	16.50	82.50		3,185.44	2,591.22							
													5,904.19		366.06	853.40	260.82	85.61	235.70	1,801.59	4,102.60

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W. Washington, D.C. 20210

Attachment: Detail for "Other" Deductions

NAME OF CONTRACTOR ___ OR SUBCONTRACTOR ___		ADDRESS	
ICS Construction Services Ltd.		2930 MARKET STREET ST LOUIS MO 63103	
PAYROLL NO.	**FOR WEEK ENDING**	**PROJECT AND LOCATION**	**PROJECT OR CONTRACT NO.**
39	5/16/2023 12:00:00 AM	JSD 116 WASHINGTON ELEMENTARY SCHOOL 524 SOUTH KOSCIUSKO STREET, ATTN: OSCAR FLORES JACKSONVILLE IL 62650	JC2202-S11

NAME OF WORKER	IDENTIFYING NUMBER	DEDUCTION	AMOUNT
LARRY D HAMILTON		DUES	21.75
		MARKET	3.00
		VACATION	15.00
		LOCAL DUES	8.16
		MCIRC FUND	3.80
		REGIONAL	32.88
		SUBSTANCE ABUSE	0.48
		UBCJ OF A	1.68
		TOTAL:	86.55
RICHARD C MILLER		LOCAL DUES	11.56
		MCIRC FUND	5.10
		REGIONAL	46.58
		SUBSTANCE ABUSE	0.66
		UBCJ OF A	2.38
		TOTAL:	66.30
TIM KEEVEN		LOCAL DUES	13.60
		MCIRC FUND	6.00
		REGIONAL	54.80
		SUBSTANCE ABUSE	0.80
		UBCJ OF A	2.80
		TOTAL:	78.00
ADAM C RUCKER		LIT - St. Louis	4.85
		TOTAL:	4.85

Date 5/23/2023

I, Gregory S. Zavaglia (Name of Signatory Party) VP of Operations (Title)
do hereby state:

(1) That I pay or supervise the payment of the persons employed by

ICS Construction Services Ltd. (Contractor or Subcontractor) on the

JSD 116 WASHINGTON ELEMENTARY SCHOOL (Building or Work); that during the payroll period commencing on

5/17/2023 and ending 5/23/2023 all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

ICS Construction Services Ltd. (Contractor or Subcontractor)

from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Start. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

_X_ In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

___ Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

NAME AND TITLE	SIGNATURE
Gregory S. Zavaglia VP of Operations	

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

U.S. Department of Labor
Wage and Hour Division

PAYROLL

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

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ICS Construction Services Ltd.	2930 MARKET STREET ST LOUIS MO 63103	Expires:

PAYROLL NO.	FOR WEEK ENDING	PROJECT AND LOCATION	PROJECT OR CONTRACT NO.
40	5/23/2023 12:00:00 AM	JSD 116 WASHINGTON ELEMENTARY SCHOOL 624 SOUTH KOSCIUSKO STREET, ATTN: OSCAR FLORES JACKSONVILLE IL 62650	JC2202-S11

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF W/H EXEMPTIONS	(3) WORK CLASSIFICATION	OT OR ST	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED PROJECT / PERIOD	FRINGES	(8) DEDUCTIONS						(9) NET WAGES PAID FOR WEEK
				Wed	Thu	Fri	Sat	Sun	Mon	Tue					FICA	FEDERAL WITH-HOLDING TAX	STATE WITH-HOLDING TAX	MEDICARE	OTHER	TOTAL DEDUCTIONS	
				17	18	19	20	21	22	23											
				HOURS WORKED EACH DAY																	
LARRY D HAMILTON	0	IL 270 SANGAMO	O										1,475.54	1,263.34							
116 PARK AVE		$1 ABOVE SCALE	S	8.00	8.00	6.00			8.00	8.00	38.00	38.83	1,475.54		91.48	255.88	73.04	21.40	80.16	521.96	953.58
GILLESPIE IL 62033																					
TIM KEEVEN	0	IL 270 SANGAMO	O										1,475.54	1,269.74							
415 FRIENDLY DR		$1 ABOVE SCALE	S	6.00	8.00	8.00			8.00	8.00	38.00	38.83	1,475.54		91.48	143.08	71.14	21.40	81.06	408.16	1,067.38
RED BUD IL 62278																					
ADAM C RUCKER	0	MO TEAMSTERS L	O										387.60	148.59							
1301 MILL HILL ROAD		TRUCK DRIVER (	S	5.50					4.50		10.00	38.76	1,550.40		96.12	247.35	61.12	22.48	2.71	429.78	1,120.62
ST. CLAIR MO 63077																					
Totals for Project JSD 116 WASHINGTON ELEMENTARY SCHOOL				19.50	16.00	14.00			20.50	16.00	86.00		3,338.68	2,681.67							
													4,501.48		279.08	646.31	205.30	65.28	163.93	1,359.90	3,141.58

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Attachment: Detail for "Other" Deductions

NAME OF CONTRACTOR ___ OR SUBCONTRACTOR ___		ADDRESS	
ICS Construction Services Ltd.		2930 MARKET STREET ST LOUIS MO 63103	
PAYROLL NO.	**FOR WEEK ENDING**	**PROJECT AND LOCATION**	**PROJECT OR CONTRACT NO.**
40	5/23/2023 12:00:00 AM	JSD 116 WASHINGTON ELEMENTARY SCHOOL 524 SOUTH KOSCIUSKO STREET, ATTN: OSCAR FLORES JACKSONVILLE IL 62650	JC2202-S11

NAME OF WORKER	IDENTIFYING NUMBER	DEDUCTION	AMOUNT
LARRY D HAMILTON		LOCAL DUES	13.93
		MCIRC FUND	5.70
		REGIONAL	56.10
		SUBSTANCE ABUSE	0.76
		UBCJ OF A	3.67
		TOTAL:	80.16
TIM KEEVEN		LOCAL DUES	14.08
		MCIRC FUND	5.70
		REGIONAL	56.70
		SUBSTANCE ABUSE	0.76
		UBCJ OF A	3.82
		TOTAL:	81.06
ADAM C RUCKER		LIT - St. Louis	2.71
		TOTAL:	2.71

L. Consideration that the Board of Education approve the disposal of two (2) rolling 21-shelf baker/sheet pan racks 746

CONSENT AGENDA ITEM June 21, 2023

TO: Board of Education

FROM: Richard Cunningham

SUBJECT: Consideration of/to approve the recycling/disposal of two (2) Rolling 21 Shelf Baker/Sheet Pan Rack.

PROPOSED MOTION BY THE BOARD OF EDUCATION:

"I recommend that the Board of Education approve the recycling/disposal of the two (2) rolling 21 shelf baker/sheet pan rack.

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	MR. BEARD	_____	_____	MRS. LEONARD	_____
_____	MRS. TRACE	_____	_____	MRS. WILSON	_____
_____	MR. LONERGAN	_____	_____	MRS. STEWART	_____
_____	MR. POOL	_____			

Background Information:

These items are no longer of use to the food service department because due to rust/age the rolling racks are too difficult to move around the kitchen.

M. Consideration that the Board of Education give the approval to seek bids to trench drains for the Maintenance Building 748

CONSENT ITEM June 21, 2023

TO: Board of Education
FROM: Richard Cunningham
SUBJECT: Consideration to Seek Bids to Trench Drains in the Maintenance Building.

PROPOSED MOTION BY THE BOARD OF EDUCATION:

"I recommend that the Board of Education approve to seek bids for the following work at the Maintenance Building:

1. Bid #1-Installation of Trench Drains in the Maintenance Building.
2. Bid #2-Concrete removal and reinstallation

MOVED BY: Seconded:

YEA:		NAY:	YEA:		NAY:
_____	MR. BEARD	_____	_____	MRS. LEONARD	_____
_____	MR. POOL	_____	_____	MRS. WILSON	_____
_____	MR. LONERGAN	_____	_____	MRS. STEWART	_____
_____	MRS. TRACE	_____			

Background Information: This is needed for maintenance at their new building for collecting oil and liquid materials.

N. Consideration to approve renewal of plastics for Food Service for the 2023-2024 school year 750

CONSENT AGENDA ITEM June 21, 2023

TO: Board of Education
FROM: Richard Cunningham
SUBJECT: Consideration of/to accept the renewal from Brady IFS for 2023-2024

PROPOSED MOTION BY THE BOARD OF EDUCATION:

"I recommend that the Board of Education accept the renewal for plastics from Brady IFS for 2023-2024."

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	MR. BEARD	_____	_____	MRS. LEONARD	_____
_____	MRS. TRACE	_____	_____	MRS. WILSON	_____
_____	MR. LONERGAN	_____	_____	MRS. STEWART	_____
_____	MR. POOL	_____			

Background Information:

Plastics went out to bid in May and no bids were received. This was rebid in June but no bids received either. The bid accepted last year included a clause to renew. The recommendation is to renew with Brady IFS for the 2023-2024 school year.

Plastic Item	Estimated cases per year	Cost per Case
Oblong one compartment	40	$60.50
Oblong two compartment	200	$67.87
Oblong three compartment	10	$61.50

JSD117

THE BOARD IS IN CLOSED SESSION

THANK YOU FOR YOUR PATIENCE

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).

C. Student disciplinary cases. 5 ILCS 120/2(c)(9).

D. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c) (11).

XII. ACTION ITEMS

A. Consideration of Personnel Recommendations 754

- Resignations
- Retirement
- Employment - Licensed
- Employment - Classified
- Leaves of Absence
- Stipends

ACTION ITEM June 21, 2023

TO: Board of Education
FROM: Tami Stice
SUBJECT: Consideration to Approve Personnel Recommendations

PROPOSED MOTION BY THE BOARD OF EDUCATION:

That the Board of Education approves the Personnel Recommendations as presented.

- Retirement
- Resignation
- Employment-Licensed
- Employment-Classified
- Employment-Modifications/Re-Assignments/Promotions/Transfers
- Leaves of Absence
- Summer School
- Stipends
- Terminations

MOVED BY: _____ Seconded: _____

YEA:		**NAY:**	**YEA:**		**NAY:**
_____	MR. BEARD	_____	_____	MRS. LEONARD	_____
_____	MRS. TRACE	_____	_____	MRS. WILSON	_____
_____	MR. LONERGAN	_____	_____	MRS. STEWART	_____
_____	MR. POOL	_____			

Background Information:

EMPLOYMENT RECOMMENDATIONS – June 21, 2023

Resignation

- **Madison Nickrent,** 4th Grade Teacher at Washington Elementary School, effective at the end of the 2022-2023 school year.
- **Tyler Spradlin,** Paraprofessional at Jacksonville High School, effective May23, 2023.
- **Ashley DePue-Ballard,** Special Education Teacher at Murrayville-Woodson Elementary School, effective at the end of the 2022-2023 school year.
- **Brandon Radford,** Drivers Education/Health/Physical Education Teacher at Jacksonville High School at the end of the 2022-2023 school year.
- **Jason Martin,** Science Teacher at Jacksonville High School at the end of the 2022-2023 school year.
- **Jessica Smith,** Noon Supervisor at Eisenhower Elementary School, effective May 22, 2023.
- **Jessie Bonds,** Pre-K Teacher at Early Years Program, effective at the end of the 2022-2023 school year.
- **Sara Wilson,** Part-Time Home Visitor/Parent Educator at Early Years Program, effective June 7, 2023.

Retirement

- **Alan Hallock,** Science Teacher at Jacksonville Middle School, effective at the end of the 2024-2025 school year. Eligible for retirement incentive. Irrevocable resignation pursuant to JEA contract.

Employment – Licensed

- **Carol Hauser,** ASL Teacher at Jacksonville Middle School for the 2023-2024 school year, *Salary: MA + 12/Step 6: $52,254/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 14, 2023.
- **Erin Bauler,** Primary/Intermediate Teacher at Lincoln Elementary School for the 2023-2024 school year, *Salary: BA/Step 10: $48,836/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 14, 2023.
- **Madeline Boyd,** School Social Worker for the District for the 2023-2024 school year, *Salary: MA/Step 1: $46,220/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 14, 2023.
- **Jennifer Haschemeyer,** Primary/Intermediate Teacher at South Elementary School for the 2023-2024 school year, *Salary: BA + 12/Step 10: $50,252/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 14, 2023.
- **John Bartolozzi,** Social Studies Teacher at Jacksonville Middle School for the 2023-2024 school year, *Salary: BA/Step 1: $41,226/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 14, 2023.
- **Abby Seering,** English Teacher at Jacksonville High School for the 2023-2024 school year, *Salary: BA/Step 2: $42,009/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 14, 2023.
- **Samantha Tallman,** Primary/Intermediate Teacher at Washington Elementary School for the 2023-2024 school year, *Salary: BA/Step 1: $41,226/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 14, 2023.

- **Abby Crow,** Primary/Intermediate Teacher at Murrayville-Woodson Elementary School for the 2023-2024 school year, *Salary: MA/Step 6: $50,781/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 14, 2023.
- **Miranda Beddingfield,** Special Education Teacher at Murrayville-Woodson Elementary School for the 2023-2024 school year, *Salary: BA + 12/Step 8: $48,396/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 14, 2023.
- **Bailey Johnson,** Science Teacher at Jacksonville Middle School for the 2023-2024 school year, *Salary: BA/Step 1: $41,226/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 14, 2023.
- **Meghan Petefish,** Primary/Intermediate Teacher at Eisenhower Elementary School for the 2023-2024 school year, *Salary: BA/Step 12: $50,709/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 14, 2023.
- **Elise Black,** Guidance Counselor at Jacksonville High School for the 2023-2024 school year, *Salary: MA/Step 10 plus 15 additional work days: $59,314.67/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 7, 2023.
- **Abigail Brunk,** Special Education (Step) Teacher at Eisenhower Elementary School for the 2023-2024 school year, *Salary: BA/Step 1: $41,226/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 14, 2023.

Employment-Classified

- **Jessica Vannier,** Food Service employee at Early Years, *Salary: $14.90/per hour,* contingent upon receipt and confirmation of required employment documentation effective at the start of the 2023-2024 school year.
- **Ashley Griffin,** School Nurse at Jacksonville High School, *Salary: $32.50/per hour,* contingent upon receipt and confirmation of required employment documentation effective August 14, 2023.
- **Nikki Passavage,** School Nurse at Jacksonville High School, *Salary: $32.50/per hour,* contingent upon receipt and confirmation of required employment documentation effective August 14, 2023.
- **Zach Reuschel,** Part-Time/Summer Help: Mower/Groundskeeper, effective retroactively to June 5, 2023 through August 4, 2023, as needed, *Salary: $15.50 per hour.*
- **Garrett Bruns,** Night Custodian at Jacksonville High School, *Salary: $16.97/per hour,* contingent upon receipt and confirmation of required employment documentation effective July 20, 2023.

Employment – Modifications/Re-Assignments/Promotions/Transfers

- **Robert Huner,** Bus Monitor at the Transportation Department promoted to Bus Driver, increase in hourly wage to $19.79/per hour, effective May 17, 2023.

Stipends

- **Katelyn Lashmett,** Primary/Intermediate Teacher at Eisenhower Elementary School, Long Term Sub Extra Duty Stipend for the 2022-2023 school year, *Stipend pro-rated: $744.37*.
- **Stephanie Noel,** Special Education Teacher at Lincoln Elementary School, Elementary Planning Period Stipend for the 2nd semester of the 2022-2023 school year, *Stipend pro-rated: $111.08*.
- **Jessica Bartlett Brown,** 1st Grade Teacher at Lincoln Elementary School, K-2 Classroom Size Extra Pay/No Paraprofessional Stipend for second semester of the 2022-2023 school year, *Stipend pro-rated: $1,420*.

- **Amanda Braley,** Elementary Music Teacher at Murrayville-Woodson, South, and Washington Elementary Schools, Long Term Sub Extra Duty Stipend for the 2022-2023 school year – 2nd semester, *Stipend: $1,500*.
- **Amanda Braley,** Elementary Music/Concert at Murrayville-Woodson Elementary School, South Elementary School, and Washington Elementary School for the 2022-2023 school year, *Stipend: $666.71, 2% on the base of $33,335.38*.
- **Amanda Braley**, Elementary Music/Concert at Eisenhower Elementary School, Lincoln Elementary School, and North Elementary School for the 2022-2023 school year, *Stipend: $666.71, 2% on the base of $33,335.38*.
- **Emily Bumgarner,** EL Teacher at Eisenhower Elementary School, Elementary Planning Period Stipend for 1st and 2nd semester of the 2022-2023 school year, *Stipend pro-rated: $3,277.78*.
- **Jennifer Lawson,** Primary/Intermediate Teacher at South Elementary School, K-2 Classroom Size Extra Pay/No Paraprofessional Stipend for second semester of the 2022-2023 school year, *Stipend pro-rated: $40*.
- **Jessica R. Brown,** Primary/Intermediate Teacher at Lincoln Elementary School, K-2 Classroom Size Extra Pay/No Paraprofessional Stipend for second semester of the 2022-2023 school year, *Stipend pro-rated: $600*.
- **Samantha Gregory,** Primary/Intermediate Teacher at Lincoln Elementary School, K-2 Classroom Size Extra Pay/No Paraprofessional Stipend for second semester of the 2022-2023 school year, *Stipend pro-rated: $500*.
- **Rebecca Bourn,** Primary/Intermediate Teacher at North Elementary School, K-2 Classroom Size Extra Pay/No Paraprofessional Stipend for second semester of the 2022-2023 school year, *Stipend pro-rated: $300*.

Stipends for Paraprofessionals with Specialized Training in Hard to Fill Positions

- **Mariah Rohlfing,** 1:1 Special Education LPN Paraprofessional at Garrison School for the 2022-2023 school year, *Stipend: $1,000*.

Stipends for the 2023-2024 School Year

- **Andrea Halleman,** Assistant Golf Coach (Girls) at Jacksonville High School for the 2023-2024 school year, s*tipend to be determined by the JEA negotiated contract.*
- **Steve Brannan,** Head Girls Basketball Coach at Jacksonville High School for the 2023-2024 school year, s*tipend to be determined by the JEA negotiated contract.*

Summer School – Jacksonville High School

- **Alexandra Cooper,** Summer Intersession Instructor for up to 120 hours, effective May 24, 2023 until June 14, 2023, *Salary: $30.00/hour.*
- **Shelly Scaman,** Summer Intersession Instructor for up to 120 hours, effective May 24, 2023 until June 14, 2023, *Salary: $30.00/hour.*
- **J.R. Dugan,** Summer Driver's Education Classroom and Behind-The-Wheel Teacher, effective May 30, 2023 through July 31, 2023, *Salary: $30.00/hour.*
- **Travis Sievers,** Summer Driver's Education Classroom and Behind-the-Wheel Teacher, effective May 30, 2023 through July 31, 2023, *Salary: $30.00/hour.*
- **Carol Hauser,** Summer Driver's Education Classroom and Behind-the-Wheel Teacher, effective May 30, 2023 through July 31, 2023 *Salary: $30.00/hour.*

Volunteers

- **Brittany Law,** Volunteer Softball Coach at Jacksonville Middle School for the 2023-2024 school year, effective June 22, 2023.

B. Consideration to Approve Amended Budget for the 2022-2023 Fiscal Year 760

ACTION ITEM June 21, 2023

TO: Board of Education
FROM: Richard Cunningham
SUBJECT: Consideration for/to approve the Amended Budget for the 2022-2023 fiscal year.

PROPOSED MOTION BY THE BOARD OF EDUCATION:

"WHEREAS the Board of Education of Jacksonville School District No, 117, County of Morgan, State of Illinois, caused to be prepared in tentative form an amended budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

And WHEREAS a public hearing was held as to such amended budget on the 21st day of June 2023, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, Be it resolved by the Board of Education of said district as follows:

Section 1: That the fiscal year of the School District be and the same hereby is fixed and declared to be beginning July 1, 2022 and ending June 30, 2023.

Section 2: That the following amended budget containing an estimate of amounts available in each Fund, separately, and of expenditures from each be and the same is hereby adopted as the amended budget of this school district for said fiscal year."

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	MR. BEARD	_____	_____	MRS. LEONARD	_____
_____	MR. POOL	_____	_____	MRS. WILSON	_____
_____	MR. LONERGAN	_____	_____	MRS. STEWART	_____
_____	MRS. TRACE	_____			

Background Information:

AMENDED BUDGET
July 1, 2022 through June 30, 2023
Updated 6/21/23

FUND	FY23 BEGINNING FUND BALANCE (Audited)	FY23 REVENUES (Adopted 9/30/20)	FY23 EXPENDITURES (Adopted 9/30/20)	SURPLUS/ (DEFICIT)	FY23 ENDING FUND BALANCE (Unaudited)	FY23 REVENUES (Proposed Amendment)	FY23 EXPENDITURES (Proposed Amendment)	Transfer of Funds	SURPLUS/ (DEFICIT)	FY23 ENDING FUND BALANCE (Proposed Amendment)	Policy 4:20 - Fund Balance Commitment
EDUCATION *	**24,525,971**	35,538,467	40,089,357	(4,550,890)	**$ 19,975,081**	43,500,681	39,127,612		4,373,069	**$ 28,899,040**	**$ 6,525,102**
OPERATIONS & MAINTENANCE *	**1,926,327**	4,174,616	4,906,177	(731,561)	**$ 1,194,766**	4,774,969	5,218,397		(443,428)	**$ 1,482,899**	**$ 716,245**
DEBT SERVICE	**2,008,856**	2,700,000	2,787,911	(87,911)	**$ 1,920,945**	3,048,102	3,201,000		(152,898)	**$ 1,855,958**	**$ 457,215**
TRANSPORTATION *	**2,141,426**	2,024,076	2,403,019	(378,943)	**$ 1,762,483**	2,164,087	2,425,655		(261,568)	**$ 1,879,858**	**$ 324,613**
IMRF / SOCIAL SECURITY *	**870,637**	1,580,290	1,716,357	(136,067)	**$ 734,570**	1,606,743	1,851,657		(244,914)	**$ 625,723**	**$ 241,011**
CAPITAL PROJECTS	**11,870,102**	10,785,152	22,383,009	(11,597,857)	**$ 272,245**	4,791,623	16,276,017		(11,484,394)	**$ 385,708**	**$ 718,743**
WORKING CASH	**2,544,747**	170,100	-	170,100	**$ 2,714,847**	218,377			218,377	**$ 2,763,124**	**$ 32,757**
TORT	**129,411**	566,342	555,282	11,060	**$ 140,471**	570,727	672,703		(101,976)	**$ 27,435**	**$ 85,609**
FIRE PREVENTION & SAFETY	**220,706**	248,041	181,636	66,405	**$ 287,111**	249,546	235,000		14,546	**$ 235,252**	**$ 37,432**
TOTAL	**$ 46,238,183**	**$ 57,787,084**	**$ 75,022,748**	**$ (17,235,664)**	**$ 29,002,519**	**$ 60,924,855**	**$ 69,008,041**		**$ (8,083,186)**	**$ 38,154,997**	**$ 10,351,206**
ACTIVITY ACCTS (added into Fund 10 on budget form)	**$ 419,301**	**$ -**	**$ -**	**0.00**	**$ 419,301**	**$ 405,333**	**$ 484,041**		(78,708.00)	**$ 340,593**	
G/L Total	**$ 46,657,484**	**$ 57,787,084**	**$ 75,022,748**	**$ (17,235,664)**	**$ 29,421,820**	**$ 61,330,188**	**$ 69,492,082**		**$ (8,161,894)**	**$ 38,495,590**	
				0					0		
*** OPERATING FUNDS**	**$ 31,138,471**	**$ 41,907,259**	**$ 47,398,553**	(5,491,294)	**$ 25,647,177**	**$ 50,658,114**	**$ 46,771,664**		3,886,450	**$ 35,024,921**	

C. Consideration that the Board of Education approve the JEA contract for 2023-2026 763

ACTION ITEM June 21, 2023

TO: Board of Education
FROM: Tami Stice
SUBJECT: Consideration to approve the JEA Contract for 2023-2026

PROPOSED MOTION BY THE BOARD OF EDUCATION:

Consideration that the Board of Education approve the JEA finalized contract for the 2023-2026 school years as presented:

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	MR. BEARD	_____	_____	MRS. LEONARD	_____
_____	MRS. TRACE	_____	_____	MRS. WILSON	_____
_____	MR. LONERGAN	_____	_____	MRS. STEWART	_____
_____	MR. POOL	_____			

Background Information:
See attached contract

Agreement

Between the

Jacksonville Education Association

And the

Jacksonville Board of Education

2023-2026

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ARTICLE I

RECOGNITION

1.1 The Board of Education of School District 117, Morgan County, Jacksonville, Illinois hereinafter referred to as the "Board," hereby recognizes the Jacksonville Education Association, IEA/NEA, hereinafter referred to as the "Association," as the exclusive and sole negotiation agent for the regular full-time and regular part-time pre-K, elementary and secondary teaching employees, including specialists (deans, counselors, school psychologists, speech pathologists and social workers), employed and paid on the teachers' salary schedule excepting: superintendent, assistant superintendents, principals, assistant principals, assistant director of curriculum, instruction & assessment, nurses, substitutes and other administrative and supervisory personnel.

ARTICLE II

NEGOTIATIONS

2.1 PROCEDURES

A. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement.

B. Each party in any negotiations shall select its own negotiating representatives provided that the Board shall not select a currently employed District 117 teacher.

C. By March 15th preceding the Agreement expiration date, the Association shall submit to the Board notification of its desire to amend, modify, or continue the provisions of the Agreement.

D. The first meeting between the Negotiating Committees must be within thirty (30) days after receipt of the above notification.

E. This meeting shall be used to discuss ground rules for negotiations between the Board and the Association and establish a mutually agreeable schedule and place for future meetings.

F. Upon reaching tentative agreement on all items, the package shall then be presented to the Association for its approval, after which it shall be presented to the Board for its approval.

G. Both parties agree to negotiate in good faith via an interest-based bargaining approach.

2.2 AREAS TO BE NEGOTIATED

A. Areas to be negotiated under this Agreement shall be negotiations and grievance procedures, wages, hours, and conditions of employment and the impact thereon; but will not include matters of inherent managerial policy.

B. If during this Agreement, the Board or building administrator desires to lengthen the normal instructional day at a specific school attendance center this may be done in one of two ways.

1. First, the Board may notify the Association of the desire to negotiate a change, and the parties will engage in good faith interim bargaining on this issue.

2. In the alternative, the parties may, after collaboration between the building administrator and Association, agree to hold an election on the proposed change. The parties shall mutually agree on the wording on the ballot that teachers will cast on the proposed change. Teachers shall vote by secret ballot on the proposed change. The ballots shall be counted jointly by the building administrator and two (2) Association representatives. If a super majority of two-thirds of the licensed teachers at the specific school attendance center involved vote in favor of change as proposed, the said change shall be accepted by the Association without further bargaining. This provision does not apply to administrative decisions to alter times in the schedule which do not lengthen the normal instructional day.

C. If during the term of this Agreement a net three percent (3%) change in predicted expenditures or revenues occurs during a fiscal year, both parties pledge to renegotiate a bargaining agreement to take effect in the following school year.

2.3 MEDIATION

If agreement cannot be reached during negotiations, either party may request mediation as a means of attempting resolution of the item or items in dispute. Such request must be honored by the other party. The Board and the Association shall stipulate in writing the points of disagreement.

The services of the Illinois Educational Labor Relations Board's mediation roster shall be used. Nothing prohibits the use of individuals or organizations such as the Federal Mediation and Conciliation Services (FMCS) or the American Arbitration Association (AAA), if mutually agreeable to both parties. The mediator shall have the responsibility to confer separately or jointly with the parties to persuade the parties to resolve their differences and effect an agreement.

The costs of mediation shall be equally shared by the Board and the Association.

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 an 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 PROCESS

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 communication; if however, such informal processes fail to satisfy the employee, a grievance may be processed in the following stages.

A. Stage One (Immediate Supervisor)

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 paragraph alleged to have been violated and stating the remedy sought, to the supervisor immediately involved. Refer to Appendix A. 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. Stage Two (Superintendent)

If the grievance is not resolved at Stage One, the aggrieved or Association may refer the grievance to the Superintendent or official designee within seven (7) days after the receipt of the Stage One answer. The Superintendent or designee shall arrange for a meeting to take place within seven (7) days of his/her receipt of the appeal. Within seven (7) days of the meeting, the grievant shall be provided with the Superintendent's written response.

C. Stage Three (Arbitration)

If the Association is not satisfied with the disposition of the grievance at Stage Two 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 administration of the proceedings.

If a demand for arbitration is not filed within thirty (30) days of the date of the Stage Two answer, then the grievance shall be deemed withdrawn.

3.3 ARBITRATION

A. The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. His/her authority shall be strictly limited to deciding only the issues presented to him/her in writing by the School District and the Association, and his/her decision must be based only upon his/her interpretation of the meaning or application of the express relevant language of the Agreement.

B. Each party shall bear the full costs for its representation in the grievance procedure.

C. 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 (2) transcripts shall be divided equally between the Board and the Association.

D. Each party shall share equally the cost of the arbitrator and the AAA.

3.4 PROCEDURAL ITEMS

A. Failure of the 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. A grievance form mutually acceptable to both the Board and the Association shall accompany the stages of the grievance process. Refer to Appendix A.

C. 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 is not interrupted. With the Superintendent or designee's approval, the grievant may be released from his/her regular assignment without loss of pay or benefits to attend the meetings specified in Stages One through Three.

D. Stage One of the grievance procedure may be bypassed and the grievance taken directly to Stage Two if mutually agreed upon by the employee and the Superintendent or designee.

E. If the Superintendent or designee and the Association mutually agree, a grievance may be submitted directly to arbitration.

F. Class grievances involving one (1) or more employees and grievances involving an administrator above the building level may be initially filed by the Association at Stage Two.

G. The Board acknowledges the right of the employee to have an Association representative present, if the grievant requests one, at any stage of the grievance process. No employee shall be required to discuss any grievance if the Association representative is not present, if one is requested.

H. No reprisals shall be taken by the Board or the administration against an employee because of his/her participation in a grievance.

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 the Association mutually agree, the expedited Arbitration Rules of the American Arbitration Association may be used instead of the voluntary Labor Arbitration Rules.

ARTICLE IV

PERSONNEL ISSUES

4.1 COMPLAINTS

If the principal receives a complaint about a teacher, and the complaint is deemed significant by the principal, the principal shall give every effort to notify the teacher of the complaint within two (2) school days. All notifications must be in written form and a copy provided to the teacher.

4.2 PERSONNEL FILE

A. 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 Records 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 designee during the regular business hours established by the Central Office or at a time mutually agreeable with the Superintendent and the employee. 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. The employee may have a representative of his/her choice at the time the file is reviewed. A copy of any material that is disciplinary in nature relevant to a specific employee will be given to said employee subsequent to it being placed in his/her file.

B. The District shall be responsible for securing that all personnel files contain the current and past evaluations.

C. 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.

D. An employee may attach a written response to any material contained in his/her file.

4.3 TEACHER PROTECTION

A. Student Assault, Sexual Harassment, and/or Battery on Staff

The teacher has the right to notify the proper authorities (police or sheriff) and the obligation to report the incident to the Building Principal and/or Superintendent.

Any student(s) allegedly committing an assault, sexual harassment, and/or battery on a teacher shall be immediately removed from the classroom by the administrator in charge until completion of the District investigation. All allegations shall result in an investigation performed by the District. The results of the investigation shall be presented to the Superintendent along with his/her recommendation for final action. The student shall not be returned to the class until the Superintendent or his/her designee has acted upon the administrator's recommendation.

B. If a teacher is assaulted while on duty and operating under Board policy and/or established procedure, and if the teacher notifies the police and/or files charges in accordance with Board policy and/or established procedures, the teacher shall suffer no reprisals. The teacher shall be allowed to consult with the Board's attorney providing there is no conflict of interest. Any lost time in this post-assault action such as police or court appearances shall not be charged to the teacher's allotted sick leave or personal leave.

If, as the result of a physical assault as above, an employee suffers actual loss of personal property upon his/her person, the employee shall be reimbursed up to $500 replacement cost/or similar new item for the loss upon providing a receipt.

A loss in excess of $500 generally shall be pursued through the Illinois Parental Responsibility Law. The Board's attorney may be used upon approval by the Superintendent.

Employees whose glasses are accidentally broken or damaged beyond repair while on duty and through no fault of their own shall be reimbursed the cost of repairs or replacement. This paragraph shall only apply to accidental breakage due to incidental or actual student involvement.

C. If a teacher's personal property is used to assist in the instructional program of the school and the property is stolen or destroyed through no fault or negligence of the teacher, the District will reimburse the teacher for the loss. The maximum reimbursement for one (1) item will be equivalent to the District's insurance reimbursement.

D. At the beginning of the school year, each employee shall submit a list of personal property he/she is using to assist in the instructional program to the building principal who will remit a copy to Central Office to keep on file for insurance claim purposes. Failure by the teacher to submit/update this list will nullify any claims the teacher might have. The building principal shall retain authority to determine the appropriateness of the personal property to be used to assist in the instructional program. The list of personal property shall be included on the District inventory sheet.

E. If a teacher does not have a lockable space in his/her regularly assigned classroom and requests such lockable space, the teacher shall be provided a locker, file cabinet, or other comparable lockable space in his/her building. Itinerant teachers, who perform regularly assigned duties in any school building, shall be provided a secure place for personal belongings in the central office for that building.

F. Within three (3) weeks of the beginning of the school year, the administration will review with staff those sections of the School Code pertaining to the administration of medication, AED, and narcan, and will provide in- service training for specific medical concerns on an as-needed basis.

G. Teachers will be provided keys and/or access to a locking mechanism for each classroom that they are assigned to in any building. This would provide protection to students and staff in case of a building lockdown.

4.4 VACANCY POSTINGS

A. All vacancies shall be posted on the District's website for a minimum of five (5) days prior to being filled. Nothing herein prevents a position from being filled on a temporary basis.

B. Any employee may apply for a vacant position in the District for which he/she is qualified. Such application shall be completed through the District's online application system.

C. Coaching and extracurricular sponsorships are filled by the Board on an annual basis. Vacancies will be posted for a minimum of five (5) days prior to being filled when a vacancy is created by a resignation or nonrenewal.

4.5 PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

A. Teaching vacancies occurring during the school year shall be filled for the remainder of the school year so that the least interruption to the District's educational program will result.

B. When it is necessary to reassign teachers to a different building, subject area, or grade level for the next school year, that assignment should be made as soon as possible and prior to August 1st of any calendar year. Exceptions shall be made for reassignments which become necessary after that date, but administrators will continue to provide as much lead time as possible. Refer to section 11.1 of this Agreement for terms of relative compensation. The employee shall be notified and allowed to resign if the change is unacceptable.

C. The Board, after consultation with the Association, may declare certain positions as being ones that are hard-to-fill due to the lack of acceptable and legally qualified applicants for those positions. After such a declaration, the Board may place a new hire for such a hard-to-fill position on the salary schedule at a level that would not exceed the salary schedule placement of the least senior employee hired for a hard-to-fill position in the same classification or at their earned experience. The agreement between the Association and the Board of hard-to-fill positions may not exceed two (2) school years without being renewed with a subsequent consultation and agreement with the Association. This provision shall not apply to part-time or retired District employees in these positions.

D. Extra Duty for Staff in Departments with Long-Term Subs

When the district finds it necessary to hire a long-term sub, a teacher in that department will be assigned after discussion by the building administrator, union representative, and department chair/representative teacher to assist with any and all instructional duties for the sub, if necessary. The assigned teacher shall be paid $1000/semester, and an additional $500/semester for lab/vocational/art classes pro-rated depending on duration of assignment while the sub is employed.

4.6 EMPLOYING RETIRED TEACHERS

When a retired, licensed teacher is hired to work in District 117 as a part-time employee, said employee will be paid in the following manner:

A. Said employee will be placed on his/her last educational column on the contracted year's salary schedule.

B. A minimum of five (5) years of experience will be credited on the contracted year's salary schedule.

C. An hourly rate will be calculated by taking the last cell of their educational level shown in the current collective bargaining agreement and dividing the amount by 180 days, then dividing that figure by eight (8).

D. Said employee is not eligible to receive any contracted stipends if there is a qualified, licensed full-time employee available for said position.

E. Prior to a retired person being hired for a position, or a fraction thereof, said position must be posted as per the Collective Bargaining Agreement, refer to section 4.4, Professional Staff Assignments and Transfers.

F. Said employee will be required to become a member or fair-share fee payer of the Jacksonville Education Association prorated as per Agreement.

G. Refer to section 12.7 for Individual Contracts.

4.7 RIGHT OF REPRESENTATION

Whenever an employee is required to appear before any administrator and/or the Board of Education concerning a warning, reprimand, disciplinary action, and/or dismissal, the employee shall be entitled to have Association representation present, if requested. An employee may not have a representative present during pre-observation and/or post-observation evaluation conferences.

Administration has the right to conduct exploratory conferences or meetings with the employee for gathering information without association representation. If the meeting becomes potentially disciplinary toward the employee, the employee shall have the right to union representation.

4.8 STUDENT TRANSFERS FOR TEACHERS' CHILDREN

Teachers shall have the right to transfer their children to the attendance center in which they are primarily assigned for employment, provided the attendance center has appropriate grade levels for the student and is an appropriate placement if the student has an IEP.

ARTICLE V

ASSOCIATION ISSUES

5.1 MAIL FACILITIES AND BULLETIN BOARDS

The Association shall have the right to use the school mailboxes and to use inter-school mail for purposes of communicating through a reasonable amount of material. The Association may use school e-mail before and after school, during passing periods when a teacher is not assigned supervisory duties, during a teacher's Thirty (30) minute duty-free lunch, during planning periods, or at times when the teacher is not in contact with students during the normal student attendance day for reasonable purposes to communicate with its members. The parties recognize that there is no right of privacy in any school e-mail communication or message. School e-mails are subject to disclosure to administration, Freedom of Information Act (FOIA) requests, and court required discovery requests. The Association shall be provided access to create e-mail groups for Executive Board and Representative Council.

The Association shall also have adequate space on existing bulletin boards as designated by the principal for posting Association business bulletins and/or announcements.

5.2 BOARD MEETING INFORMATION

The Board of Education agenda, agenda summary, and financial statements will be available on the District's website at least forty-eight (48) hours prior to meetings. A copy of all personnel action items will be available to the Association's representative at the Board meeting and on the District website within forty-eight (48) hours of adjournment of the meeting when the action was taken.

5.3 ASSOCIATION MEETINGS

A. On or before May 31st of each year, the Association shall deliver to the Superintendent a written list of its scheduled Executive Board, Representative Council, and the regular General Association membership meetings for the next school year. Association representatives, after securing permission from their building principal or designee, shall be allowed to leave their respective buildings to attend any such regularly scheduled meetings after student dismissal. Administrators will not schedule conflicting meetings for Association members for the times of the regular monthly Representative Council meetings or the annual General Association membership meetings as listed on the Association schedule delivered to the Superintendent by May 31st. These meetings shall be published on the District's online calendar.

B. The Association will be allowed to use District facilities/business equipment for local Association business upon prior approval of the building principal. If the use requires added cost to the District, the Association shall reimburse the District for said cost. At least three (3) days advance request for use of the facility shall be made to the principal.

C. Unless allowed by section 5.3 A, it is generally agreed that Association meetings shall not be held during regular working hours. Teachers shall notify principals at least two (2) days in advance if they plan to attend Association meetings during regular working hours.

Teachers shall not neglect professional responsibilities to attend Association meetings and shall notify the building office when they leave before regular working hours are completed.

5.4 ILLINOIS EDUCATORS CREDIT UNION

The Association will provide authorization cards for payroll deductions for Illinois Educators Credit Union, or its successor, as follows:

A. Authorizations are to be received in the District's Business Office by October 1st, January 1st, or by April 1st of each school year. This will allow three (3) enrollment/change dates for the member per year.

B. The first deduction (or change) will be made respectively on the October 15th, January 15th, or April 15th paycheck.

C. Authorizations must note the amount per pay to be deducted for each person.

D. Requests to stop an individual's deduction must be received 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 section 5.4 D or a request is received to change deductions on October 1st, January 1st, or April 1st.

F. A District check will be issued payable to the Illinois Educators Credit Union, or its successor, for the total credit union deductions made semi-monthly. This check will be mailed by the District Payroll Officer directly to the Illinois Educators Credit Union, or its successor, within one (1) banking day of the date that the employees receive their paychecks.

5.5 ASSOCIATION DUES

A. The Board of Education shall deduct dues in equal installments as authorized by each teacher on or before October 1st annually. Membership status and form of payment shall continue from year to year unless revoked and/or changed by the employee.

B. Deductions will be made beginning with the October paycheck and ending with the following June paycheck for a total of seventeen (17) installments. All dues deducted shall be remitted to the assigned representative of the Association no later than ten (10) calendar days after such deductions are made.

ARTICLE VI

JUST CAUSE DISCIPLINE PROCEDURE

6.1 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 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. Gross misconduct shall not include being late for work, insubordination, or use of profanity 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, discriminatory language, theft, fraud, or felony convictions.

1. Verbal warning in writing (date, infraction) (employee signature confirming receipt)

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.

6.2 REVIEW OF DISCIPLINARY FILE

A. 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.

B. 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.

ARTICLE VII

CONDITIONS OF EMPLOYMENT

7.1 TEACHER WORK DAY

A. All licensed personnel shall be present in their assigned buildings to conduct classes and perform other assigned duties for eight (8) hours daily.

B. Except for 7.1D and 7.1F of this Agreement, all licensed personnel will receive compensation when the eight (8) hour time limit is exceeded for staffings, parent conferences, school functions, and other professional responsibilities as assigned by the principal and for which the administration requires their attendance. Personnel who must stay past the end of the scheduled day, shall be allowed input on the scheduling of such meetings at least forty-eight (48) hours in advance when possible.

C. Beginning and ending times for the workday will be established by the building principal with consultation of his/her staff and with appropriate adjustments for special assignments. Permission must be granted by the principal before any deviation from the established workday.

D. One (1) faculty meeting per quarter may exceed the work day by a maximum of thirty (30) minutes. When a faculty meeting needs to exceed the work day, advanced notice will be given when possible. All other faculty meetings shall begin and end during the teacher work day.

E. When teachers in the District are required to work on the School Improvement Plan (SIP) on regular student attendance days, the District will furnish substitutes and release time for those teachers.

F. As a professional duty licensed staff may be required to work no more than three (3) nights per school year, not including parent-teacher conferences. These nights may include open house, high school graduation, elementary concerts, or other events assigned by the administrator.

G. Flex-Time for Early Years Teachers

Definition of Flex Time: Any time that has been preapproved by the superintendent or his/her designee that falls outside of the required work hours of Early Years teachers.

Flex time shall be taken during the 180 or 220 contractual days during weeks that contain, but are not limited to, district snow days, district scheduled days off, sick and personal days.

When pre-kindergarten teachers perform approved home visits with families of Early Years' students, the pre-K teachers shall flex their schedules for up to two (2) evenings per semester.

When a pre-k teacher has received pre-approval from the Early Years' Principal for home visits, that teacher shall earn compensatory time-off at the rate of one (1) hour, or fraction thereof, of compensatory time for each one (1) hour, or fraction thereof, actually worked conducting home visits. The Early Years' Principal and each pre-k teacher with compensatory time earned shall schedule the time-off at a mutually agreed time during the same school year the compensatory time is earned. Compensatory time shall not accrue from year-to-year.

7.2 DUTY-FREE LUNCH

Teachers will be scheduled for a daily minimum of thirty (30) minutes of duty-free lunch period during the normal instructional day. Teacher participation in a class field trip shall be exempt.

7.3 WORK WEEK

A. The regular work week is defined as Monday through Friday with normal instructional days.

B. Irregular work weeks are defined as regular work weeks or normal instructional days that are shortened by planned, District scheduled holidays or breaks, institute days, SIP days, or early release times. Irregular work weeks are not caused by weather conditions or emergencies.

C. During irregular work weeks, the building principal, after consulting with the Association's building representative or designee, shall in good faith, reschedule planning times so that classroom teachers, including special education teachers, receive substantially the same minutes of planning time, given the circumstances causing the irregular work week.

D. A normal instructional day is defined as the time the student day is regularly scheduled to begin until the regularly scheduled dismissal at each respective attendance center.

E. A normal work day is eight (8) consecutive hours as defined in section 7.1 A. The work day will be scheduled either as a normal instructional day, as defined in section 7.3 D, or as an early bird or late bird schedule. An early bird schedule begins not more than one (1) hour before the start time of the normal instructional day at the middle and high school. A late bird schedule begins not more than one (1) hour after the start time of the normal instructional day at the middle and high school. A teacher who requests, agrees to, and is assigned to an early bird or late bird schedule shall work from the start time of the designated schedule for eight (8) consecutive hours thereafter. Teaching assignments will be made in accordance with this provision. An administrator or Dean shall be required to be present in the building during all scheduled Early Bird classes.

F. If a teacher agrees to teach a class before or after the teacher's regular eight (8) hour day (i.e., extended day), the teacher shall be paid one-eighth (1/8) of his/her daily rate for the additional class per semester. No teacher shall teach more than one (1) additional class before or after his/her regular eight (8) hour day per semester. The extended day class shall be in addition to the teacher's instructional periods taught during his/her regular eight (8) hour day. In a unique situation, the District shall provide support to the teacher impacted.

G. A teacher who teaches on the *early bird* or *late bird* schedule and who is required to attend a faculty meeting that is scheduled outside the teacher's eight (8) hour work day shall be paid $20 per hour for a minimum of one (1) hour to attend the faculty meeting. If the faculty meeting extends beyond one (1) hour and the teacher's attendance is required, the teacher shall be paid at the rate of $20 per hour and prorated on the time actually spent by the teacher beyond the one (1) hour minimum.

7.4 PLANNING PERIODS

A. Part-time Teachers and Planning Periods

Part-time employees are those who work less than the scheduled contractual day.

Certified staff who teach only 1-2 periods shall not be given a paid planning period.

Certified staff who teach 3 periods or more shall be compensated for a planning period, unless the employee is a retired teacher and the work time exceeds state code.

B. Pre-K/Elementary Planning Periods

1. All elementary classroom teachers, including special education teachers and pre-k teachers, will be scheduled a minimum of two hundred twenty-five (225) minutes per regular work week of duty-free lesson planning during the normal instructional day, in addition to

the minimum thirty (30) minute duty-free lunch period.

2. Employee participation in a district initiated class field trip that overlaps with prior scheduled planning time shall be the basis for claiming denial of the required weekly planning time.

3. Elementary/pre-k teachers shall not be required to supervise art, physical education, or music classes when a licensed art, physical education, or music teacher is present and teaching those subjects.

4. If an elementary/pre-k teacher cannot be scheduled for the two-hundred twenty-five (225) planning minutes each week for a semester, the teacher should be given the option to be paid an additional $2,500 for that semester. If the teacher denies the option, the minutes must be scheduled.

5. Elementary classroom teachers, including elementary special education teachers and pre-K teachers, will be eligible for a $150 stipend to prepare classrooms for the beginning of the school year/open house each year.

C. Middle School Planning Periods and Teaching Assignments

1. All licensed employees who have classroom assignments at the middle school level will be scheduled a minimum of one (1) instructional period of duty-free instructional planning per student attendance day during the normal instructional day. This planning period shall be in addition to the employee's minimum thirty (30) minute duty-free lunch period.

2. The normal teaching assignment for teachers at the middle school, including special education and Title I teachers, will be five (5) instructional periods plus one (1) advisory or supervision period per semester for six (6) combined periods. There shall be a maximum limit of six (6) instructional periods per teacher, unless addressed in 7.3F. This excludes the lunch/homeroom period. For each instructional period assigned beyond the normal five (5) periods, the teacher will receive a stipend, and that teacher will not be assigned supervision during the remaining period (excludes the lunch/homeroom). The stipend for one semester shall be $2,250.

These stipends will be paid in the October 15th and/or January 15th paychecks. If an instructional period does not last for a full semester, the $2,250 stipend shall be prorated based upon the length of the class.

3. An instructional period is defined as the class periods regularly scheduled at the middle school.

4. Assigned supervisory periods are those periods when direct instruction which requires planning and/or grading outside of the supervisory period are not required.

D. High School Planning Periods and Teaching Assignments

1. All licensed employees who have classroom assignments at the high school level will be scheduled a minimum of one (1) instructional period of duty-free instructional planning per student attendance day during the normal instructional day. This planning period shall be in addition to the employee's minimum thirty (30) minute duty-free lunch period.

2. The normal teaching assignment for classroom teachers at the high school will be five (5) instructional periods and one (1) supervision period per semester for six (6) combined periods. This excludes the lunch/study hall period. For each instructional period assigned beyond the normal five (5) periods, the teacher will receive a stipend, and that teacher will

not be assigned supervision during the remaining period (excludes the lunch/study hall). There shall be a maximum limit of six (6) instructional periods per teacher, unless addressed in 7.3F.

The stipend for one semester shall be $2,250. The stipend will be paid on the October 15th and/or January 15th paychecks. If an instructional period does not last for a full semester, the $2,250 stipend shall be prorated based upon the length of the class.

3. An instructional period is defined as the class periods regularly scheduled at the high school.

4. Assigned supervisory periods are those periods when direct instruction which requires planning and/or grading outside of the supervisory period are not required.

E. Special Education Planning Periods

If a special education teacher at the high school or middle school who has a classroom assignment and cannot be scheduled for a daily minimum of one (1) instructional period of duty-free instructional planning per student attendance day during the normal instructional day, the special education teacher shall be paid an additional $400 per semester for each period of daily duty-free instructional planning that is not scheduled (e.g., no planning every Monday for the entire semester.) No special education teacher shall be paid more than $2,000 for loss of daily planning periods in a semester. If there is a need to implement the loss of planning during the course of a semester rather than at the start of the semester, the amount will be prorated according to the amount of lost planning time.

F. A committee of JEA teachers and principals will meet by September 1 and again if either party deems it necessary, to address concerns regarding the established schedule for instructional specialists (e.g., music, physical education, art, media center, interventionists). The purpose of the meeting would be to equalize the instructional or contact times of the specialists.

7.5 CLASS SIZE

The following class size terms and limits are in force for the duration of the Agreement.

In elementary schools with more than one classroom per grade level, a paraprofessional will be assigned to serve in both classes if one classroom at a grade level reaches the class size threshold.

A. If, on or after the 10th day of enrollment, enrollment in a full-day kindergarten section exceeds twenty-four (24) students, a paraprofessional will be provided for a minimum of three (3) hours of student instruction time with every effort made to ensure they are scheduled during core instructional time. The paraprofessional will be placed in the classroom as soon as possible.

B. If, on or after the 10th day of enrollment, enrollment in a first (1st) or second (2nd) grade classroom exceeds twenty-five (25) students, a paraprofessional will be provided for a minimum of three (3) hours of student instruction time with every effort made to ensure they are scheduled during core instructional time. The paraprofessional will be placed in the classroom as soon as possible.

C. If, on or after the 10th day of enrollment, enrollment in a third (3rd) through fifth (5th) grade classroom exceeds twenty-seven (27) students, a paraprofessional will be placed in the classroom for a minimum of three (3) hours of student instruction time with every effort made to ensure they are scheduled during core instructional time. The paraprofessional will be placed in the classroom as soon as possible.

D. Any class that has second (2nd) grade students shall fall under section 7.5 B above.

E. The size determination is assigned by the principal and does not reflect departmentalization or other forms of grouping. Special education students mainstreamed fifty percent (50%) or more of the

regular student day shall be counted.

F. Regular education teachers who have students with Individualized Education Plans (IEP) shall be provided in-service training that relates to educating students and youth with disabilities in the regular classroom setting. This in-service training shall be developed and planned by a committee composed of special education teachers, the Director of Special Services, and the Director of Curriculum and Instruction. The training shall be provided on an annual or as needed basis. This training shall be optional to the teacher.

G. Nothing in this Agreement prohibits the assignment of paraprofessionals, other than as noted above, and the assignment of these paraprofessionals is not subject to grievance procedure.

H. The District will develop a plan addressing the workload of special education personnel. The plan will be formulated with input of those educators impacted and with the consent of JEA.

I. K-5th grade elementary teachers will be paid at the rate of $20 per day on a pro-rated basis when the classroom size reaches the threshold for a classroom paraprofessional as outlined in this section after the 10th day of enrollment until such time as a paraprofessional is placed in said classroom.

7.6 COMMITTEES

A. Labor Management Committee

A Labor/Management Committee shall be maintained. JEA shall select up to three (3) representatives including the President. The District shall up to select three (3) representatives including the Superintendent. The purpose of the committee is to meet and confer monthly during the school year 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. Meetings between the Association and the administration may be considered labor management committee meetings.

B. Joint Committee on Performance Evaluation

Pursuant to section 24A-4 of the School Code, a Joint Committee will be formally convened no later than November 1st with equal representation of teachers and administrators, for the purpose of developing the District's teacher evaluation plan.

The Board and Association agree to continue informal discussions to consider development and implementation of changes required by recent reform legislation. These informal discussions shall be construed solely as meet and confer sessions. Nothing herein shall be construed to restrict the right of either party to subsequently engage in bargaining over these changes.

C. Sick Leave Donation Committee

Refer to section 8.9 for Sick Leave Donation Committee.

D. Insurance Provider Review Committee

Refer to section 11.13 D and E for Insurance Provider Review Committee

E. Joint Reduction in Force (RIF) Committee

Refer to section 10.2 for Joint Reduction in Force (RIF) Committee.

F. 403(b) Plan Committee

Refer to section 11.6 F for 403(b) Plan Committee.

G. Co-Teaching Study Committee

A Co-Teaching Study Committee will be convened with equal numbers of representatives from the Association and from administration. The committee will meet and confer by September 15th of each school year. The purpose of the committee is to study the District's current practices relative to its regular and special education co-teaching model. The committee will make recommendations to the administration for implementation of best practices.

7.7 PARENT-TEACHER CONFERENCES

A. All Pre-K-5th grade teachers with class sizes in excess of twenty-five (25) students shall receive an extra one-half (½) day during the first and third quarter to conduct parent conferences. The Board will provide a substitute for said conference days.

B. The purpose and format of parent-teacher conferences as well as the formation of any needed committee(s) shall be agreed upon by both parties.

C. Parent-teacher conferences are scheduled over a two (2) day time period. As teachers have an eight (8) hour work day, including a thirty (30) minute duty-free lunch, teachers work seven and a half (7.5) hours over the course of a Thursday evening and a Friday morning in addition to a thirty (30) minute duty-free dinner as needed. Parent teacher conferences shall begin one hour after student dismissal.

D. All certified staff must actively participate in conferences.

7.8 SCHOOL CALENDAR

Prior to the adoption of the school calendar, the Board shall receive advisory input from the Association. Teachers will work the 180 days of the Board-approved school calendar. Jacksonville High School Guidance Counselors will work 195 days, Jacksonville High School Dean of Students will work 190 days, School Psychologists will work 190 days, and Jacksonville Middle School Guidance Counselors will work 190 days.

In the event that a teacher would agree to work more than 180 days, said teacher would be paid at an hourly rate based on one-eighth (⅛) of his/her daily rate for instructional time. Any preparation time approved by administration would be paid at $20 per hour.

7.9 TRAVEL TIME FOR TEACHERS

The travel time of teachers who are required to travel as part of their assigned duties within the District shall not include minutes needed to fulfill their planning period or duty-free lunch.

ARTICLE VIII

LEAVES OF ABSENCE

8.1 SICK LEAVE

A. Teachers hired during the 2020-2021 school year and prior shall earn sick leave as follows:

Years of Experience	Days Earned/Year
1-19	12
20-24	17
25+	22

Teachers hired for the 2021-2022 school year and after shall earn sick leave as follows:

Years of Experience in District	Days Earned/Year
1-19	12
20-24	17
25+	22

B. Sick leave days may only be used for the following reasons:

1. Personal illness or quarantine.

2. Serious illness or death in the immediate family or household. The 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 household shall mean another person who has regularly resided with the employee during the preceding year.

3. Serious illness or death of secondary relatives when the presence of the employee is desirable. This provision shall not apply when an employee is absent to care for another person who is not seriously ill.

C. Any charges for sick leave may be in one (1) day; one-half (½) day; or one-quarter (¼) day increments.

D. Unused sick leave may be accumulated to an unlimited amount for personal illness or quarantine, or serious illness in the immediate family as defined in section 8.1 B.2. Such accumulation will be at the applicable rate of twelve (12), seventeen (17), or twenty-two (22) days per school year, as defined in section 8.1 A, and days used for this purpose shall be charged against the total. The Superintendent may, at his/her discretion, require at District expense a doctor's certificate verifying the cause of absence and/or certifying that the employee is capable of carrying on his/her work.

Upon termination of employment for whatever cause, any sick leave remaining to the credit of the employee is reported to Teachers' Retirement System (TRS) with a copy provided to the teacher.

E. Sick leave days used for serious illness or death in the immediate family shall be limited to a maximum of ninety (90) days each year, and days used for this purpose shall be charged against the total. Furthermore, sick days used for serious illness or death of secondary relatives shall be limited to a maximum of ten (10) days each year, and days used for this purpose shall be charged against the total.

F. Sick leave for new employees shall become effective on the first day of employment provided that the employee has reported for duty. If such employee is unable to report on the first day of regular duty because of illness or injury or other reasons, then he/she is not eligible for sick leave, but will become eligible retroactive to the first day of employment upon his/her completion of six (6) weeks on the job.

G. Each employee shall be informed of the current status of his/her accumulated sick leave days in *Employee Access* via *Skyward*. The official sick leave record for each employee shall be maintained in the District's Business Office.

H. Any teacher who retires and has a minimum of twenty (20) years of total teaching service will receive compensation for the number of accrued unused sick leave days in excess of one hundred seventy (170) days which are creditable and acceptable to TRS. However, no days earned prior to employment in the Jacksonville School District 117 for retirement purposes acceptable by TRS shall be reimbursed by the District. Compensation for these unused sick days will be at a rate of $62.50 per day.

For example:

Employee B has accumulated 220 sick leave days of creditable and acceptable by the Illinois Teachers Retirement System in another District and accumulated 50 days of unused sick leave in District 117 which is acceptable to TRS (total 270 creditable days to TRS). The District will compensate the employee for 50 days ($3,125), the number of days accumulated in Jacksonville School District 117.

8.2 PERSONAL LEAVE

A. Upon request to the Superintendent or his/her designee, up to three (3) personal leave or excused absence days may be granted for the purpose of handling important business or personal obligations.

B. Requests for personal leave days off immediately before or after winter, Thanksgiving, and spring breaks or during the first five teacher days or last five teacher days of school will be approved only upon submittal of the cause of absence. Generally, using these days will be discouraged, and employees are expected to make appointments around these days.

C. If possible, three (3) days prior written notice, via the District's online substitute and attendance system (i.e., Absence Mgmt. System), should be given to the building administrator. If three (3) days prior written notice is not possible, then a written request for personal leave should be submitted on

District provided forms as soon as possible. Personal leave and excused absences requested after the end of the day preceding or on the day of absence require the submission of an electronic request via Absence Mgmt System within three (3) days of the return to work.

D. Any charges for personal leave and excused absence days shall be in one-quarter (¼) day increments.

E. At the end of the school year any unused personal leave days shall be converted to the employee's sick leave accumulation.

F. The Superintendent, or designee, may approve a teacher's request to take up to five (5) school days leave without pay (i.e., dock days) in extraordinary circumstances on the condition that the teacher has used his/her three (3) personal leave days in that school year and the teacher's request is for leave not covered by paragraphs 8.1, 8.3, 8.4, 8.5, 8.7, 8.8, 8.10 of this agreement. The granting of dock days is greatly discouraged, especially on days designated for school improvement planning and/or parent teacher conferences. "Extraordinary" circumstances shall be defined by the Superintendent, or designee. If a request for dock days is denied, that decision is not subject to the Grievance Procedure in Article III in this agreement and is not subject to arbitration.

All requests must be submitted in writing to the Superintendent not later than two (2) calendar weeks prior to the first requested dock day. The request must include:

1. The reason for the absence;

2. The rationale for why the absence could not be scheduled during off-work time; and

3. Supporting evidence, when available.

8.3 MATERNITY LEAVE

A. The Board shall grant a maternity/paternity leave of absence without pay or loss of accrued sick leave, tenure, or seniority to any full-time teacher who submits a written request, accompanied by a physician's certificate of pregnancy, for such leave.

The effective date of the leave and the end of the leave, if scheduled to be at the beginning or ending of a semester, shall be established by the teacher in writing and shall be submitted to the Superintendent at least sixty (60) days in advance of the beginning of the leave. Such leave shall not be for more than two (2) complete semesters. Maternity/paternity leave requests for less than one (1) semester and scheduled to end prior to the end or after the beginning of a semester must have prior approval of the Superintendent.

B. A maternity/paternity leave may be granted for purposes of adoption.

C. For the purposes of reinstatement, the following shall be met by the teacher:

1. A physician's statement, stating the teacher is able to assume all duties required of a teacher, shall be submitted to the Superintendent in advance of the return.

2. A teacher returning from such leave shall give the Superintendent written notice by April 1, of his/her intention to return from a leave scheduled to end as of the beginning of or during the first semester.

3. If the leave is scheduled to end as of the beginning of or during the second semester, said written notice of the teacher's intention to return shall be given to the Superintendent by the prior November 15th.

4. See 4.5 D

8.4 GENERAL LEAVES

Upon recommendation of the Superintendent, the Board may grant a teacher a leave of absence for illness, disability, personal reasons, educational or professional purposes, or for a political appointment or election.

The following conditions shall be met:

A. All leaves of absence shall be for no more than a one (1) year period. All requested leaves shall state a beginning and ending date of the leave.

B. All leaves of absence shall be without pay, and the teacher shall not be entitled to receive additional experience increments of salary for the time on leave.

C. Having met the conditions of a leave, the teacher will not lose his/her sick leave accumulation, if a balance exists, placement on the salary schedule, or tenure.

D. Any change in the reason for a leave of absence prior to or during an approved leave shall be immediately communicated to the Superintendent by the teacher.

E. At the end of a leave of absence the Board of Education shall return the teacher on leave to a position for which he/she is qualified. Nothing shall prevent the termination of a teacher on leave pursuant to Article IX, Reduction in Staff, of this Agreement.

F. A teacher on leave shall give the Superintendent written notice of intent to return from a leave of absence as follows:

1. By the prior March 1st if the leave is scheduled to end at the beginning of first semester.

2. By the prior November 15th if the leave is scheduled to end at the beginning of the second semester.

G. Nothing shall prevent a teacher on leave from requesting reinstatement to a position within the District for which he/she is qualified prior to the approved ending date of the leave.

8.5 BEREAVEMENT LEAVE

A. The leave granted herein shall be annual and shall not accumulate from year to year. Upon providing documentation of connection to the death, a bereavement day can be approved outside the 30 day window.

Leave connected with the death of:	Number of Bereavement Days granted (these days do not affect sick days)
Spouse	5 days
Children (including miscarriages)	5 days
Parents	5 days
Parents-in-law	3 days
Brother or Sister	3 days
Brother-in-Law or Sister-in-law	3 days
Grandmother or Grandfather	3 days

Grandchildren	3 days
Legal Guardian	3 days
Household (another person who has regularly resided with the employee during the preceding year)	3 days

Employees may use sick days for bereavement as provided in 8.1 E of this Agreement.

8.6 MEDICAL INSURANCE DURING AN APPROVED LEAVE OF ABSENCE

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 premiums 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.

8.7 JURY DUTY AND COURT APPEARANCES

Employees shall suffer no loss in salary because of jury duty or because said employee attends as a witness upon trial or to have his/her deposition taken in any school related matter pending in court, except that the Board may make a deduction equal to the amount received for such jury duty, excluding non-duty days, mileage allowance, meal allowance, and parking fees.

8.8 LEAVE DUE TO INJURY ON DUTY

A. If any employee is injured while on duty in his/her regular position, and the employee is operating under Board of Education policy and/or established procedures, there shall be no deduction of sick leave for the fourth (4th), fifth (5th), sixth (6th), and seventh (7th) days of absences due to the injury. Beginning with the eighth (8th) consecutive day of absence, the employee shall be entitled to his/her accumulated sick leave. The injury must be accepted as a duty connected injury under the provisions of the Workers' Compensation Act.

B. Deductions from sick leave shall be computed as a percent (i.e., ratio) of the amount of payment for lost wages as may be provided by the Workers' Compensation Insurance Company.

Example: Off twenty (20) consecutive working days due to job related injury. No charge to sick leave for 4th, 5th, 6th or 7th days. Daily earning rate of $100. Received compensation from Worker's Compensation for twenty (20) days in the total amount of $1,000.

- Earnings = 16 days x $100/day = $1,600
- Ratio = $1,000 = 62.5%
- Deductions = 100% - 62.5% = 37.5%
- 16 days x .375 = 6 days charged to sick leave

In addition, the $1,000 check(s) from Workers' Compensation are to be endorsed to the School District or an amount equal to $1,000 will be deducted from the next paycheck(s).

C. If a teacher does not have enough accrued sick leave to provide a transition to temporary disability benefits that are payable by the Teachers Retirement System, then the District shall advance an amount of sick days, with a maximum allocation of twenty-one (21) days, so that the employee will not exhaust sick leave prior to being eligible for temporary disability benefits that the teacher is eligible for at the time of the injury. To be eligible for this advancement of sick leave, TRS must accept the injury as a temporary or permanent disability.

D. Any advancement of sick leave (i.e., payments) shall be recoverable from the teacher by the District from any settlement(s), award(s), or payment(s) resulting from a lawsuit or Workers' Compensation Insurance action.

E. In the case of Workers' Compensation weekly payments, the amount recoverable will be limited to that amount paid by the Workers' Compensation Insurance Company for the time up to twenty-one (21) working days that the teacher is off prior to being eligible for TRS disability benefits. This amount is recoverable by the teacher immediately endorsing the Workers' Compensation checks payable to the District.

F. Other recoverable amounts are due to the District upon actual receipt of the award or payments as noted above.

8.9 SICK LEAVE BANK

A. 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.

B. 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.

C. 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.

D. 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.

E. 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.

F. 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. (See attached Sick Leave Bank Application attached hereto as Appendix G)

G. 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.

H. 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.

I. 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. District administrators shall 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.

J. All accrued personal and vacation days shall be used before eligibility to request sick bank days.

K. 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.

L. Any retiring member of the sick bank may donate his/her unused sick days to the sick bank.

M. 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.

N. The voluntary sick leave bank shall not be subject to the grievance procedure contained in this Agreement.

O. This section of the contract shall not be an open issue for subsequent bargaining unless both parties agree.

8.10 PROFESSIONAL MEETINGS

A. Teachers may request to attend professional meetings to support their professional growth and performance.

B. To make a formal request to attend, teachers shall complete the *Request for Permission to Attend a Professional Meeting* form provided by the District and submit it electronically to their immediate supervisor for preliminary approval at least twenty-one (21) days before the date of the meeting. If approved, the immediate supervisor will forward the approved request electronically to the Superintendent or his/her designee for final approval. The Superintendent or his/her designee has the sole discretion to approve or deny any request.

C. The Superintendent or his/her designee shall notify the teacher of the final approval or denial of the request within seven (7) days of the date of the initial electronic submission. Failure of the Superintendent to respond within seven (7) days after the date of initial submission shall be deemed a denial of the request.

ARTICLE IX

EMPLOYEE EVALUATION

9.1 TEACHER EVALUATION

The District shall maintain an evaluation plan for teachers. Any changes in such plan shall be written in consultation with representatives of the Jacksonville Education Association.

The principal is ultimately responsible for the evaluation of staff. A principal may share the responsibility for the evaluation with other trained supervisory personnel.

This article will be addressed in a Memorandum of Understanding adopted by the Association and Administration.

ARTICLE X

REDUCTION IN FORCE

10.1 REDUCTION IN FORCE PROCEDURES

A. If there is a decision to decrease the number of teachers employed or to discontinue in a particular type of teaching service (i.e., a reduction in force (RIF), and normal, annual attrition of faculty does not produce the required decrease in positions, written notice of dismissal is to be given to those faculty members to be dismissed by registered mail at least sixty (60) days before the end of the school term. If the faculty member has performed satisfactorily, the notice to dismiss will include a statement of honorable dismissal.

B. Reduction in Force processes and procedures shall be consistent with all laws relating to such reductions and consistent with all decisions and guidelines established by the Joint RIF Committee operating within the parameters of its legal authority. Pursuant to Public Act 097-0008, teachers whose summative evaluation ratings result in placements into designated Groups 3 and 4, seniority shall determine respectively the order of dismissal.

C. When District seniority is equal between two (2) or more teachers, the following criteria shall be used in determining which teacher(s) shall be honorably dismissed by the Board.

1. Seniority shall be determined by the teacher's approved horizontal position on the salary schedule. The teacher with the highest salary (i.e., approved horizontal position) shall have the most District seniority.

2. If the approved horizontal position on the salary schedule is equal, District seniority shall be determined by a random lot selection conducted by the Board.

D. Honorably dismissed teachers shall be given first priority for the vacant position in the reverse order they were dismissed if positions become available within fourteen (14) months from their dismissals. Recalls shall occur first in Group 4 by seniority and then in Group 3 by seniority. Group 1 and Group 2 teachers do not have recall rights. The fourteen (14) months is defined as being within fourteen (14) months, commencing three (3) business days from the last day of the school term in which teachers were honorably dismissed.

10.2 JOINT REDUCTION IN FORCE (RIF) COMMITTEE

By October 1st of each year the Board and the Association shall each appoint three (3) representatives to a Joint RIF Committee as required by 105 ILCS 5/24-12(c). The committee shall complete its deliberations by the following February 1st of each school year and submit a report of the committee's decisions in writing to the Board and Association on or before February 1st.

ARTICLE XI

COMPENSATION RELATED PROVISIONS

11.1 SALARY SCHEDULES

A. Salary schedules are included in Appendix D-1 2023-2024, 2024-2025, and 2025-2026. All employees employed by the District for the 2022-2023 school year and placed on the schedule will move one step down on the schedule for the 2023-2024 school year.

B. For each year of this Agreement, stipends for extracurricular activities, including; athletics and special assignments, shall be calculated on the base of $43,081. Designated stipend positions and respective compensation percentages are presented in Appendix E.

C. The following salary bases will be in effect for the duration of this Agreement.

School Year	Increase to the Base	Salary Base Amount
2023-2024	4.5%	$43,081
2024-2025	3.5%	$44,937
2025-2026	3.0%	$46,285

D. Coursework which is to be used for educational credit must be pre-approved and in accordance with the procedures outlined in Appendix D-2. Coursework must be completed by August 15th and proof of completion (i.e., official transcript or grade slips) must be received in the Department of Curriculum no later than October 1st in order to receive compensation for the current school year. When requesting approval to take courses to move beyond the Master's degree, requests will be reviewed by the Superintendent and/or designee along with the union designee. The Superintendent or designee will have the final decision on approved programs beyond Master's degree.

E. If an employee is employed on an extended contract, the additional sum for the extended period shall be calculated by multiplying the number of days of the extension by 1/180th of the employee's base salary. The JEA shall be notified of any extended contracts within seven (7) days prior to the Board posting the position. If an extended contract is paid on a basis other than as provided herein, the Board and JEA shall negotiate any alternative pay arrangement.

F. In the event an assignment change is made within five (5) days prior to or any time after the first teacher institute day, said teacher shall be entitled to compensation for time to make the change. Teachers shall be compensated for no fewer than four (4) hours at the non-instructional hourly rate of $24 per hour.

G. Dean of Students Substituting for Building Administrator

Teachers who are assigned by the Superintendent, or designee, to substitute for a building administrator, who is on an approved leave of absence that exceeds five (5) consecutive student attendance days, will be compensated at $40 per full day of work above their regular per diem salary rate for every consecutive day of duty. The teacher is eligible for compensation beginning the first day of service and for every consecutive day thereafter until the administrator returns from leave of absence to full-time work. Intermittent visits to the building by the administrator prior to a full return to work will not break the cycle of consecutive days of duty. The definition of "leave of absence" is at the discretion of the Superintendent, or designee, and is not subject to grievance. The decision to hire an interim administrator from outside the JEA bargaining unit is solely at the discretion of the

Superintendent.

11.2 TERMS OF COMPENSATION

The following terms for compensation are in effect for the duration of this Agreement.

A. All teachers, except for those who have surpassed the last step in each column of the salary schedule (i.e., longevity), will advance one (1) step on the salary schedule for each year of this Agreement.

B. Teachers first employed by the District for the 2023-2024 school year will remain in said year at the salary amount authorized and approved by the Board of Education at the time of hire. Said teachers are not eligible for salary reconciliations to the new amounts during the 2023-2024 school year.

C. Teachers who have earned approved salary schedule credit will be compensated at the amount indicated in the corresponding salary schedule cell for each year of this Agreement.

D. Only teachers who are employed for a minimum of 120 days of a school year are eligible to advance a step on the salary schedule in the subsequent year. Approved leave of absence days are included in the total count for days employed.

11.3 SUPPLEMENTAL SALARY FOR SPEECH & LANGUAGE PATHOLOGISTS & SCHOOL PSYCHOLOGISTS

Speech and language pathologists and school psychologists hired before the 2023-2024 school year will be paid a supplemental amount of $6,000 to their base per year for the duration of this Agreement.

11.4 SUPPLEMENTAL SALARY FOR AGRICULTURE TEACHER

Agriculture Teacher at Jacksonville High School will be paid an additional thirty (30) days' pay at the teachers' current per diem rate. This additional pay is directly related to building the FFA program and covers work above and beyond the teacher's classroom instructional duties.

11.5 METHOD OF PAYMENT

A. Regular paydays will occur semi-monthly on the 15th and the last calendar day of each month for all months of the year.

B. All scheduled salary payments shall be made over a twelve (12) month period consistent with the requirements of Illinois Revenue Code (IRC) 409A. Except for first year probationary employees, all other employees shall have their gross salary divided into twenty-four (24) equal installments before any salary deductions, and the first paycheck of each school year will be issued on September 15th.

C. First year, full-time, probationary teachers hired by the Board on or before August 15th whose duties commence at the beginning of the upcoming school year shall receive his/her first paycheck in the last regular District payroll for August. This, in effect, will divide said employee's salary into twenty five (25) payments for the first year of employment for those teachers whose contracts are renewed for the following school year. First year teachers whose contracts are not renewed will receive a maximum of twenty four (24) pays.

D. Persons being laid off at the end of the school term shall be eligible to receive their final paycheck on the third (3rd) business day following the last day of the school term.

E. Persons resigning from the District for retirement purposes shall be eligible to receive their final paychecks on June 15th.

F. To receive payments as noted in sections 11.5 D or E above, at least a two (2) week advance written request shall be made to the Business Office.

G. All salary payments will be made by direct deposit to a bank account designated by the employee.

H. The Superintendent will cause to be published annually a calendar listing the pay dates for the year.

I. The District will process JEA officer pay amounts through District payrolls. JEA will provide the funds to the District for deposit into an activity account. JEA will provide sufficient funds to cover the employers' share of pension and Medicare taxes plus any other applicable taxes and deductions. JEA will provide the funds at least ten (10) days in advance of the payroll dates along with a list of the persons and amounts to be paid.

J. Differentials for special assignments and coaching salaries shall be added to the individual teacher's yearly salary.

11.6 SALARY DEDUCTIONS

Salary deductions shall be made semi-monthly for state and federal income taxes and other deductions as may be required by law. Other optional deductions to be made available to teachers are:

A. Association dues pursuant to section 5.5 A of this Agreement.

B. United Way contributions to be deducted November/December through June 15th.

C. Illinois Educators Credit Union or its successor.

D. Employee's dependent medical insurance coverage to be deducted a month in advance (e.g., deducted September 15th and 30th for coverage in October).

E. Optional dental plan, vision plan, and life insurance.

F. Contributions to tax sheltered annuities expressly authorized and permitted in the District's 403(b) Plan effective on or before January 1, 2009. Eligibility and contribution limits are governed by the Plan document. At least annually the Administration shall notify employees of the option to participate, the time period during which election may be made, and a summary of the Plan's essential features. The options offered under the 403(b) Plan shall be developed in cooperation with the JEA on a District committee in which the JEA shall be represented by one (1) member each from the pre-k/elementary, middle, and high schools.

11.7 COMPENSATION CAP

A. Notwithstanding any other provision in this Agreement, no employee, who is within five (5) years of first becoming eligible to receive a retirement annuity under TRS rules and regulations, shall either receive and/or be paid by the District an increase in creditable earnings that would constitute an increase of more than allowable by the law in the TRS creditable earnings the teacher earned in the immediately preceding fiscal year.

B. Creditable earnings include all earnings of whatsoever kind or nature paid to an employee by the District which TRS credits under its rules and regulations toward a retirement annuity for the employee. Any such creditable earnings in a percent that exceeds the amount allowed by law this percent reflected by law cap on increases from one (1) fiscal year to another shall not be considered as due and owing to any employee within this five (5) year period.

C. If an employee earns compensation that TRS considers exempt from the cap percent reflected by law under PA 94-1057, the employee shall be paid such exempt earnings provided the payment does not require an additional employer contribution to TRS because of a payment to the employee exceeding the percent reflected by law.

D. On an annual basis, the District shall offer educational opportunities to each employee on how to determine his/her TRS creditable earnings from the previous year.

11.8 COMPENSATION FOR CLASS COVERAGE AND PLANNING PERIOD SUBSTITUTION

Every attempt will be made to hire substitutes to replace absent classroom teachers; however, when not possible, teachers shall be obligated to cover classes when requested by the Principal or his/her designee.

A. Teachers who lose their planning periods, excluding evaluation meetings, during the regular school day will be compensated at the following rates.

Pre-K/Elementary teachers shall be paid $16.25 per period. An elementary period shall be defined as twenty-five (25) minutes.

B. Middle and high school teachers shall be paid $28.00 per period.

C. Teachers should submit requests for payment under this subsection using the form provided in Appendix F. Payment for class coverage shall be included in the regular monthly payroll within the next two (2) pay periods.

11.9 COMPENSATION FOR HOURLY WORK

A. Teachers will be compensated as follows for hourly work taught outside the regular, eight (8) hour contract day.

Types of Duties	Hourly Rates	Examples
Instructional Pay	$30.00	➢ Drivers' education classroom ➢ Summer school ➢ Special education extended school year program ➢ Homebound instruction ➢ Teaching professional development and in-service sessions ➢ Preparation to teach staff development
Instructional Pay	$28.00	➢ Driver's education (Behind the Wheel)
Non-Instructional Pay	$24.00	➢ Participation in professional development and in-service sessions ➢ School improvement work ➢ Grade level meetings ➢ Classroom/program moves ➢ Committee work ➢ Teacher mentoring activities ➢ Late change of assignment work

Non-Instructional Pay	$27.00	➢ Jacksonville High School after school detention

B. One (1) hour of preparation time will be paid for each session of professional development or in-service taught.

C. The specific work to be done and the number of teachers needed to complete the work will be determined by the Superintendent or his/her designee.

D. Narrow focus committees that do not exceed three (3) one (1) hour meetings will not be paid.

E. Teachers should submit requests for payment under this subsection using the forms provided by the District. Payment under this subsection shall be included in the regular monthly payroll within the next two (2) pay periods.

11.10 DIFFERENTIALS AND PAYMENT SCHEDULES

A. Stipend Positions

1. Refer to Appendix E for stipend positions and relative payment schedules.

2. Coaches and/or sponsors, who wish to split their stipends, must request in writing from the Superintendent or his/her designee, the split in pay and responsibilities for that position. A written notification of the split pay must be on file with the Administrative Office and a copy sent to the JEA.

3. All requests must be submitted prior to the start of the sponsored activity.

4. An IESA or IHSA coach or a sponsor of an extracurricular activity who resigns prior to the beginning of the sport's season as defined by the start and end dates established by IESA and/or IHSA or an activities' season will repay the District any portion of the stipend for that coaching or activity position paid to the coach or sponsor prior to the Board's acceptance of the coach's or sponsor's resignation.

5. A coach or sponsor of an extracurricular sport or activity who resigns before the conclusion of the sport's season (as defined above) or an activities' season will be paid and/or retain the portion of the stipend for that coaching or sponsorship position based upon the percentage of the sport's or activity's season that has taken place at the time of the Board's acceptance of the coach's or sponsor's resignation. Any repayment deemed appropriate shall be made by payroll deduction in equal installments for the remaining payroll periods of that current school year.

6. A coach or sponsor of an extracurricular sport or activity which encompasses the entire school year who resigns before the end of the school year will be paid and/or retain the portion of the stipend for that coaching or sponsorship position based upon the percentage of the school year that has expired. Any repayment deemed appropriate shall be made by payroll deduction in equal installments for the remaining payroll periods of that current school year.

7. Repayment of any partially paid stipend shall not be required if the employee submits a

physician's certification, at the employee's expense, that the employee is physically unable to perform the extracurricular or coaching duties.

B. Athletic Game Workers

Effective for the duration of the Agreement, game workers at JMS and JHS sporting events shall be paid $15 per hour. The following workers are on an as needed basis:

Ticket Seller, Scorekeeper, Clock, Timer, Announcer, Moderator

Sign-up for workers shall be open to In-district employees for a minimum of 5 days before being opened and filled by an individual outside the district.

High school and middle school track starters will be paid according to the Central State 8 schedule of payment.

C. Teachers are responsible for payment of TRS contributions for extra-duty assignments including committee assignments.

11.11 TRAVEL AND EXPENSE REIMBURSEMENTS

A. Approval from the proper administrative level must be obtained prior to expenditure.

B. There will be no reimbursement for any expenses for which receipts or canceled checks are not provided with the exception of private car mileage.

C. Tips and gratuities are not reimbursable expenses.

D. Amounts for total reimbursements may be prorated by principals on the *Request for Permission to Attend a Professional Meeting* form.

E. The established payment rates for various expenses incurred by employees while on District business are listed below.

1. Transportation

a. 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 fourteen (14) calendar days following the end of the semester in which the travel expense is incurred.

b. 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.

c. Ride share service will be reimbursed at cost with a per day maximum amount of $15 for one employee and $30 for two (2) or more District employees sharing a taxi.

d. Parking will be reimbursed at cost with a maximum amount of $12 per day with submission of dated receipts.

2. Meals

A meal allowance shall be up to $59 per day or up to $29.50 for one-half (½) day with a dated receipt, exclusive of any charges for alcoholic beverages or tips. Alcoholic beverages should be removed from the meal receipt to the extent possible.

3. Lodging

District will provide lodging at a regionally comparative establishment.

4. Registration

Registration amounts will be reimbursed at the cost which has been pre-approved.

11.12 ADMISSION TO DISTRICT ACTIVITIES

Teachers, their spouses or guests, and children in the twelfth (12th) grade or under, will be admitted free to all District home athletic events. This does not apply to plays, musicals, activities sponsored by the Illinois High School Association (IHSA) or other outside organizations, or activities sponsored by clubs and organizations of the school. Activity passes shall not be transferable. Children in the twelfth (12) grade and under must be accompanied by their parent to obtain free admission.

11.13 EMPLOYEE INSURANCE PLAN

A. The District will pay the full individual premiums for a medical insurance plan and for a vision insurance plan for each teacher employed by the District for at least thirty (30) hours per week.

B. The plan will include a $40,000 term life insurance policy.

C. 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.

D. The Board and the Association agree to maintain an Insurance Provider Review Committee to evaluate as needed the District's insurance provider. This committee shall have the authority to modify the insurance provider and/or the insurance plan, if acceptable to the insurance provider. All recommended modifications are subject to approval by the Association and the Board.

E. The District will allow each employee in the bargaining unit to deduct payroll premiums for family coverage, dependent care expenses, dental insurance premiums, vision premiums, term life insurance premiums, and unreimbursed medical and/or dental expenses. Only one company per benefit will be selected by the Insurance Provider Review Committee and approved by the Board of Education and the Association.

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 and/or dental expenses. 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 prorated basis for persons enrolling for the plan year two years later based on those enrollees with an effective date of February 1st. The flexible spending account will begin February 1st of each year. New employees may enroll within 30 calendar days of initial employment.

G. The District will continue to make the above contributions in June, July, and August for teachers who were employed at the end of the school year.

11.14 Retirement Incentive

Employees who tender an irrevocable letter of resignation and retirement to the Board in order for the employee to retire on a date certain in the future under a Teacher Retirement System (TRS) shall be eligible for a retirement incentive in up to each of his/her final four years of teaching service, subject however, to compliance with the following conditions:

1. The employee has submitted an irrevocable letter of retirement before so that the Board has at least one year's notification of intent to retire;
2. The employee must have ten (10) years of TRS creditable service at the time of retirement;
3. This retirement incentive, with all other contractual salary payments in the employee's current year of employment with the District, does not constitute a cumulative six percent (6%) increase from the previous year. The incentive will be reduced by the amount necessary to comply with the six percent (6%) salary cap.*
4. If the employee complies with the above conditions, then the retirement incentive amount, if any, will be included in the employee's salary in the month of June in the year preceding retirement and any balance in June in the year of retirement to stay under the six percent (6%) salary cap.
5. If there is any amount of the $3,000 yearly amount remaining unpaid because of the six percent (6%) salary cap, that sum will be paid in the next pay period following the last check from that contractual year.
6. If the six percent (6%) TRS cap should be raised in the legislature during the course of this contract, the Association and the District agree to bargain the impact.

If all of the above conditions are met, the employee could be eligible for a retirement incentive of to the following:

$3000	Year 1 retirement incentive to be paid post retirement*
$3000	Year 2 retirement incentive to be paid post retirement*
$3000	Year 3 retirement incentive to be paid post retirement*
$3000	Year 4 retirement incentive to be paid post retirement*

ARTICLE XII

EFFECT OF AGREEMENT

12.1 POLICIES, RULES, AND REGULATIONS

Any policy, regulation, or rule that is published shall be made available to teachers upon request to the building principal.

12.2 EXTENSION

This Agreement or parts herein may be extended by mutual agreement of the Association and the Board.

12.3 COMPLETE UNDERSTANDING

The parties hereby acknowledge that the terms and conditions included in this Agreement represent the full and complete understanding between the parties. The Board and Association, for the life of this Agreement, each waives any obligation to bargain collectively with respect to any subject or any matter.

12.4 SUPERSEDES PRIOR AGREEMENTS

This Agreement supersedes and nullifies all previous agreements or contractual items between the Board and the Association.

12.5 VALIDITY

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that part shall be deleted to the extent that it violates the law, and the remaining articles, sections, and clauses shall remain in effect.

12.6 CONTRACTUAL AMENDMENTS

This Agreement shall constitute a binding obligation of both the Board and the Association and for the duration of this Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of these parties in written and signed amendment to this Agreement.

12.7 INDIVIDUAL CONTRACTS

This Agreement shall control all terms and conditions in any individual contract between the Board and a teacher. Should such language in an individual contract be inconsistent with this Agreement, this Agreement during its duration shall have precedence.

12.8 MANAGEMENT ISSUES

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 of policy as the functions of the employer, standards of service, its overall budget, the organizational structure, selection of new employees, and the direction of employees.

12.9 NO STRIKE STATEMENT

During the term of this Agreement and any mutual extension thereof, no employee covered by this Agreement,

nor the Association, nor any person acting on behalf of the Association shall ever or at any time engage in, authorize, or instigate any 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.

Any violating employee shall be subject to discipline or discharge as determined appropriate in the sole and unilateral discretion of the Board.

12.10 DURATION

This Agreement shall in effect from August 16, 2023 and in effect through August 15, 2026.

In Witness thereof:

For the Jacksonville Education Association

Co-President

Co-President

For the Board of Education
Jacksonville Community Unit District 117

Noel Beard, President

Teresa Wilson, Secretary

APPENDIX A

GRIEVANCE REPORT
JACKSONVILLE EDUCATION ASSOCIATION, IEA/NEA

Date of occurrence giving rise to the grievance: _____

Contract provisions violated: Article_____ ***Section***_____

Article_____ ***Section***_____

Article_____ ***Section***_____

Statement of grievance and explanation of how the contract has been violated:

_____
_____
_____
_____
_____
_____
_____
_____
_____

Remedy sought:

Including but not limited to:

_____
_____
_____
_____
_____
_____
_____
_____

Further, the affected employee(s) be granted any other remedy necessary to make the grievant whole; the Employer cease and desist violating said contract provisions; and, any and all other appropriate remedies.

_____
Date Grievance Filed with Administration

_____
Grievance Chairperson
Jacksonville Education Association, IEA/NEA

2023-2024 Salary Schedule
4.5% to the base

Step	B	B+12	B+24	B+36	M	M+12	M+24	M+36	M+48
1	43,081	44,331	45,616	46,939	48,300	49,701	51,142	52,625	54,152
2	43,900	45,173	46,483	47,831	49,218	50,645	52,114	53,625	55,181
3	44,734	46,031	47,366	48,740	50,153	51,608	53,104	54,644	56,229
4	45,584	46,906	48,266	49,666	51,106	52,588	54,113	55,683	57,297
5	46,450	47,797	49,183	50,609	52,077	53,587	55,141	56,740	58,386
6	47,333	48,705	50,118	51,571	53,067	54,605	56,189	57,819	59,495
7	48,232	49,631	51,070	52,551	54,075	55,643	57,257	58,917	60,626
8	49,148	50,574	52,040	53,549	55,102	56,700	58,345	60,037	61,778
9	50,082	51,534	53,029	54,567	56,149	57,778	59,453	61,177	62,951
10	51,034	52,514	54,036	55,604	57,216	58,875	60,583	62,340	64,147
11	52,003	53,511	55,063	56,660	58,303	59,994	61,734	63,524	65,366
12	52,991	54,528	56,109	57,737	59,411	61,134	62,907	64,731	66,608
13	53,998	55,564	57,175	58,834	60,540	62,295	64,102	65,961	67,874
14	55,024	56,620	58,262	59,951	61,690	63,479	65,320	67,214	69,163
15	56,070	57,696	59,369	61,090	62,862	64,685	66,561	68,491	70,477
16	57,135	58,792	60,497	62,251	64,056	65,914	67,826	69,793	71,817
17	58,220	59,909	61,646	63,434	65,274	67,166	69,114	71,119	73,181
18	59,327	61,047	62,817	64,639	66,514	68,443	70,427	72,470	74,571
19	60,454	62,207	64,011	65,867	67,777	69,743	71,766	73,847	75,988
20	61,602	63,389	65,227	67,119	69,065	71,068	73,129	75,250	77,432
21	62,773	64,593	66,467	68,394	70,377	72,418	74,519	76,680	78,903
22	63,966	65,821	67,729	69,694	71,715	73,794	75,934	78,137	80,402
23	65,181	67,071	69,016	71,018	73,077	75,196	77,377	79,621	81,930
24	66,419	68,346	70,328	72,367	74,466	76,625	78,847	81,134	83,487
25	67,681	69,644	71,664	73,742	75,881	78,081	80,345	82,675	85,073
26	68,697	70,689	72,739	74,848	77,019	79,252	81,551	83,916	86,349
27	69,727	71,749	73,830	75,971	78,174	80,441	82,774	85,174	87,644
28	70,773	72,825	74,937	77,110	79,347	81,648	84,015	86,452	88,959
29	71,835	73,918	76,061	78,267	80,537	82,872	85,276	87,749	90,293
30	72,912	75,026	77,202	79,441	81,745	84,116	86,555	89,065	91,648
31	73,131	75,252	77,434	79,679	81,990	84,368	86,815	89,332	91,923
32	73,350	75,477	77,666	79,918	82,236	84,621	87,075	89,600	92,199
33	73,570	75,704	77,899	80,158	82,483	84,875	87,336	89,869	92,475
34	73,791	75,931	78,133	80,399	82,730	85,129	87,598	90,139	92,753
35	74,012	76,159	78,367	80,640	82,978	85,385	87,861	90,409	93,031

APPENDIX D-1

2024-2025 Salary Schedule
3.5% to the Base

Step	B	B+12	B+24	B+36	M	M+12	M+24	M+36	M+48
1	44,937	46,196	47,489	48,819	50,186	51,591	53,035	54,520	56,047
2	45,791	47,073	48,391	49,746	51,139	52,571	54,043	55,556	57,112
3	46,661	47,968	49,311	50,691	52,111	53,570	55,070	56,612	58,197
4	47,548	48,879	50,248	51,655	53,101	54,588	56,116	57,687	59,303
5	48,451	49,808	51,202	52,636	54,110	55,625	57,182	58,784	60,429
6	49,372	50,754	52,175	53,636	55,138	56,682	58,269	59,900	61,578
7	50,310	51,718	53,167	54,655	56,186	57,759	59,376	61,039	62,748
8	51,266	52,701	54,177	55,694	57,253	58,856	60,504	62,198	63,940
9	52,240	53,702	55,206	56,752	58,341	59,974	61,654	63,380	65,155
10	53,232	54,723	56,255	57,830	59,449	61,114	62,825	64,584	66,393
11	54,244	55,762	57,324	58,929	60,579	62,275	64,019	65,811	67,654
12	55,274	56,822	58,413	60,049	61,730	63,458	65,235	67,062	68,939
13	56,324	57,902	59,523	61,189	62,903	64,664	66,475	68,336	70,249
14	57,395	59,002	60,654	62,352	64,098	65,893	67,738	69,634	71,584
15	58,485	60,123	61,806	63,537	65,316	67,145	69,025	70,957	72,944
16	59,596	61,265	62,980	64,744	66,557	68,420	70,336	72,306	74,330
17	60,729	62,429	64,177	65,974	67,821	69,720	71,673	73,679	75,742
18	61,883	63,615	65,396	67,228	69,110	71,045	73,034	75,079	77,181
19	63,058	64,824	66,639	68,505	70,423	72,395	74,422	76,506	78,648
20	64,256	66,056	67,905	69,807	71,761	73,770	75,836	77,959	80,142
21	65,477	67,311	69,195	71,133	73,125	75,172	77,277	79,441	81,665
22	66,721	68,590	70,510	72,484	74,514	76,600	78,745	80,950	83,217
23	67,989	69,893	71,850	73,862	75,930	78,056	80,241	82,488	84,798
24	69,281	71,221	73,215	75,265	77,372	79,539	81,766	84,055	86,409
25	70,597	72,574	74,606	76,695	78,842	81,050	83,319	85,652	88,051
26	71,656	73,663	75,725	77,845	80,025	82,266	84,569	86,937	89,371
27	72,731	74,767	76,861	79,013	81,225	83,500	85,838	88,241	90,712
28	73,822	75,889	78,014	80,198	82,444	84,752	87,125	89,565	92,073
29	74,929	77,027	79,184	81,401	83,680	86,024	88,432	90,908	93,454
30	76,053	78,183	80,372	82,622	84,936	87,314	89,759	92,272	94,856
31	76,281	78,417	80,613	82,870	85,190	87,576	90,028	92,549	95,140
32	76,510	78,653	80,855	83,119	85,446	87,839	90,298	92,826	95,425
33	76,740	78,888	81,097	83,368	85,702	88,102	90,569	93,105	95,712
34	76,970	79,125	81,341	83,618	85,959	88,366	90,841	93,384	95,999
35	77,201	79,363	81,585	83,869	86,217	88,631	91,113	93,664	96,287

APPENDIX D-1

2025-2026 Salary Schedule
3.0% to the Base

Step	B	B+12	B+24	B+36	M	M+12	M+24	M+36	M+48
1	46,285	47,581	48,914	50,283	51,691	53,139	54,626	56,156	57,728
2	47,165	48,485	49,843	51,239	52,673	54,148	55,664	57,223	58,825
3	48,061	49,407	50,790	52,212	53,674	55,177	56,722	58,310	59,943
4	48,974	50,345	51,755	53,204	54,694	56,225	57,800	59,418	61,082
5	49,905	51,302	52,738	54,215	55,733	57,294	58,898	60,547	62,242
6	50,853	52,277	53,740	55,245	56,792	58,382	60,017	61,697	63,425
7	51,819	53,270	54,762	56,295	57,871	59,492	61,157	62,870	64,630
8	52,804	54,282	55,802	57,364	58,971	60,622	62,319	64,064	65,858
9	53,807	55,313	56,862	58,454	60,091	61,774	63,503	65,281	67,109
10	54,829	56,364	57,943	59,565	61,233	62,947	64,710	66,522	68,384
11	55,871	57,435	59,044	60,697	62,396	64,143	65,939	67,786	69,684
12	56,933	58,527	60,165	61,850	63,582	65,362	67,192	69,074	71,008
13	58,014	59,639	61,308	63,025	64,790	66,604	68,469	70,386	72,357
14	59,116	60,772	62,473	64,223	66,021	67,869	69,770	71,723	73,732
15	60,240	61,926	63,660	65,443	67,275	69,159	71,095	73,086	75,132
16	61,384	63,103	64,870	66,686	68,553	70,473	72,446	74,475	76,560
17	62,551	64,302	66,102	67,953	69,856	71,812	73,823	75,890	78,015
18	63,739	65,524	67,358	69,244	71,183	73,176	75,225	77,332	79,497
19	64,950	66,769	68,638	70,560	72,536	74,567	76,655	78,801	81,007
20	66,184	68,037	69,942	71,901	73,914	75,984	78,111	80,298	82,546
21	67,442	69,330	71,271	73,267	75,318	77,427	79,595	81,824	84,115
22	68,723	70,647	72,625	74,659	76,749	78,898	81,107	83,378	85,713
23	70,029	71,990	74,005	76,077	78,208	80,397	82,649	84,963	87,342
24	71,359	73,357	75,411	77,523	79,694	81,925	84,219	86,577	89,001
25	72,715	74,751	76,844	78,996	81,208	83,481	85,819	88,222	90,692
26	73,806	75,872	77,997	80,181	82,426	84,734	87,106	89,545	92,053
27	74,913	77,010	79,167	81,383	83,662	86,005	88,413	90,888	93,433
28	76,037	78,166	80,354	82,604	84,917	87,295	89,739	92,252	94,835
29	77,177	79,338	81,560	83,843	86,191	88,604	91,085	93,636	96,257
30	78,335	80,528	82,783	85,101	87,484	89,933	92,451	95,040	97,701
31	78,570	80,770	83,031	85,356	87,746	90,203	92,729	95,325	97,994
32	78,806	81,012	83,280	85,612	88,009	90,474	93,007	95,611	98,288
33	79,042	81,255	83,530	85,869	88,273	90,745	93,286	95,898	98,583
34	79,279	81,499	83,781	86,127	88,538	91,017	93,566	96,186	98,879
35	79,517	81,743	84,032	86,385	88,804	91,290	93,847	96,474	99,176

Appendix D-2

COURSE APPROVAL FORM FOR SALARY SCHEDULE CREDIT
JACKSONVILLE SCHOOL DISTRICT 117

Directions: Complete the following form in entirety to request course approval for salary schedule credit. One form is required per each course. Attach copies of course catalogue descriptions and any other documents necessary to facilitate the approval process. If request is for a course in an accredited university/college graduate degree program, attach copy of institution acceptance letter when submitting request for initial course. Send the original form to the Department of Curriculum no later than fifteen (15) work days before the course registration deadline.

Coursework taken for horizontal movement on the salary schedule must meet the following criteria:

- ✓ Be from an accredited institution of higher education;
- ✓ Relate directly to the employee's current teaching assignment;
- ✓ Occur outside of regular work schedule hours; and
- ✓ Be pre-approved by the Superintendent or his/her designee prior to registering for the course.

_____	_____
Teacher's Name	*Institution of Higher Education*
_____	_____
School	*Course Title*
_____	_____
Position	*Course Number*
_____	_____
Level and/or Subject Area	*Number of Credit Hours*

_____	_____	_____	_____
Home/Mobile Phone	*School Phone*	*Date Course Begins*	*Date Course Ends*

The above course meets which of the following criterion: *(Check as many as apply)*

☐ ***Graduate level course from an accredited university/college which is part of a graduate degree program.***

Graduate degree programs is:_____

If applicable, expected license endorsement is:_____

☐ ***Graduate level course directly related to present teaching assignment.***

Course relation to present teaching assignment is:_____

If applicable, expected license endorsement is:_____

☐ ***Graduate level course in major area of preparation.***

Major area of preparation is_____

If applicable, expected license endorsement is:_____

☐ ***Graduate level course in a related field.***

Related field is_____

If applicable, expected license endorsement is:_____

APPENDIX D-2 COURSE APPROVAL FORM FOR SALARY SCHEDULE CREDIT (continued)

_____ _____

Signature of Teacher *Date*

_____ _____

Signature of Principal *Date*

For Office Use Only:

Current Salary Placement: **Step**_____ **Lane**_____ **= $**_____

Post Completion Salary Placement: **Step**_____ **Lane**_____ **= $**_____

Salary schedule credit for this course is: **Approved** _____for _____ hours **Disapproved**_____

Date received by the Curriculum Office_____

Date staff members notified of approval_____

Date proof of successful completion received by Curriculum Office_____

_____ _____

Signature of Superintendent/Designee *Date*

APPENDIX E

EXTRACURRICULAR STIPEND SALARY SCHEDULE
JACKSONVILLE SCHOOL DISTRICT 117

For each year of this Agreement, stipends shall be calculated as a percentage of the base salary stated below. Stipend payments are subject to Teacher Retirement System contributions, and actual payments reflect such deductions.

JHS Extra-Curricular Activity	Percentage of Base	Stipend Amount
Basketball Boys Head Coach	17%	$7,323.77
Basketball Girls Head Coach	17%	$7,323.77
Football Head Coach	17%	$7,323.77
Volleyball Head Coach	13%	$5,600.53
Cheer Head Coach	13%	$5,600.53
Band	13%	$5,600.53
Track Boys Head Coach	13%	$5,600.53
Track Girls Head Coach	13%	$5,600.53
Wrestling Head Coach	13%	$5,600.53
Baseball Head Coach	13%	$5,600.53
Soccer Boys Head Coach	13%	$5,600.53
Soccer Girls Head Coach	13%	$5,600.53
Softball Head Coach	13%	$5,600.53
Cross Country Head Coach (boys/girls comb.)	13%	$5,600.53
J'ettes	12%	$5,169.72
Swimming Boys Head Coach	12%	$5,169.72
Swimming Girls Head Coach	12%	$5,169.72
Golf Head Coach	12%	$5,169.72
Tennis Boys Head Coach	12%	$5,169.72
Tennis Girls Head Coach	12%	$5,169.72
Bass Fishing Head Coach	12%	$5,169.72
Varsity Asst. Boys Basketball--JV Head	12%	$5,169.72
Varsity Asst. Football--JV Head	12%	$5,169.72
Varsity Asst. Girls Basketball --JV Head	12%	$5,169.72
Baseball Asst.--JV Head	12%	$5,169.72
Wrestling Asst.-JV Head	12%	$5,169.72
Basketball Boys Asst. 1	9%	$3,877.29

Basketball Boys Asst. 2	9%	$3,877.29
Basketball Girls Asst. 1	9%	$3,877.29
Basketball Girls Asst. 2	9%	$3,877.29
Football Asst. 1	9%	$3,877.29
Football Asst. 2	9%	$3,877.29
Football Asst. 3	9%	$3,877.29
Football Asst. 4	9%	$3,877.29
Football Asst. 5	9%	$3,877.29
Softball Asst.	9%	$3,877.29
Soccer Boys Asst.	9%	$3,877.29
Soccer Girls Asst.	9%	$3,877.29
Track Boys Asst.	9%	$3,877.29
Track Girls Asst.	9%	$3,877.29
Volleyball Asst.	9%	$3,877.29
Wrestling Girls Asst.	9%	$3,877.29
Baseball Asst. 1	9%	$3,877.29
J'ettes Asst	9%	$3,877.29
Cheer Asst.	9%	$3,877.29
Cross Country Asst.	9%	$3,877.29
Bass Fishing Asst.	9%	$3,877.29
Tennis Boys Asst.	9%	$3,877.29
Tennis Girls Asst.	9%	$3,877.29
Swimming Boys Asst.	9%	$3,877.29
Swimming Girls Asst.	9%	$3,877.29
Vocal/Instrumental Music	9%	$3,877.29
Fall Play Director	7%	$3,015.67
Spring Musical Director	7%	$3,015.67
Golf Asst.	7%	$3,015.67
Department Chairs	7%	$3,015.67
Orchestra	7%	$3,015.67
FFA Land Supervisor--paid by Activity	7%	$3,015.67
Scholastic Bowl Head Coach Varsity	7%	$3,015.67
FFA	7%	$3,015.67
Student Government	6%	$2,584.86
Vocational Director	6%	$2,584.86
Yearbook	6%	$2,584.86

Speech	5%	$2,154.05
Winter/Color Guard (1)	5%	$2,154.05
Winter/Color Guard (2)	5%	$2,154.05
National Honor Society	3%	$1,292.43
Academic Challenge	3%	$1,292.43
Scholastic Bowl JV Coach	3%	$1,292.43
Drumline	3%	$1,292.43
Class Sponsor Juniors 1	2%	$861.62
Class Sponsor Juniors 2	2%	$861.62
Class Sponsor Seniors 1	2%	$861.62
Class Sponsor Seniors 2	2%	$861.62
Class Sponsor Sophomore 1	2%	$861.62
Class Sponsor Sophomore 2	2%	$861.62
Class Sponsors Freshman 1	2%	$861.62
Class Sponsors Freshman 2	2%	$861.62
DECA	2%	$861.62
Freshman Advisory	2%	$861.62
Geography Club	2%	$861.62
National English Honor Society	2%	$861.62
Post Prom Head	2%	$861.62
Prom Jr. Class Sponsor 1	2%	$861.62
Prom Jr. Class Sponsor 2	2%	$861.62
Science Club	2%	$861.62
Spring Musical Orchestra Director	2%	$861.62
Spring Musical Vocal Director	2%	$861.62
Art Club	2%	$861.62
German Club	2%	$861.62
Spanish Club	2%	$861.62
Pre-Voc	2%	$861.62
Set Builder Play and Musical	2%	$861.62
CVE	1%	$430.81
Homecoming Director	1%	$430.81
Planetarium	1%	$430.81

JMS Extra-Curricular Activity	Percentage of Base	Stipend Amount
Football Head Coach--7th	10%	$4,308.10
Football Head Coach--8th	10%	$4,308.10
Wrestling Head Coach	10%	$4,308.10
Track Boys Head Coach	10%	$4,308.10
Track Girls Head Coach	10%	$4,308.10
Baseball Head Coach	9%	$3,877.29
Softball Head Coach	9%	$3,877.29
Cheer Head Coach	9%	$3,877.29
Basketball Boys Head Coach 1--7th	9%	$3,877.29
Basketball Boys Head Coach 2--8th	9%	$3,877.29
Basketball Girls Head Coach 1--7th	9%	$3,877.29
Basketball Girls Head Coach 2--8th	9%	$3,877.29
Cross Country Head Coach	9%	$3,877.29
Volleyball Head Coach 7th	9%	$3,877.29
Volleyball Head Coach 8th	9%	$3,877.29
Basketball Boys Head Coach--6th	7%	$3,015.67
Basketball Girls Head Coach--6th	7%	$3,015.67
Volleyball Head Coach 6th	7%	$3,015.67
Department Chairs	7%	$3,015.67
Golf Head Coach	7%	$3,015.67
Poms Head Coach	7%	$3,015.67
Scholastic Bowl Head Coach	7%	$3,015.67
Football Asst. Coach --7th	6%	$2,584.86
Football Asst. Coach --8th	6%	$2,584.86
Baseball Boys Asst. Coach	6%	$2,584.86
Softball Girls Asst. Coach	6%	$2,584.86
Cross Country Asst. Coach	6%	$2,584.86
Wrestling Asst. Coach	6%	$2,584.86
Track Assistant 6th	6%	$2,584.86
Track Assistant 7th	6%	$2,584.86
Track Assistant 8th	6%	$2,584.86
Play Director--Fall Play	5%	$2,154.05
Musical Director--Spring	5%	$2,154.05
Vocal Music Director	3%	$1,292.43
Band	3%	$1,292.43
Jazz Band	3%	$1,292.43

Orchestra	3%	$1,292.43
Student Council	3%	$1,292.43
Yearbook	3%	$1,292.43
Play Set Builder	2%	$861.62

Extra-Curricular Activity	Percentage of Base	Stipend Amount
Elementary Music	2%	$861.62
Geography Bowl (#1 per school)	2%	$861.62
Geography Bowl (#2 per school)	2%	$861.62
Elementary Art	1%	$430.81
Mentor for New Teachers		$500

*Other clubs to be approved by committee; percentage to be determined.
**JHS Assistant Girls Golf Coach is only available if there are females that participate in golf.

APPENDIX F

COMPENSATION FOR CLASSROOM COVERAGE AND/OR LOSS OF PLANNING PERIOD
JACKSONVILLE SCHOOL DISTRICT 117

Directions: In order to receive compensation for covering another class and/or losing a planning period, teachers must submit this completed form to their immediate supervisor after each occurrence. Submission must be within the same or next pay period in which the coverage and/or loss occurred. Supervisors are responsible for forwarding approved forms to the Payroll Department. Payment for class coverage and/or loss of planning period shall be included in the regular monthly payroll within the next two (2) pay periods after received by the Payroll Department.

_____ _____

Teacher's Name *School*

_____ _____

Position *Date*

Date & Times	Type of Compensation	Number of Periods	Rate of Pay	Building Administrator/ Designee Signature
	○ Classroom Coverage ○ Loss of Planning Period			
	○ Classroom Coverage ○ Loss of Planning Period			
	○ Classroom Coverage ○ Loss of Planning Period			
	○ Classroom Coverage ○ Loss of Planning Period			
	○ Classroom Coverage ○ Loss of Planning Period			

Teachers who miss their planning periods as a result of providing class coverage for other teachers during the regular school day will be compensated at the following rates.

- Pre-K/Elementary teachers shall be $16.25 per period.
- An elementary/pre-k period is defined as a subject covered (*e.g.,* reading would be a period; spelling would be a period, physical education would be a period, library would be a period). An elementary/pre-k period shall be defined as twenty-five (25) minutes.
- Middle and high school teachers shall be paid $28.00 per period.
- Teachers who cover classes outside the regular work day and beyond their eight (8) hour day will be compensated at the instructional rate $30.

D. Consideration that the Board of Education approve the Memorandum of Understanding with JEA regarding Attendance Bonus 819

ACTION ITEM June 21, 2023

TO: Board of Education
FROM: Tami Stice
SUBJECT: Consideration to approve MOU with JEA/IEA/NEA regarding Attendance Bonus

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PROPOSED MOTION BY THE BOARD OF EDUCATION:

Consideration that the Board of Education approve the Memorandum of Understanding with JEA/IEA/NEA regarding the Attendance bonus for the 2023-2026 school years as presented:

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	MR. BEARD	_____	_____	MRS. LEONARD	_____
_____	MRS. TRACE	_____	_____	MRS. WILSON	_____
_____	MR. LONERGAN	_____	_____	MRS. STEWART	_____
_____	MR. POOL	_____			

Background Information:

MEMORANDUM OF UNDERSTANDING
BETWEEN
BOARD OF EDUCATION, JACKSONVILLE SCHOOL DISTRICT #117 AND
JACKSONVILLE EDUCATION ASSOCIATION, IEA/NEA (JEA)

SUBJECT: Attendance Bonus

WHEREAS, the Jacksonville Education Association, IEA-NEA, hereinafter referred to as "JEA" 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 August 16, 2023 through August 15, 2026;

WHEREAS, the Parties hereto agree to memorialize the terms and conditions of their Agreement in this Memorandum of Understanding (MOU);

NOW THEREFORE, the Jacksonville Education Association, 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 and shall terminate on June 1, 2024, or pursuant to prior written agreement of the Parties, whichever occurs first.
3. The parties agree that during the 2023-2024 school year, the District will pay a bonus of one-hundred dollars ($100) per month to certified staff who have not used any benefit time during the month. Perfect attendance is defined as not using any personal days, sick days, FMLA leave, bereavement leave, or unpaid leave. The attendance bonus will be for the months of August 2023 through May 2023. The bonuses will be paid at the end of each semester (January and June).
4. This MOU shall become null and void at the conclusion of the 2023-2024 school year.
5. This MOU contains the complete understanding of JEA and the Board.
6. This MOU may be modified only by written agreement of the parties.

Executed this ___th day of June 2023.

Jacksonville Educational Association (JEA), IEA/NEA

By:_____
Amy Pieper, Co-President

By:_____
Darla Hamilton, Co-President

Jacksonville School District 117, Board of Education

By:_____
Noel Beard, President

By:_____
Teresa Wilson, Secretary

E. Consideration that the Board of Education approve the Memorandum of Understanding with JEA regarding Hard to Fill Positions 822

ACTION ITEM June 21, 2023

TO: Board of Education
FROM: Tami Stice
SUBJECT: Consideration to approve MOU with JEA/IEA/NEA regarding Hard to Fill Positions for 2023-2026

PROPOSED MOTION BY THE BOARD OF EDUCATION:

Consideration that the Board of Education approve the Memorandum of Understanding with JEA/IEA/NEA regarding Hard to Fill Positions for 2023-2026 as presented:

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	MR. BEARD	_____	_____	MRS. LEONARD	_____
_____	MRS. TRACE	_____	_____	MRS. WILSON	_____
_____	MR. LONERGAN	_____	_____	MRS. STEWART	_____
_____	MR. POOL	_____			

Background Information:

MEMORANDUM OF UNDERSTANDING
BETWEEN
BOARD OF EDUCATION, JACKSONVILLE SCHOOL DISTRICT #117 AND
JACKSONVILLE EDUCATION ASSOCIATION, IEA/NEA (JEA)

SUBJECT: Hard to Fill Positions

WHEREAS, the Jacksonville Education Association, IEA-NEA, hereinafter referred to as "JEA" 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 August 16, 2023 through August 15, 2026;

WHEREAS, the Parties hereto agree to memorialize the terms and conditions of their Agreement in this Memorandum of Understanding (MOU);

NOW THEREFORE, the Jacksonville Education Association, 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 and shall terminate on August 15, 2026, or pursuant to prior written agreement of the Parties, whichever occurs first.
3. The parties agree to the following language concerning hard to fill positions:

   If the Superintendent determines that a particular position is hard to fill, based on the quantity and quality of applicants, he or she may consider non-teaching experience and/or lack of experience when determining the newly hired employee's salary. The Superintendent will inform and gather feedback from the Association before making such placements.

   New hires of equivalent years of experience, education, and licensure and endorsements shall not be placed at a salary that exceeds the salary of a teacher currently employed by the district.

   Example: A new hire granted 4 years of experience along with 6 years of teaching experience may be placed at step 10 years on the Placement Schedule. However, if there is a teacher currently in district with the seven (7) years of teaching experience, same education level, and same licensure and endorsements as the new hire, then the maximum placement of the new hire would be 7 years or the District/Association may agree to move both individuals up on the salary schedule depending on District need.

4. The parties hereby agree that, in the absence of written agreement to the contrary, the language of this MOU shall become null and void at the conclusion of this contract.
5. This MOU contains the complete understanding of JEA and the Board.
6. This MOU may be modified only by written agreement of the parties.

Executed this ___th day of June 2023.

Jacksonville Educational Association (JEA), IEA/NEA

Jacksonville School District 117, Board of Education

By:_____
Amy Pieper, Co-President

By:_____
Darla Hamilton, Co-President

By:_____
Noel Beard, President

By:_____
Teresa Wilson, Secretary

F. Consideration that the Board of Education approve the Bass Team Trip to South Carolina July 23-29 826

ACTION ITEM June 21, 2023

TO: Board of Education
FROM: Steve Ptacek
SUBJECT: Consideration to approve Bass Team qualifiers trip to South Carolina

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PROPOSED MOTION BY THE BOARD OF EDUCATION:

That the Board of Education approve the two qualifiers and their coaches' trip to the B.A.S.S. High School Nationals at Lake Hartwell in South Carolina July 23-29 as presented:

MOVED BY: _____ Seconded: _____

YEA:		NAY:	YEA:		NAY:
_____	MR. BEARD	_____	_____	MRS. LEONARD	_____
_____	MRS. TRACE	_____	_____	MRS. WILSON	_____
_____	MR. LONERGAN	_____	_____	MRS. STEWART	_____
_____	MR. POOL	_____			

Background Information:

The trip would be funded by the club.

Itinerary is as follows:

The plan is for myself and Assistant Coach Glenn Robson to accompany the boys to the tournament. The boy's families are currently deciding whether they will be coming along or not. We will be taking two trucks and two boats, mostly as a precautionary measure in case the primary boat has issues we will have a backup.

The itinerary will be as follows:
Sunday July 23- travel to Lake Hartwell
Monday July 24 - Practice day #1 - all boats off the water before 5pm
Tuesday July 25 - Practice day #2 - all boats off the water before 5pm
Wednesday July 26 - Practice day #3 - all boats off the water by 2pm
Registration at an appointed time in the afternoon
6pm - mandatory rules meeting and tournament kickoff event
Thursday July 27 - Day 1 of the tournament
Friday July 28 - Day 2 of the tournament
Saturday July 29 - Day 3 of tournament (if in top 10 after day 2) OR travel home day

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
57960	05/01/2023	SIX FLAGS ST. LOUIS	2 TICKETS FOR SENIOR TRIP CHAPERONES	-102.00
57964	05/01/2023	BRANSTITER PRINTING	RAFFLE TICKET 2023 PLANTER BOX	116.30
57965	05/01/2023	JOSTENS	JHS OUTSTANDING SENIOR PLAQUES	1,388.45
57966	05/01/2023	MANSUR, ANTHONY	CHAPERONES FOR ABRAHAM LINCOLN MUSEUM FIELD TRIP FOR JMS	75.00
57967	05/01/2023	PETERSON, DARIN	REIMBURSEMENT FOR SIX FLAGS ADMISSION AND MEAL	102.00
57968	05/01/2023	PRAIRIELAND FS, INC	TURFACE FOR SOFTBALL FIELD	719.73
57969	05/01/2023	U OF I EXTENSION OFF	FIELD TRIP FOR MURRAYVILLE/WOODSON ELEMENTARY-WHERE DOES YOUR FOOD COME FROM PROGRAM	63.00
57970	05/01/2023	U OF I EXTENSION OFF	FIELD TRIP FOR EISENHOWER ELEMENTARY-WHERE DOES YOUR FOOD COME FROM PROGRAM	162.00
57971	05/02/2023	CRAIG BOYD SOUND	SPRING SING SOUND PRODUCTION FOR SOUTH ELEMENTARY AT JHS BOWL	200.00
57972	05/02/2023	U OF I EXTENSION OFF	FIELD TRIP FOR LINCOLN ELEMENTARY-WHERE DOES YOUR FOOD COME FROM PROGRAM	138.00
57973	05/03/2023	GUTHRIE, LYNETTE	GIFTS FOR TEACHERS AT THE SCHOOL IN GERMANY	91.76
57974	05/03/2023	WCHS BOYS SOCCER	BOYS SOCCER ENTRY FEE FOR SUMMER TOURNAMENT JULY 8, 2023	330.00
57975	05/04/2023	ELCROW PHOTOGRAPHY	PHOTOGRAPHER FOR PROM 2023	400.00
57976	05/04/2023	MUSIC SOURCE	FINAL PAYMENT FOR PROM DJ 2023	450.00
57977	05/08/2023	ALL OCCASIONS FLOWER	FLOWERS FOR VOLLEYBALL-FUNERAL	57.00
57978	05/08/2023	ASHLEYS PETALS & ANG	SENIOR NIGHT FLOWERS (SPRING)	231.00
57979	05/08/2023	BRANSTITER PRINTING	CERTIFICATES FFA BANQUET AND RAFFLE TICKETS FOR PLANTERS BOX	143.43
57980	05/08/2023	CRAIG BOYD SOUND	SOUND FOR SPRING SING M/W	200.00
57981	05/08/2023	GRAPHIC EDGE, LLC	1646755/1638623-LETTERMAN JACKETS FOR ATHLETICS	780.00
57981	05/08/2023	GRAPHIC EDGE, LLC	UNIFORMS, SHORTS, AND SOCKS FOR JHS GIRLS SOCCER	2,374.25
57981	05/08/2023	GRAPHIC EDGE, LLC	JOGGER/HOODIES FOR BOYS BASKETBALL	298.47
57982	05/08/2023	JONES SCHOOL SUPPLY	FOLDERS FOR AWARD BANQUETS	939.75
57983	05/08/2023	MONOGRAM SOUP	BACKPACKS EMROIDERED JMS DANCE TEAM	456.00
57984	05/08/2023	OPEN HOUSE PRINT SHO	BANNER FOR BOYS SOCCER	97.20
57985	05/08/2023	OUTBREAK DESIGNS	SPIRITWEAR FOR JMS CHEER	237.00
57986	05/08/2023	PITTSFIELD HIGH SCHO	SECTION 13 FFA BANQUET DINNER	45.00
57987	05/08/2023	WORLD'S FINEST CHOCO	CLASS OF 2026 CANDY BAR FUNDRAISER	7,120.00
57988	05/10/2023	ALEXANDER, STEPHANIE	ITEMS FOR STUDENTS-SHORTS, UNDERWEAR, LEGGINGS	163.14

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
57989	05/10/2023	GRAPHIC EDGE, LLC	UA PANTS AND TEES FOR SOFTBALL	684.48
57989	05/10/2023	GRAPHIC EDGE, LLC	BOYS TENNIS-SHORTS AND SOCKS	237.33
57990	05/10/2023	JONES MEAT LOCKER	BOYS SOCCER	322.60
57991	05/10/2023	RUDIS	SINGLETS, SHIRTS, AND SHORTS FOR WRESTLING	2,718.90
57992	05/11/2023	LINCOLN'S NEW SALEM	FIELD TRIP FOR SOUTH STUDENTS	162.00
57993	05/12/2023	CRUZ, ERIN	GORDON FOOD SUPPLY, SUPPLIES FOR PROM 2023 COOKIES, ANIMAL CRACKERS, AND PRETZELS, CHEX MIX, BOWLS FOOD TRAY	172.60
57994	05/12/2023	HAMILTONS CATERING	PROM 2023-FINAL BILLING	1,277.85
57995	05/12/2023	HUMMERT INTERNATIONA	PLANT SALE ITEMS FOR SPRING 2023	1,300.97
57996	05/12/2023	JACKSONVILLE SCHOOL	TRANSFER FROM ACT. #959 TO GENERAL A#10E20011304100. PARTNERSHIP CHECK	500.00
57996	05/12/2023	JACKSONVILLE SCHOOL	2022-23 JHS BASEBALL COACHING STIPEND	3,382.35
57997	05/12/2023	PETERSON, DARIN	REIMBURSEMENT FOR SIX FLAGS ADMISSION AND MEAL REMAINDER PAYMENT	9.76
57998	05/12/2023	WILSON, MARY	PIANO FOR STUDENTS SPRING CONCERT	75.00
57999	05/12/2023	ZEECRAFT TECH,LLC	RESPONDER BOX FOR SCHOLASTIC BOWL	39.00
58000	05/15/2023	COLLINS, JENNIFER	NEHS PINS FOR GRADUATION	90.78
58001	05/15/2023	DRAKE, RILEY	OUTSTANDING SENIOR AWARD IN BUSINESS	50.00
58002	05/15/2023	GUTHRIE, LYNETTE	GERMANY TRIP FOR JHS STUDENTS-RECEIPTS TO FOLLOW	5,000.00
58003	05/15/2023	JACKSONVILLE SCHOOL	2022-23 JHS GIRLS SOCCER ASSISTANT COACH	3,044.11
58004	05/15/2023	KRISPY KREME	KRISPY KREME DOUGHNUTS FOR JMS DANCE TEAM	2,700.00
58005	05/15/2023	LAY, RACHEL	OUTSTANDING SENIOR AWARD IN BUSINESS	50.00
58006	05/15/2023	OPEN HOUSE PRINT SHO	JETTE SIGN FOR JHS	540.00
58007	05/15/2023	OUTBREAK DESIGNS	GAPP SHIRTS FOR GERMANY TRIP	405.00
58008	05/16/2023	ALL OCCASIONS FLOWER	FLOWERS AND GIFTS FOR PROM	234.00
58009	05/16/2023	BRANSTITER PRINTING	SENIOR AWARDS NIGHT PROGRAMS	93.40
58010	05/16/2023	COOPER, ALEXANDRA	CLASS OF 2024 PROM -DECORATIONS, DONUTS	64.16
58011	05/16/2023	KOSS, MORGAN	LOVE FEAST FOR SENIOR CLASS - DOLLAR GENERAL	105.10
58012	05/17/2023	DELL MARKETING LP	DELL LAPTOP FOR JHS FOOTBALL PROGRAM	906.61
58013	05/17/2023	SCHOOL SPECIALTY	PENCILS AND BATTERIES-END OF YEAR AWARDS	124.99
58014	05/18/2023	JOHNSON, PHILIP	MEAL ADVANCEMENT FOR GIRLS TRACK STATE MEET	300.00
58015	05/18/2023	ALEXANDER, STEPHANIE	ICE CREAM REWARD FOR JMS STUDENTS	63.64
58016	05/18/2023	ALL OCCASION CAKES	CAKE FOR AWARDS-TRACK	108.00
58017	05/18/2023	BRANNAN, LEA ANN	AR PRIZES FOR STUDENTS	103.00
58018	05/18/2023	COUNTY MARKET	POPSICLES FOR END OF YEAR	58.91

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			CELEBRATIONS AT EARLY YEARS	
58019	05/18/2023	DUNSETH, LINDA	CALLIGRAPHY FOR SENIOR PLAQUES	50.00
58020	05/18/2023	GRAPHIC EDGE, LLC	UNIFORM SHORTS FOR GIRLS BASKETBALL	374.21
58021	05/18/2023	GROUNDS, MARK	BOYS TRACK-WALMART-GATORADE	81.01
58022	05/18/2023	KOEHLER, SHELBY	COACHING ORIENTATION PACKAGAE FOR SOFTBALL	129.98
58023	05/18/2023	LONG BRIDGE GOLF COU	CS8 END OF YEAR MEETING-5/30/23	60.00
58023	05/30/2023	LONG BRIDGE GOLF COU	CS8 END OF YEAR MEETING-5/30/23	-60.00
58024	05/18/2023	MUSIC SHOPPE, INC	A#68753-JMS MIC CABLE AND SUPERCARD	388.00
58025	05/18/2023	NATIONAL CHEERLEADER	JMS CHEER STUNT CLINIC	660.00
58026	05/18/2023	SPRINGFIELD CLINIC S	IMPACT BASELINE TESTS	204.00
58027	05/18/2023	VANBEBBER, ADRIENNE	ITEMS FOR STUDENTS- SNACK PACKS, FRUIT SNACKS, KIT KATS, MILKY WAYS	29.70
58028	05/22/2023	BMO CORPORATE MASTER	JMS-FOOD FOR TRACK CONCESSIONS(GORDON FOOD SERVICE AND SAMS CLUB)-WATER, GATORADE, CHIPS, SLIM JIMS	155.50
58028	05/22/2023	BMO CORPORATE MASTER	CANDY, WATER BOTTLES, GUM, SOCCER BALLS, VOLLEYBALLS, COLORING BOOKS, BASKETBALLS, WOOD BLOCKS, SLEEPING BAGS, CAMPING CHAIR, SOFT BALLS, TOSS GAME, PUMP BLASTERS, BOWLING SET, PLAY DAY BUBBLE BLASTER, PADDLE BALL, THE ONE AND ONLY RUBY BOOKS	937.86
58028	05/22/2023	BMO CORPORATE MASTER	JMS-LINCOLN MUS. 7TH GRADE FIELD TRIP	164.00
58028	05/22/2023	BMO CORPORATE MASTER	OUTSTANDING SENIOR PHOTOS FOR PLAQUES-WALGREENS	80.73
58028	05/22/2023	BMO CORPORATE MASTER	CLASS OF 2024 SASHES AND CROWNS FOR PROM 2023	241.01
58028	05/22/2023	BMO CORPORATE MASTER	AMAZON-DRONE WITH CAMERA FOR BEGINNERS FOR FOOTBALL	528.12
58028	05/22/2023	BMO CORPORATE MASTER	JMS-PAPA JOHNS REWARD FOR STUDENTS PBIS	47.05
58028	05/22/2023	BMO CORPORATE MASTER	JMS-SAMS CLUB-TRACK CONCESSIONS GATORADE, CHIPS, COOKIES	240.74
58028	05/22/2023	BMO CORPORATE MASTER	JMS-WALMART-SNACKS FOR DANCE-SODA, CANDY	129.40
58028	05/22/2023	BMO CORPORATE MASTER	JMS-WALMART ITEMS FOR STUDENTS-PANTS AND LEGGINGS	164.88
58028	05/22/2023	BMO CORPORATE MASTER	JMS-AWSOME ASSESSMENT DRAWING WALMART-COOKIES	17.91
58028	05/22/2023	BMO CORPORATE MASTER	JMS-LAST DAY AUCTION AND LUNCH -CHIPS, COOKIES, WATER	403.59
58028	05/22/2023	BMO CORPORATE MASTER	JMS-LAST DAY AUCTION AND LUNCH -WATER, BACKGROUND BACKDROP, SUCKERS, OREOS,	964.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			CHIPS, COOKIES	
58029	05/23/2023	ATHENS HIGH SCHOOL	BOYS SOCCER 7 V 7 LEAGUE	700.00
58030	05/23/2023	BROCKHOUSE, KELLY	SOFTBALL-REIMBURSEMENT	186.47
58031	05/23/2023	BSN SPORTS LLC	SOCCER BALLS FOR BOYS SOCCER	423.87
58031	05/23/2023	BSN SPORTS LLC	920779609/921253821/921325753-SOFTOUCH BALL, BASEMITT LEFT, SOFTBALLS	421.52
58032	05/23/2023	BURCHARD, BRETT	BAND REIMBURSEMENT-FOOD FOR BAND STUDENTS, PEDAL, AND TRIGGER PAD	441.34
58033	05/23/2023	CRENSHAW, KYLIE	FUNDRAISER REIMBURSEMENT FOR ERROR	21.00
58034	05/23/2023	DION, JOSEPH	CONFETTI FOR GRADUATION CELEBRATION	15.21
58035	05/23/2023	JHS CAFETERIA	5TH GRADE LUNCH FOR WASHINGTON PIZZA	185.00
58035	05/23/2023	JHS CAFETERIA	STUDENT COUNCIL HOSTED STAFF LUNCEON FOR TEACHER APPRECIATION WEEK. (STUDENTS PROVIDED)	680.00
58035	05/23/2023	JHS CAFETERIA	PUNCH, CUPS, AND NAPKINNS FOR SENIOR AWARDS NIGHT AND LOVE FEAST	30.00
58036	05/23/2023	KOSS, MORGAN	GIFT CARDS FOR HIGHEST CANDY BAR SELLERS	50.00
58037	05/23/2023	LASHMETT, CELESTE	AWARDS BREAKFAST FOR STUDENTS	142.94
58038	05/23/2023	PRODUCTION XPRESS	8TH AWARDS FOR JMS	501.44
58039	05/23/2023	THRASHER, TIM	MEAL ADVANCEMENT FOR IHSA STATE FINALS FOR JHS BOYS TRACK	200.00
58040	05/24/2023	E & M ENTERTAINMENT	DJ SERVICE FOR JMS SPRING DANCE ON 5/22/23	175.00
58041	05/24/2023	GIBSON, WILLIAM	CHAMBER CHECKS-CVE HELPERS	51.75
58042	05/24/2023	UNIVERSAL CHEERLEADE	JMS PARTICIPANT PRICE (18) 1 DAY BYO AND ADVISOR PRICE (1) 1 DAY BYO	1,934.00
58043	05/25/2023	CAPITAL ONE-WALMART	ICE CREAM SANDWICHES AND PRIZES FOR SOUTH END OF THE YEAR	917.62
58044	05/25/2023	GIBBONS, JANE	BOTTLED WATER FOR NORTH ACTIVITY	13.80
58045	05/25/2023	GRAPHIC EDGE, LLC	SOCKS FOR BOYS SOCCER	71.94
58046	05/25/2023	JACKSONVILLE SCHOOL	TRANSFER FROM ACT. #900 TO ACTIVITY #912 MEAL MONEY SPLIT	131.39
58047	05/25/2023	JOHNSON, PHILIP	HOTEL REIMBURSEMENT FOR HOTEL ROOMS	673.34
58048	05/25/2023	JOSTENS INC	WRESTLING J'ETTE BANNERS-STATE	281.20
58049	05/26/2023	JACKSONVILLE SCHOOL	TRANSFER FROM ACT#867 TO 10E5503800410023 FOR EARLY YEARS PROGRAM	6,704.98
58050	05/30/2023	LONG BRIDGE GOLF COU	CS8 END OF YEAR MEETING-5/30/23	21.00
58051	05/30/2023	LONG BRIDGE GOLF COU	CS8 END OF YEAR MEETING-5/30/23	39.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Totals for checks	63,206.52

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
99	ACTIVITY	0.00	0.00	63,206.52	63,206.52
*** Fund Summary Totals ***		0.00	0.00	63,206.52	63,206.52

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

LOC	Account Level Description	May 2022-23 Endin	May 2022-23 Recei	May 2022-23 Disbu	May 2022-23 Endin
914	SOCCER CHANGE	0.00	0.00	0.00	0.00
922	WRESTLING CHANGE	0.00	0.00	0.00	0.00
984	PEP CLUB CHANGE	0.00	0.00	0.00	0.00
988	TURNER TOURNAMENT CHANGE	0.00	0.00	0.00	0.00
850	ACTV ADMIN COURTESY LIAB	-63.85	0.00	0.00	-63.85
851	ACTV CO REFRESHMENTS	-915.15	9.14	0.00	-924.29
856	ACTV INTEREST LIAB	-397.66	59.89	0.00	-457.55
857	ACTV INT ON INVESTMENTS LIAB	-9,610.94	291.04	0.00	-9,901.98
859	ACTV SPEC ED TECH LIAB	-400.03	0.00	0.00	-400.03
860	ACTV SPEC ED LD LIAB	-2,089.29	12.00	0.00	-2,101.29
866	ACTV GIFTED LIAB	-171.63	0.00	0.00	-171.63
867	ACTV EARLY YEARS LAIB	-6,951.72	0.00	6,763.89	-187.83
875	ACTV EISENHOWER SCH LIAB	-4,378.40	184.40	286.99	-4,275.81
876	ACTV EISENHOWER STORE LIAB	-125.39	0.00	0.00	-125.39
878	ACTV FRANKLIN STDS/NEED LIAB	0.00	0.00	0.00	0.00
879	ACTV FRANKLIN TEACHERS LIAB	0.00	0.00	0.00	0.00
881	ACTV LINCOLN SCHOOL LIAB	-6,280.59	0.00	138.00	-6,142.59
882	ACTV LINCOLN TEACHERS LIAB	0.00	0.00	0.00	0.00
883	ACTV LINC ABE'S BOOKS LIAB	-51.88	0.00	0.00	-51.88
884	ACTV MURRAYVILLE LIAB	-14,974.61	303.88	1,200.86	-14,077.63
885	ACTV MURRAYVILLE LIAB	-3,961.75	0.00	0.00	-3,961.75
886	ACTV MURRAYVILLE LIAB	-88.65	0.00	0.00	-88.65
887	ACTV NORTH SCHOOL LIAB	-3,224.94	168.79	13.80	-3,379.93
890	ACTV SOUTH SCHOOL LIAB	-14,491.03	647.52	1,279.62	-13,858.93
893	ACTV WASHINGTON PEPSI LIAB	-62.83	0.00	0.00	-62.83
894	ACTV WASHINGTON SCH LIAB	-8,648.81	32.91	185.00	-8,496.72
895	ACTIV MUSIC - ELEM	-41.12	0.00	0.00	-41.12
900	ACTV JHS ATH OTH LIAB	-19,443.37	1,413.00	2,806.93	-18,049.44
901	ACTV JHS BASEBALL LIAB	-17,357.82	7,745.54	3,382.35	-21,721.01
902	ACTV JHS J'ETTES LIAB	-17.07	0.00	0.00	-17.07
903	ACTV JHS CHEERLEADING LIAB	-514.38	0.00	0.00	-514.38
904	ACTV JHS CROSS CNTRY LIAB	-628.54	0.00	0.00	-628.54
905	ACTV JHS FCA LIAB	-3.14	0.00	0.00	-3.14
906	ACTV JHS FOOTBALL LIAB	-1,673.21	6,275.00	1,434.73	-6,513.48
907	ACTV JHS BOYS' BASKETBALL LIAB	-1,991.06	0.00	298.47	-1,692.59
908	ACTV JHS BB THNKSG TRNY LIAB	-12,892.26	0.00	0.00	-12,892.26
909	ACTV JHS GIRL'S BASKETBL LIAB	-4,608.27	150.00	374.21	-4,384.06
910	ACTV JHS GIRLS SOCCER LIAB	-5,770.96	164.00	5,478.36	-456.60
911	ACTV JHS GIRLS TENNIS LIAB	-524.90	0.00	0.00	-524.90
912	ACTV JHS GIRLS TRACK LIAB	-3,390.23	168.61	300.00	-3,258.84
913	ACTV JHS GOLF LIAB	-3,076.46	1,100.00	0.00	-4,176.46
914	ACTV JHS BOYS SOCCER LIAB	-38,918.48	0.00	1,945.61	-36,972.87
915	ACTV JHS SOFTBALL LIAB	-4,058.03	294.75	2,012.20	-2,340.58
916	ACTV JHS SWIM BOYS LIAB	-345.06	0.00	0.00	-345.06
917	ACTV JHS BOYS TENNIS LIAB	-991.95	0.00	237.33	-754.62
919	ACTV JHS BOYS TRACK LIAB	-2,451.26	80.00	281.01	-2,250.25
920	ACTV JHS VOLLEYBALL LIAB	-3,249.19	0.00	57.00	-3,192.19
921	ACTV JHS WARCUP MEM LIAB	-255.00	0.00	0.00	-255.00
922	ACTV JHS WRESTLING LIAB	-12,787.67	0.00	2,862.90	-9,924.77
923	JHS SWIMMING GIRLS	-1,739.25	0.00	0.00	-1,739.25
930	ACTV JHS ART CLUB LIAB	-210.85	0.00	0.00	-210.85
931	ACTV JHS C CLUB LIAB	0.00	0.00	0.00	0.00
932	ACTV JHS CVE CLUB LIAB	-71.58	0.00	0.00	-71.58
934	ACTV JHS - CLASS OF 2020	295.31	157.00	246.86	385.17
935	ACTV JHS FFA LIAB	-47,069.56	4,237.50	1,705.70	-49,601.36
936	ACTV JHS FRENCH CLUB LIAB	0.00	0.00	0.00	0.00
937	ACTV JHS GERMAN CLUB LIAB	-2,392.61	0.00	0.00	-2,392.61

LOC	Account Level Description	May 2022-23 Endin	May 2022-23 Recei	May 2022-23 Disbu	May 2022-23 Endin
938	JHS BAND UNIFORM ACCOUNT	-6,000.00	0.00	0.00	-6,000.00
939	ACTV JHS SCIENCE CLUB LIAB	-10,082.91	0.00	0.00	-10,082.91
940	ACTV JHS BAND LIAB	-2,034.57	75.00	0.00	-2,109.57
941	ACTV JHS CHOIR LIAB	-4,819.51	75.00	0.00	-4,894.51
942	ACTV JHS SCHOLASTIC BOWL LIAB	-159.29	0.00	0.00	-159.29
943	ACTV JHS CLASS OF 2013 LIAB	0.00	0.00	0.00	0.00
944	ACTV JHS CLASS OF 2014 LIAB	0.00	0.00	0.00	0.00
945	ACTV JHS CLASS OF 2015 LIAB	0.00	0.00	0.00	0.00
946	ACTV JHS CLASS OF 2016 LIAB	0.00	0.00	0.00	0.00
947	ACTV JHS CLASS OF 2017 LIAB	0.00	0.00	0.00	0.00
948	ACTV JHS CLASS OF 2018 LIAB	0.00	0.00	0.00	0.00
949	ACTV JHS CLASS OF 2019 LIAB	-402.30	0.00	0.00	-402.30
950	ACTV JHS CHILD CARE EXPR LIAB	-339.97	0.00	0.00	-339.97
951	ACTV JHS CRIMSON J LIAB	-6,107.03	0.00	0.00	-6,107.03
952	ACTV JHS CRIMSON TIMES LIAB	-94.50	0.00	0.00	-94.50
953	ACTV JHS DRAMA LIAB	-4,241.23	0.00	0.00	-4,241.23
954	ACTV JHS AG FARM LIAB	-26,243.05	0.00	0.00	-26,243.05
955	ACTV JHS FOREIGN LANGUAGE LIAB	0.00	0.00	0.00	0.00
956	ACTV JHS GAPP LIAB	-12,180.80	200.00	5,496.76	-6,884.04
957	ACTV JHS N'TNL HONOR SOC LIAB	-1,427.01	0.00	90.78	-1,336.23
958	ACTV JHS CLASS OF 2022 LIAB	0.00	0.00	0.00	0.00
959	ACTV JHS REFRESHMENTS LIAB	-54,964.69	6,839.08	13,433.91	-48,369.86
960	ACTV JHS WELDING LIAB	-5,332.04	0.00	0.00	-5,332.04
961	ACTV JHS STDNT GOVERMENT LIAB	-8,668.73	0.00	680.00	-7,988.73
963	ACTC JHS BASS FISHING	-3,339.69	80.00	0.00	-3,419.69
975	ACTV JT BAND/CHORUS LIAB	-12,210.48	150.00	925.34	-11,435.14
976	ACTV JT CHEERLEADING LIAB	-1,842.95	7,078.60	2,831.00	-6,090.55
977	ACTV JT COURTESY LIAB	0.00	0.00	0.00	0.00
978	ACTV JT ECOLOGY CLUB LIAB	0.00	0.00	0.00	0.00
979	ACTV JT ACAD/ATH BOOSTERS LIAB	0.00	0.00	0.00	0.00
980	ACTV JT F.A.M.I.L.Y. LIAB	0.00	0.00	0.00	0.00
981	ACTV JT FUNDRAISING LIAB	-15,044.49	1,490.00	2,170.91	-14,363.58
982	ACTV JT LOUNGE LIAB	-488.56	0.00	0.00	-488.56
983	ACTV JT MEDIA CENTER LIAB	-53.84	0.00	0.00	-53.84
984	ACTV JT PEP CLUB LIAB	-1,298.09	0.00	0.00	-1,298.09
985	ACTV JT POM PON LIAB	-3,624.90	6,250.95	3,238.00	-6,637.85
986	ACTV JT FIELD TRIP LIAB	-1,701.97	609.00	239.00	-2,071.97
987	ACTV JT STUDENT COUNCIL LIAB	-5,539.83	0.00	129.40	-5,410.43
988	ACTV JT TOURNAMENT LIAB	-75,308.83	2,717.22	1,148.62	-76,877.43
989	ACTV JT YEARBOOK LIAB	-167.27	0.00	0.00	-167.27
990	ACTV JMS Baseball	-40.00	0.00	0.00	-40.00
991	ACTV JMS SOFTBALL	0.00	0.00	129.98	129.98
992	ACTV JMS THEATRE	-3,319.94	0.00	0.00	-3,319.94
---		-530,145.59	49,059.82	63,805.52	-515,399.89
Grand Asset Totals		0.00	0.00	0.00	0.00
Grand Liability Totals		-530,145.59	49,059.82	63,805.52	-515,399.89
Grand Totals		-530,145.59	49,059.82	63,805.52	-515,399.89

Number of Accounts: 100

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

Account Number	FUNC	2022-23 Revised Budget	May 2022-23 Month	2022-23 FYTD Acti	Unexpended Balanc
10E--- 100- ---- -- ------		2,805.00	0.00	2,804.79	0.21
10E--- 110- ---- -- ------	REGULAR EDUCATION	967,221.00	39,034.25	386,650.89	580,570.11
10E--- 111- ---- -- ------	ELEMENTARY	5,964,833.00	480,064.89	5,174,317.66	790,515.34
10E--- 112- ---- -- ------	JUNIOR HIGH	3,631,886.00	298,011.83	3,259,665.72	372,220.28
10E--- 113- ---- -- ------	HIGH SCHOOL	3,466,956.00	263,650.59	3,014,936.87	452,019.13
10E--- 120- ---- -- ------	SPECIAL EDUCATION	6,986,215.00	682,932.69	6,409,015.80	577,199.20
10E--- 121- ---- -- ------	SPEECH AND LANGUAGE IMPAIRED	2,450.00	525.21	1,845.13	604.87
10E--- 122- ---- -- ------	CROSS CATEGORICAL	42,401.00	78.70	26,666.48	15,734.52
10E--- 125- ---- -- ------	TITLE I	1,333,383.00	94,770.51	1,160,700.54	172,682.46
10E--- 140- ---- -- ------	VOCATIONAL PROGRAMS	413,523.00	29,298.27	366,862.10	46,660.90
10E--- 141- ---- -- ------	COMM TECHNOLOGIES	0.00	0.00	0.00	0.00
10E--- 142- ---- -- ------	OCCUPATIONS OF HOME	196,076.00	15,257.70	165,718.33	30,357.67
10E--- 144- ---- -- ------		284,335.00	25,264.66	244,420.38	39,914.62
10E--- 150- ---- -- ------	INTERSCHOLASTIC PROGRAM	927,263.00	54,649.24	802,389.53	124,873.47
10E--- 160- ---- -- ------	SUMMER SCHOOL PROGRAMS	2,200.00	0.00	695.87	1,504.13
10E--- 165- ---- -- ------	GIFTED	0.00	0.00	0.00	0.00
10E--- 170- ---- -- ------	DRIVER'S ED PROGRAM	127,439.00	9,281.59	94,453.68	32,985.32
10E--- 180- ---- -- ------	BILINGUAL PROGRAMS	30,000.00	2,629.35	22,465.09	7,534.91
10E--- 190- ---- -- ------	ALTERNATIVE PROGRAMS	0.00	0.00	0.00	0.00
10E--- 191- ---- -- ------		1,188,386.00	109,579.02	1,128,783.50	59,602.50
10E--- 199- ---- -- ------		0.00	0.00	0.00	0.00
10E--- 211- ---- -- ------	USE SUB ACCOUNT	240,500.00	18,057.58	215,808.74	24,691.26
10E--- 212- ---- -- ------	GUIDANCE SERVICE	1,025,518.00	72,637.97	810,234.12	215,283.88
10E--- 213- ---- -- ------	HEALTH SERVICES	631,184.00	52,379.10	502,415.12	128,768.88
10E--- 214- ---- -- ------	PSYCHOLOGICAL SERVICE	491,267.00	39,205.36	431,616.00	59,651.00
10E--- 215- ---- -- ------	SPEECH PATHOLOGY & AUDIOLOGY	701,388.00	72,770.48	696,433.07	4,954.93
10E--- 219- ---- -- ------	OTHER SUPPORT SERVICES	80,253.00	8,603.27	71,273.50	8,979.50
10E--- 220- ---- -- ------	SUPPORT SERVICES STAFF	0.00	0.00	0.00	0.00
10E--- 221- ---- -- ------	IMPROVEMENT OF INSTRUCTION SER	623,483.00	51,532.09	478,283.22	145,199.78
10E--- 222- ---- -- ------	MEDIA SERVICE	1,574,447.00	235,223.10	890,723.87	683,723.13
10E--- 223- ---- -- ------	ASSESSMENT AND TESTING	36,446.00	0.00	31,317.68	5,128.32
10E--- 230- ---- -- ------	SUPPORT SERVICES GEN ADMIN	66,279.00	-31,347.05	23,488.45	42,790.55
10E--- 231- ---- -- ------	BOARD OF EDUCATION SERVICE	222,219.00	18,543.35	209,944.73	12,274.27
10E--- 232- ---- -- ------	SUPERINTENDENT OFFICE	253,628.00	21,547.73	214,283.89	39,344.11
10E--- 233- ---- -- ------	SPECIAL AREA ADMIN SERV	400,625.00	31,235.43	356,514.57	44,110.43
10E--- 236- ---- -- ------		0.00	0.00	0.00	0.00
10E--- 241- ---- -- ------	PRINCIPAL OFFICE	2,247,741.00	172,653.98	1,910,524.20	337,216.80
10E--- 249- ---- -- ------	MEDICAID CLAIMING SERVICES	0.00	0.00	0.00	0.00
10E--- 251- ---- -- ------	DIRECTOR OF BUSINESS	118,211.00	9,659.30	112,519.12	5,691.88
10E--- 252- ---- -- ------	FISCAL SERVICES	456,196.00	26,431.79	344,139.23	112,056.77
10E--- 253- ---- -- ------	FACILITY ACQUISTION & CONST	0.00	0.00	0.00	0.00
10E--- 254- ---- -- ------	OPERATION & MAINTENANCE	317,798.00	22,499.48	218,442.23	99,355.77
10E--- 255- ---- -- ------	TRANSPORTATION SERVICE	225,628.00	18,162.30	157,257.19	68,370.81
10E--- 256- ---- -- ------	FOOD SERVICE	1,108,532.00	130,133.00	1,441,243.93	-332,711.93
10E--- 257- ---- -- ------	INTERNAL SERVICES	4,000.00	53.74	2,539.24	1,460.76
10E--- 261- ---- -- ------	CENTRAL SUPPORT SERVICES	160,395.00	303.74	132,727.80	27,667.20
10E--- 262- ---- -- ------	PLANNING SERVICES	4,000.00	0.00	2,000.00	2,000.00
10E--- 263- ---- -- ------		0.00	0.00	0.00	0.00
10E--- 264- ---- -- ------	HUMAN RESOURCE	213,301.00	28,517.95	209,411.56	3,889.44
10E--- 266- ---- -- ------	DATA PROCESSING	0.00	0.00	0.00	0.00
10E--- 290- ---- -- ------	OTHER SUPPORT SERVICES	0.00	0.00	0.00	0.00
10E--- 300- ---- -- ------	COMMUNITY SERVICES	1,050.00	0.00	1,050.00	0.00
10E--- 319- ---- -- ------		0.00	0.00	0.00	0.00
10E--- 330- ---- -- ------	CIVIC SERVICES	0.00	0.00	0.00	0.00
10E--- 336- ---- -- ------		0.00	0.00	0.00	0.00
10E--- 370- ---- -- ------	NONPUBLIC SCHOOL PUPILS SERV	196,595.00	1,266.72	164,211.01	32,383.99
10E--- 380- ---- -- ------	HOME/SCHOOL SERVICE	632,611.00	43,782.40	538,290.23	94,320.77

Account Number	FUNC	2022-23 Revised Budget	May 2022-23 Month	2022-23 FYTD Acti	Unexpended Balanc
10E--- 390- ---- -- ------	OTHER COMM SERVICES	0.00	0.00	0.00	0.00
10E--- 410- ---- -- ------	PAY OTHER LEA PUPIL SERVICE	0.00	0.00	0.00	0.00
10E--- 411- ---- -- ------	PAYMENTS FOR REG PROGRAMS	0.00	0.00	0.00	0.00
10E--- 412- ---- -- ------	PAY FOR SPEC ED PROGRAMS	997,445.00	106,298.00	997,448.00	-3.00
10E--- 417- ---- -- ------	COMMUNITY COLLEGE	2,000.00	9,571.52	9,571.52	-7,571.52
10E--- 419- ---- -- ------	PAY TO OTH GOVT UNITS	0.00	0.00	0.00	0.00
10E--- 422- ---- -- ------	SP ED TUITION IN STATE GOV	527,500.00	200.00	519,757.60	7,742.40
10E--- 600- ---- -- ------	PROVISION FOR CONTINGENCIES	0.00	0.00	0.00	0.00
10E--- 813- ---- -- ------	TRANS TO ED	0.00	0.00	0.00	0.00
10E--- 841- ---- -- ------		0.00	0.00	0.00	0.00
10E--- 851- ---- -- ------		0.00	0.00	0.00	0.00
10E--- 873- ---- -- ------	OTHER REV PLEDGED TO PAY INT	0.00	0.00	0.00	0.00
10E--- 884- ---- -- ------	TRANS TO CAPITAL PROJECT	0.00	0.00	0.00	0.00
1----- ---- ---- -- ------	EDUCATION	39,127,612.00	3,264,950.83	33,955,862.18	5,171,749.82
20E--- 111- ---- -- ------	ELEMENTARY	0.00	0.00	0.00	0.00
20E--- 113- ---- -- ------	HIGH SCHOOL	0.00	0.00	0.00	0.00
20E--- 120- ---- -- ------	SPECIAL EDUCATION	0.00	0.00	0.00	0.00
20E--- 253- ---- -- ------	FACILITY ACQUISTION & CONST	535,500.00	374.00	18,964.40	516,535.60
20E--- 254- ---- -- ------	OPERATION & MAINTENANCE	4,732,897.00	427,917.23	4,015,580.83	717,316.17
20E--- 255- ---- -- ------	TRANSPORTATION SERVICE	0.00	0.00	0.00	0.00
20E--- 600- ---- -- ------	PROVISION FOR CONTINGENCIES	0.00	0.00	0.00	0.00
20E--- 884- ---- -- ------	TRANS TO CAPITAL PROJECT	0.00	0.00	0.00	0.00
2----- ---- ---- -- ------	OPERATIONS & MAINTENANCE	5,268,397.00	428,291.23	4,034,545.23	1,233,851.77
30E--- 520- ---- -- ------	DEBT SERVICE - INTEREST	2,000,000.00	738,864.38	1,679,566.26	320,433.74
30E--- 530- ---- -- ------	DEBT SERVICE - PRINIPAL	1,100,000.00	0.00	925,000.00	175,000.00
30E--- 540- ---- -- ------	BOND FEE EXPENSE	1,000.00	0.00	1,000.00	0.00
30E--- 704- ---- -- ------		0.00	0.00	0.00	0.00
3----- ---- ---- -- ------	DEBT SERVICE	3,101,000.00	738,864.38	2,605,566.26	495,433.74
40E--- 113- ---- -- ------	HIGH SCHOOL	0.00	0.00	0.00	0.00
40E--- 120- ---- -- ------	SPECIAL EDUCATION	0.00	0.00	0.00	0.00
40E--- 254- ---- -- ------	OPERATION & MAINTENANCE	0.00	0.00	0.00	0.00
40E--- 255- ---- -- ------	TRANSPORTATION SERVICE	2,375,655.00	190,340.29	2,087,074.46	288,580.54
40E--- 600- ---- -- ------	PROVISION FOR CONTINGENCIES	0.00	0.00	0.00	0.00
40E--- 813- ---- -- ------	TRANS TO ED	0.00	0.00	0.00	0.00
4----- ---- ---- -- ------	TRANSPORTATION	2,375,655.00	190,340.29	2,087,074.46	288,580.54
50E--- 110- ---- -- ------	REGULAR EDUCATION	1,053.00	58.69	1,540.66	-487.66
50E--- 111- ---- -- ------	ELEMENTARY	92,056.00	5,655.84	63,717.55	28,338.45
50E--- 112- ---- -- ------	JUNIOR HIGH	79,097.00	5,702.75	63,959.96	15,137.04
50E--- 113- ---- -- ------	HIGH SCHOOL	45,200.00	3,157.49	36,764.16	8,435.84
50E--- 120- ---- -- ------	SPECIAL EDUCATION	415,151.00	38,693.10	365,789.65	49,361.35
50E--- 121- ---- -- ------	SPEECH AND LANGUAGE IMPAIRED	0.00	0.00	0.00	0.00
50E--- 122- ---- -- ------	CROSS CATEGORICAL	0.00	0.00	0.00	0.00
50E--- 125- ---- -- ------	TITLE I	16,420.00	1,177.94	14,094.85	2,325.15
50E--- 140- ---- -- ------	VOCATIONAL PROGRAMS	10,750.00	512.75	6,579.05	4,170.95
50E--- 141- ---- -- ------	COMM TECHNOLOGIES	0.00	0.00	0.00	0.00
50E--- 142- ---- -- ------	OCCUPATIONS OF HOME	2,400.00	182.05	1,984.81	415.19
50E--- 144- ---- -- ------		3,649.00	240.09	2,613.37	1,035.63
50E--- 150- ---- -- ------	INTERSCHOLASTIC PROGRAM	33,684.00	1,630.09	23,252.70	10,431.30
50E--- 160- ---- -- ------	SUMMER SCHOOL PROGRAMS	0.00	0.00	0.00	0.00
50E--- 165- ---- -- ------	GIFTED	0.00	0.00	0.00	0.00
50E--- 170- ---- -- ------	DRIVER'S ED PROGRAM	1,510.00	105.97	1,051.63	458.37
50E--- 180- ---- -- ------	BILINGUAL PROGRAMS	0.00	0.00	0.00	0.00
50E--- 190- ---- -- ------	ALTERNATIVE PROGRAMS	0.00	0.00	0.00	0.00
50E--- 211- ---- -- ------	USE SUB ACCOUNT	3,250.00	204.71	2,464.26	785.74
50E--- 212- ---- -- ------	GUIDANCE SERVICE	27,825.00	1,535.12	17,477.26	10,347.74
50E--- 213- ---- -- ------	HEALTH SERVICES	78,845.00	6,305.38	67,803.89	11,041.11
50E--- 214- ---- -- ------	PSYCHOLOGICAL SERVICE	5,502.00	443.48	4,984.75	517.25

Account Number	FUNC	2022-23 Revised Budget	May 2022-23 Month	2022-23 FYTD Acti	Unexpended Balanc
50E--- 215- ---- -- ------	SPEECH PATHOLOGY & AUDIOLOGY	9,163.00	1,214.26	10,446.12	-1,283.12
50E--- 219- ---- -- ------	OTHER SUPPORT SERVICES	10,000.00	848.85	7,541.25	2,458.75
50E--- 221- ---- -- ------	IMPROVEMENT OF INSTRUCTION SER	20,593.00	1,688.13	18,021.29	2,571.71
50E--- 222- ---- -- ------	MEDIA SERVICE	65,400.00	4,480.57	55,196.75	10,203.25
50E--- 230- ---- -- ------	SUPPORT SERVICES GEN ADMIN	3,950.00	-1,960.16	1,168.01	2,781.99
50E--- 231- ---- -- ------	BOARD OF EDUCATION SERVICE	2,600.00	246.24	3,821.29	-1,221.29
50E--- 232- ---- -- ------	SUPERINTENDENT OFFICE	6,500.00	240.54	1,795.40	4,704.60
50E--- 233- ---- -- ------	SPECIAL AREA ADMIN SERV	10,852.00	738.50	8,572.75	2,279.25
50E--- 241- ---- -- ------	PRINCIPAL OFFICE	111,634.00	5,967.61	68,032.51	43,601.49
50E--- 251- ---- -- ------	DIRECTOR OF BUSINESS	2,300.00	95.72	1,126.97	1,173.03
50E--- 252- ---- -- ------	FISCAL SERVICES	26,500.00	1,500.58	20,431.91	6,068.09
50E--- 253- ---- -- ------	FACILITY ACQUISTION & CONST	800.00	28.61	639.86	160.14
50E--- 254- ---- -- ------	OPERATION & MAINTENANCE	379,982.00	22,724.56	275,311.05	104,670.95
50E--- 255- ---- -- ------	TRANSPORTATION SERVICE	197,020.00	17,582.00	177,532.43	19,487.57
50E--- 256- ---- -- ------	FOOD SERVICE	84,624.00	6,471.11	74,654.30	9,969.70
50E--- 257- ---- -- ------	INTERNAL SERVICES	0.00	0.00	0.00	0.00
50E--- 261- ---- -- ------	CENTRAL SUPPORT SERVICES	3,700.00	-14.76	1,670.54	2,029.46
50E--- 264- ---- -- ------	HUMAN RESOURCE	26,729.00	2,125.40	22,715.32	4,013.68
50E--- 266- ---- -- ------	DATA PROCESSING	0.00	0.00	0.00	0.00
50E--- 290- ---- -- ------	OTHER SUPPORT SERVICES	0.00	0.00	0.00	0.00
50E--- 300- ---- -- ------	COMMUNITY SERVICES	0.00	0.00	0.00	0.00
50E--- 330- ---- -- ------	CIVIC SERVICES	0.00	0.00	0.00	0.00
50E--- 370- ---- -- ------	NONPUBLIC SCHOOL PUPILS SERV	3,168.00	80.11	2,885.16	282.84
50E--- 380- ---- -- ------	HOME/SCHOOL SERVICE	69,750.00	4,597.93	50,933.24	18,816.76
5----- ---- ---- -- ------	MUNICIPAL RETIREMENT	1,851,657.00	134,261.25	1,476,574.70	375,082.30
60E--- 222- ---- -- ------	MEDIA SERVICE	0.00	0.00	0.00	0.00
60E--- 253- ---- -- ------	FACILITY ACQUISTION & CONST	12,408,173.00	59,787.00	6,941,347.52	5,466,825.48
60E--- 254- ---- -- ------	OPERATION & MAINTENANCE	3,867,844.00	0.00	3,420,854.37	446,989.63
6----- ---- ---- -- ------	CAPITAL PROJECT	16,276,017.00	59,787.00	10,362,201.89	5,913,815.11
80E--- 231- ---- -- ------	BOARD OF EDUCATION SERVICE	0.00	0.00	0.00	0.00
80E--- 236- ---- -- ------		672,703.00	0.00	8,210.07	664,492.93
80E--- 254- ---- -- ------	OPERATION & MAINTENANCE	0.00	0.00	0.00	0.00
80E--- 290- ---- -- ------	OTHER SUPPORT SERVICES	0.00	0.00	0.00	0.00
80E--- 381- ---- -- ------	UNEMPLOYMENT INSURANCE PAYMENT	0.00	0.00	0.00	0.00
80E--- 813- ---- -- ------	TRANS TO ED	0.00	0.00	0.00	0.00
80E--- 899- ---- -- ------	TRANSF TO O & M	0.00	0.00	0.00	0.00
8----- ---- ---- -- ------	TORT	672,703.00	0.00	8,210.07	664,492.93
90E--- 253- ---- -- ------	FACILITY ACQUISTION & CONST	0.00	0.00	0.00	0.00
90E--- 254- ---- -- ------	OPERATION & MAINTENANCE	235,000.00	36,596.64	219,140.82	15,859.18
9----- ---- ---- -- ------	FIRE PREVENTION & SAFETY	235,000.00	36,596.64	219,140.82	15,859.18

Number of Accounts: 12316

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

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05ISDINT	MAY INTEREST	2022-2023	05/31/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		MAY INTEREST	10R300 1510 0000 00 000000		05/31/2023	0.00	6,556.15
		MAY INTEREST					
2		MAY INTEREST	30R300 1510 0000 00 000000		05/31/2023	0.00	230.28
		MAY INTEREST					
3		MAY INTEREST	50R300 1510 0000 00 000000		05/31/2023	0.00	676.72
		MAY INTEREST					
4		MAY INTEREST	99R857 0000 0000 00 000000		05/31/2023	0.00	132.56
		MAY INTEREST					
5		MAY INTEREST	60R300 1510 0000 00 000000		05/31/2023	0.00	18,819.97
		MAY INTEREST					
6		MAY INTEREST	10A300 1210 0000 00 000000		05/31/2023	6,556.15	0.00
		MAY INTEREST					
7		MAY INTEREST	30A300 1211 0000 00 000000		05/31/2023	230.28	0.00
		MAY INTEREST					
8		MAY INTEREST	50A300 1210 0000 00 000000		05/31/2023	676.72	0.00
		MAY INTEREST					
9		MAY INTEREST	99A300 1210 0000 00 000000		05/31/2023	132.56	0.00
		MAY INTEREST					
10		MAY INTEREST	60A300 1211 0000 00 000000		05/31/2023	18,819.97	0.00
		MAY INTEREST					
					TOTALS	26,415.68	26,415.68

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05INSINT	MAY INTEREST	2022-2023	05/31/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		MAY INTEREST	10R300 1510 0000 00 000000		05/31/2023	0.00	67.25
		MAY INTEREST					
2		MAY INTEREST	10A304 1120 0000 00 000000		05/31/2023	67.25	0.00
		MAY INTEREST					
					TOTALS	67.25	67.25

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05ILREV	ILLINOIS FUNDS REVERSE	2022-2023	05/31/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		REVERSE	10R300 1510 0000 00 000000		05/31/2023	58,779.59	0.00
		REVERSE					

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05ILREV	ILLINOIS FUNDS REVERSE	2022-2023	05/31/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
2		REVERSE	20R300 1510 0000 00 000000		05/31/2023	6,844.80	0.00
		REVERSE					
3		REVERSE	40R300 1510 0000 00 000000		05/31/2023	5,317.35	0.00
		REVERSE					
4		REVERSE	50R300 1510 0000 00 000000		05/31/2023	2,215.24	0.00
		REVERSE					
5		REVERSE	60R300 1510 0000 00 000000		05/31/2023	4,677.47	0.00
		REVERSE					
6		REVERSE	70R300 1510 0000 00 000000		05/31/2023	3,603.45	0.00
		REVERSE					
7		REVERSE	80R380 1510 0000 00 000000		05/31/2023	97.18	0.00
		REVERSE					
8		REVERSE	90R300 1510 0000 00 000000		05/31/2023	19.82	0.00
		REVERSE					
9		REVERSE	10A302 1120 0000 00 000000		05/31/2023	0.00	58,779.59
		REVERSE					
10		REVERSE	20A302 1120 0000 00 000000		05/31/2023	0.00	6,844.80
		REVERSE					
11		REVERSE	40A302 1120 0000 00 000000		05/31/2023	0.00	5,317.35
		REVERSE					
12		REVERSE	50A302 1120 0000 00 000000		05/31/2023	0.00	2,215.24
		REVERSE					
13		REVERSE	60A302 1120 0000 00 000000		05/31/2023	0.00	4,677.47
		REVERSE					
14		REVERSE	70A302 1120 0000 00 000000		05/31/2023	0.00	3,603.45
		REVERSE					
15		REVERSE	80A302 1120 0000 00 000000		05/31/2023	0.00	97.18
		REVERSE					
16		REVERSE	90A302 1120 0000 00 000000		05/31/2023	0.00	19.82
		REVERSE					
					TOTALS	81,554.90	81,554.90

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05ILINT2	MAY INTEREST	2022-2023	05/31/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		MAY INTEREST	10R300 1510 0000 00 000000		05/31/2023	0.00	58,772.38
		MAY INTEREST					
2		MAY INTEREST	20R300 1510 0000 00 000000		05/31/2023	0.00	6,843.96
		MAY INTEREST					
3		MAY INTEREST	40R300 1510 0000 00 000000		05/31/2023	0.00	5,316.70
		MAY INTEREST					
4		MAY INTEREST	50R300 1510 0000 00 000000		05/31/2023	0.00	2,214.97
		MAY INTEREST					
5		MAY INTEREST	60R300 1510 0000 00 000000		05/31/2023	0.00	4,676.90
		MAY INTEREST					
6		MAY INTEREST	70R300 1510 0000 00 000000		05/31/2023	0.00	3,603.01
		MAY INTEREST					
7		MAY INTEREST	80R380 1510 0000 00 000000		05/31/2023	0.00	97.17
		MAY INTEREST					
8		MAY INTEREST	90R300 1510 0000 00 000000		05/31/2023	0.00	19.81
		MAY INTEREST					
9		MAY INTEREST	10A302 1120 0000 00 000000		05/31/2023	58,772.38	0.00
		MAY INTEREST					
10		MAY INTEREST	20A302 1120 0000 00 000000		05/31/2023	6,843.96	0.00
		MAY INTEREST					
11		MAY INTEREST	40A302 1120 0000 00 000000		05/31/2023	5,316.70	0.00
		MAY INTEREST					
12		MAY INTEREST	50A302 1120 0000 00 000000		05/31/2023	2,214.97	0.00
		MAY INTEREST					
13		MAY INTEREST	60A302 1120 0000 00 000000		05/31/2023	4,676.90	0.00
		MAY INTEREST					
14		MAY INTEREST	70A302 1120 0000 00 000000		05/31/2023	3,603.01	0.00
		MAY INTEREST					
15		MAY INTEREST	80A302 1120 0000 00 000000		05/31/2023	97.17	0.00
		MAY INTEREST					
16		MAY INTEREST	90A302 1120 0000 00 000000		05/31/2023	19.81	0.00
		MAY INTEREST					
					TOTALS	81,544.90	81,544.90

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05ILINT	MAY INTEREST	2022-2023	05/31/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		MAY INTEREST	10R300 1510 0000 00 000000		05/31/2023	0.00	58,779.59
		MAY INTEREST					
2		MAY INTEREST	20R300 1510 0000 00 000000		05/31/2023	0.00	6,844.80
		MAY INTEREST					
3		MAY INTEREST	40R300 1510 0000 00 000000		05/31/2023	0.00	5,317.35
		MAY INTEREST					
4		MAY INTEREST	50R300 1510 0000 00 000000		05/31/2023	0.00	2,215.24
		MAY INTEREST					
5		MAY INTEREST	60R300 1510 0000 00 000000		05/31/2023	0.00	4,677.47
		MAY INTEREST					
6		MAY INTEREST	70R300 1510 0000 00 000000		05/31/2023	0.00	3,603.45
		MAY INTEREST					
7		MAY INTEREST	80R380 1510 0000 00 000000		05/31/2023	0.00	97.18
		MAY INTEREST					
8		MAY INTEREST	90R300 1510 0000 00 000000		05/31/2023	0.00	19.82
		MAY INTEREST					
9		MAY INTEREST	10A302 1120 0000 00 000000		05/31/2023	58,779.59	0.00
		MAY INTEREST					
10		MAY INTEREST	20A302 1120 0000 00 000000		05/31/2023	6,844.80	0.00
		MAY INTEREST					
11		MAY INTEREST	40A302 1120 0000 00 000000		05/31/2023	5,317.35	0.00
		MAY INTEREST					
12		MAY INTEREST	50A302 1120 0000 00 000000		05/31/2023	2,215.24	0.00
		MAY INTEREST					
13		MAY INTEREST	60A302 1120 0000 00 000000		05/31/2023	4,677.47	0.00
		MAY INTEREST					
14		MAY INTEREST	70A302 1120 0000 00 000000		05/31/2023	3,603.45	0.00
		MAY INTEREST					
15		MAY INTEREST	80A302 1120 0000 00 000000		05/31/2023	97.18	0.00
		MAY INTEREST					
16		MAY INTEREST	90A302 1120 0000 00 000000		05/31/2023	19.82	0.00
		MAY INTEREST					
					TOTALS	81,554.90	81,554.90

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05IITINT	MAY INTEREST	2022-2023	05/31/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		MAY INTEREST	10R300 1510 0000 00 000000		05/31/2023	0.00	28,603.20
		MAY INTEREST					
2		MAY INTEREST	40R300 1510 0000 00 000000		05/31/2023	0.00	1,862.28
		MAY INTEREST					
3		MAY INTEREST	70R300 1510 0000 00 000000		05/31/2023	0.00	1,836.08
		MAY INTEREST					
4		MAY INTEREST	99R857 0000 0000 00 000000		05/31/2023	0.00	158.48
		MAY INTEREST					
5		MAY INTEREST	10A303 1210 0000 00 000000		05/31/2023	28,603.20	0.00
		MAY INTEREST					
6		MAY INTEREST	40A303 1210 0000 00 000000		05/31/2023	1,862.28	0.00
		MAY INTEREST					
7		MAY INTEREST	70A303 1210 0000 00 000000		05/31/2023	1,836.08	0.00
		MAY INTEREST					
8		MAY INTEREST	99A303 1210 0000 00 000000		05/31/2023	158.48	0.00
		MAY INTEREST					
					TOTALS	32,460.04	32,460.04

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05GENINT	MAY INTEREST	2022-2023	05/31/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		MAY INTEREST	10R300 1510 0000 00 000000		05/31/2023	0.00	1,338.21
		MAY INTEREST					
2		MAY INTEREST	20R300 1510 0000 00 000000		05/31/2023	0.00	176.49
		MAY INTEREST					
3		MAY INTEREST	30R300 1510 0000 00 000000		05/31/2023	0.00	300.27
		MAY INTEREST					
4		MAY INTEREST	40R300 1510 0000 00 000000		05/31/2023	0.00	82.72
		MAY INTEREST					
5		MAY INTEREST	50R300 1510 0000 00 000000		05/31/2023	0.00	65.48
		MAY INTEREST					
6		MAY INTEREST	60R300 1510 0000 00 000000		05/31/2023	0.00	59.88
		MAY INTEREST					
7		MAY INTEREST	70R300 1510 0000 00 000000		05/31/2023	0.00	221.71
		MAY INTEREST					
8		MAY INTEREST	80R380 1510 0000 00 000000		05/31/2023	0.00	98.60
		MAY INTEREST					

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05GENINT	MAY INTEREST	2022-2023	05/31/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
9		MAY INTEREST	90R300 1510 0000 00 000000		05/31/2023	0.00	36.55
		MAY INTEREST					
10		MAY INTEREST	10A301 1120 0000 00 000000		05/31/2023	1,338.21	0.00
		MAY INTEREST					
11		MAY INTEREST	20A301 1120 0000 00 000000		05/31/2023	176.49	0.00
		MAY INTEREST					
12		MAY INTEREST	30A301 1120 0000 00 000000		05/31/2023	300.27	0.00
		MAY INTEREST					
13		MAY INTEREST	40A301 1120 0000 00 000000		05/31/2023	82.72	0.00
		MAY INTEREST					
14		MAY INTEREST	50A301 1120 0000 00 000000		05/31/2023	65.48	0.00
		MAY INTEREST					
15		MAY INTEREST	60A301 1120 0000 00 000000		05/31/2023	59.88	0.00
		MAY INTEREST					
16		MAY INTEREST	70A301 1120 0000 00 000000		05/31/2023	221.71	0.00
		MAY INTEREST					
17		MAY INTEREST	80A301 1120 0000 00 000000		05/31/2023	98.60	0.00
		MAY INTEREST					
18		MAY INTEREST	90A301 1120 0000 00 000000		05/31/2023	36.55	0.00
		MAY INTEREST					
					TOTALS	2,379.91	2,379.91

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05ACTINT	MAY INTEREST	2022-2023	05/31/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		MAY INTEREST	99R856 0000 0000 00 000000		05/31/2023	0.00	59.89
		MAY INTEREST					
2		MAY INTEREST	99A000 1120 0000 00 000000		05/31/2023	59.89	0.00
		MAY INTEREST					
					TOTALS	59.89	59.89

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05EYTRA3	EY MAY TRANSPORTATION	2022-2023	05/30/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		EY MAY TRANSPORTATION	10E550 2550 3310 00 230000		05/30/2023	5,066.10	0.00
		EY MAY TRANSPORTATION					
2		EY MAY TRANSPORTATION	10A301 1120 0000 00 000000		05/30/2023	0.00	5,066.10
		EY MAY TRANSPORTATION					
3		EY MAY TRANSPORTATION	40A301 1120 0000 00 000000		05/30/2023	5,066.10	0.00
		EY MAY TRANSPORTATION					
4		EY MAY TRANSPORTATION	40R300 1443 0230 00 000000		05/30/2023	0.00	5,066.10
		EY MAY TRANSPORTATION					
					TOTALS	10,132.20	10,132.20

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05ACTCOR	JHS ACTIVITY ACCOUNT CORRECTION	2022-2023	05/30/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		JHS ACTIVITY ACCOUNT CORRECTION	99R959 0000 0000 00 000000		05/30/2023	200.00	0.00
		JHS ACTIVITY ACCOUNT CORRECTION					
2		JHS ACTIVITY ACCOUNT CORRECTION	99R956 0000 0000 00 000000		05/30/2023	0.00	200.00
		JHS ACTIVITY ACCOUNT CORRECTION					
3		JHS ACTIVITY ACCOUNT CORRECTION	99R959 0000 0000 00 000000		05/30/2023	55.00	0.00
		JHS ACTIVITY ACCOUNT CORRECTION					
4		JHS ACTIVITY ACCOUNT CORRECTION	99R934 0000 0000 00 000000		05/30/2023	0.00	55.00
		JHS ACTIVITY ACCOUNT CORRECTION					
					TOTALS	255.00	255.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05EYTRA2	EARLY YEARS RECLASSIFICATION	2022-2023	05/25/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		RECLASSIFY TO 552	10E550 3800 4100 00 230000		05/25/2023	0.00	692.58
		RECLASSIFY TO 552					
2		RECLASSIFY TO 552	10E550 1125 4100 00 230000		05/25/2023	0.00	823.94
		RECLASSIFY TO 552					
3		RECLASSIFY TO 551	10E550 2540 4100 00 230000		05/25/2023	0.00	256.00
		RECLASSIFY TO 551					
4		RECLASSIFY TO 551	10E550 1125 4100 00 230000		05/25/2023	0.00	209.93
		RECLASSIFY TO 551					
5		RECLASSIFY TO 551	10E550 1125 4100 00 230000		05/25/2023	0.00	940.82
		RECLASSIFY TO 551					

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05EYTRA2	EARLY YEARS RECLASSIFICATION	2022-2023	05/25/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
6		RECLASSIFY TO 551	10E550 2540 4100 00 230000		05/25/2023	0.00	266.40
		RECLASSIFY TO 551					
7		RECLASSIFY TO 551	10E550 1125 4100 00 230000		05/25/2023	0.00	142.99
		RECLASSIFY TO 551					
8		RECLASSIFY TO 551	10E550 2540 4100 00 230000		05/25/2023	0.00	618.42
		RECLASSIFY TO 551					
9		RECLASSIFY TO 551	10E550 2330 4100 00 230000		05/25/2023	0.00	14.99
		RECLASSIFY TO 551					
10		RECLASSIFY TO 551	10E550 2540 4100 00 230000		05/25/2023	0.00	42.98
		RECLASSIFY TO 551					
11		RECLASSIFY TO 551	10E550 1125 4100 00 230000		05/25/2023	0.00	861.99
		RECLASSIFY TO 551					
12		RECLASSIFY FROM 550	10E552 3800 4100 00 230000		05/25/2023	692.58	0.00
		RECLASSIFY FROM 550					
13		RECLASSIFY FROM 550	10E552 1125 4100 00 230000		05/25/2023	823.94	0.00
		RECLASSIFY FROM 550					
14		RECLASSIFY FROM 550	10E551 2540 4100 00 230000		05/25/2023	256.00	0.00
		RECLASSIFY FROM 550					
15		RECLASSIFY FROM 550	10E551 3800 4100 00 230000		05/25/2023	209.93	0.00
		RECLASSIFY FROM 550					
16		RECLASSIFY FROM 550	10E551 3800 4100 00 230000		05/25/2023	940.82	0.00
		RECLASSIFY FROM 550					
17		RECLASSIFY FROM 550	10E551 2540 4100 00 230000		05/25/2023	266.40	0.00
		RECLASSIFY FROM 550					
18		RECLASSIFY FROM 550	10E552 1125 4100 00 230000		05/25/2023	142.99	0.00
		RECLASSIFY FROM 550					
19		RECLASSIFY FROM 550	10E551 2540 4100 00 230000		05/25/2023	618.42	0.00
		RECLASSIFY FROM 550					
20		RECLASSIFY FROM 550	10E551 3800 4100 00 230000		05/25/2023	170.95	0.00
		RECLASSIFY FROM 550					
21		RECLASSIFY FROM 550	10E551 2330 4100 00 230000		05/25/2023	14.99	0.00
		RECLASSIFY FROM 550					
22		RECLASSIFY FROM 550	10E551 2540 4100 00 230000		05/25/2023	42.98	0.00
		RECLASSIFY FROM 550					
23		RECLASSIFY FROM 550	10E551 3800 4100 00 230000		05/25/2023	861.99	0.00
		RECLASSIFY FROM 550					

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05EYTRA2	EARLY YEARS RECLASSIFICATION	2022-2023	05/25/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
24		RECLASSIFY FROM 551	10E550 1125 4100 00 230000		05/25/2023	0.00	170.95
		RECLASSIFY FROM 551					
					TOTALS	5,041.99	5,041.99

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05ILTR3	TRANS FROM IL FD 20 TO US BANK FD 20	2022-2023	05/24/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TRANS FROM IL FD 20 TO US BANK FD 20	20A302 1120 0000 00 000000		05/24/2023	0.00	750,000.00
		TRANS FROM IL FD 20 TO US BANK FD 20					
2		TRANS FROM IL FD 20 TO US BANK FD 20	20A301 1120 0000 00 000000		05/24/2023	750,000.00	0.00
		TRANS FROM IL FD 20 TO US BANK FD 20					
					TOTALS	750,000.00	750,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05ILTRAN	IL FUNDS TRANS TO US BANK 1502	2022-2023	05/23/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TRANS 363,106 IL FD 60 TO US BANK FD 60	60A302 1120 0000 00 000000		05/23/2023	0.00	363,106.00
		TRANS 363,106 IL FD 60 TO US BANK FD 60					
2		TRANS 363,106 IL FD 60 TO US BANK FD 60	60A301 1120 0000 00 000000		05/23/2023	363,106.00	0.00
		TRANS 363,106 IL FD 60 TO US BANK FD 60					
3		TRANS 300,000 IL FD 40 TO US BANK FD 40	40A302 1120 0000 00 000000		05/23/2023	0.00	300,000.00
		TRANS 300,000 IL FD 40 TO US BANK FD 40					
4		TRANS 300,000 IL FD 40 TO US BANK FD 40	40A301 1120 0000 00 000000		05/23/2023	300,000.00	0.00
		TRANS 300,000 IL FD 40 TO US BANK FD 40					
					TOTALS	663,106.00	663,106.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05SPDSEC	RECLASSIFY SPED SECTRETARY	2022-2023	05/18/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		RECLASSIFY SPED SECRETARY	10E400 2300 1110 00 000000		05/18/2023	0.00	9,361.93
		RECLASSIFY SPED SECRETARY					
2		RECLASSIFY SPED SECRETARY	10E400 1200 1110 45 000000		05/18/2023	9,361.93	0.00
		RECLASSIFY SPED SECRETARY					
3		RECLASSIFY SPED SECRETARY	10E400 2300 1110 00 000000		05/18/2023	0.00	13.98
		RECLASSIFY SPED SECRETARY					

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05SPDSEC	RECLASSIFY SPED SECTRETARY	2022-2023	05/18/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
4		RECLASSIFY SPED SECRETARY	10E400 1200 2210 45 000000		05/18/2023	13.98	0.00
		RECLASSIFY SPED SECRETARY					
5		RECLASSIFY SPED SECRETARY	10E400 2300 2220 00 000000		05/18/2023	0.00	2,152.34
		RECLASSIFY SPED SECRETARY					
6		RECLASSIFY SPED SECRETARY	10E400 1200 2220 45 000000		05/18/2023	2,152.34	0.00
		RECLASSIFY SPED SECRETARY					
7		RECLASSIFY SPED SECRETARY	10E400 2300 3250 00 000000		05/18/2023	0.00	1,060.65
		RECLASSIFY SPED SECRETARY					
8		RECLASSIFY COPIER LEASE	10E300 1110 3250 00 000000		05/18/2023	1,060.65	0.00
		RECLASSIFY COPIER LEASE					
					TOTALS	12,588.90	12,588.90

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05SPDCOR	CORRECT MISTAKE	2022-2023	05/18/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		CORRECT MISTAKE	10E400 2300 1110 00 000000		05/18/2023	13.98	0.00
		CORRECT MISTAKE					
2		CORRECT MISTAKE	10E400 2300 2210 00 000000		05/18/2023	0.00	13.98
		CORRECT MISTAKE					
					TOTALS	13.98	13.98

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05EYTRAN	EARLY YEARS TRANSFER FROM 550 TO 551	2022-2023	05/18/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		EARLY YEARS TRANSFER FROM 550 TO 551	10E550 2540 4100 00 230000		05/18/2023	0.00	917.77
		EARLY YEARS TRANSFER FROM 550 TO 551					
2		EARLY YEARS TRANSFER FROM 550 TO 551	10E550 2540 4100 00 230000		05/18/2023	0.00	115.11
		EARLY YEARS TRANSFER FROM 550 TO 551					
3		EARLY YEARS TRANSFER FROM 550 TO 551	10E550 2540 4100 00 230000		05/18/2023	0.00	11.97
		EARLY YEARS TRANSFER FROM 550 TO 551					
4		EARLY YEARS TRANSFER FROM 550 TO 551	10E550 2540 4100 00 230000		05/18/2023	0.00	109.00
		EARLY YEARS TRANSFER FROM 550 TO 551					
5		EARLY YEARS TRANSFER FROM 550 TO 551	10E550 2540 4100 00 230000		05/18/2023	0.00	108.68
		EARLY YEARS TRANSFER FROM 550 TO 551					
6		EARLY YEARS TRANSFER FROM 550 TO 551	10E550 2540 4100 00 230000		05/18/2023	0.00	179.95
		EARLY YEARS TRANSFER FROM 550 TO 551					

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05EYTRAN	EARLY YEARS TRANSFER FROM 550 TO 551	2022-2023	05/18/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
7		EARLY YEARS TRANSFER FROM 550 TO 551	10E550 2540 4100 00 230000		05/18/2023	0.00	71.60
		EARLY YEARS TRANSFER FROM 550 TO 551					
8		EARLY YEARS TRANSFER FROM 550 TO 551	10E550 2540 4100 00 230000		05/18/2023	0.00	72.75
		EARLY YEARS TRANSFER FROM 550 TO 551					
9		EARLY YEARS TRANSFER FROM 550 TO 551	10E550 2540 4100 00 230000		05/18/2023	0.00	174.46
		EARLY YEARS TRANSFER FROM 550 TO 551					
10		EARLY YEARS TRANSFER FROM 550 TO 551	10E550 2540 4100 00 230000		05/18/2023	0.00	140.82
		EARLY YEARS TRANSFER FROM 550 TO 551					
11		EARLY YEARS TRANSFER FROM 550 TO 551	10E550 2540 4100 00 230000		05/18/2023	0.00	214.99
		EARLY YEARS TRANSFER FROM 550 TO 551					
12		EARLY YEARS TRANSFER FROM 550 TO 551	10E550 2540 4100 00 230000		05/18/2023	0.00	141.66
		EARLY YEARS TRANSFER FROM 550 TO 551					
13		EARLY YEARS TRANSFER FROM 550 TO 551	10E550 2540 4100 00 230000		05/18/2023	0.00	179.36
		EARLY YEARS TRANSFER FROM 550 TO 551					
14		EARLY YEARS TRANSFER FROM 550 TO 551	10E550 2540 4100 00 230000		05/18/2023	0.00	176.93
		EARLY YEARS TRANSFER FROM 550 TO 551					
15		EARLY YEARS TRANSFER FROM 550 TO 551	10E550 2540 4100 00 230000		05/18/2023	0.00	266.40
		EARLY YEARS TRANSFER FROM 550 TO 551					
16		EARLY YEARS TRANSFER FROM 550 TO 551	10E551 2540 4100 00 230000		05/18/2023	917.77	0.00
		EARLY YEARS TRANSFER FROM 550 TO 551					
17		EARLY YEARS TRANSFER FROM 550 TO 551	10E551 2540 4100 00 230000		05/18/2023	115.11	0.00
		EARLY YEARS TRANSFER FROM 550 TO 551					
18		EARLY YEARS TRANSFER FROM 550 TO 551	10E551 2540 4100 00 230000		05/18/2023	11.97	0.00
		EARLY YEARS TRANSFER FROM 550 TO 551					
19		EARLY YEARS TRANSFER FROM 550 TO 551	10E551 2540 4100 00 230000		05/18/2023	109.00	0.00
		EARLY YEARS TRANSFER FROM 550 TO 551					
20		EARLY YEARS TRANSFER FROM 550 TO 551	10E551 2540 4100 00 230000		05/18/2023	108.68	0.00
		EARLY YEARS TRANSFER FROM 550 TO 551					
21		EARLY YEARS TRANSFER FROM 550 TO 551	10E551 2540 4100 00 230000		05/18/2023	179.95	0.00
		EARLY YEARS TRANSFER FROM 550 TO 551					
22		EARLY YEARS TRANSFER FROM 550 TO 551	10E551 2540 4100 00 230000		05/18/2023	71.60	0.00
		EARLY YEARS TRANSFER FROM 550 TO 551					
23		EARLY YEARS TRANSFER FROM 550 TO 551	10E551 2540 4100 00 230000		05/18/2023	72.75	0.00
		EARLY YEARS TRANSFER FROM 550 TO 551					
24		EARLY YEARS TRANSFER FROM 550 TO 551	10E551 2540 4100 00 230000		05/18/2023	174.46	0.00
		EARLY YEARS TRANSFER FROM 550 TO 551					

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05EYTRAN	EARLY YEARS TRANSFER FROM 550 TO 551	2022-2023	05/18/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
25		EARLY YEARS TRANSFER FROM 550 TO 551	10E551 2540 4100 00 230000		05/18/2023	140.82	0.00
		EARLY YEARS TRANSFER FROM 550 TO 551					
26		EARLY YEARS TRANSFER FROM 550 TO 551	10E551 2540 4100 00 230000		05/18/2023	214.99	0.00
		EARLY YEARS TRANSFER FROM 550 TO 551					
27		EARLY YEARS TRANSFER FROM 550 TO 551	10E551 2540 4100 00 230000		05/18/2023	141.66	0.00
		EARLY YEARS TRANSFER FROM 550 TO 551					
28		EARLY YEARS TRANSFER FROM 550 TO 551	10E551 2540 4100 00 230000		05/18/2023	179.36	0.00
		EARLY YEARS TRANSFER FROM 550 TO 551					
29		EARLY YEARS TRANSFER FROM 550 TO 551	10E551 2540 4100 00 230000		05/18/2023	176.93	0.00
		EARLY YEARS TRANSFER FROM 550 TO 551					
30		EARLY YEARS TRANSFER FROM 550 TO 551	10E551 2540 4100 00 230000		05/18/2023	266.40	0.00
		EARLY YEARS TRANSFER FROM 550 TO 551					
					TOTALS	2,881.45	2,881.45

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05EYTRAN	EY MARCH AND APRIL TRANSPORTATION BILL	2022-2023	05/15/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		MARCH TRANSPORTATION BILL	10E550 2550 3310 00 230000		05/15/2023	8,037.90	0.00
		MARCH TRANSPORTATION BILL					
2		MARCH TRANSPORTATION BILL	10A301 1120 0000 00 000000		05/15/2023	0.00	8,037.90
		MARCH TRANSPORTATION BILL					
3		MARCH TRANSPORTATION BILL	40A301 1120 0000 00 000000		05/15/2023	8,037.90	0.00
		MARCH TRANSPORTATION BILL					
4		MARCH TRANSPORTATION BILL	40R300 1443 0230 00 000000		05/15/2023	0.00	8,037.90
		MARCH TRANSPORTATION BILL					
5		APRIL TRANSPORTATION BILL	10E550 2550 3310 00 230000		05/15/2023	5,058.30	0.00
		APRIL TRANSPORTATION BILL					
6		APRIL TRANSPORTATION BILL	10A301 1120 0000 00 000000		05/15/2023	0.00	5,058.30
		APRIL TRANSPORTATION BILL					
7		APRIL TRANSPORTATION BILL	40A301 1120 0000 00 000000		05/15/2023	5,058.30	0.00
		APRIL TRANSPORTATION BILL					
8			40R300 1443 0230 00 000000		05/15/2023	0.00	5,058.30
		APRIL TRANSPORTATION BILL					
					TOTALS	26,192.40	26,192.40

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

Account Number	FUNC	2022-23 Revised Budget	May 2022-23 Month	2022-23 FYTD Acti	2022-23 Unexpende
10R--- 111- ---- -- ------	EDUCATION LEVY	15,062,363.00	0.00	15,062,363.13	-0.13
10R--- 112- ---- -- ------	TORT IMMUNITY LEVY	0.00	0.00	0.00	0.00
10R--- 114- ---- -- ------	SPECIAL EDUCATION LEVY	268,354.00	0.00	268,393.41	-39.41
10R--- 121- ---- -- ------	MOBILE HOME PRIVILEGE TAX	127,000.00	0.00	0.00	127,000.00
10R--- 123- ---- -- ------	CORP PERS PROP REPLACE TAX	5,926,473.00	1,107,672.20	5,926,473.59	-0.59
10R--- 129- ---- -- ------	PAY IN LIEU OF TAXES	0.00	0.00	0.00	0.00
10R--- 131- ---- -- ------	REGULAR DAY TUITION	10,747.00	0.00	10,747.19	-0.19
10R--- 132- ---- -- ------	SUMMER SCHOOL TUITION	0.00	0.00	0.00	0.00
10R--- 134- ---- -- ------	SPECIAL ED TUITION	20,396.00	0.00	20,396.00	0.00
10R--- 151- ---- -- ------	INTEREST	1,000,775.00	95,337.19	862,762.00	138,013.00
10R--- 160- ---- -- ------	PRE-PAID MEALS	240,503.00	28,117.33	268,619.83	-28,116.83
10R--- 161- ---- -- ------	STUDENT LUNCHES	0.00	0.00	0.00	0.00
10R--- 162- ---- -- ------	ADULT MEAL	0.00	0.00	0.00	0.00
10R--- 169- ---- -- ------	OTHER CAFETERIAL REVENUE	24,500.00	0.00	23,906.38	593.62
10R--- 171- ---- -- ------	ADMISSIONS	55,360.00	0.00	55,360.82	-0.82
10R--- 172- ---- -- ------	ACTIVITY FEES	41,940.00	9,044.02	47,300.60	-5,360.60
10R--- 179- ---- -- ------	RESALE	500.00	4,373.12	3,144.09	-2,644.09
10R--- 181- ---- -- ------	TEXTBOOK RENTALS	58,238.00	16,102.74	71,186.75	-12,948.75
10R--- 189- ---- -- ------	MISC BOOK FEES	0.00	0.00	0.00	0.00
10R--- 192- ---- -- ------	CONTRIBUTION PRIVATE SOURCES	0.00	0.00	0.00	0.00
10R--- 194- ---- -- ------	SERVICE TO OTHER LEA	0.00	0.00	0.00	0.00
10R--- 195- ---- -- ------	REFUND OF PR YR EXPENDITURE	0.00	0.00	0.00	0.00
10R--- 196- ---- -- ------	SURPLUS FROM TIF DISTRICTS	0.00	0.00	0.00	0.00
10R--- 197- ---- -- ------	DRIVER ED FEES	25,500.00	5,430.00	29,653.25	-4,153.25
10R--- 198- ---- -- ------	VENDOR CONTRACT	0.00	0.00	0.00	0.00
10R--- 199- ---- -- ------	OTHER	385,800.00	-581,946.93	-196,646.92	582,446.92
10R--- 210- ---- -- ------	FLOW THRU STATE	3,000.00	0.00	2,560.00	440.00
10R--- 221- ---- -- ------		0.00	0.00	0.00	0.00
10R--- 300- ---- -- ------	REVENUE FROM STATE SOURCES	9,200,000.00	918,284.40	8,774,717.60	425,282.40
10R--- 310- ---- -- ------	SP ED PRIV FAC	602,500.00	0.00	475,911.49	126,588.51
10R--- 311- ---- -- ------	SP ED PERSONNEL	0.00	0.00	0.00	0.00
10R--- 312- ---- -- ------	SP ED ORPHANS	200,000.00	0.00	182,874.36	17,125.64
10R--- 313- ---- -- ------	SPEC ED ORPHANAGE-SUMMER INDIV	20,000.00	0.00	9,778.00	10,222.00
10R--- 314- ---- -- ------	SP ED SUMMER SCHOOL	0.00	0.00	0.00	0.00
10R--- 320- ---- -- ------	RESTRICTED GRANTS IN AID	0.00	0.00	0.00	0.00
10R--- 322- ---- -- ------	AG SUPPLIMENT	0.00	0.00	0.00	0.00
10R--- 323- ---- -- ------		4,205.00	0.00	3,348.00	857.00
10R--- 329- ---- -- ------	JILG	0.00	0.00	0.00	0.00
10R--- 330- ---- -- ------	PAYMENTS IN LIEU OF TAXES	0.00	0.00	0.00	0.00
10R--- 336- ---- -- ------	STATE FREE LUNCH/BRKFST	6,980.00	1,104.88	7,859.49	-879.49
10R--- 337- ---- -- ------	DRIVER ED REIMBURSEMENT	41,158.00	0.00	40,674.39	483.61
10R--- 350- ---- -- ------	STATE REG TRANSPORTATION	0.00	0.00	0.00	0.00
10R--- 351- ---- -- ------	STATE SP ED TRANSPORTATION	0.00	0.00	0.00	0.00
10R--- 365- ---- -- ------	IL MASTER CERTIFICATE	0.00	0.00	0.00	0.00
10R--- 370- ---- -- ------	EARLY CHILDHOOD	2,026,026.00	174,500.00	1,825,262.00	200,764.00
10R--- 371- ---- -- ------	READING IMPROVEMENT	0.00	0.00	0.00	0.00
10R--- 377- ---- -- ------	SCHOOL SAFETY	0.00	0.00	0.00	0.00
10R--- 380- ---- -- ------	STATE LIBRARY	0.00	0.00	0.00	0.00
10R--- 382- ---- -- ------	SUMMER BRIDGES	0.00	0.00	0.00	0.00
10R--- 399- ---- -- ------	STATE RESTRICTED	5,846.00	0.00	5,846.00	0.00
10R--- 410- ---- -- ------	TITLE V	63,578.00	0.00	65,139.00	-1,561.00
10R--- 421- ---- -- ------	FEDERAL LUNCH	1,349,466.00	99,247.75	1,309,805.90	39,660.10
10R--- 422- ---- -- ------	FEDERAL BREAKFAST	500,000.00	35,128.87	422,321.21	77,678.79
10R--- 424- ---- -- ------	FRESH FRUIT	51,770.00	7,234.52	36,004.98	15,765.02
10R--- 425- ---- -- ------	COMMODITY SALVAGE	0.00	0.00	0.00	0.00
10R--- 426- ---- -- ------	NAT'L SCHOOL LUNCH PROG	0.00	0.00	0.00	0.00
10R--- 430- ---- -- ------	TITLE I	1,443,111.00	0.00	1,443,111.00	0.00

Account Number	FUNC	2022-23 Revised Budget	May 2022-23 Month	2022-23 FYTD Acti	2022-23 Unexpende
10R--- 433- ---- -- ------	ESEA - TITLE VI P.L.98-377-	109,722.00	0.00	106,161.00	3,561.00
10R--- 440- ---- -- ------	TITLE IV	0.00	0.00	0.00	0.00
10R--- 459- ---- -- ------	RESPRO	0.00	0.00	0.00	0.00
10R--- 460- ---- -- ------	IDEA PRESCHOOL	39,197.00	0.00	38,307.00	890.00
10R--- 462- ---- -- ------	EHA FLOW THROUGH	1,370,297.00	24,709.06	1,395,006.50	-24,709.50
10R--- 474- ---- -- ------	USE 4770	0.00	0.00	0.00	0.00
10R--- 477- ---- -- ------	PERKINS	47,474.00	0.00	0.00	47,474.00
10R--- 485- ---- -- ------	STATE FISCAL STABILIZATION FDS	0.00	0.00	0.00	0.00
10R--- 486- ---- -- ------	HOMELESS	0.00	0.00	0.00	0.00
10R--- 487- ---- -- ------	SFSF OTHER GOVERNMENT SERVICE	0.00	0.00	0.00	0.00
10R--- 488- ---- -- ------	ED JOBS FUND	0.00	0.00	0.00	0.00
10R--- 490- ---- -- ------	TITLE III	0.00	0.00	0.00	0.00
10R--- 493- ---- -- ------	TITLE II	150,000.00	0.00	143,269.00	6,731.00
10R--- 495- ---- -- ------	DORS	40,000.00	7,475.00	24,675.00	15,325.00
10R--- 497- ---- -- ------	TECHNOLOGY	0.00	0.00	0.00	0.00
10R--- 499- ---- -- ------	FEDERAL MISC GRANTS	2,977,902.00	61,302.94	2,345,427.90	632,474.10
10R--- 799- ---- -- ------	TRANS FROM TORT	0.00	0.00	0.00	0.00
1----- ---- ---- -- ------	EDUCATION	43,500,681.00	2,013,117.09	41,111,719.94	2,388,961.06
20R--- 111- ---- -- ------	EDUCATION LEVY	3,188,513.00	0.00	3,188,816.42	-303.42
20R--- 121- ---- -- ------	MOBILE HOME PRIVILEGE TAX	0.00	0.00	0.00	0.00
20R--- 123- ---- -- ------	CORP PERS PROP REPLACE TAX	0.00	0.00	0.00	0.00
20R--- 129- ---- -- ------	PAY IN LIEU OF TAXES	0.00	0.00	0.00	0.00
20R--- 151- ---- -- ------	INTEREST	64,723.00	7,020.45	70,112.79	-5,389.79
20R--- 179- ---- -- ------	RESALE	6,077.00	900.39	7,108.08	-1,031.08
20R--- 191- ---- -- ------	FACILITY RENTAL	13,522.00	4,436.00	19,458.50	-5,936.50
20R--- 192- ---- -- ------	CONTRIBUTION PRIVATE SOURCES	0.00	0.00	0.00	0.00
20R--- 195- ---- -- ------	REFUND OF PR YR EXPENDITURE	0.00	0.00	0.00	0.00
20R--- 196- ---- -- ------	SURPLUS FROM TIF DISTRICTS	0.00	0.00	0.00	0.00
20R--- 199- ---- -- ------	OTHER	168,202.00	280.35	168,482.15	-280.15
20R--- 300- ---- -- ------	REVENUE FROM STATE SOURCES	1,285,830.00	102,031.60	1,428,442.40	-142,612.40
20R--- 392- ---- -- ------		0.00	0.00	0.00	0.00
20R--- 399- ---- -- ------	STATE RESTRICTED	0.00	0.00	0.00	0.00
20R--- 485- ---- -- ------	STATE FISCAL STABILIZATION FDS	0.00	0.00	0.00	0.00
20R--- 499- ---- -- ------	FEDERAL MISC GRANTS	48,102.00	0.00	0.00	48,102.00
20R--- 713- ---- -- ------	TRANSFER-ED	0.00	0.00	0.00	0.00
20R--- 799- ---- -- ------	TRANS FROM TORT	0.00	0.00	0.00	0.00
2----- ---- ---- -- ------	OPERATIONS & MAINTENANCE	4,774,969.00	114,668.79	4,882,420.34	-107,451.34
30R--- 151- ---- -- ------	INTEREST	0.00	530.55	3,036.38	-3,036.38
30R--- 198- ---- -- ------	VENDOR CONTRACT	3,000,000.00	228,207.37	2,674,052.96	325,947.04
30R--- 540- ---- -- ------	BOND FEE EXPENSE	0.00	0.00	0.00	0.00
30R--- 721- ---- -- ------	Principal on Bonds Sold	0.00	0.00	0.00	0.00
30R--- 740- ---- -- ------		48,102.00	0.00	0.00	48,102.00
30R--- 750- ---- -- ------		0.00	0.00	0.00	0.00
30R--- 770- ---- -- ------	TRNS TO DEBT SER-PAY INT-REV B	0.00	0.00	0.00	0.00
3----- ---- ---- -- ------	DEBT SERVICE	3,048,102.00	228,737.92	2,677,089.34	371,012.66
40R--- 111- ---- -- ------	EDUCATION LEVY	974,364.00	0.00	974,364.23	-0.23
40R--- 121- ---- -- ------	MOBILE HOME PRIVILEGE TAX	0.00	0.00	0.00	0.00
40R--- 123- ---- -- ------	CORP PERS PROP REPLACE TAX	0.00	0.00	0.00	0.00
40R--- 141- ---- -- ------	REGULAR DAY SCHOOL	0.00	0.00	0.00	0.00
40R--- 144- ---- -- ------	SPECIAL EDUCATION	124,127.00	18,162.30	71,015.10	53,111.90
40R--- 151- ---- -- ------	INTEREST	75,309.00	7,261.70	65,209.20	10,099.80
40R--- 195- ---- -- ------	REFUND OF PR YR EXPENDITURE	0.00	0.00	0.00	0.00
40R--- 196- ---- -- ------	SURPLUS FROM TIF DISTRICTS	0.00	0.00	0.00	0.00
40R--- 199- ---- -- ------	OTHER	0.00	0.00	0.00	0.00
40R--- 350- ---- -- ------	STATE REG TRANSPORTATION	520,702.00	0.00	520,702.25	-0.25
40R--- 351- ---- -- ------	STATE SP ED TRANSPORTATION	469,585.00	0.00	541,076.96	-71,491.96
40R--- 499- ---- -- ------	FEDERAL MISC GRANTS	0.00	0.00	0.00	0.00

Account Number	FUNC	2022-23 Revised Budget	May 2022-23 Month	2022-23 FYTD Acti	2022-23 Unexpende
4----- ---- ---- -- ------	TRANSPORTATION	2,164,087.00	25,424.00	2,172,367.74	-8,280.74
50R--- 111- ---- -- ------	EDUCATION LEVY	678,883.00	0.00	678,883.30	-0.30
50R--- 115- ---- -- ------	SOCIAL SECURITY/MEDICARE LEVY	653,915.00	0.00	653,915.25	-0.25
50R--- 121- ---- -- ------	MOBILE HOME PRIVILEGE TAX	0.00	0.00	0.00	0.00
50R--- 123- ---- -- ------	CORP PERS PROP REPLACE TAX	255,930.00	123,074.57	379,004.57	-123,074.57
50R--- 151- ---- -- ------	INTEREST	18,015.00	2,957.17	23,812.80	-5,797.80
50R--- 196- ---- -- ------	SURPLUS FROM TIF DISTRICTS	0.00	0.00	0.00	0.00
50R--- 300- ---- -- ------	REVENUE FROM STATE SOURCES	0.00	0.00	0.00	0.00
5----- ---- ---- -- ------	MUNICIPAL RETIREMENT	1,606,743.00	126,031.74	1,735,615.92	-128,872.92
60R--- 151- ---- -- ------	INTEREST	176,975.00	23,556.75	225,100.65	-48,125.65
60R--- 300- ---- -- ------	REVENUE FROM STATE SOURCES	0.00	0.00	0.00	0.00
60R--- 499- ---- -- ------	FEDERAL MISC GRANTS	4,614,648.00	683,152.06	4,227,296.71	387,351.29
60R--- 721- ---- -- ------	Principal on Bonds Sold	0.00	0.00	0.00	0.00
60R--- 722- ---- -- ------	PREMIUM ON BONDS	0.00	0.00	0.00	0.00
60R--- 732- ---- -- ------	SALE OF LAND	0.00	0.00	0.00	0.00
6----- ---- ---- -- ------	CAPITAL PROJECT	4,791,623.00	706,708.81	4,452,397.36	339,225.64
70R--- 111- ---- -- ------	EDUCATION LEVY	170,000.00	0.00	172,273.14	-2,273.14
70R--- 121- ---- -- ------	MOBILE HOME PRIVILEGE TAX	0.00	0.00	0.00	0.00
70R--- 151- ---- -- ------	INTEREST	48,377.00	5,660.80	43,764.34	4,612.66
70R--- 196- ---- -- ------	SURPLUS FROM TIF DISTRICTS	0.00	0.00	0.00	0.00
7----- ---- ---- -- ------	WORKING CASH	218,377.00	5,660.80	216,037.48	2,339.52
80R--- 112- ---- -- ------	TORT IMMUNITY LEVY	569,868.00	0.00	569,868.46	-0.46
80R--- 121- ---- -- ------	MOBILE HOME PRIVILEGE TAX	0.00	0.00	0.00	0.00
80R--- 151- ---- -- ------	INTEREST	859.00	195.77	1,237.59	-378.59
80R--- 195- ---- -- ------	REFUND OF PR YR EXPENDITURE	0.00	0.00	0.00	0.00
80R--- 196- ---- -- ------	SURPLUS FROM TIF DISTRICTS	0.00	0.00	0.00	0.00
80R--- 713- ---- -- ------	TRANSFER-ED	0.00	0.00	0.00	0.00
80R--- 799- ---- -- ------	TRANS FROM TORT	0.00	0.00	0.00	0.00
8----- ---- ---- -- ------	TORT	570,727.00	195.77	571,106.05	-379.05
90R--- 111- ---- -- ------	EDUCATION LEVY	199,287.00	0.00	199,287.40	-0.40
90R--- 121- ---- -- ------	MOBILE HOME PRIVILEGE TAX	0.00	0.00	0.00	0.00
90R--- 123- ---- -- ------	CORP PERS PROP REPLACE TAX	0.00	0.00	0.00	0.00
90R--- 151- ---- -- ------	INTEREST	259.00	56.36	365.79	-106.79
90R--- 196- ---- -- ------	SURPLUS FROM TIF DISTRICTS	0.00	0.00	0.00	0.00
90R--- 300- ---- -- ------	REVENUE FROM STATE SOURCES	0.00	0.00	0.00	0.00
90R--- 392- ---- -- ------		0.00	0.00	0.00	0.00
90R--- 399- ---- -- ------	STATE RESTRICTED	50,000.00	0.00	50,000.00	0.00
9----- ---- ---- -- ------	FIRE PREVENTION & SAFETY	249,546.00	56.36	249,653.19	-107.19

Number of Accounts: 900

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

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REPORT SPECIFICATIONS

DISTRICT:	Jacksonville IL SD 117		
REPORT TITLE:	VENDOR CHECK HISTORY - BOARD REPORT (Dates: 05/18/23 - 06/21/23)		
REQUESTED BY:	k.hebb	DATE:	06/21/23
PROGRAM NAME:	fin/3frdtl01.	TIME:	2:20:34 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:		
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
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	AMOUNT
7180	05/24/2023	JACKSONVILLE SCHOOL	TRANSFER FROM INSURANCE ACCOUNT AND PUT INTO GENERAL ACCOUNT	1,044.28
			Totals for 7180	1,044.28
7181	05/30/2023	GUARDIAN	BILL PERIOD 6-01-2023 THRU 6-30-2023	33,125.49
			Totals for 7181	33,125.49
7182	05/30/2023	UNITEDHEALTHCARE	COVERAGE PERIOD 3/1/23-6/30/23	551,252.87
			Totals for 7182	551,252.87
12731	05/18/2023	SECRETARY OF STATE	TITLE LOST, NEED NEW TITLE FOR BUS#36	-50.00
			Totals for 12731	-50.00
12762	05/22/2023	BARNARD, MATT	JHS BASEBALL 5/20/23	-140.00
			Totals for 12762	-140.00
12779	05/22/2023	MCMILLEN, BRENNAN	SECURITY FOR JHS GRADUATION ON 5/19/23	-150.00
			Totals for 12779	-150.00
12832	05/18/2023	BOWL INN	Bowling Field Trip for "Balls" Curriculum Unit	486.00
			Totals for 12832	486.00
12833	05/18/2023	ORIENTAL TRADING CO,	TOTE BAGS FOR NORTH	141.96
			Totals for 12833	141.96
12834	05/18/2023	BLUMHORST, KYLE	JHS BASEBALL 5/20/23	140.00
			Totals for 12834	140.00
12835	05/18/2023	BUSHNELL, SAMANTHA	TEACHER APPRECIATION - CUPS, SUGAR PACKETS, LEMONS, TEA	52.92
			Totals for 12835	52.92
12836	05/18/2023	MANSUR, ANTHONY	TEACHER APPRECIATION - LEO'S PIZZA, WALMART-ICE CREAM, CUTLERY, OREOS, TOPPINGS, SYRUPS	266.82
			Totals for 12836	266.82
12837	05/18/2023	MORROW BROTHERS FORD	NEW TRUCK FOR MAINT. DEPARTMENT	61,380.00
			Totals for 12837	61,380.00
12838	05/19/2023	RADLIFF, JOSH	GRADUATION SECURITY	150.00
			Totals for 12838	150.00
12839	05/22/2023	BMO CORPORATE MASTER	JMS EMERGENCY LED DRIVER AND HONEYWELL REMOTE TEMP SENSOR	188.79
12839	05/22/2023	BMO CORPORATE MASTER	JHS-JPPARK VANDKE WAY-SEED FOR FFA	19.40
12839	05/22/2023	BMO CORPORATE MASTER	SOUTH-PARTY FAVORS FOR KIDS, GOLF FOAM BALLS, PENCILS, HOW TO DRAW CUTE ANIMALS FOR KIDS, PANTER'S TAPE, ANIMAL STICKERS, WALL DECAL, CARTOON STICKERS, SCENTED MARKERS, CROSS CUT SHREDDER, PAPER, YOGA BALANCE BALL, ERASERS FOR KIDS, LIGHT COVERS, FIDGET TOYS, KEYCHAINS, NOTEBOOKS, SIDEWALK CHALK, HEADPHONES, DUCT TAPE, STRESS BALLS, MAGNET TAPE, INFLATABLE SOLAR SYSTEM	1,255.38

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
12839	05/22/2023	BMO CORPORATE MASTER	JHS-FLINN SCIENTIFIC BIOLOGY SUPPLIES-PROJECTILE LAUNCHER, ANTIBIOTIC SENSITIVITY DISKS, TEST STRIPS, PETRI DISHES, CONTROL TASTE TEST PAPER STRIPS, MICROSCOPE,	2,958.54
12839	05/22/2023	BMO CORPORATE MASTER	JHS CREDIT CARD- TEACHER APPRECIATION LUNCHEON-PIZZA FROM PAPA JOHNS AND DOMINOS-PAID BY PARTNERSHIP CHECK FROM BANK	170.29
12839	05/22/2023	BMO CORPORATE MASTER	POSTAGE PAID ENVELOPES FOR CURRICULUM OFFICE	384.45
12839	05/22/2023	BMO CORPORATE MASTER	NILIGHT NYLON GLAG SPADE FEMALE INSULATED QUICK DISCONNECT FOR SHOP	12.66
12839	05/22/2023	BMO CORPORATE MASTER	SPECIAL SERVICES-STEVE PATTON FUND-PLAY-DOH SLIME	21.98
12839	05/22/2023	BMO CORPORATE MASTER	POSTAGE FOR BUSINESS OFFICE TO SEND BMO CC PAYMENT	28.75
12839	05/22/2023	BMO CORPORATE MASTER	SPECIAL SERVICES - AMAZON BOARD GAME, ADHD WORKBOOK, PAINT BY STICKER PADS, PLUSH TOYS, FIDGET TOYS, MATTEL GAMES, CARD GAMES, TOY CARS	186.54
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-PACKING TAPE REFILLS	39.56
12839	05/22/2023	BMO CORPORATE MASTER	DMARC DIGESTS-ED TECH SOFTWARE MONTHLY FEE	10.00
12839	05/22/2023	BMO CORPORATE MASTER	JHS CREDIT CARD- JW PEPPER-FREEDOM, MILESTONES COMBO, MONTEREY MARCH	247.99
12839	05/22/2023	BMO CORPORATE MASTER	NORTH TEACHERS PAY TEACHERS-A CELEBRATION OF AMERICA'S PATRIOTIC SONGS, MEMORIAL DAY, VETERANS DAY	6.00
12839	05/22/2023	BMO CORPORATE MASTER	MY WORKSHEET MAKER-JMS SUBSCRIPTION	5.00
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-POST ITS, PENCILS, INDEX CARDS, BINDER CLIPS, DRY ERASE MARKERS, PUSH PIN MAGNETS, PENS, CARTOON STICKERS, STAPLES, KEYCHAINS	366.23
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-SWING SEAT FOR EISENHOWER PLAYGROUND	55.98
12839	05/22/2023	BMO CORPORATE MASTER	CHEERLEADING COMPANY-NEW METALLIC BATON HANDLE POMS	179.85
12839	05/22/2023	BMO CORPORATE MASTER	TOLLS FOR BUS TRIP UP TO CHICAGO FOR STUDENTS	22.35
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-PENCILS, FOLDERS, INDEX CARDS, TEACHER PLANNER, ERASERS	144.99
12839	05/22/2023	BMO CORPORATE MASTER	JHS-BIOCORP-EXAM GLOVES, EARTHWORMS, SECIMEN KITS, GRASSHOPPERS, SHEEP BRAIN, TRIPLE CAT, SHEEP EYE	1,448.89
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-POSTER BOARD	51.12

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
12839	05/22/2023	BMO CORPORATE MASTER	SPECIAL SERVICES-SHOULDER STRAP FOR IPAD CASE	10.99
12839	05/22/2023	BMO CORPORATE MASTER	THE GILDER LEHRMAN INSTITUTE OF AMERICAN HISTORY - 1 X VOTING AND ELECTIONS IN AMERICAN HISTORY	29.99
12839	05/22/2023	BMO CORPORATE MASTER	IASB TWO RIVERS DIVISION GOVERNING MEETING FOR BOARD MEMBER	27.00
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-FOAM AND FELT FILTERS FOR SHARK ROTATOR PRO LIFT-AWAY	35.98
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-DRY ERASE MARKERS	19.92
12839	05/22/2023	BMO CORPORATE MASTER	TEACHERS PAY TEACHERS-VIRTUAL KITCHEN DRAWING ASSIGNMENTS, COMPUTER CODING, VIRTUAL FRAMING, HUGE CANVA, ROBOTICS, CORE VALUE PUZZLES	285.46
12839	05/22/2023	BMO CORPORATE MASTER	JHS-HALLOWEENCOSTUMES.COM-MAID EN COSTUME, RENAISSANCE MAN COSTUME AND SHIRT FOR FINE ARTS	233.94
12839	05/22/2023	BMO CORPORATE MASTER	FLASH DRIVES FOR WASHINGTON	79.96
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-WATERPROOF MATTRESS PROTECTOR, FITTED SHEET, PLASTIC CUPS, SLEEEPING COT FOR NURSE AT WASHINGTON	159.87
12839	05/22/2023	BMO CORPORATE MASTER	EARLY YEARS PROGRAM-INSECT LORE CUP OF CATERPILLARS	181.54
12839	05/22/2023	BMO CORPORATE MASTER	HEPA REPLACEMENT FILTERS FOR AIR PURIFIER AND CLEANING WIPES	53.16
12839	05/22/2023	BMO CORPORATE MASTER	JMS STACKING DRAWERS, TCHOUKBALL STEEL FRAMES WITH NETS, DODGEBALLS, OFFICE CHAIR, HIGHLIGHTERS, MARKERS,PUZZLE SETS, TONER CARTRIDGES, SCOREKEEPER WITH STAND, FOLDERS, STORAGE BINS, PAPER TRAYS, SCRIMMAGE VESTS, BEANBAGS, RHINO SKIN BALL SET, TRAFFIC CONES, CALCULATOR	3,853.98
12839	05/22/2023	BMO CORPORATE MASTER	JHS-KRYLON TRIPLE THICK CLEAR CLAZE AEROSOL SPRAY	12.94
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-DISPOSABLE WASHCLOTHS	56.90
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-KLEENEX	178.44
12839	05/22/2023	BMO CORPORATE MASTER	JHS-MONEYBALL AND BEYOND BAND OF BROTHERS BOOKS	26.44
12839	05/22/2023	BMO CORPORATE MASTER	JHS-AMAZON-SOCCER GOALS, SPORT DISC, SHUTTLECOCKS	94.44
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-BINDERS	105.48
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-CALCULATOR TEACHER KIT	144.30
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-ADA SPORTS SMACK BADMINTON RACKET	150.00
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-CERAMIC TILES,	260.82

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			MARKERS, TRANSFER PAPER	
12839	05/22/2023	BMO CORPORATE MASTER	JHS CREDIT CARD- FUEL INJECTION KIT FOR VOCATIONAL CLASS	1,233.99
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-KICKBALLS	19.96
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-TONER CARTRIDGE	283.08
12839	05/22/2023	BMO CORPORATE MASTER	JHS CREDIT CARD- TEACHER APPRECIATION LUNCHEON-PIZZA FROM PAPA JOHNS AND DOMINOS-PAID BY PARTNERSHIP CHECK FROM BANK	204.25
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-TAPE REFILL ROLLS	15.98
12839	05/22/2023	BMO CORPORATE MASTER	CROSSROADS BOOKS, THREE SISTERS AND CILKA'S JOURNEY	126.06
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-USB EXTERNAL STEREO SOUND ADAPTER FOR WINDOWS AND MAC PLUG	151.60
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-PLASTIC MESH ZIPPER POUCHES FOR WASHINGTON ELEMENTARY	138.69
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-MASTER LOCK COMIBINATION LOCK, PANORAMIC VIDEO CONFERENCE CAMERA	378.99
12839	05/22/2023	BMO CORPORATE MASTER	APLUS STORAGE-WASHINGTON UNITS FOR TECH EQUIPMENT MONTHLY FEE	275.00
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-WIRELESS MINI LAPEL MICROPHONE FOR IPAD/IPHONE	26.99
12839	05/22/2023	BMO CORPORATE MASTER	WALMART FOR FCS CLASS-CAKE, BISCUITS, FROSTING, MILK, FLOUR, SOAP, CHEESE, ETC.	150.32
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-JHS AUTO SHOP-OREGON CHAIN GRINDER	451.52
12839	05/22/2023	BMO CORPORATE MASTER	JHS-AMAZON-USB DOCUMENT CAMERA	99.00
12839	05/22/2023	BMO CORPORATE MASTER	JHS-AMAZON-CODING FOR KIDS LESSONS, DRY ERASE MARKERS, INK CARTRIDGES, BINDER CLIPS, HIGHLIGHTERS, MARKERS	256.44
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-BINDER CLIPS	11.98
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-GEL PENS, FILAMENT PRINTING PAPER, LESSON PLANNERS, NOTEBOOKS, DESK FILE ORGANIZER, ERASERS, SCREEN CLEANER SPRAY, LABELS, PENCILS, USB PORTS, KEYBOARD CLEANER, STORAGE DRAWERS, RULERS, SHEET PROTECTORS, CABLE HIDER, BEARING BALLS, BEAD CHAIN	865.17
12839	05/22/2023	BMO CORPORATE MASTER	EARLY YEARS PROGRAM-AMAZON-CLEAR CUPS	52.80
12839	05/22/2023	BMO CORPORATE MASTER	SPECIAL SERVICES-CRIME STOPPERS-A LITTLE SPOT OF FEELINGS 8 BOOK BOX SET, HOW TO COOK, BE SAFE WITH TOUCH,	133.06

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			NINJA LIFE HACKS, SOCIAL SKILLS FOR KIDS	
12839	05/22/2023	BMO CORPORATE MASTER	SPECIAL SERVICES-AMAZON ARP IDEA GRANT -HEADPHONES, VELCRO, SENSORY CIRCLES, CHEW NECKLACES, CHEW STICK TOYS	599.76
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-AA BATTERIES FOR SHOP	93.60
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-TEACHER APPRECIATION SUPPLIES FOR NORTH FROM THE TRACY FOUNDATION GRANT-MOTIVATIONAL THANK YOU KEY RINGS, MAKEUP BAGS, NAIL FILES, FINGERNAIL POLISH	165.99
12839	05/22/2023	BMO CORPORATE MASTER	TRACY GRANT FOUNDATION FOR SOUTH-RON CLARK ACADEMY AND FLIGHTS	5,166.20
12839	05/22/2023	BMO CORPORATE MASTER	NAME PLATES FOR NEW BOARD MEMBERS	11.98
12839	05/22/2023	BMO CORPORATE MASTER	EARLY YEARS PROGRAM-AMAZON-CREAM OF TARTAR AND GLOVES	63.93
12839	05/22/2023	BMO CORPORATE MASTER	Battery Charger J. Thomas	79.00
12839	05/22/2023	BMO CORPORATE MASTER	SPECIAL SERVICES - AMAZON FACIAL TISSUES, ACADEMIC PLANNER, LANYARDS, NOTEBOOKS, FOLDERS, PENCILS, CRAYONS	157.00
12839	05/22/2023	BMO CORPORATE MASTER	JHS BASS FISHING FUEL FOR BOATS AND TRUCKS	939.35
12839	05/22/2023	BMO CORPORATE MASTER	SPECIAL SERVICES CC- JHS PSYCH SUPPLIES-OFFICE CHAIR	99.35
12839	05/22/2023	BMO CORPORATE MASTER	SPECIAL SERVICES CC-AMAZON-DISINFECTING WIPES	21.00
12839	05/22/2023	BMO CORPORATE MASTER	EARLY YEARS PROGRAM-AMAZON-COLD CUPS	83.85
12839	05/22/2023	BMO CORPORATE MASTER	EARLY YEARS PROGRAM-TRACY FAMILY FOUNDATION DONATION -CASEYS PIZZA FOR STAFF	137.59
12839	05/22/2023	BMO CORPORATE MASTER	EARLY YEARS PROGRAM-WALMART.COM-DIAPERS	268.72
12839	05/22/2023	BMO CORPORATE MASTER	ELKAY KIT-EZ FRONT SIDE PUSHBARS FOR JHS	32.95
12839	05/22/2023	BMO CORPORATE MASTER	SPECIAL SERVICES-WALMART STEVE PATTON FUND - GOLDFISH, CEREAL, FUNYUNS, CHIPS, ETC.	105.26
12839	05/22/2023	BMO CORPORATE MASTER	SPECIAL SERVICES - AMAZON WEEKLY AND MONTHLY PLANNER, THERMAL LAMINATOR, BOOK, WORKBOOKS, THE BODY KEEPS THE SCORE	216.76
12839	05/22/2023	BMO CORPORATE MASTER	SPECIAL SERVICES - AMAZON USB TYPE C CABLE	15.98
12839	05/22/2023	BMO CORPORATE MASTER	SPECIAL SERVICES - LAMINATING POUCHES	245.92
12839	05/22/2023	BMO CORPORATE MASTER	EQUIPARTS-TAILPIECE REMOVING TOOL FOR SHOP	67.59
12839	05/22/2023	BMO CORPORATE MASTER	EARLY YEARS PROGRAM-AMAZON-FOAM PLATES	46.53

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
12839	05/22/2023	BMO CORPORATE MASTER	EARLY YEARS PROGRAM-AMAZON-ENVELOPES, PACKAGING TAPE, POST ITS, BATH TOWELS	121.10
12839	05/22/2023	BMO CORPORATE MASTER	ERGONOMIC MESH OFFICE CHAIR FOR SOUTH SECRETARY	129.99
12839	05/22/2023	BMO CORPORATE MASTER	PEST GLUE TRAP FOR SHOP	80.82
12839	05/22/2023	BMO CORPORATE MASTER	MONTHLY PLANNER FOR EISENHOWER	25.90
12839	05/22/2023	BMO CORPORATE MASTER	ELECTRIC PENCIL SHARPENER, ARCHIVAL FOLDERS, VOLLEYBALLS, DODGEBALLS, TEACHER STAMPS, LINE EM UP SPOTS, SLAMMO GAME SET, WOOD STORAGE CABINET- FOR EISENHOWER	1,299.50
12839	05/22/2023	BMO CORPORATE MASTER	THE SOAP COMPANY COFFEE HOUSE, MACALISTER'S DELI, WALMART-BANANAS, COOKES, SONIC-ICE (FOOD FOR RTI MEETINGS)	316.49
12839	05/22/2023	BMO CORPORATE MASTER	PIZZA HUT	79.01
12839	05/22/2023	BMO CORPORATE MASTER	SUPER 8 MOTEL STAY FOR HOMELESS FAMILY	296.40
12839	05/22/2023	BMO CORPORATE MASTER	CANDY FROM WALMART FOR TEACHER APPRECIATION WEEK-PAID BY TRACY FOUNDATION GRANT MONEY FOR NORTH TEACHERS	109.38
12839	05/22/2023	BMO CORPORATE MASTER	SPECIAL SERVICES - AMAZON FILE FOLDERS	30.38
12839	05/22/2023	BMO CORPORATE MASTER	SPECIAL SERVICES-ARP IDEA GRANT-AMAZON VELCRO USA LOOP TEXACRO	489.90
12839	05/22/2023	BMO CORPORATE MASTER	SPECIAL SERVICES-AMAZON ARP IDEA GRANT PROCASE KIDS HEADPHONES, VELCRO	540.50
12839	05/22/2023	BMO CORPORATE MASTER	Psych supplies -NASP MEMBERSHIP	230.00
12839	05/22/2023	BMO CORPORATE MASTER	8000 PACKARD FURNACE BELT DRIVE MOTOR 1/4 HP 1725 RPM 48 FRAME 115 VOLTS	139.63
12839	05/22/2023	BMO CORPORATE MASTER	JMS ED PUZZLE PRO TEACHER AND QUIZ SUBSCRIPTIONS	232.98
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-FILAMENT PLA PLUS 3D PRINTER	149.67
12839	05/22/2023	BMO CORPORATE MASTER	JHS BASS FISHING FUEL FOR BOATS AND TRUCKS	577.76
12839	05/22/2023	BMO CORPORATE MASTER	TRANSPORTATION DEPT. CC-INSITE PRO MR/HS PLUS 1 YEAR SUBSCRIPTION FOR BUS GARAGE	818.13
12839	05/22/2023	BMO CORPORATE MASTER	2 LIVE CUPS OF CATERPILLARS-FOR EISENHOWER ELEMENTARY STUDENTS	39.25
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-CROSSROADS BOOKS-YOU CAN'T DATE THE COACH'S	103.38

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			DAUGHTER (RULES OF LOVE) AND THE GIRL WHO BROKE THE WORLD-TEACHER PLANNERS	
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-VARIABLE PITCH SHEAVE FOR 3L SECTION BELT	33.51
12839	05/22/2023	BMO CORPORATE MASTER	FLOWERS FOR FUNERALS	102.64
12839	05/22/2023	BMO CORPORATE MASTER	HOLIDAY INN HOTELS AND RESORTS FOR CHAMPAIGN CONFERENCE	282.48
12839	05/22/2023	BMO CORPORATE MASTER	NAME PLATES FOR NEW BOARD MEMBERS	11.98
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-REPLACEMENT PART FOR AMETEK VACUUM CLEANER FOR JHS	90.40
12839	05/22/2023	BMO CORPORATE MASTER	APPLESAUCE FOR LINCOLN	36.18
12839	05/22/2023	BMO CORPORATE MASTER	POSTAGE FOR CENTRAL OFFICE	24.99
12839	05/22/2023	BMO CORPORATE MASTER	REFUND FOR ISU REGISTRATION FOR CONFERENCE	-210.00
12839	05/22/2023	BMO CORPORATE MASTER	BOARD APPRECIATION DINNER-POPCORN	33.99
12839	05/22/2023	BMO CORPORATE MASTER	BOARD APPRECIATION DINNER-CHOCOLATE, TISSUE PAER, GIFT BAGS	142.90
12839	05/22/2023	BMO CORPORATE MASTER	NORTH-INSECT LORE CUP OF CATERPILLARS, SEAT SACKS FROM WALMART, AMAZON-BUBBLES, DRY ERASE MARKERS, KITE LINE, FLOWER POTS, MASON JARS, ARTS AND CRAFTS PAPER, WASHABLE FINGER PAINTS, SPONGES, DOWEL RODS, CLIPBOARDS, FOLDERS, BATTERIES, WORD SEARCH GAMES, POSTERS,	845.58
12839	05/22/2023	BMO CORPORATE MASTER	TEACHERS PAY TEACHERS, AMAZON-COLOR PAPER, UOGIC PENS FOR MICROSOFT SURFACE, GORILLA GLUE, SOFTBALLS, BATTERIES, BUBBLE MAILERS, PRINTER FILAMENT PAPER, EASEL PAD, PENS, BASEBALL SET	1,634.60
12839	05/22/2023	BMO CORPORATE MASTER	WASHINGTON-TEACHERS PAY TEACHERS-PARTNER DECODABLE READERS SCIENCE, AND WORD PROBLEMS	23.00
12839	05/22/2023	BMO CORPORATE MASTER	WASHINGTON-AMAZON-WORD-A-MELON WORD SEARCH, MATH POSTERS, FILE FOLDERS, ALPHABET TRACING BOARD, BANANAGRAMS, FIDGET POP LETTERS PUZZLE TOYS	120.46
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-SPARIN 3 PACK UPGRADE SCREEN PROTECTOR FOR IPAD	22.76
12839	05/22/2023	BMO CORPORATE MASTER	REXX BATTERY-12 VOLT	131.80
12839	05/22/2023	BMO CORPORATE MASTER	FAXAGE-PHONE LINES FOR WASHINGTON AND JHS	14.93
12839	05/22/2023	BMO CORPORATE MASTER	SPRINGFIELD, SHELL GAS STATION	25.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
12839	05/22/2023	BMO CORPORATE MASTER	NATURE STORE-CATERPILLAR REFILL KIT FOR EISENHOWER ELEMENTARY SCHOOL FOR STUDENTS	59.39
12839	05/22/2023	BMO CORPORATE MASTER	JHS BOILERS CERTIFICATION FEES	143.15
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-FLAGPOLE FLASH COLLAR BASE FOR WASHINGTON	49.98
12839	05/22/2023	BMO CORPORATE MASTER	MURRAYVILLE WOODSON-AMAZON-OFFICE CHAIR MATS FOR TEACHERS	664.08
12839	05/22/2023	BMO CORPORATE MASTER	IASB TWO RIVERS DIVISION GOVERNING MEETING	27.00
12839	05/22/2023	BMO CORPORATE MASTER	SHERATON LISLE REFUND	-308.58
12839	05/22/2023	BMO CORPORATE MASTER	ROE REGISTRATION FOR JHS ASSISTANT PRINCIPAL	20.00
12839	05/22/2023	BMO CORPORATE MASTER	2023 CARING CONNECTIONS-IPA CONFERENCE REGISTRATION FOR SOUTH PRINCIPAL	199.00
12839	05/22/2023	BMO CORPORATE MASTER	POPCORN FOR BOARD APPRECIATION DINNER	10.49
12839	05/22/2023	BMO CORPORATE MASTER	IASB NEW BOARD MEMBER ONLINE TRAINING BUNDLE	250.00
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-SENSORY CHEW NECKLACES	9.68
12839	05/22/2023	BMO CORPORATE MASTER	ETSY-GRANT PAID-SENSORY ROOM BUMBLE BEE SMART -SENSORY WALL PANELS, BUSY BOARDS FOR TODDLERS, AND BUSY CUBES	1,312.20
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-FUNDATIONS LETTER FORMATION POSTER PREK -1	26.91
12839	05/22/2023	BMO CORPORATE MASTER	SPECIAL SERVICES-USPS.COM-POSTAGE FOR SPECIAL SERVICES	176.37
12839	05/22/2023	BMO CORPORATE MASTER	SPECIAL SERVICES-AMAZON ARP IDEA GRANT STRESS BALLS AND NOODLES TOYS	27.97
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-EXTERIOR DOOR HANDLE FOR MAINT TRUCK.	16.98
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-T&S BRASS CERAMAL CARTRIDGE WITHOUT BONNET FOR JHS	30.91
12839	05/22/2023	BMO CORPORATE MASTER	EISENHOWER-CHAPTER BOOKS-LET'S GO!	233.82
12839	05/22/2023	BMO CORPORATE MASTER	WALGREENS-LICE KILLING KIT AND SHAMPOO	80.96
12839	05/22/2023	BMO CORPORATE MASTER	SPECIAL SERVICES-SP THE HAPPY PLANNER FOUNTAIN	54.13
12839	05/22/2023	BMO CORPORATE MASTER	SPECIAL SERVICES CC-STEVE PATTON FUND-MENU COVERS	63.96
12839	05/22/2023	BMO CORPORATE MASTER	SPECIAL SERVICES CC-AMAZON-MECHANICAL PENCILS	32.99
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-CLICK SUPPLIES FOR EISENHOWER-MASTER PINS, NICKEL SILVER BOTTOM PINS, IC CORE LOCKS, BEST CAPS	335.54
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-LINCOLN NURSE	58.76

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			SUPPLIES-BANDAGES, TWEEZERS, PROBE COVERS, BABY WIPES	
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-HIGH TURBO SERIES BOB RED BRASS FLOAT VALVE FOR JHS	135.28
12839	05/22/2023	BMO CORPORATE MASTER	IPA-2023 SCHOOL SECURITY CONFERENCE FOR JHS PRINCIPAL	199.00
12839	05/22/2023	BMO CORPORATE MASTER	WALMART-PAPER PLATES, SPONGES, COTTON SWABS AND BALLS	44.10
12839	05/22/2023	BMO CORPORATE MASTER	M/W TEACHERS PAY TEACHERS-WRITING BUNDLE FOR 5TH GRADE, DAILY MATH REVIEW FOR 2ND GRADE, SIGHT WORD ACTIVITIES, DAILY MATH REBIEW FOR 3ED GRADE	137.00
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-EXPO MARKER BOARD TOWLETTES WIPES	28.45
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-CREDIT FROM BINDER CLIPS	-5.99
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-CLEANING SPRAY FOR WHITEBOARD	71.88
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-METAL DESK MAGAZINE FILE HOLDER	26.99
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-STICKERS, PENS, STICKY NOTES, HIGHLIGHTERS, TEACHER PLANNER, MARKERS	135.57
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-STRATHMORE SMOOTH NEWSPRINT PAPER PAD	58.16
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-DRY ERASE MARKERS	51.54
12839	05/22/2023	BMO CORPORATE MASTER	AMAZON-HANGING FILE ORGANIZER, CARTOON STICKERS, STAPLES, WOOD PUSH PINS, MAP TACKS, PASTEL CRATES FOR DESK ORGANIZERS, PENCILS, STAPLER, MAGNETIC CLIPS, SENSORY STRIPS	169.33
12839	05/22/2023	BMO CORPORATE MASTER	JMS-AMAZON-PAPER CLIPS	25.14
12839	05/22/2023	BMO CORPORATE MASTER	JMS-AMAZON-WATER BOTTLE STICKERS, PENCIL ERASERS, GLUE STICKS, PAINTERS TAPE, FOLDER, POST IT NOTES, INDEX CARDS, ANIMAL ERASERS	118.42
12839	05/22/2023	BMO CORPORATE MASTER	JMS-AMAZON-DESK CALENDAR	8.99
12839	05/22/2023	BMO CORPORATE MASTER	JMS-AMAZON-MINTS	17.40
12839	05/22/2023	BMO CORPORATE MASTER	JMS-AMAZON-PAPER CLIPS	22.95
12839	05/22/2023	BMO CORPORATE MASTER	JMS-AMAZON-PACKAGING TAPE	13.20
12839	05/22/2023	BMO CORPORATE MASTER	JMS-AMAZON-LESSON PLANNER NOTEBOOK	39.95
12839	05/22/2023	BMO CORPORATE MASTER	JMS-AMAZON-HIGHLIGHTERS, PENS, BINDERS	43.87
12839	05/22/2023	BMO CORPORATE MASTER	JMS-AMAZON-BINDER CLIPS	12.18
12839	05/22/2023	BMO CORPORATE MASTER	JMS-AMAZON-SHARPIE MARKERS	95.25
			Totals for 12839	41,501.20
12840	05/23/2023	CC-IL	CALIBRATION CHECK ON 5/10/23 ON AUDIOMETERS	90.00
			Totals for 12840	90.00

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12841	05/23/2023	CHADDOCK	NOVEMBER 2022 EDUCATION SERVICES	4,024.77
			Totals for 12841	4,024.77
12842	05/23/2023	CITY OF JACKSONVILLE	FUEL FOR APRIL 2023	3,170.16
			Totals for 12842	3,170.16
12843	05/23/2023	FOOD HANDLER SOLUTIO	ONLINE PROFESSIONAL STANDARDS EDUCATION AND TRACKING PROGRAM-12 MONTHS (FULL SERVICE)	1,250.00
			Totals for 12843	1,250.00
12844	05/23/2023	HEAVENLY DELIGHT	23 WHITEOUT DELIGHTS FOR TEACHER APPRECIATION-TRACY FOUNDATION GRANT MONEY	110.00
			Totals for 12844	110.00
12845	05/23/2023	HILER, JOYCE	PETTY CASH FOR JHS CAFE-REIMBURSEMENT	50.00
			Totals for 12845	50.00
12846	05/23/2023	JHS CAFETERIA	BROWNIES AND PIZZA FOR NORTH ELEMENTARY-END OF YEAR PARTY	191.95
12846	05/23/2023	JHS CAFETERIA	RETIREMENT AND RECOGTION DINNER FOR BOARD	525.00
			Totals for 12846	716.95
12847	05/23/2023	KIM'S PLACE CAFE	LUNCH FOR TEACHER APPRECIATION FOR EISENHOWER-TRACY FOUNDATION GRANT	1,000.00
			Totals for 12847	1,000.00
12848	05/23/2023	PAPA MURPHY'S	PIZZA FOR MURRAYVILLE-WOODSON TEACHER APPRECIATION-TRACY FOUNDATION GRANT	108.26
			Totals for 12848	108.26
12849	05/23/2023	SKYWARD USER'S GROUP	USER GROUP ANNUAL DUES PER DISTRICT THROUGH 6/30/24	350.00
			Totals for 12849	350.00
12850	05/24/2023	GFL ENVIRONMENTAL	MAY TRASH SERVICE 2023	384.94
			Totals for 12850	384.94
12851	05/24/2023	MUNICIPAL UTILITIES	JMS-664 Lincoln Ave	777.45
12851	05/24/2023	MUNICIPAL UTILITIES	Washington-524 S. Kosciusko	99.92
12851	05/24/2023	MUNICIPAL UTILITIES	Physical Ed Bldg (JHS BOWL)-201 S. Church	58.33
12851	05/24/2023	MUNICIPAL UTILITIES	(EARLY YEARS)-506 Jordan	254.01
			Totals for 12851	1,189.71
12852	05/24/2023	CROWN TROPHY	REPLACEMENT PLATES FOR JMS	18.00
			Totals for 12852	18.00
12853	05/24/2023	HARTFORD	INSURANCE BILLING PERIOD 6/1/23-6/30/23	856.81
12853	05/24/2023	HARTFORD	BILLING PERIOD 6/1/23-6/30/23	36.54
			Totals for 12853	893.35
12854	05/24/2023	ILMEA STATE OFFICE	DISTRICT 4 JUNIOR/SENIOR LEVEL PARTICIPATION SCHOOL FEE FOR JMS	50.00
			Totals for 12854	50.00
12855	05/25/2023	CAPITAL ONE-WALMART	CROSSROADS-STUDENT BEHAVIORAL AWARD	150.97
			Totals for 12855	150.97
12856	05/25/2023	CASS-MORGAN FARM BUR	PLANTING SEEDS OF	60.00

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			KNOWLEDGE/AG IN THE CLASSROOM (2 REGISTRATIONS FOR JMS TEACHERS	
			Totals for 12856	60.00
12857	05/25/2023	DE LAGE LANDEN FINAN	XEROX MACHINE PERIOD OF PERFORMANCE 5/15/23-6/14/23	4,001.00
12857	05/25/2023	DE LAGE LANDEN FINAN	CROSSROADS EXTRA COPIER MACHINE	228.55
			Totals for 12857	4,229.55
12858	05/25/2023	JHS CAFETERIA	Milk for PM class snack	954.80
			Totals for 12858	954.80
12859	05/25/2023	LECOCQ, KRISTI	Live Music for End of Year PI Event	300.00
			Totals for 12859	300.00
12860	05/30/2023	OUR TOWN BOOKS	END OF YEAR STAFF PARTY FOR SOUTH ELEMENTARY TEACHERS-TRACY FOUNDATION GRANT (BOOKS-DESIGN FOR BELONGING)	271.83
			Totals for 12860	271.83
12861	05/30/2023	PFEIFER, MATTHEW	END OF YEAR STAFF PARTY FOR SOUTH ELEMENTARY TEACHERS-TRACY FOUNDATION GRANT	286.88
			Totals for 12861	286.88
12862	05/30/2023	SMITH, STUART	END OF YEAR STAFF PARTY FOR SOUTH ELEMENTARY TEACHERS-TRACY FOUNDATION GRANT (LIVE MUSIC)	200.00
			Totals for 12862	200.00
12863	05/30/2023	STAPLES BUSINESS CRE	COPY PAPER FOR JMS	472.70
			Totals for 12863	472.70
12864	05/30/2023	TRIANGLE BAR & GRILL	FOOD FOR M/W TEACHER APPRECIATION-TRACY GRANT FOUNDATION	266.00
			Totals for 12864	266.00
12865	06/01/2023	ARTHUR J GALLAGHER R	BOND ISSUANCE FEE/SURCHARGE	10,399.00
			Totals for 12865	10,399.00
12866	06/01/2023	LCMS NORTHERN IL DIS	REGISTRATION FOR IL STATE LUTHERAN ADMIN CONFERENCE	150.00
			Totals for 12866	150.00
12867	06/05/2023	FOLKER, APRIL	JMS LAST DAY LUNCHEON FOR THE TEACHERS	360.00
			Totals for 12867	360.00
12868	06/05/2023	FRONTIER	PHONE BILLING DATE 5/22/2023	2,980.88
			Totals for 12868	2,980.88
12869	06/05/2023	GFL ENVIRONMENTAL	MULTIPLE SCHOOL TRASH SERVICE FOR MAY 2023	4,884.60
			Totals for 12869	4,884.60
12870	06/05/2023	JHS ATHLETIC REVOLVI	REIMBURSING THE FUND FOR OFFICIALS	60.00
			Totals for 12870	60.00
12871	06/05/2023	MUNICIPAL UTILITIES	Eisenhower School-1901 W. Lafayette Ave	560.98
			Totals for 12871	560.98
12872	06/05/2023	BLICK ART MATERIALS	PAINT SUPPLIES FOR WASHINGTON	519.84

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Totals for 12872	519.84
12873	06/05/2023	MEDIACOM LLC	6/1/23-6/30/2023 STATEMENT OF SERVICE FOR DISTRICT FIBER	105.00
			Totals for 12873	105.00
12874	06/05/2023	SO. JACKSONVILLE WAT	South School Water & Sewer Usage 5/1/23-5/31/23	95.45
			Totals for 12874	95.45
12875	06/06/2023	ACE HARDWARE	CLOSING DATE 5/31/23 PAYING ALL INVOICES FOR JACKSONVILLE SCHOOL DISTRICT #117 SUPPLIES FOR: JHS, NORTH, AND SHOP	42.98
			Totals for 12875	42.98
12876	06/06/2023	FARM & HOME SUPPLY	STATEMENT PAYING ALL INVOICES FOR JACKSONVILLE SCHOOL DISTRICT #117- MAINT, EARLY YEARS, BUS GARAGE, JHS, EISENHOWER, JMS, NORTH	187.86
			Totals for 12876	187.86
12877	06/06/2023	GRAPHIC EDGE, LLC	GIRLS TRACK SHORTS	397.83
			Totals for 12877	397.83
12878	06/06/2023	O'REILLY AUTOMOTIVE	MAINT AND BUS GARAGE SUPPLIES	246.38
			Totals for 12878	246.38
12879	06/09/2023	CONSTELLATION NEWENE	(JHS BOWL) 215 S Church St	127.88
12879	06/09/2023	CONSTELLATION NEWENE	Bus Garage-837 N Main Street	184.93
12879	06/09/2023	CONSTELLATION NEWENE	CLC 30 N. CENTRAL PARK PLZ	57.48
12879	06/09/2023	CONSTELLATION NEWENE	South-201 Dewey Drive	127.37
12879	06/09/2023	CONSTELLATION NEWENE	EISENHOWER-1901 W Lafayette Ave	822.72
12879	06/09/2023	CONSTELLATION NEWENE	Field House(JHS)-315 W Walnut	114.53
12879	06/09/2023	CONSTELLATION NEWENE	JHS-1211 N. Diamond Street	2,237.11
12879	06/09/2023	CONSTELLATION NEWENE	JMS-664 Lincoln Ave	69.55
12879	06/09/2023	CONSTELLATION NEWENE	Lincoln-320 W Independence	159.13
12879	06/09/2023	CONSTELLATION NEWENE	307 Masters St., Murrayville	558.93
12879	06/09/2023	CONSTELLATION NEWENE	North-1626 State HWY 78 N	316.54
12879	06/09/2023	CONSTELLATION NEWENE	EARLY YEARS -516 Jordan St	455.68
12879	06/09/2023	CONSTELLATION NEWENE	WASHINGTON-524 S Kosciusko ST	195.09
			Totals for 12879	5,426.94
12880	06/09/2023	FRONTIER	WASHINGTON LINES BILLING DATE 5/22/23	44.55
			Totals for 12880	44.55
12881	06/09/2023	MURRAYVILLE-WOODSON	307 Masters-Water 5/1/2023-6/1/2023	157.85
			Totals for 12881	157.85
12882	06/09/2023	ROE	SAFETY SITE ASSESSMENTS FOR SCHOOLS-BASIC CPTED PRINCIPLES:ENRY #7999	50.00
			Totals for 12882	50.00
12883	06/12/2023	4 IMPRINT, INC.	Waterbottles	470.25
			Totals for 12883	470.25
12884	06/12/2023	AMSTERDAM PRINTING	ACADEMIC PLANNERS FOR WASHINGTON STUDENTS	232.45
			Totals for 12884	232.45
12885	06/12/2023	MURRAYVILLE SEWER DE	307 Masters-SEWER 4/01/2023-4/30/2023	131.83
			Totals for 12885	131.83
12886	06/12/2023	NATIONAL PEN CO. LLC	Washington pens	120.94

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Totals for 12886	120.94
12887	06/14/2023	ACE SIGN COMPANY	WASHINGTON ELEMENTARY SIGNAGE-FINAL PAYMENT	14,691.87
			Totals for 12887	14,691.87
12888	06/14/2023	AFPLANSERV	INVOICE PERIOD 4/1/23-4/30/2023	181.00
			Totals for 12888	181.00
12889	06/14/2023	ALL OCCASION CAKES	RETIREMENT CAKES FOR JMS	76.00
			Totals for 12889	76.00
12890	06/14/2023	AMEREN ILLINOIS	3 W CENTRAL PARK PLZ	130.79
12890	06/14/2023	AMEREN ILLINOIS	211 W STATE ST.	179.28
12890	06/14/2023	AMEREN ILLINOIS	207 WEST STATE ST.	28.48
12890	06/14/2023	AMEREN ILLINOIS	211 W STATE ST.	281.12
12890	06/14/2023	AMEREN ILLINOIS	211 W STATE ST.	1,577.73
12890	06/14/2023	AMEREN ILLINOIS	30 N. CENTRAL PLAZA	69.66
12890	06/14/2023	AMEREN ILLINOIS	(JHS) 1211 N. Diamond Street	85.01
12890	06/14/2023	AMEREN ILLINOIS	215 W Walnut Street	34.15
12890	06/14/2023	AMEREN ILLINOIS	JHS BOWL SERVICE FOR GAS	95.71
12890	06/14/2023	AMEREN ILLINOIS	211 W STATE ST.	28.48
12890	06/14/2023	AMEREN ILLINOIS	1 W CENTRAL PARK PLZ	127.08
12890	06/14/2023	AMEREN ILLINOIS	205 WEST STATE ST.	28.48
12890	06/14/2023	AMEREN ILLINOIS	1 W CENTRAL PARK PLZ	75.15
12890	06/14/2023	AMEREN ILLINOIS	1 W CENTRAL PARK PLZ	159.09
12890	06/14/2023	AMEREN ILLINOIS	315 W WALNUT	349.64
			Totals for 12890	3,249.85
12891	06/14/2023	ARAMARK UNIFORM SERV	JHS CLASS	43.08
12891	06/14/2023	ARAMARK UNIFORM SERV	JMS LOGO MATS	256.60
12891	06/14/2023	ARAMARK UNIFORM SERV	JMS LOGO MATS	52.60
12891	06/14/2023	ARAMARK UNIFORM SERV	JHS LOGO MATS	505.00
12891	06/14/2023	ARAMARK UNIFORM SERV	JHS CLASS	43.08
12891	06/14/2023	ARAMARK UNIFORM SERV	JHS CLASS	43.08
12891	06/14/2023	ARAMARK UNIFORM SERV	JHS CLASS	43.08
12891	06/14/2023	ARAMARK UNIFORM SERV	CENTRAL OFFICE AND SPECIAL SERVICES LOGO MATS	32.50
12891	06/14/2023	ARAMARK UNIFORM SERV	CENTRAL OFFICE AND SPECIAL SERVICES LOGO MATS	86.50
12891	06/14/2023	ARAMARK UNIFORM SERV	CENTRAL OFFICE AND SPECIAL SERVICES LOGO MATS	32.50
12891	06/14/2023	ARAMARK UNIFORM SERV	CENTRAL OFFICE AND SPECIAL SERVICES LOGO MATS	86.50
12891	06/14/2023	ARAMARK UNIFORM SERV	JHS LOGO MATS	41.50
12891	06/14/2023	ARAMARK UNIFORM SERV	JHS LOGO MATS	505.00
12891	06/14/2023	ARAMARK UNIFORM SERV	JHS LOGO MATS	41.50
12891	06/14/2023	ARAMARK UNIFORM SERV	JMS LOGO MATS	256.60
12891	06/14/2023	ARAMARK UNIFORM SERV	JMS LOGO MATS	52.60
12891	06/14/2023	ARAMARK UNIFORM SERV	CENTRAL OFFICE AND SPECIAL SERVICES LOGO MATS	86.50
			Totals for 12891	2,208.22
12892	06/14/2023	AREA DISTRIBUTORS	GUIDE WHEEL AND SLEEVE GUIDE WHEEL	40.11
12892	06/14/2023	AREA DISTRIBUTORS	ISOLATOR KIT BOOST	138.93
			Totals for 12892	179.04
12893	06/14/2023	AUBRY, KATHERINE	INTERPRETING SERVICES FOR 5/22/23	110.00
12893	06/14/2023	AUBRY, KATHERINE	INTERPRETING SERVICES FOR 5/9/23	110.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
12893	06/14/2023	AUBRY, KATHERINE	INTERPRETING SERVICES FOR 5/25/23	110.00
			Totals for 12893	330.00
12894	06/14/2023	BAKER'S BEARS, LLC	SOUTH TITLE MATERIAL	70.78
			Totals for 12894	70.78
12895	06/14/2023	BARNES & NOBLE INC	A#6367791 WEIRD BUT TRUE SHARKS PART OF PO#3212300250	7.19
			Totals for 12895	7.19
12896	06/14/2023	BRAINPOP	BRAINPOP JR	302.50
			Totals for 12896	302.50
12897	06/14/2023	BROADVOICE	C#1125007- BUS GARAGE, EISENHOWER, AND JHS	583.80
			Totals for 12897	583.80
12898	06/14/2023	COUNTY MARKET	PLEASE APPLY THIS PAYMENT TOWARDS THE JHS CAFE ACCOUNT (254)-BREAD, COOKIES, CHICKEN, MILK, CROUTONS, BBQ SAUCE	105.65
12898	06/14/2023	COUNTY MARKET	COUNTY MARKET-SODA FOR EARLY YEARS STAFF-TRACY GRANT FOUNDATION	14.45
12898	06/14/2023	COUNTY MARKET	Water for PI event & Laundry Detergent for Pre-K classrooms PLEASE APPLY TO A#271	57.92
			Totals for 12898	178.02
12899	06/14/2023	DUGAN OIL & TIRE	PATCHING A TIRE FOR MAINT. TRUCK	21.00
			Totals for 12899	21.00
12900	06/14/2023	ETA HAND2MIND	119865/123771/125394/125736M-W AND SOUTH TITLE MATERIAL	1,935.19
12900	06/14/2023	ETA HAND2MIND	120417/123783/124528/125746/12 9662/132404/132700 NORTH/SOUTH TITLE MATERIAL	1,663.47
			Totals for 12900	3,598.66
12901	06/14/2023	FUN & FUNCTION	SENSORY FRINGEY BRACELET PART OF PO#3212300299	22.49
			Totals for 12901	22.49
12902	06/14/2023	GARDNER/L&M GLASS, I	CLEAR LAMINATED SAFETY GLASS FOR LINCOLN	28.00
			Totals for 12902	28.00
12903	06/14/2023	GFL ENVIRONMENTAL	EISENHOWER WASTE PICK UP	723.82
			Totals for 12903	723.82
12904	06/14/2023	GFL ENVIRONMENTAL	JMS WASTE TEMP PICK UP	165.00
			Totals for 12904	165.00
12905	06/14/2023	GREEN WORKS, INC	JMS LATE SPRING APPLICATION	129.15
			Totals for 12905	129.15
12906	06/14/2023	HALF PINT KIDS	TITLE MATERIAL FOR SOUTH	950.40
			Totals for 12906	950.40
12907	06/14/2023	HELITECH	SIDEWALK REPAIR AT NORTH ELEMENTARY	1,139.00
12907	06/14/2023	HELITECH	SIDEWALK REPAIR AT EISENHOWER ELEMENTARY	2,961.40
			Totals for 12907	4,100.40
12908	06/14/2023	HIGH NOON BOOKS	LITTLE SPROUTS SET COMPLETE 20 BOOK SET, PART OF	220.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			PO#3212300272	
			Totals for 12908	220.00
12909	06/14/2023	HOME DEPOT CREDIT SE	SUPPLIES FOR THE FOLLOWING: EARLY YEARS, WASHINGTON, LINCOLN, JMS, EISENHOWER, JHS, MAINT SHOP, JHS BOWL, CROSSROADS, NORTH-MOVING BOXES FOR EISENHOWER AND WASHINGTON	4,335.29
			Totals for 12909	4,335.29
12910	06/14/2023	ILLINOIS SCHOOL FOR	ONE ON ONE AIDE FOR APRIL 2023	137.25
12910	06/14/2023	ILLINOIS SCHOOL FOR	ONE ON ONE AIDE FOR APRIL 2023	59.48
			Totals for 12910	196.73
12911	06/14/2023	INTERSTATE BILLING S	J-HOOKS AND PREMIUM STEAR SEALS	64.00
12911	06/14/2023	INTERSTATE BILLING S	AIR FILTERS AND HUBCAP WHEELS	254.04
12911	06/14/2023	INTERSTATE BILLING S	J-HOOKS	419.90
12911	06/14/2023	INTERSTATE BILLING S	BATTERY, J-HOOKS, PREMIUM STEER SEAL FOR BUS GARAGE	319.85
12911	06/14/2023	INTERSTATE BILLING S	BATTREY FOR BUS	-47.88
			Totals for 12911	1,009.91
12912	06/14/2023	JACKSONVILLE SCHOOL	TRANSFER FROM GENERAL TO ACT#935 FFA. NSF WAS PAID ONLINE ON REVTRACK	95.00
12912	06/14/2023	JACKSONVILLE SCHOOL	TRANSFER FROM GENERAL TO ACT ACCOUNTS	225.00
			Totals for 12912	320.00
12913	06/14/2023	JHS CAFETERIA	Snacks for SIP Day and End of Year picnics	296.20
			Totals for 12913	296.20
12914	06/14/2023	JOSTENS INC	MAGNA CUM LAUDE FINISH	583.31
12914	06/14/2023	JOSTENS INC	DIPLOMA FOR JHS	14.25
12914	06/14/2023	JOSTENS INC	DIPLOMAS FOR JHS	14.25
			Totals for 12914	611.81
12915	06/14/2023	JOURNAL-COURIER	300986405 -NOTICE ON THURSDAY, MAY 25, 2023	76.50
			Totals for 12915	76.50
12916	06/14/2023	MCC NETWORK SERVICES	MONTHLY SERVICE FROM JUNE 1-JUNE 30, 2023	2,910.00
			Totals for 12916	2,910.00
12917	06/14/2023	MCKESSON	JHS ELECTRODE AED HEARTSTART	120.92
			Totals for 12917	120.92
12918	06/14/2023	MEYER ROOFING, INC	MURRAYVILLE ROOF REPLACEMENT	48,102.00
			Totals for 12918	48,102.00
12919	06/14/2023	MIDWEST OCCUPATIONAL	BUS DRIVER PHYSICAL AND DRUG SCREENS	260.00
12919	06/14/2023	MIDWEST OCCUPATIONAL	BUS DRIVER PHYSICAL AND DRUG SCREENS	65.00
			Totals for 12919	325.00
12920	06/14/2023	MISS VIC	BILLING STATEMENT FOR PROPERTY AND CASUALTY INSURANCE JULY 1, 2023-JUNE 30, 2024	617,700.00
			Totals for 12920	617,700.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
12921	06/14/2023	MORGAN CO HEALTH DEP	Birth Certificate for PI child	15.00
12921	06/14/2023	MORGAN CO HEALTH DEP	Birth Certificate purchases for families	30.00
			Totals for 12921	45.00
12922	06/14/2023	MOWER MEDICS	SHARPENED PAPER CUTTER FOR EISENHOWER	24.00
			Totals for 12922	24.00
12923	06/14/2023	MUNICIPAL UTILITIES	REMOVING THE OLD SERVICE LINE AT WASHINGTON	7,405.00
			Totals for 12923	7,405.00
12924	06/14/2023	MUSIC SHOPPE, INC	A#68753- STANDARDBOW FIBERGLASS VIOLIN BOW	48.00
12924	06/14/2023	MUSIC SHOPPE, INC	A#68753- COMFORT BAR SAX NECK STRAP	18.99
12924	06/14/2023	MUSIC SHOPPE, INC	A#68753-MONDO FIBERSKYN TUBANO DRUMHEAD	79.95
12924	06/14/2023	MUSIC SHOPPE, INC	A#68753-COMPATIBLE QUARTETS FLUTE/OBOE	14.44
12924	06/14/2023	MUSIC SHOPPE, INC	A#68753-SOLDER JOINT, SILVER SOLDER, VAVLE REPAIR	237.00
12924	06/14/2023	MUSIC SHOPPE, INC	A#68753-ESFL4X SINGLE REPLACEMENT GRIPPER XLONG	15.00
12924	06/14/2023	MUSIC SHOPPE, INC	A#68753-EZVA EVEREST EZ SHOULDER REST, REPLACEMENT GRIPPER, MIRCO VIOLIN TUNER	67.98
12924	06/14/2023	MUSIC SHOPPE, INC	A#68753-DOUBLEEND BASS DRUM MALLET	59.54
12924	06/14/2023	MUSIC SHOPPE, INC	A#68753-FESTIVAL SOLOS BK2 PIANO ACCOMP VARIOUS	11.01
12924	06/14/2023	MUSIC SHOPPE, INC	A#68753-PWCT14 NS MICRO VIOLIN TURNER	24.99
			Totals for 12924	576.90
12925	06/14/2023	NAPA AUTO PARTS	PX CLEAR RTV SILICONE	8.99
12925	06/14/2023	NAPA AUTO PARTS	FUEL FILTER FOR BUS	148.99
12925	06/14/2023	NAPA AUTO PARTS	RAVEN GLOVES LARGE FOR BUS GARAGE	13.99
12925	06/14/2023	NAPA AUTO PARTS	CLUTCH BLDR AND BREAK FLUID FOR SHOP	96.48
12925	06/14/2023	NAPA AUTO PARTS	BATTERY CABLE LUG, FUSE, AND VINYL ELECT TAPE	25.64
			Totals for 12925	294.09
12926	06/14/2023	NEXUS-ONARGA FAMILY	RESIDENTIAL FOR MAY 2023	18,668.51
12926	06/14/2023	NEXUS-ONARGA FAMILY	TUITION FOR MAY 2023	7,409.38
			Totals for 12926	26,077.89
12927	06/14/2023	PRAIRIE FARMS	MILK FOR MAY 2023	10,318.54
			Totals for 12927	10,318.54
12928	06/14/2023	REALLY GREAT READING	READING MATERIAL FOR WASHINGTON	2,816.00
			Totals for 12928	2,816.00
12929	06/14/2023	RP LUMBER	BROWN ALUM ROOF, FELT, CAULK FOR JHS CONCESSIONS	668.13
			Totals for 12929	668.13
12930	06/14/2023	SCHOLASTIC TEACHING	SCHOLASTIC BOOKS FOR V. ZIMMER	44.00
			Totals for 12930	44.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
12931	06/14/2023	SELVAGGIO STEEL	Supplies for Welding	1,953.46
			Totals for 12931	1,953.46
12932	06/14/2023	SHERWIN-WILLIAMS	BEIGE PAINT FOR EARLY YEARS PROGRAM	229.98
12932	06/14/2023	SHERWIN-WILLIAMS	PAINT FOR JMS	257.79
12932	06/14/2023	SHERWIN-WILLIAMS	BEIGE PAINT, ROLLERS, FOR EARLY YEARS PROGRAM	215.28
12932	06/14/2023	SHERWIN-WILLIAMS	PAINT FOR JMS	988.16
12932	06/14/2023	SHERWIN-WILLIAMS	PAINT FOR JMS	53.61
12932	06/14/2023	SHERWIN-WILLIAMS	PAINT SUPPLIES FOR JMS	36.52
			Totals for 12932	1,781.34
12933	06/14/2023	SHIPPERS RENTAL COMP	WASHINGTON RENTAL FOR MAY 2023	600.00
			Totals for 12933	600.00
12934	06/14/2023	SNYDER, JENNIFER	REFUND FOR WHERE THE CRAWDADS SING 00196279	12.60
			Totals for 12934	12.60
12935	06/14/2023	SPECIAL EDUCATION SE	TUITION FOR MAY 2023	6,760.77
			Totals for 12935	6,760.77
12936	06/14/2023	STATE FIRE MARSHAL	FIRETUBE CERTIFICATE FEE FOR BOILERS AT NORTH, M/W, AND EARLY YEARS	210.00
			Totals for 12936	210.00
12937	06/14/2023	TACONY CORP	CLAMP ASSEMBLY FOR MAINT.	27.24
12937	06/14/2023	TACONY CORP	WET/DRY VAC 20 GAL POLY TANK FOR LINCOLN	613.44
			Totals for 12937	640.68
12938	06/14/2023	TREND ENTERPRISES	MISC TITLE MATERIAL FOR SOUTH	41.97
			Totals for 12938	41.97
12939	06/14/2023	TROXELL	MONTHLY CONSULTING FEE	2,200.00
			Totals for 12939	2,200.00
12940	06/14/2023	WILLIAM H. SADLIER,	PHONICS TO READING FOR SOUTH	3,464.26
			Totals for 12940	3,464.26
12941	06/14/2023	WILSON LANGUAGE TRAI	TITLE MATERIALS	653.40
12941	06/14/2023	WILSON LANGUAGE TRAI	FUN HUB SUBSCRIPTION FOR STEPH NOEL	95.00
			Totals for 12941	748.40
12942	06/14/2023	ZUMBAHLEN,EYTH,SURRA	TRS/PAYROLL CONSULTING	865.00
			Totals for 12942	865.00
12943	06/15/2023	AB&C MINI STORAGE	MOVING BOXES FOR WASHINGTON	1,417.50
12943	06/20/2023	AB&C MINI STORAGE	MOVING BOXES FOR WASHINGTON	-1,417.50
			Totals for 12943	0.00
12944	06/15/2023	IASB	C#691170-JOINT ANNUAL CONFERENCE 2023 IN CHICAGO	6,070.00
			Totals for 12944	6,070.00
12945	06/15/2023	MUNICIPAL UTILITIES	CROSSROADS-30 N. CENTRAL PARK PLAZA	58.33
12945	06/15/2023	MUNICIPAL UTILITIES	(EARLY YEARS)-506 Jordan	180.63
12945	06/15/2023	MUNICIPAL UTILITIES	Lincoln-320 W Independence Ave.	170.85
12945	06/15/2023	MUNICIPAL UTILITIES	JHS-1211 N. Diamond	2,211.54
12945	06/15/2023	MUNICIPAL UTILITIES	JHS Athletic Field-331 W. Walnut	274.80
12945	06/15/2023	MUNICIPAL UTILITIES	BUS GARAGE-837 N. Main	63.23
12945	06/15/2023	MUNICIPAL UTILITIES	North School-1211 N. Main	142.09
12945	06/15/2023	MUNICIPAL UTILITIES	(JHS)1211 N. Diamand	491.83

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
12945	06/15/2023	MUNICIPAL UTILITIES	1 W. CENTRAL PARK PLAZA	49.77
12945	06/15/2023	MUNICIPAL UTILITIES	211 WEST STATE STREET	46.10
12945	06/15/2023	MUNICIPAL UTILITIES	211 WEST STATE STREET	46.10
			Totals for 12945	3,735.27
12946	06/15/2023	REDEYE NETWORK SOLUT	PROSERVICES PROJECT KICK-OFF/DESIGN WORKSHOP, PAYING 75% OF REMAINDER PAYMENT OF PO#3302200157	4,308.95
			Totals for 12946	4,308.95
12947	06/15/2023	STAPLES CREDIT PLAN	STAPLES MONTHLY BILL PAYING ALL INVOICES:	506.61
			Totals for 12947	506.61
12948	06/20/2023	BMO CORPORATE MASTER	JMS CC- AMAZON -WOODEN RULERS	22.98
12948	06/20/2023	BMO CORPORATE MASTER	JMS CC- AMAZON-ELECTRIC PENCIL SHARPENERS	53.98
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-CROSSROADS SUPPLIES-THE MINDFUL EDUCATION WORKBOOK, CULTIVATING MINDFULNESS IN THE CLASSROOM, EVERY STUDENT, EVERY DAY	82.52
12948	06/20/2023	BMO CORPORATE MASTER	POSTAGE FOR CENTRAL OFFICE	29.99
12948	06/20/2023	BMO CORPORATE MASTER	BALANCING GAME FOR KIDS	9.97
12948	06/20/2023	BMO CORPORATE MASTER	SPEECH CORNER-BALANCING LANGUAGE BURGER	47.98
12948	06/20/2023	BMO CORPORATE MASTER	EIS WORKSHOP FOR PAYROLL AND HR	90.00
12948	06/20/2023	BMO CORPORATE MASTER	JMS CC- AMAZON -KITCHEN TIMERS	48.99
12948	06/20/2023	BMO CORPORATE MASTER	GAS RECEIPTS FOR BASS FISHING	251.11
12948	06/20/2023	BMO CORPORATE MASTER	STYLUS PEN FOR SURFACE	39.99
12948	06/20/2023	BMO CORPORATE MASTER	SPECIAL SERVICES-STEVE PATTON FUND- FOR EISENHOWER-TEACHERS PAY TEACHERS-EVERY LIFT A FLAP BOOK BUNDLE LICENSE	145.00
12948	06/20/2023	BMO CORPORATE MASTER	JMS CC- AMAZON -MARKERS	28.94
12948	06/20/2023	BMO CORPORATE MASTER	JMS-BATTERIES	33.96
12948	06/20/2023	BMO CORPORATE MASTER	JMS CC- AMAZON -COLORED PENCILS, PENCILS, GEL PENS, INDEX CARDS,	143.13
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-HEAVY DUTY PACKAGING TAPE FOR EISENHOWER	141.60
12948	06/20/2023	BMO CORPORATE MASTER	SPECIAL SERVICES-POSTAGE FOR OFFICE	69.99
12948	06/20/2023	BMO CORPORATE MASTER	JMS-CARDSTOCK PAPER	18.61
12948	06/20/2023	BMO CORPORATE MASTER	JMS CC- AMAZON -SHARPIE PERMANENT MARKERS	9.97
12948	06/20/2023	BMO CORPORATE MASTER	JMS CC- AMAZON PHYSICAL MAP	24.99
12948	06/20/2023	BMO CORPORATE MASTER	EARLY YEARS-AMAZON-BEAN BAG TOSS GAME TOYS, TEMPORARY KIDS TATTOOS AND STICKERS	1,018.98
12948	06/20/2023	BMO CORPORATE MASTER	IPA-JMS MANAGE YOUR TIME CONFERENCE REGISTRATION	199.00
12948	06/20/2023	BMO CORPORATE MASTER	EARLY YEARS SONIC DRIVE IN -DRINKS FOR TEACHER APPRECIATION FUNDED BY TRACY	73.52

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			FOUNDATION GRANT	
12948	06/20/2023	BMO CORPORATE MASTER	EARLY YEARS-TRACY FAMILY FOUNDATION GRANT-AMAZON-MOTIVATIONAL PENCILS, BRACELETS	23.48
12948	06/20/2023	BMO CORPORATE MASTER	EARLY YEARS--FOODIE MACHINE FOOD FOR PROGRAM	1,054.00
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-LARGE NO TRESPASSING SIGNS FOR LINCOLN	14.79
12948	06/20/2023	BMO CORPORATE MASTER	JMS-COUNTY MARKET-FRUIT PLATTERS	45.99
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-HUNTER SPRINKLER PLASTIC GEAR DRIVEN	149.55
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-THE DOMINANCE FACTOR BOOK, STORAGE HOLDER, ELECTRIC HEAVY DUTY PENCIL SHARPENER, SCENTED PENCILS FOR SOUTH	514.15
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-THE ART AND SCIENCE OF TEACHING PRIMARY READING FOR WASHINGTON	68.19
12948	06/20/2023	BMO CORPORATE MASTER	JMS-ED PUZZLE, INC. -PRO TEACHER -WEB-BASED TOOL FOR EDITING ONLINE VIDEOS AND ADDING INTERACTIVE CONTENT TO LEARNING OBJECTIVES	161.00
12948	06/20/2023	BMO CORPORATE MASTER	CANVA-NEW TEACHER INDUCTION POSTCARDS, AMAZON-BINDER AND POST IT TABS	88.35
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-GEL FLOOR TILES, PENCIL CASES, BINDERS, FOR LINCOLN	506.82
12948	06/20/2023	BMO CORPORATE MASTER	WALMART FOR NORTH-SEAT SACKS AND SHAVING CREAM	32.51
12948	06/20/2023	BMO CORPORATE MASTER	WALMART-STORAGE BOX CLEAR BASE WHITE LID SET OF 8	56.00
12948	06/20/2023	BMO CORPORATE MASTER	TRUE COLORS-PLANTS FOR FUNERAL	70.36
12948	06/20/2023	BMO CORPORATE MASTER	BARBER'S FLORIST-FLOWERS FOR FUNERAL	80.15
12948	06/20/2023	BMO CORPORATE MASTER	TAP PROGRAM-PAPER, PENCIL SHARPENER, STAPLES, ENVELOPES, SHELF LINER, UTILITY CARTS	579.49
12948	06/20/2023	BMO CORPORATE MASTER	CLICK SUPPLIES-BOTTOM PINS, MASTER PINS, SHACKLE CHANGE TOOL, IC CORE FOR SHOP	298.39
12948	06/20/2023	BMO CORPORATE MASTER	ELEVATE CONFERENCE REGISTRATION	630.56
12948	06/20/2023	BMO CORPORATE MASTER	IPA AP/DEAN SUMMIT NORTH 2023 REGISTRATIONS FOR 2	198.00
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON FOR JMS-BINDERS, POST ITS, SCISSORS, GLUE STICKS, LABELS, DRY ERASE MARKERS, DESK CHAIR, SENTENCE STRIPS, PHONICS GAME, HIGHLIGHTERS,	1,946.52

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			FUN SICKS, WORKSTATION, PRESENTATION CART STAND STORAGE BINS, POCKET FOLDERS, CHEW NECKLACES, EASEL PAD, STORY CUBES (SWEETWATER)-BOUNDARY MIC, OMNI,XLR-	
12948	06/20/2023	BMO CORPORATE MASTER	JMS-FLINN SCIENTIFIC-LITHIUM CHLORIDE	6.93
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-METAL CLAD CABLE WITH GROUND CONDUCTOR FOR CROSSROADS	386.48
12948	06/20/2023	BMO CORPORATE MASTER	FAXAGE-PHONE LINES FOR WASHINGTON AND JHS	38.42
12948	06/20/2023	BMO CORPORATE MASTER	EARLY YEARS-AMAZON-PAMPERS SWADDLERS DIAPERS	38.49
12948	06/20/2023	BMO CORPORATE MASTER	EARLY YEARS-TRACY FAMILY FOUNDATION GRANT-MCALISTER;S LUNCH FOR STAFF	131.12
12948	06/20/2023	BMO CORPORATE MASTER	JMS DOLLAR TREE-PLATES	14.85
12948	06/20/2023	BMO CORPORATE MASTER	ROE REGISTRATIONS FOR TRAINING	1,000.00
12948	06/20/2023	BMO CORPORATE MASTER	PING PLOTTER PROFESSIONAL PERPETUAL LICENSE	249.00
12948	06/20/2023	BMO CORPORATE MASTER	DMARC DIGESTS SUBSCRIPTION ED TECH SOFTWARE	10.00
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-SCOTCH LONG LASTING STORAGE PACKAGING TAPE	35.16
12948	06/20/2023	BMO CORPORATE MASTER	A PLUS STORAGE RENTAL UNITS	275.00
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-DELL USB DVD DRIVES	162.95
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-SCOTCH TAPE	35.16
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-STAR TECH.COM FREE STANDING DESKTOP RACK FOR COMPUTER	51.86
12948	06/20/2023	BMO CORPORATE MASTER	DEPT. OF TRANSPORTATION-SOFTWARE CREDIT	-48.13
12948	06/20/2023	BMO CORPORATE MASTER	CENTRAL OFFICE POSTAGE FOR BMO CC PAYMENT AND MAILINGS	57.50
12948	06/20/2023	BMO CORPORATE MASTER	EARLY YEARS-AMAZON-MINI PORTABLE FANS	131.97
12948	06/20/2023	BMO CORPORATE MASTER	EARLY YEARS-AMAZON-INFANT CAR SEAT	119.97
12948	06/20/2023	BMO CORPORATE MASTER	EARLY YEARS-AMAZON-MATCHING BOARD BOOKS AND CARD GAMES FOR KIDS	3,291.56
12948	06/20/2023	BMO CORPORATE MASTER	EARLY YEARS-AMAZON-HANDHELD FANS FOR KIDS, DRAWSTRING BACKPACKS, BEAN BAG TOSS FOR KIDS, BUBBLES, BALL SET FOR TODDLERS, BATH TOYS,	1,281.51
12948	06/20/2023	BMO CORPORATE MASTER	EARLY YEARS-PIZZA FROM CASEY'S	15.11
12948	06/20/2023	BMO CORPORATE MASTER	EARLY YEARS-TRACY FAMILY FOUNDATION GRANT-MCALISTER;S LUNCH FOR STAFF	123.52

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
12948	06/20/2023	BMO CORPORATE MASTER	EARLY YEARS-TRACY FAMILY FOUNDATION GRANT-MY BUDDY'S BBQ LUNCHEON FOR STAFF	287.36
12948	06/20/2023	BMO CORPORATE MASTER	EARLY YEARS-TRACY FAMILY FOUNDATION GRANT-AMAZON-GIFT BAGS, LIP BALM, STICKY NOTES, PENS,	205.73
12948	06/20/2023	BMO CORPORATE MASTER	EARLY YEARS--MAGIC MIRROR PHOTO BOOTH	500.00
12948	06/20/2023	BMO CORPORATE MASTER	SKEW THE SCRIPT	80.00
12948	06/20/2023	BMO CORPORATE MASTER	MAILING FOR RETIREMENT GIFTS-USPS	39.85
12948	06/20/2023	BMO CORPORATE MASTER	ROE REGISTRATIONS FOR TRAINING	1,000.00
12948	06/20/2023	BMO CORPORATE MASTER	JMS AMAZON-PLASTIC CUPS	32.38
12948	06/20/2023	BMO CORPORATE MASTER	JMS-WALMART- FRUIT TRAYS, BABELS, PLAIN CC	175.61
12948	06/20/2023	BMO CORPORATE MASTER	JMS AMAZON-RING BINDER	13.62
12948	06/20/2023	BMO CORPORATE MASTER	JMS AMAZON-AVERY LEGAL DIVIDERS, BINDER	26.77
12948	06/20/2023	BMO CORPORATE MASTER	IASB TRAUMA-INFORMED PRACTICES COURSE	250.00
12948	06/20/2023	BMO CORPORATE MASTER	FLOWERS FOR FUNERAL-STEMTATIONS FLORALS AND GIFTS	79.71
12948	06/20/2023	BMO CORPORATE MASTER	EDUCATOR MICRO-RESIDENCY PAYMENT	700.00
12948	06/20/2023	BMO CORPORATE MASTER	JW PEPPER-JHS JAZZ IMPRINTS	378.00
12948	06/20/2023	BMO CORPORATE MASTER	AMERICAN LOCKSETS-DETEX 03GS, 03 FUNCTION CYLINDER TRIM, FOR GATE APPLICATIONS	101.65
12948	06/20/2023	BMO CORPORATE MASTER	EASTMAN CLOSET SPUD BRASS PLUMBING FITTING	100.92
12948	06/20/2023	BMO CORPORATE MASTER	STEMTATIONF FLORALS AND GIFTS-FLOWERS FOR FUNERAL	47.54
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-LLHOME REPLACEMENT VACUUM FILTER FOR SHARK	31.18
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-HEAVY DUTY PACKAGING TAPE FOR EISENHOWER	165.42
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-SLOAN REPLACEMENT PART	116.99
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-MOJAVE 70EG 5 POUNDS	666.50
12948	06/20/2023	BMO CORPORATE MASTER	IPA-IL PERFORMACE EVALUATION TRAINING	500.00
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-HUBBELL-RACO SQUARE BOX FOR CROSSROADS	30.77
12948	06/20/2023	BMO CORPORATE MASTER	WALMART-TEACHER APPRECIATION DAY CUPCAKES FROM THE BOARD	378.83
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-SUNCO EMERGENCY LIGHTS FOR SHOP	209.99
12948	06/20/2023	BMO CORPORATE MASTER	ROE REGISTRATIONS FOR TRAINING	1,000.00
12948	06/20/2023	BMO CORPORATE MASTER	FLINN SCIENTIFIC-SUPPLIES FOR SCIENCE-TEST TUBES, PETRI DISHES	79.33
12948	06/20/2023	BMO CORPORATE MASTER	BLEACHER CLIPS FOR JHS	67.22
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-GASKET TO REPLACE	16.95

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			MCDONNELL MILLER 37-26	
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-SLOAN PART FOR SHOP	218.75
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-SCAG PULLEY	80.85
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-SINGLE-FLUSH SIDE MOUNT	195.00
12948	06/20/2023	BMO CORPORATE MASTER	THE MASTER TEACHER-GAVEL SHELF PLAQUE FOR BOARD MEMBER	132.95
12948	06/20/2023	BMO CORPORATE MASTER	ISU CONFERENCE	179.00
12948	06/20/2023	BMO CORPORATE MASTER	JHS-WALMART-FCS SUPPLIES-FREEZER BAGS, BOWLS, CUPS, MARKERS, FLOUR, SYRUP, THREAD, DISH SOAP, PAPER TOWELS	191.17
12948	06/20/2023	BMO CORPORATE MASTER	JMS-BATTERIES	20.57
12948	06/20/2023	BMO CORPORATE MASTER	IPAD CASE FOR KIDS	50.94
12948	06/20/2023	BMO CORPORATE MASTER	BASS FISHING REGISTRATION	80.00
12948	06/20/2023	BMO CORPORATE MASTER	GAS RECEIPT FROM QUICK EZ FOR BOYS TRACK	65.79
12948	06/20/2023	BMO CORPORATE MASTER	CREDIT FROM AMAZON-UOGIC PENS AND THEN WALMART PURCHASE -CUPS,	-12.64
12948	06/20/2023	BMO CORPORATE MASTER	CANDY FROM WALMART - LUNCH FROM LOS RANCHEROS FOR RTI MEETING AT CENTRAL OFFICE	364.02
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-IL SCHOOL LAW SURVEY BOOK, SCISSORS, AND WATERPROOF ID HOLDER	130.55
12948	06/20/2023	BMO CORPORATE MASTER	WALMART FOR M/W ELEMENTARY SPRAY PAINT, CRAFT PAINT, TSHIRTS, PAINT PENS, STAPLER, WHTIE OUT	131.25
12948	06/20/2023	BMO CORPORATE MASTER	ACWHOLESALERS-LG PREMIUM WIRED TOUCHSCREEN PROGRAMMABLE REMOTE CONTROLLER	846.30
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-THERMOCOUPLE PIPE CLAMP WALFRONT SENSOR PROBE CLIP	16.21
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-SLOAN VALVE SINGLE FLUSH KIT	171.99
12948	06/20/2023	BMO CORPORATE MASTER	ALUMINUM BLEACHER KITS FOR JHS	55.15
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-USI LINKLIP CHAIN LINK FENCE EASY CLIP	24.95
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-SHARPIE MARKERS	16.82
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-HUNTER NOZZLE INSERTION COLLAR, ROTOR HOLD-UP TOOL	8.00
12948	06/20/2023	BMO CORPORATE MASTER	AMAZON-THE MINDFUL EDUCATION TWO BOOK SET, EVERY STUDENT, EVERY DAY REPLACEMENT BOOKS FOR CROSSROADS	386.05
12948	06/20/2023	BMO CORPORATE MASTER	IPA REFUND-REGISTERED FOR THE WRONG COURSE	-125.00
12948	06/20/2023	BMO CORPORATE MASTER	TRUE COLORS-PEACE LILY FOR FUNERAL	59.39

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
12948	06/20/2023	BMO CORPORATE MASTER	THE GILDER LEHRMAN-COURSE SUBSCRIPTION	89.97
12948	06/20/2023	BMO CORPORATE MASTER	EVENT BRITE SIS/EIS WORKSHOP TRAINING	30.00
12948	06/20/2023	BMO CORPORATE MASTER	JMS PRINCIPAL REGISTRATIONS FOR IPA TRAININGS	398.00
12948	06/20/2023	BMO CORPORATE MASTER	WESTIN SWAN ORLANDO FLORIDA HOTEL ROOMS	806.63
12948	06/20/2023	BMO CORPORATE MASTER	PRINCIPAL CLASSROOM MANAGEMENT STRATEGIES REGISTRATION	199.00
12948	06/20/2023	BMO CORPORATE MASTER	PENCIL SHARPENER FOR JHS	26.25
12948	06/20/2023	BMO CORPORATE MASTER	GATORADE	38.25
12948	06/20/2023	BMO CORPORATE MASTER	JMS CC- AMAZON - CLIPBOARDS, WALL ART, DRY ERASE MARKERS,	57.48
12948	06/20/2023	BMO CORPORATE MASTER	JMS CC- AMAZON -WHITE BOARD ERASERS	12.83
12948	06/20/2023	BMO CORPORATE MASTER	JMS CC- AMAZON -DRY ERASE LABELS	6.99
			Totals for 12948	28,747.71
12949	06/20/2023	AB&C MINI STORAGE	MOVING BOXES FOR WASHINGTON	1,417.50
			Totals for 12949	1,417.50
12950	06/21/2023	AMPLIFY	AMPLIFY TEACHER EDITIONS	2,506.80
			Totals for 12950	2,506.80
12951	06/21/2023	AREA DISTRIBUTORS	ELEMENTARY SUMMER ORDER	8,501.00
12951	06/21/2023	AREA DISTRIBUTORS	ON/OFF SWITCH	10.35
12951	06/21/2023	AREA DISTRIBUTORS	455963/456716/456784/456798/457183/457479/457575JHS SUMMER ORDER	8,734.80
			Totals for 12951	17,246.15
12952	06/21/2023	AT&T MOBILITY	JACKSONVILLE SCHOOL DISTRICT #117 GROUP #2 MAINT. DEPT AND BUS GARAGE	189.87
			Totals for 12952	189.87
12953	06/21/2023	BPS BEHAVIORAL HEALT	SAFE SCHOOL VISIT FOR MAY 2023	300.00
			Totals for 12953	300.00
12954	06/21/2023	BRUCE'S SERVISOFT	WATER FOR JHS	28.00
			Totals for 12954	28.00
12955	06/21/2023	GFL ENVIRONMENTAL	JUNE TRASH SERVICE 2023	381.30
			Totals for 12955	381.30
12956	06/21/2023	GFL ENVIRONMENTAL	INVOICE#P30000289691-MAINT BUILDING TRASH SERVICE	339.12
			Totals for 12956	339.12
12957	06/21/2023	ILLINOIS SCHOOL FOR	ONE ON ONE AIDE FOR MAY 2023	32.03
			Totals for 12957	32.03
12958	06/21/2023	LINCOLN PRAIRIE BEHA	EDUCATION SERVICES FOR MAY 2023	200.00
12958	06/21/2023	LINCOLN PRAIRIE BEHA	EDUCATION SERVICES FOR MAY 2023	200.00
			Totals for 12958	400.00
12959	06/21/2023	NUTRISLICE, INC	MENUS FOR JHS CAFE SUBSCRIPTION	4,258.80
			Totals for 12959	4,258.80
12960	06/21/2023	QUILL CORP. (ORDERS)	LINCOLN-SUPPLIES	215.49
			Totals for 12960	215.49

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
12961	06/21/2023	SHERWIN-WILLIAMS	BEIGE PAINT FOR LINCOLN	46.81
			Totals for 12961	46.81
12962	06/21/2023	STUARD & ASSOCIATES,	IL01EL3 ANNUAL INSPECTION	255.00
			ELECTRIC ELEVATOR FOR JMS	
			Totals for 12962	255.00
12963	06/21/2023	WILLIAM H. SADLIER,	FROM PHONICS TO READING PART	101.98
			OF PO#3212300318	
			Totals for 12963	101.98
119103	05/31/2023	AXA EQUITABLE	Payroll accrual	5,214.00
			Totals for 119103	5,214.00
119104	05/31/2023	HORACE MANN COMPANIE	Payroll accrual	96.58
119104	05/31/2023	HORACE MANN COMPANIE	Payroll accrual	96.58
			Totals for 119104	193.16
119105	05/31/2023	HORACE MANN COMPANIE	Payroll accrual	827.50
			Totals for 119105	827.50
119106	05/31/2023	ILLINOIS EDUCATORS C	Payroll accrual	730.00
119106	05/31/2023	ILLINOIS EDUCATORS C	Payroll accrual	375.00
			Totals for 119106	1,105.00
119107	05/31/2023	ING/VOYA RETIREMENT	Payroll accrual	100.00
			Totals for 119107	100.00
119108	05/31/2023	J E A - DUES	Payroll accrual	11,262.59
			Totals for 119108	11,262.59
119109	05/31/2023	JACKSONVILLE SCHOOL	Payroll accrual	296.09
119109	05/31/2023	JACKSONVILLE SCHOOL	Payroll accrual	41.42
			Totals for 119109	337.51
119110	05/31/2023	JACKSONVILLE PUBLIC	Payroll accrual	20.00
119110	05/31/2023	JACKSONVILLE PUBLIC	Payroll accrual	20.00
			Totals for 119110	40.00
119111	05/31/2023	KOHN LAW FIRM S.C.	Payroll accrual	154.88
			Totals for 119111	154.88
119112	05/31/2023	PRAIRIELAND UNITED W	Payroll accrual	209.00
119112	05/31/2023	PRAIRIELAND UNITED W	Payroll accrual	209.00
			Totals for 119112	418.00
119113	05/31/2023	VARIABLE ANNUITY LIF	Payroll accrual	1,465.00
			Totals for 119113	1,465.00
119124	06/15/2023	AXA EQUITABLE	Payroll accrual	5,214.00
			Totals for 119124	5,214.00
119125	06/15/2023	HORACE MANN COMPANIE	Payroll accrual	827.50
			Totals for 119125	827.50
119126	06/15/2023	ILLINOIS EDUCATORS C	Payroll accrual	730.00
119126	06/15/2023	ILLINOIS EDUCATORS C	Payroll accrual	375.00
			Totals for 119126	1,105.00
119127	06/15/2023	ING/VOYA RETIREMENT	Payroll accrual	100.00
			Totals for 119127	100.00
119128	06/15/2023	J E A - DUES	Payroll accrual	11,262.59
			Totals for 119128	11,262.59
119129	06/15/2023	JACKSONVILLE SCHOOL	Payroll accrual	296.09
119129	06/15/2023	JACKSONVILLE SCHOOL	Payroll accrual	41.42
			Totals for 119129	337.51
119130	06/15/2023	KOHN LAW FIRM S.C.	Payroll accrual	154.88
			Totals for 119130	154.88
119131	06/15/2023	VARIABLE ANNUITY LIF	Payroll accrual	1,465.00
			Totals for 119131	1,465.00
202200502	05/15/2023	IL MUNCIPAL RETIREME	Payroll accrual	16,188.35
202200502	05/15/2023	IL MUNCIPAL RETIREME	Payroll accrual	1,116.48
202200502	05/15/2023	IL MUNCIPAL RETIREME	Payroll accrual	64.90

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202200502	05/15/2023	IL MUNCIPAL RETIREME	Payroll accrual	25,141.25
			Totals for 202200502	42,510.98
202200510	05/15/2023	AMERICAN FIDELITY AS	Payroll accrual	4,887.76
202200510	05/15/2023	AMERICAN FIDELITY AS	Payroll accrual	9,685.82
			Totals for 202200510	14,573.58
202200520	05/24/2023	ENGIE RESOURCES LLC	215 S CHURCH STEET-JHS BOWL	280.35
			Totals for 202200520	280.35
202200521	05/25/2023	WINDSTREAM	LONG DISTANCE PHONE AND FAX	181.82
			Totals for 202200521	181.82
202200522	05/31/2023	EFTPS -- FEDERAL TAX	Payroll accrual	4,095.20
202200522	05/31/2023	EFTPS -- FEDERAL TAX	Payroll accrual	523.57
202200522	05/31/2023	EFTPS -- FEDERAL TAX	Payroll accrual	83,075.51
			Totals for 202200522	87,694.28
202200523	05/31/2023	EFTPS -- MEDICARE	Payroll accrual	17,088.60
202200523	05/31/2023	EFTPS -- MEDICARE	Payroll accrual	17,088.60
			Totals for 202200523	34,177.20
202200524	05/31/2023	EFTPS -- SOCIAL SECU	Payroll accrual	25,095.80
202200524	05/31/2023	EFTPS -- SOCIAL SECU	Payroll accrual	25,095.80
			Totals for 202200524	50,191.60
202200525	05/31/2023	IL MUNCIPAL RETIREME	Payroll accrual	17,497.75
202200525	05/31/2023	IL MUNCIPAL RETIREME	Payroll accrual	-173.92
202200525	05/31/2023	IL MUNCIPAL RETIREME	Payroll accrual	1,568.62
202200525	05/31/2023	IL MUNCIPAL RETIREME	Payroll accrual	64.90
202200525	05/31/2023	IL MUNCIPAL RETIREME	Payroll accrual	27,172.42
202200525	05/31/2023	IL MUNCIPAL RETIREME	Payroll accrual	-122.40
			Totals for 202200525	46,007.37
202200526	05/31/2023	IL STATE DISBURSEMEN	Payroll accrual	1,047.15
			Totals for 202200526	1,047.15
202200527	05/31/2023	ILLINOIS DEPT OF REV	Payroll accrual	430.00
202200527	05/31/2023	ILLINOIS DEPT OF REV	Payroll accrual	197.49
202200527	05/31/2023	ILLINOIS DEPT OF REV	Payroll accrual	50,772.98
			Totals for 202200527	51,400.47
202200528	05/31/2023	TEACHERS' HEALTH INS	Payroll accrual	82.40
202200528	05/31/2023	TEACHERS' HEALTH INS	Payroll accrual	6,937.26
202200528	05/31/2023	TEACHERS' HEALTH INS	Payroll accrual	5,164.38
202200528	05/31/2023	TEACHERS' HEALTH INS	Payroll accrual	61.35
			Totals for 202200528	12,245.39
202200529	05/31/2023	TEACHERS' RET BENEFI	Payroll accrual	4,457.20
202200529	05/31/2023	TEACHERS' RET BENEFI	Payroll accrual	17.04
202200529	05/31/2023	TEACHERS' RET BENEFI	Payroll accrual	53.11
			Totals for 202200529	4,527.35
202200530	05/31/2023	TEACHERS' RET MEMBER	Payroll accrual	45.97
202200530	05/31/2023	TEACHERS' RET MEMBER	Payroll accrual	69,371.76
202200530	05/31/2023	TEACHERS' RET MEMBER	Payroll accrual	824.01
			Totals for 202200530	70,241.74
202200531	05/31/2023	TEACHERS' RETIRE FUN	Payroll accrual	3,030.27
			Totals for 202200531	3,030.27
202200532	05/31/2023	AMERICAN FIDELITY FL	Payroll accrual	416.66
202200532	05/31/2023	AMERICAN FIDELITY FL	Payroll accrual	2,835.23
			Totals for 202200532	3,251.89
202200533	05/31/2023	AMERICAN FIDELITY AS	Payroll accrual	4,874.86
202200533	05/31/2023	AMERICAN FIDELITY AS	Payroll accrual	9,885.00
			Totals for 202200533	14,759.86
202200534	05/31/2023	AMERICAN FIDELITY AS	Payroll accrual	3,469.17
			Totals for 202200534	3,469.17
202200535	05/31/2023	ILLINOIS DEPARTMENT	Payroll accrual	303.62

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Totals for 202200535	303.62
202200536	05/31/2023	VOYA INSTITUTIONAL T	Payroll accrual	189.35
			Totals for 202200536	189.35
202200537	06/01/2023	PITNEY BOWES GLOBAL	LEASE FOR JHS POSTAL MACHINE	772.41
			Totals for 202200537	772.41
202200538	06/01/2023	JAMES R COOK & EVA J	RENT FOR JUNE 2023	3,750.00
			Totals for 202200538	3,750.00
202200540	06/09/2023	ENGIE RESOURCES LLC	315 WEST WALNUT JHS FIELDHOUSE	499.85
			Totals for 202200540	499.85
202200541	06/09/2023	ENGIE RESOURCES LLC	CROSSROADS 30 NORTH CENTRAL PARK PLAZA	736.82
			Totals for 202200541	736.82
202200542	06/09/2023	ENGIE RESOURCES LLC	NORTH 1626 STATE HIGHWAY 78 N	1,278.39
			Totals for 202200542	1,278.39
202200543	06/09/2023	ENGIE RESOURCES LLC	EISENHOWER 1901 W LAFAYETTE AVE	4,318.30
			Totals for 202200543	4,318.30
202200544	06/09/2023	ENGIE RESOURCES LLC	JHS 1211 NORTH DIAMOND	25,450.65
			Totals for 202200544	25,450.65
202200545	06/09/2023	ENGIE RESOURCES LLC	LINCOLN 320 W INDEPENDENCE	1,840.21
			Totals for 202200545	1,840.21
202200547	06/09/2023	ENGIE RESOURCES LLC	516 JORDAN ST. EARLY YEARS BUILDING	2,082.51
			Totals for 202200547	2,082.51
202200549	06/09/2023	ENGIE RESOURCES LLC	SOUTH ELEMENTARY 201 DEWEY DRIVE	3,939.25
			Totals for 202200549	3,939.25
202200550	06/09/2023	ENGIE RESOURCES LLC	WASHINGTON 524 S. KOSCUISKO ST	882.59
			Totals for 202200550	882.59
202200551	06/09/2023	ENGIE RESOURCES LLC	JACKSONVILLE MIDDLE SCHOOL 664 LINCOLN AVE	13,147.32
			Totals for 202200551	13,147.32
202200552	06/09/2023	ENGIE RESOURCES LLC	BUS GARAGE 837 N. MAIN ST	223.03
			Totals for 202200552	223.03
202200553	06/15/2023	EFTPS -- FEDERAL TAX	Payroll accrual	4,095.20
202200553	06/15/2023	EFTPS -- FEDERAL TAX	Payroll accrual	327.02
202200553	06/15/2023	EFTPS -- FEDERAL TAX	Payroll accrual	77,065.56
			Totals for 202200553	81,487.78
202200554	06/15/2023	EFTPS -- MEDICARE	Payroll accrual	15,746.04
202200554	06/15/2023	EFTPS -- MEDICARE	Payroll accrual	15,746.04
			Totals for 202200554	31,492.08
202200555	06/15/2023	EFTPS -- SOCIAL SECU	Payroll accrual	21,810.93
202200555	06/15/2023	EFTPS -- SOCIAL SECU	Payroll accrual	21,810.93
			Totals for 202200555	43,621.86
202200557	06/15/2023	IL STATE DISBURSEMEN	Payroll accrual	1,573.83
			Totals for 202200557	1,573.83
202200558	06/15/2023	ILLINOIS DEPT OF REV	Payroll accrual	535.00
202200558	06/15/2023	ILLINOIS DEPT OF REV	Payroll accrual	197.49
202200558	06/15/2023	ILLINOIS DEPT OF REV	Payroll accrual	46,859.66
			Totals for 202200558	47,592.15
202200559	06/15/2023	TEACHERS' HEALTH INS	Payroll accrual	82.40
202200559	06/15/2023	TEACHERS' HEALTH INS	Payroll accrual	6,696.14
202200559	06/15/2023	TEACHERS' HEALTH INS	Payroll accrual	4,984.91
202200559	06/15/2023	TEACHERS' HEALTH INS	Payroll accrual	61.35

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Totals for 202200559	11,824.80
202200560	06/15/2023	TEACHERS' RET BENEFI	Payroll accrual	4,301.78
202200560	06/15/2023	TEACHERS' RET BENEFI	Payroll accrual	17.04
202200560	06/15/2023	TEACHERS' RET BENEFI	Payroll accrual	53.11
			Totals for 202200560	4,371.93
202200561	06/15/2023	TEACHERS' RET MEMBER	Payroll accrual	45.97
202200561	06/15/2023	TEACHERS' RET MEMBER	Payroll accrual	66,960.89
202200561	06/15/2023	TEACHERS' RET MEMBER	Payroll accrual	824.01
			Totals for 202200561	67,830.87
202200562	06/15/2023	TEACHERS' RETIRE FUN	Payroll accrual	3,473.09
			Totals for 202200562	3,473.09
202200563	06/15/2023	AMERICAN FIDELITY FL	Payroll accrual	416.66
202200563	06/15/2023	AMERICAN FIDELITY FL	Payroll accrual	2,835.23
			Totals for 202200563	3,251.89
202200565	06/15/2023	AMERICAN FIDELITY AS	Payroll accrual	3,469.17
			Totals for 202200565	3,469.17
202200566	06/15/2023	ILLINOIS DEPARTMENT	Payroll accrual	303.62
			Totals for 202200566	303.62
202200567	06/15/2023	VOYA INSTITUTIONAL T	Payroll accrual	189.35
			Totals for 202200567	189.35
202200568	06/15/2023	EFTPS -- FEDERAL TAX	Payroll accrual	0.00
			Totals for 202200568	0.00
202200569	06/15/2023	EFTPS -- MEDICARE	Payroll accrual	108.46
202200569	06/15/2023	EFTPS -- MEDICARE	Payroll accrual	108.46
			Totals for 202200569	216.92
202200570	06/15/2023	ILLINOIS DEPT OF REV	Payroll accrual	235.44
			Totals for 202200570	235.44
202200571	06/15/2023	TEACHERS' HEALTH INS	Payroll accrual	67.32
202200571	06/15/2023	TEACHERS' HEALTH INS	Payroll accrual	50.15
			Totals for 202200571	117.47
202200572	06/15/2023	TEACHERS' RET BENEFI	Payroll accrual	43.35
			Totals for 202200572	43.35
202200573	06/15/2023	TEACHERS' RET MEMBER	Payroll accrual	673.20
			Totals for 202200573	673.20
202200574	06/15/2023	TEACHERS' RETIRE FUN	Payroll accrual	46.16
			Totals for 202200574	46.16
202200575	06/15/2023	ENGIE RESOURCES LLC	EISENHOWER 1901 W LAFAYETTE AVE	5,913.44
			Totals for 202200575	5,913.44
202200576	06/15/2023	ENGIE RESOURCES LLC	MURRAYVILLE-WOODSON 307 MASTERS ST	2,032.11
			Totals for 202200576	2,032.11
202200577	06/15/2023	EFTPS -- FEDERAL TAX	Payroll accrual	-185.00
202200577	06/15/2023	EFTPS -- FEDERAL TAX	Payroll accrual	-1,139.82
			Totals for 202200577	-1,324.82
202200578	06/15/2023	EFTPS -- MEDICARE	Payroll accrual	-97.07
202200578	06/15/2023	EFTPS -- MEDICARE	Payroll accrual	-97.07
			Totals for 202200578	-194.14
202200579	06/15/2023	EFTPS -- SOCIAL SECU	Payroll accrual	-415.11
202200579	06/15/2023	EFTPS -- SOCIAL SECU	Payroll accrual	-415.11
			Totals for 202200579	-830.22
202200581	06/15/2023	ILLINOIS DEPT OF REV	Payroll accrual	-10.00
202200581	06/15/2023	ILLINOIS DEPT OF REV	Payroll accrual	-611.20
			Totals for 202200581	-621.20
202200583	06/15/2023	EFTPS -- FEDERAL TAX	Payroll accrual	185.00
202200583	06/15/2023	EFTPS -- FEDERAL TAX	Payroll accrual	261.15

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Totals for 202200583	446.15
202200584	06/15/2023	EFTPS -- MEDICARE	Payroll accrual	97.07
202200584	06/15/2023	EFTPS -- MEDICARE	Payroll accrual	97.07
			Totals for 202200584	194.14
202200585	06/15/2023	EFTPS -- SOCIAL SECU	Payroll accrual	415.11
202200585	06/15/2023	EFTPS -- SOCIAL SECU	Payroll accrual	415.11
			Totals for 202200585	830.22
202200587	06/15/2023	ILLINOIS DEPT OF REV	Payroll accrual	10.00
202200587	06/15/2023	ILLINOIS DEPT OF REV	Payroll accrual	260.82
			Totals for 202200587	270.82
222301438	05/18/2023	BARFIELD, PATRICIA	MILEAGE REIMBURSEMENT FOR TAKING DEPOSITS MAY 2023 PER BOARD POLICY	93.96
			Totals for 222301438	93.96
222301439	05/18/2023	BARTHOLOMEW, ED	MILEAGE REIMBURSEMENT FOR MAY 2023 PER CONTRACT -LINCOLN	100.00
			Totals for 222301439	100.00
222301440	05/18/2023	CONNOR CO	6 PVC HXH COUP FOR NORTH	28.07
			Totals for 222301440	28.07
222301441	05/18/2023	EVANS, KARLA	MILEAGE REIMBURSEMENT FOR MAY 2023 PER CONTRACT -EARLY YEARS	100.00
			Totals for 222301441	100.00
222301442	05/18/2023	GRUBB, DONALD	MILEAGE REIMBURSEMENT FOR MAY 2023 PER CONTRACT 2022-2023-JHS	100.00
			Totals for 222301442	100.00
222301443	05/18/2023	HANNANT, SHELLY	PARENT EDUCATOR CELL PHONE REIMBURSEMENT FOR 2022-2023 PER JISPA CONTRACT APRIL 2023	50.00
			Totals for 222301443	50.00
222301444	05/18/2023	HAYES, EDWARD	MILEAGE REIMBURSEMENT FOR MAY 2023 PER CONTRACT -JMS	100.00
			Totals for 222301444	100.00
222301445	05/18/2023	KRALL, CONNIE	MILEAGE REIMBURSEMENT FOR MAY 2023 PER CONTRACT 2022-2023-EISENHOWER	100.00
			Totals for 222301445	100.00
222301446	05/18/2023	LAW, JENNA	MILEAGE REIMBURSEMENT FOR TAKING DEPOSITS MAY 2023 PER BOARD POLICY	46.98
			Totals for 222301446	46.98
222301447	05/18/2023	LOTZ, RONALD	MILEAGE REIMBURSEMENT FOR MAY 2023 PER CONTRACT-JHS BOWL	100.00
			Totals for 222301447	100.00
222301448	05/18/2023	PENNELL, DUSTIN	MILEAGE REIMBURSEMENT FOR MAY 2023 PER CONTRACT -MURRAYVILLE/WOODSON	100.00
			Totals for 222301448	100.00
222301449	05/18/2023	SADDLEBACK EDUCATION	TITLE MATERIAL FOR JMS	364.22
			Totals for 222301449	364.22
222301450	05/18/2023	SCARBOROUGH, NATHAN	MILEAGE REIMBURSEMENT FOR MAY 2023 PER CONTRACT -CENTRAL OFFICE	100.00
			Totals for 222301450	100.00
222301451	05/18/2023	SCOTT, KEVIN	MILEAGE REIMBURSEMENT FOR MAY	100.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			2023 PER CONTRACT-NORTH	
			Totals for 222301451	100.00
222301452	05/18/2023	TARRILLION, KEVIN	MILEAGE REIMBURSEMENT FOR MAY 2023 PER CONTRACT -WASHINGTON	100.00
			Totals for 222301452	100.00
222301453	05/18/2023	THE SOURCE	DISPOSABLE PRODUCTS BID AD RUNNING 5/18/23	129.00
			Totals for 222301453	129.00
222301454	05/18/2023	WARDELL, JOSHUA	MILEAGE REIMBURSEMENT FOR MAY 2023 PER CONTRACT -SOUTH	100.00
			Totals for 222301454	100.00
222301455	05/30/2023	BORRERO, CARMEN	INTERPRETING SERVICES FOR 4/26/23	150.00
			Totals for 222301455	150.00
222301456	05/30/2023	ECKHOUSE, GINA	SEMI-ANNUAL PAYMENT FOR HEARING OFFICER 2022-2023	1,650.00
			Totals for 222301456	1,650.00
222301457	05/30/2023	AMALGAMATED BANK OF	INTEREST PAYMENT SERIES 2015 BONDS (REF#1855838004-JCKSNVIL117)	566,491.88
			Totals for 222301457	566,491.88
222301458	05/31/2023	403B ASP	Payroll accrual	1,635.00
			Totals for 222301458	1,635.00
222301459	05/31/2023	IEA/NEA	Payroll accrual	531.61
			Totals for 222301459	531.61
222301460	05/31/2023	IEA/NEA SUPPORT PERS	Payroll accrual	664.64
			Totals for 222301460	664.64
222301461	05/31/2023	JSSA	Payroll accrual	1,896.80
			Totals for 222301461	1,896.80
222301462	05/31/2023	SCHOOL DIST 117 DENT	Payroll accrual	681.53
222301462	05/31/2023	SCHOOL DIST 117 DENT	Payroll accrual	413.16
222301462	05/31/2023	SCHOOL DIST 117 DENT	Payroll accrual	360.81
222301462	05/31/2023	SCHOOL DIST 117 DENT	Payroll accrual	2,547.82
222301462	05/31/2023	SCHOOL DIST 117 DENT	Payroll accrual	335.92
222301462	05/31/2023	SCHOOL DIST 117 DENT	Payroll accrual	403.94
222301462	05/31/2023	SCHOOL DIST 117 DENT	Payroll accrual	2,274.82
222301462	05/31/2023	SCHOOL DIST 117 DENT	Payroll accrual	1,098.20
222301462	05/31/2023	SCHOOL DIST 117 DENT	Payroll accrual	72.36
222301462	05/31/2023	SCHOOL DIST 117 DENT	Payroll accrual	192.96
222301462	05/31/2023	SCHOOL DIST 117 DENT	Payroll accrual	238.86
222301462	05/31/2023	SCHOOL DIST 117 DENT	Payroll accrual	437.91
222301462	05/31/2023	SCHOOL DIST 117 DENT	Payroll accrual	38.48
222301462	05/31/2023	SCHOOL DIST 117 DENT	Payroll accrual	-2,103.72
			Totals for 222301462	6,993.05
222301463	05/31/2023	SCHOOL DIST 117 LIF	Payroll accrual	14.70
222301463	05/31/2023	SCHOOL DIST 117 LIF	Payroll accrual	1,302.34
222301463	05/31/2023	SCHOOL DIST 117 LIF	Payroll accrual	3.15
222301463	05/31/2023	SCHOOL DIST 117 LIF	Payroll accrual	75.60
222301463	05/31/2023	SCHOOL DIST 117 LIF	Payroll accrual	46.20
222301463	05/31/2023	SCHOOL DIST 117 LIF	Payroll accrual	21.70
222301463	05/31/2023	SCHOOL DIST 117 LIF	Payroll accrual	70.98
222301463	05/31/2023	SCHOOL DIST 117 LIF	Payroll accrual	1,433.71
			Totals for 222301463	2,968.38
222301464	05/31/2023	SCHOOL DIST 117 MEDI	Payroll accrual	2,841.22
222301464	05/31/2023	SCHOOL DIST 117 MEDI	Payroll accrual	3,471.44
222301464	05/31/2023	SCHOOL DIST 117 MEDI	Payroll accrual	947.06

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222301464	05/31/2023	SCHOOL DIST 117 MEDI	Payroll accrual	986.22
222301464	05/31/2023	SCHOOL DIST 117 MEDI	Payroll accrual	290.31
222301464	05/31/2023	SCHOOL DIST 117 MEDI	Payroll accrual	2,307.49
222301464	05/31/2023	SCHOOL DIST 117 MEDI	Payroll accrual	540.25
222301464	05/31/2023	SCHOOL DIST 117 MEDI	Payroll accrual	5,918.18
222301464	05/31/2023	SCHOOL DIST 117 MEDI	Payroll accrual	355.97
222301464	05/31/2023	SCHOOL DIST 117 MEDI	Payroll accrual	1,421.88
222301464	05/31/2023	SCHOOL DIST 117 MEDI	Payroll accrual	451.89
222301464	05/31/2023	SCHOOL DIST 117 MEDI	Payroll accrual	1,805.02
222301464	05/31/2023	SCHOOL DIST 117 MEDI	Payroll accrual	82.19
222301464	05/31/2023	SCHOOL DIST 117 MEDI	Payroll accrual	3,346.46
222301464	05/31/2023	SCHOOL DIST 117 MEDI	Payroll accrual	49,680.88
222301464	05/31/2023	SCHOOL DIST 117 MEDI	Payroll accrual	138,550.23
222301464	05/31/2023	SCHOOL DIST 117 MEDI	Payroll accrual	53,288.55
222301464	05/31/2023	SCHOOL DIST 117 MEDI	Payroll accrual	1,982.90
			Totals for 222301464	268,268.14
222301465	05/31/2023	SCHOOL DIST 117 VISI	Payroll accrual	15.20
222301465	05/31/2023	SCHOOL DIST 117 VISI	Payroll accrual	55.10
222301465	05/31/2023	SCHOOL DIST 117 VISI	Payroll accrual	2.35
222301465	05/31/2023	SCHOOL DIST 117 VISI	Payroll accrual	64.10
222301465	05/31/2023	SCHOOL DIST 117 VISI	Payroll accrual	280.89
222301465	05/31/2023	SCHOOL DIST 117 VISI	Payroll accrual	-2.50
222301465	05/31/2023	SCHOOL DIST 117 VISI	Payroll accrual	1,742.70
222301465	05/31/2023	SCHOOL DIST 117 VISI	Payroll accrual	18.48
			Totals for 222301465	2,176.32
222301466	06/01/2023	AMALGAMATED BANK OF	INTEREST ONLY PAYMENT SERIES 2017 BONDS	183,337.50
			Totals for 222301466	183,337.50
222301467	06/05/2023	WEST STATE TITLE CO.	PURCHASE OF 2253 WEST MORTON AVE-NEW MAINTENANCE BUILDING	479,726.38
			Totals for 222301467	479,726.38
222301468	06/14/2023	3P LEARNING INC.	MATHSEEDS FOR EISENHOWER, NORTH, SOUTH, WASHINGTON FOR 23-24	4,651.20
			Totals for 222301468	4,651.20
222301469	06/14/2023	ALPHA BAKING CO., IN	STATEMENT DATE 5/1/2023-5/31/2023 PAYING INVOICES:230416121001/230416128001	310.56
			Totals for 222301469	310.56
222301470	06/14/2023	AMCO FENCE CO, INC	New Drive Gate at Bus Garage-New Slide Gate; Manually Operated	4,890.00
			Totals for 222301470	4,890.00
222301471	06/14/2023	ASHBAKER, SARAH	MILEAGE REIMBURSEMENT FOR MAY 2023	58.95
			Totals for 222301471	58.95
222301472	06/14/2023	BARNETT, CASSANDRA	MILEAGE REIMBURSEMENT FOR JAN-MAY 2023	105.13
			Totals for 222301472	105.13
222301473	06/14/2023	BONGAMBO, SANDRA	INTERPRETING SERVICES FOR MAY 2023	320.00
			Totals for 222301473	320.00
222301474	06/14/2023	BOUND TO STAY BOUND	MURRAYVILLE-WOODSON ELEM. BOOKS	95.50
222301474	06/14/2023	BOUND TO STAY BOUND	Eisenhower End of Year	780.22

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Library Book Purchases	
222301474	06/14/2023	BOUND TO STAY BOUND	LINCOLN MEDIA CENTER FEE REPLACEMENT-BOOKS	14.24
222301474	06/14/2023	BOUND TO STAY BOUND	Lincoln Per Capita Library Books	218.11
222301474	06/14/2023	BOUND TO STAY BOUND	NORTH MEDIA CENTER FEE REPLACEMENT-BOOKS	93.19
222301474	06/14/2023	BOUND TO STAY BOUND	SOUTH MEDIA CENTER FEE REPLACEMENT-BOOKS	137.51
222301474	06/14/2023	BOUND TO STAY BOUND	Books for Eisenhower to replenish outdated and damaged books weeded from collection via funds donated by a parent and remaining library funds.	338.03
222301474	06/14/2023	BOUND TO STAY BOUND	EISENHOWER MEDIA CENTER FEE REPLACEMENT-BOOKS	141.32
222301474	06/14/2023	BOUND TO STAY BOUND	Eisenhower Per Capita Library Books	280.80
222301474	06/14/2023	BOUND TO STAY BOUND	North Per Capita Library Books	151.92
222301474	06/14/2023	BOUND TO STAY BOUND	Murrayville Woodson Per Capita Library Books	130.09
222301474	06/14/2023	BOUND TO STAY BOUND	South End of the Year Library Book Purchases	780.22
222301474	06/14/2023	BOUND TO STAY BOUND	Washington Per Capita Library Books	196.98
222301474	06/14/2023	BOUND TO STAY BOUND	South Per Capita Library Books	280.80
222301474	06/14/2023	BOUND TO STAY BOUND	Lincoln End of the Year Library Book Purchases	776.02
			Totals for 222301474	4,414.95
222301475	06/14/2023	BROCKSCHMIDT, BETH	REIMBURSE FOR SHREDDING SERVICES FOR EISENHOWER	388.00
			Totals for 222301475	388.00
222301476	06/14/2023	BUMGARNER, EMILY	MILEAGE REIMBURSEMENT FOR MAY 2023	45.85
			Totals for 222301476	45.85
222301477	06/14/2023	CARLS, YVONNE BONNY	MILEAGE REIMBURSEMENT FOR AUGUST 2022- MAY 2023	639.19
			Totals for 222301477	639.19
222301478	06/14/2023	CASLER, ROBIN	MILEAGE REIMBURSEMENT FOR MAY 2023	145.67
			Totals for 222301478	145.67
222301479	06/14/2023	CENTRE STATE INTERNA	TENSIONR ASSY BLET FOR BUS	229.36
222301479	06/14/2023	CENTRE STATE INTERNA	HOSE AIR COMRESSOR 1" ID FOR BUS	28.58
222301479	06/14/2023	CENTRE STATE INTERNA	STIFFENERS	25.00
222301479	06/14/2023	CENTRE STATE INTERNA	FULL BREATHER KIT FOR BUS	-610.00
222301479	06/14/2023	CENTRE STATE INTERNA	TENSIONR ASSY BELT FOR BUS GARAGE	229.36
222301479	06/14/2023	CENTRE STATE INTERNA	CONNECTION GASKET FOR BUS	3.53
222301479	06/14/2023	CENTRE STATE INTERNA	TUBE ASSY INJECTION UNIT INLET	183.99
222301479	06/14/2023	CENTRE STATE INTERNA	GASKET OIL PAN FOR BUS	558.52
222301479	06/14/2023	CENTRE STATE INTERNA	SENSOR EXHUAST GAS TEMP AND	253.09

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			CAP RADIATOR SURGE TANK FOR BUS	
222301479	06/14/2023	CENTRE STATE INTERNA	GASKET, EXH GAS RCN VALVE AND GASKET CONNECTION	16.07
222301479	06/14/2023	CENTRE STATE INTERNA	FUEL PUMP KIT FOR BUS	67.21
222301479	06/14/2023	CENTRE STATE INTERNA	SWITCH BATTERY DISCONNECT	247.30
222301479	06/14/2023	CENTRE STATE INTERNA	DGR COOLER KIT, COOLER, CLAMP EXHUAST PIPE	3,206.87
222301479	06/14/2023	CENTRE STATE INTERNA	TUBE ASSY INJECTION UNIT INLET, BREATHER KIT FULL	742.58
222301479	06/14/2023	CENTRE STATE INTERNA	GASKET, TUB ASSY INJECTOR COOLER INLT, COOLER OUTL, UNIT INLET	287.23
			Totals for 222301479	5,468.69
222301480	06/14/2023	CFB, INC	EXHUAST SYSTEM CLEANING FOR JHS CAFE	700.00
			Totals for 222301480	700.00
222301481	06/14/2023	CHADDOCK	MAY 2023 EDUCATION SERVICES	4,161.00
			Totals for 222301481	4,161.00
222301482	06/14/2023	CHIPMAN, TIMOTHY	END OF YEAR STAFF PARTY FOR SOUTH ELEMENTARY TEACHERS-TRACY FOUNDATION GRANT	94.71
			Totals for 222301482	94.71
222301483	06/14/2023	CONNOR CO	CAPACITOR DUAL ROUND, ALUM BODY VALVE, GLASS MANIFOLD HOSE SET FOR SHOP	207.33
222301483	06/14/2023	CONNOR CO	URINAL SPUD FOR JHS	8.69
222301483	06/14/2023	CONNOR CO	LINCOLN CERAMIC CART COLD BLUE	30.64
222301483	06/14/2023	CONNOR CO	ALL HUB SAN FOR NORTH	5.90
			Totals for 222301483	252.56
222301484	06/14/2023	CROWDER, JENNA	PARENT EDUCATOR CELL PHONE REIMBURSMENT 2022-23 PER CONTRACT MAY/JUNE 2023	100.00
222301484	06/14/2023	CROWDER, JENNA	MILEAGE REIMBURSEMENT FOR MAY 2023	137.22
222301484	06/14/2023	CROWDER, JENNA	MILEAGE FOR JUNE 2023	17.03
			Totals for 222301484	254.25
222301485	06/14/2023	CROWDER, MAGGIE	MILEAGE REIMBURSEMENT FOR JAN-MAY 2023	186.67
			Totals for 222301485	186.67
222301486	06/14/2023	CULLIGAN OF SPRINGFI	SERVICE 6/1/23-6/30/23 A#029207	70.50
			Totals for 222301486	70.50
222301487	06/14/2023	DEBORD, AMANDA	MILEAGE REIMBURSEMENT FOR JAN-MAY 2023	140.10
			Totals for 222301487	140.10
222301488	06/14/2023	DILLARD, JILL	PIZZA LUNCHEON FOR CLC AND TAP STUDENTS	108.95
			Totals for 222301488	108.95
222301489	06/14/2023	DOYLE PLUMBING & HEA	JHS MECHANICAL ROOM REPAIRS	2,657.85
222301489	06/14/2023	DOYLE PLUMBING & HEA	OIL SEPARATOR FOR NEW MAINT BUILDING	2,900.00
222301489	06/14/2023	DOYLE PLUMBING & HEA	JHS AUTO SHOP UNIT REPAIR	207.00
			Totals for 222301489	5,764.85

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
222301490	06/14/2023	DUTCH HOLLOW SUPPLIE	PART OF PO#3252300048-SPRAY BOTTLES, GLOVES, WASTEBASKETS	792.00
222301490	06/14/2023	DUTCH HOLLOW SUPPLIE	SSS NEW CONCEPT EXTRACTION CLEANER 1 GAL 4 CASES	746.30
222301490	06/14/2023	DUTCH HOLLOW SUPPLIE	WASTEBASKETS FOR SCHOOLSPART OF PO#3252300047	265.93
222301490	06/14/2023	DUTCH HOLLOW SUPPLIE	SPRAY BOTTLES FOR CUSTODIANS	20.00
			Totals for 222301490	1,824.23
222301491	06/14/2023	E-BOLT	NEW M18 FUEL 2-TOOL COMBO KIT FOR SHOP	349.00
222301491	06/14/2023	E-BOLT	MAILWAUKEE LOW PROFILE BACKPACK FOR SHOP	84.99
222301491	06/14/2023	E-BOLT	MILWAUKEE HAND TOOL JOBSITE BACKPACK	84.99
			Totals for 222301491	518.98
222301492	06/14/2023	EDMENTUM, INC	APEX FOR JMS (HOMEBOUND STUDENT)	70.72
222301492	06/14/2023	EDMENTUM, INC	APEX FOR JMS SUMMER SCHOOL	1,500.00
222301492	06/14/2023	EDMENTUM, INC	APEX FOR CROSSROADS	700.00
222301492	06/14/2023	EDMENTUM, INC	READING EGGS FOR NORTH ELEMENTARY	968.00
222301492	06/14/2023	EDMENTUM, INC	READING EGGS FOR EISENHOWER ELEMENTARY	1,328.80
222301492	06/14/2023	EDMENTUM, INC	READING EGGS FOR SOUTH	1,144.00
			Totals for 222301492	5,711.52
222301493	06/14/2023	ENGLISH, EMILY	LANYARD SUPPLIES FOR TEACHER APPRECIATION-TRACY FAMILY FOUNDATION GRANT	273.79
			Totals for 222301493	273.79
222301494	06/14/2023	ENTERPRISE RENT-A-CA	RENTAL CAR CHARGES FOR 5/18 AND 5/25/2023	693.31
			Totals for 222301494	693.31
222301495	06/14/2023	ERICKSON, REBECCA	MILEAGE REIMBURSEMENT FOR AUG 22 -MAY 2023	181.18
			Totals for 222301495	181.18
222301496	06/14/2023	FANSHIER, ABBY	MILEAGE FOR JUNE 2023	13.36
222301496	06/14/2023	FANSHIER, ABBY	PARENT EDUCATOR CELL PHONE REIMBURSMENT 2022-23 PER CONTRACT MAY 2023	50.00
222301496	06/14/2023	FANSHIER, ABBY	MILEAGE REIMBURSEMENT FOR MAY 2023	75.19
			Totals for 222301496	138.55
222301497	06/14/2023	FARMER, STACY	MILEAGE REIMBURSEMENT FOR MAY 2023	42.44
			Totals for 222301497	42.44
222301498	06/14/2023	FLYLEAF PUBLISHING	READING MATERIAL FOR SOUTH	15,252.43
			Totals for 222301498	15,252.43
222301499	06/14/2023	FRISBIE, ELIZABETH	CONSULTATION TO EXPANSION (PFAE) PROGRAM: MAY 2023	156.25
222301499	06/14/2023	FRISBIE, ELIZABETH	CONSULTATION TO PREVENTION INITIATIVE 0-3 (PI) PROGRAM: MAY 2023 SERVICES	1,125.00
222301499	06/14/2023	FRISBIE, ELIZABETH	CONSULTATION TO PRESCHOOL FOR ALL (PFA) PROGRAM: MAY 2023	375.00
			Totals for 222301499	1,656.25
222301500	06/14/2023	GLOBAL TECHNICAL SYS	ANTENNAS FOR SCHOOL BUSES	62.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Totals for 222301500	62.00
222301501	06/14/2023	GOOD-DEAL, CHRISTINE	INTERPRETING SERVICES FOR JHS GRADUATION 5/19/23	130.00
222301501	06/14/2023	GOOD-DEAL, CHRISTINE	JSD JHS HIGH SCHOOL TENNIS BANQUET INTERPRETING SERVICES 6/4/2023	130.00
			Totals for 222301501	260.00
222301502	06/14/2023	GORDON FOOD SERVICE	STATEMENT DATE 6/1/2023 : 841304711/841304088/227301075/ 227469225	3,057.37
			Totals for 222301502	3,057.37
222301503	06/14/2023	GRACE, ROSEMARY	MILEAGE FOR JUNE 2023	10.09
222301503	06/14/2023	GRACE, ROSEMARY	PARENT EDUCATOR CELL PHONE REIMBURSMENT 2022-23 PER CONTRACT MAY 2023	50.00
222301503	06/14/2023	GRACE, ROSEMARY	MILEAGE REIMBURSEMENT FOR MAY 2023	55.15
			Totals for 222301503	115.24
222301504	06/14/2023	GRAHAM & HYDE ARCHIT	WASHINGTON ELEMENTARY TERRAZZO RESTORATION	2,737.41
			Totals for 222301504	2,737.41
222301505	06/14/2023	HARNEY, JOHN	REIMBURSEMENT FOR ANNUAL FISCAL FOR BUS DRIVER	105.92
			Totals for 222301505	105.92
222301506	06/14/2023	HENRY'S SERV CENTER	BELT AND CUTTER BLADE FOR DIST. MOWER	206.64
			Totals for 222301506	206.64
222301507	06/14/2023	HENSON ROBINSON COMP	JMS HRU TRIPPED BREAKER - REPAIR	5,175.18
222301507	06/14/2023	HENSON ROBINSON COMP	SOUTH ELEMENTARY-REPAIR NORTH HALLWAY LG UNIT	6,029.29
222301507	06/14/2023	HENSON ROBINSON COMP	JMS LG SYSTEM 6 ISSUES	312.50
			Totals for 222301507	11,516.97
222301508	06/14/2023	HOPE SCHOOL	MAY TUITION 2023	9,646.68
222301508	06/14/2023	HOPE SCHOOL	MAY TUITION 2023	4,989.40
222301508	06/14/2023	HOPE SCHOOL	MAY TUITION 2023	9,646.68
222301508	06/14/2023	HOPE SCHOOL	MAY TUITION 2023	4,989.40
222301508	06/14/2023	HOPE SCHOOL	MAY TUITION 2023	4,989.40
222301508	06/14/2023	HOPE SCHOOL	MAY TUITION 2023	9,646.68
222301508	06/14/2023	HOPE SCHOOL	MAY TUITION 2023	9,646.68
222301508	06/14/2023	HOPE SCHOOL	MAY TUITION 2023	4,989.40
			Totals for 222301508	58,544.32
222301509	06/14/2023	ILMO PRODUCTS COMPAN	MAINT. AND BUS GARAGE	56.82
222301509	06/14/2023	ILMO PRODUCTS COMPAN	MAINT AND BUS GARAGE-CARBON DIOXIDE	28.82
222301509	06/14/2023	ILMO PRODUCTS COMPAN	JHS AUTO CLASS	17.10
222301509	06/14/2023	ILMO PRODUCTS COMPAN	JHS METAL CLASS	17.10
			Totals for 222301509	119.84
222301510	06/14/2023	ISCORP	ISCORP HOSTING FOR STUDENT AND FINANCE SKYWARD	3,888.00
			Totals for 222301510	3,888.00
222301511	06/14/2023	JACKSON, DANIELLE	MILEAGE REIMBURSEMENT FOR MAY 2023	36.68
222301511	06/14/2023	JACKSON, DANIELLE	PARENT EDUCATOR CELL PHONE REIMBURSMENT 2022-23 PER CONTRACT MAY/JUNE 2023	100.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Totals for 222301511	136.68
222301512	06/14/2023	JW PEPPER	A CAPPELLA STANDARDS-PART OF PO#2002300028	69.99
			Totals for 222301512	69.99
222301513	06/14/2023	KEMMERER VILLAGE	TUITION RATE INCREASE	15,041.79
			Totals for 222301513	15,041.79
222301514	06/14/2023	KOHL WHOLESALE	JACKSONVILLE PUBLIC SCHOOLS JHS INVOICE #'S:379684/382691/384779/387875/390025/392711	29,244.10
222301514	06/14/2023	KOHL WHOLESALE	JACKSONVILLE PUBLIC SCHOOLS JMS INVOICE #'S: 380690	1,374.30
			Totals for 222301514	30,618.40
222301515	06/14/2023	LAKESHORE	TITLE MATERIAL FOR NORTH	1,716.19
222301515	06/14/2023	LAKESHORE	CARPETS FOR WASHINGTON	917.70
			Totals for 222301515	2,633.89
222301516	06/14/2023	LANSAW, CHRISTINE	5/17-5/18-5/26 2023 INTERPRETING SERVICES	330.00
			Totals for 222301516	330.00
222301517	06/14/2023	LASHMETT, CELESTE	TRACY FOUNDATION GRANT-TEACHER APPRECIATION - CHAMBER CHECKS	500.00
222301517	06/14/2023	LASHMETT, CELESTE	MILEAGE AND MEALS FOR IPA NORTH CONFERENCE	359.22
			Totals for 222301517	859.22
222301518	06/14/2023	LIBRARY STORE	633824/633251/632076-LAMINATOR, ROLLS OF LAMINATE, AND CART FOR TAP	4,795.30
			Totals for 222301518	4,795.30
222301519	06/14/2023	LITTLE, MARGARET	MILEAGE REIMBURSEMENT FOR MAY 2023	26.13
			Totals for 222301519	26.13
222301520	06/14/2023	LOMELINO SIGN CO	LINCOLN NO TRESSPASSING SIGNS	150.00
222301520	06/14/2023	LOMELINO SIGN CO	PRINTED DOOR LOGOS FOR MAINT. DEPT VAN AND INSTALLATION	125.00
			Totals for 222301520	275.00
222301521	06/14/2023	MANSUR, ANTHONY	TRACY FOUNDATION GRANT-TEACHER APPRECIATION LUNCHEON AT LEO'S PIZZA	244.85
222301521	06/14/2023	MANSUR, ANTHONY	MEALS FOR 2023 AP AND DEAN SUMMIT NORTH IPA CONFERENCE	43.58
			Totals for 222301521	288.43
222301522	06/14/2023	MEADO, TANELL	CONSCIOUS DISCIPLINE-MEALS	23.17
			Totals for 222301522	23.17
222301523	06/14/2023	MIDDLETON, ALEXIS	MILEAGE FOR APRIL AND MAY 2023	21.62
			Totals for 222301523	21.62
222301524	06/14/2023	MIERZWA, KELSEY	MILEAGE REIMBURSEMENT FOR JAN-MAY, 2023	63.67
			Totals for 222301524	63.67
222301525	06/14/2023	MILLER,TRACY,BRAUN,F	PROFESSIONAL SERVICES FOR MAY 2023	737.50
			Totals for 222301525	737.50
222301526	06/14/2023	MJ KELLNER CO	JHS FOOD:367889/369821/371409/371736	3,211.76

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Totals for 222301526	3,211.76
222301527	06/14/2023	NEAL TIRE & BATTERY	IL SAFETY INSPECTION AND STICKER	42.00
			Totals for 222301527	42.00
222301528	06/14/2023	O'NEIL, HOLLY	REIMBURSEMENT FOR UKERU TRAINING @ ISU MILEAGE	144.10
			Totals for 222301528	144.10
222301529	06/14/2023	OSBORN, JAMIE	LIBRARY BOOK	15.01
			Totals for 222301529	15.01
222301530	06/14/2023	PATE, CORI	INTERPRETING SERVICES FOR 5/17/23 BOARD MEETING	110.00
			Totals for 222301530	110.00
222301531	06/14/2023	PERMA-BOUND	Supplies for English	598.60
222301531	06/14/2023	PERMA-BOUND	JMS FEEL/FINES REPLACEMENT	88.54
222301531	06/14/2023	PERMA-BOUND	ELEMENTARY FEE REPLACEMENTS - BOOKS	169.22
222301531	06/14/2023	PERMA-BOUND	JHS FEE REPLACEMENT-BOOKS	54.02
222301531	06/14/2023	PERMA-BOUND	BOOKS FOR JMS	3,145.00
			Totals for 222301531	4,055.38
222301532	06/14/2023	PRAIRIELAND FS, INC	BUS FUEL FOR MAY 2023-11328962/11328978/11329090/11329063	14,701.52
			Totals for 222301532	14,701.52
222301533	06/14/2023	PRODUCTION XPRESS	EISENHOWER BUISNESS CARDS FOR PRINCIPAL	61.41
222301533	06/14/2023	PRODUCTION XPRESS	STAMP FOR JHS PRINCIPAL	66.40
222301533	06/14/2023	PRODUCTION XPRESS	FRIEND OF SOUTH SCHOOL PLAQUE	59.22
222301533	06/14/2023	PRODUCTION XPRESS	2500 GRADUATION PROGRAMS FOR JHS	1,425.00
222301533	06/14/2023	PRODUCTION XPRESS	THANK YOU CARDS, BIRTHDAY CARDS, NOTE CARDS, ENVELOPES FOR EISENHOWER PRINCIPAL	191.70
			Totals for 222301533	1,803.73
222301534	06/14/2023	PTACEK, STEVEN	REIMBURSEMENT-FOR SAN ANTONIO FLIGHTS FOR CONFERENCE IN SEPT 2023	475.52
222301534	06/14/2023	PTACEK, STEVEN	REIMBURSEMENT-INTERNET PACKAGE FOR WORKING WHILE OUT OF THE OFFICE	146.93
			Totals for 222301534	622.45
222301535	06/14/2023	RAMMELKAMP BRADNEY A	FOR LEGAL SERVICES RENDERED THROUGH 5/31/23	100.00
222301535	06/14/2023	RAMMELKAMP BRADNEY A	FOR LEGAL SERVICES RENDERED THROUGH 5/31/23	544.00
			Totals for 222301535	644.00
222301536	06/14/2023	REALLY GOOD STUFF, L	M-W TITLE MATERIAL	1,365.09
			Totals for 222301536	1,365.09
222301537	06/14/2023	REXX BATTERY SPECIAL	BATTERY FOR MAINT TRUCK	89.95
			Totals for 222301537	89.95
222301538	06/14/2023	RHEA, SARAH	REIMBURSEMENT FOR MEALS AT IL READING CONFERENCE IN SPRINGFIELD	10.98
			Totals for 222301538	10.98
222301539	06/14/2023	RIPPLE, ROANNA	MILEAGE REIMBURSEMENT FOR MAY 2023	170.30
			Totals for 222301539	170.30

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
222301540	06/14/2023	ROE	SAFETY SITE ASSESSMENTS FOR SCHOOLS-BASIC CPTED PRINCIPLES:ENTRY #8221	150.00
			Totals for 222301540	150.00
222301541	06/14/2023	RUETER, ALAINA	PARENT EDUCATOR CELL PHONE REIMBURSMENT 2022-23 PER CONTRACT MAY 2023	50.00
222301541	06/14/2023	RUETER, ALAINA	MILEAGE REIMBURSEMENT FOR MAY 2023	32.10
			Totals for 222301541	82.10
222301542	06/14/2023	SCHOLASTIC	LINCOLN BOOKS	3,550.74
			Totals for 222301542	3,550.74
222301543	06/14/2023	SCHONE, OLIVIA	4/24-5/11-5/15-5/16-5/30, 2023 INTERPRETING SERVICES	500.00
			Totals for 222301543	500.00
222301544	06/14/2023	SCHOOL NURSE SUPPLY	SOUTH NURSE SUPPLY ORDER	217.03
			Totals for 222301544	217.03
222301545	06/14/2023	SCHOOL SPECIALTY	ART SUPPLIES FOR ELEMENTARY SCHOOL	640.79
			Totals for 222301545	640.79
222301546	06/14/2023	SHI INTERNATIONAL CO	License for the firewall that will be installed at the new maintenance location.	6,160.00
			Totals for 222301546	6,160.00
222301547	06/14/2023	SNA	DUES AND FEES FOR JHS SNA MEMBER	166.00
			Totals for 222301547	166.00
222301548	06/14/2023	SPRINGFIELD PEPSI-CO	INVOICE#'S: JKSV HIGH SCHOOL CAFE	816.75
			Totals for 222301548	816.75
222301549	06/14/2023	SPRINGER, PATRICIA	REIMBURSEMENT FOR MILEAGE TO EIS SKYWARD WORKSHOP IN NORMAL	138.86
			Totals for 222301549	138.86
222301550	06/14/2023	STEELMAN, MARY	PARENT EDUCATOR CELL PHONE REIMBURSMENT 2022-23 PER CONTRACT MAY 2023	50.00
222301550	06/14/2023	STEELMAN, MARY	MILEAGE FOR JUNE 2023	10.87
222301550	06/14/2023	STEELMAN, MARY	MILEAGE REIMBURSEMENT FOR MAY 2023	74.02
			Totals for 222301550	134.89
222301551	06/14/2023	THE SOURCE	LEGAL AD RUNNING FOR FORKLIFT BID	159.00
			Totals for 222301551	159.00
222301552	06/14/2023	THOMPSON ELECTRONICS	M/W ELEMENTARY GROUND FAULT REPAIR	1,320.00
			Totals for 222301552	1,320.00
222301553	06/14/2023	TRUCK CENTERS, INC	LUBE FILTER AND CARTRIDGE FOR BUS	384.25
			Totals for 222301553	384.25
222301554	06/14/2023	UNITED CHEVROLET	INVENTORY	34.90
222301554	06/14/2023	UNITED CHEVROLET	MAY 2023 DRIVERS ED MONTHLY FEE	600.00
222301554	06/14/2023	UNITED CHEVROLET	INVENTORY	75.05
			Totals for 222301554	709.95
222301555	06/14/2023	VANAKEN, DAVID	MILEAGE FOR MAY 2023	90.26

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Totals for 222301555	90.26
222301556	06/14/2023	VESTA HOUSING SOLUTI	RENT INVOICE FOR JULY 2023	21,040.00
			Totals for 222301556	21,040.00
222301557	06/14/2023	VITALE, RACHEL	MILEAGE FOR APRIL 18-MAY 23, 2023	4.72
			Totals for 222301557	4.72
222301558	06/14/2023	WATTS COPY SYSTEM	COPIER CONTRACT BASE RATE CHARGE FOR THE 6/1/23-6/30/23 PERIOD	2,273.00
			Totals for 222301558	2,273.00
222301559	06/14/2023	WEBB, RICHARD	PARENT EDUCATOR CELL PHONE REIMBURSMENT 2022-23 PER CONTRACT MAY 2023	50.00
			Totals for 222301559	50.00
222301560	06/14/2023	WHITED, JODY	MILEAGE REIMBURSEMENT FOR MAY 2023	176.06
			Totals for 222301560	176.06
222301561	06/14/2023	WILLIAMS, JENNIFER	PARENT EDUCATOR CELL PHONE REIMBURSMENT 2022-23 PER CONTRACT MAY 2023	50.00
222301561	06/14/2023	WILLIAMS, JENNIFER	MILEAGE REIMBURSEMENT FOR MAY 2023	46.51
222301561	06/14/2023	WILLIAMS, JENNIFER	MILEAGE FOR JUNE 2023	10.81
			Totals for 222301561	107.32
222301562	06/14/2023	WRIGHT, KAYLA	MILEAGE REIMBURSEMENT FOR MAY 2023	31.44
222301562	06/14/2023	WRIGHT, KAYLA	REIMBURSEMENT FOR PARENT EDUCATOR CELL PHONE 2022-2023 MAY 2023	50.00
			Totals for 222301562	81.44
222301563	06/14/2023	FRISBIE, ELIZABETH	CONSULTATION TO PREVENTION INITIATIVE 0-3 (PI) PROGRAM	1,000.00
			Totals for 222301563	1,000.00
222301564	06/15/2023	403B ASP	Payroll accrual	1,635.00
			Totals for 222301564	1,635.00
222301565	06/15/2023	IEA/NEA SUPPORT PERS	Payroll accrual	643.87
			Totals for 222301565	643.87
222301566	06/15/2023	JSSA	Payroll accrual	1,896.80
			Totals for 222301566	1,896.80
222301567	06/15/2023	SCHOOL DIST 117 DENT	Payroll accrual	180.16
222301567	06/15/2023	SCHOOL DIST 117 DENT	Payroll accrual	403.94
222301567	06/15/2023	SCHOOL DIST 117 DENT	Payroll accrual	2,296.08
222301567	06/15/2023	SCHOOL DIST 117 DENT	Payroll accrual	360.81
222301567	06/15/2023	SCHOOL DIST 117 DENT	Payroll accrual	721.62
222301567	06/15/2023	SCHOOL DIST 117 DENT	Payroll accrual	413.16
222301567	06/15/2023	SCHOOL DIST 117 DENT	Payroll accrual	2,616.68
222301567	06/15/2023	SCHOOL DIST 117 DENT	Payroll accrual	335.92
222301567	06/15/2023	SCHOOL DIST 117 DENT	Payroll accrual	1,124.04
222301567	06/15/2023	SCHOOL DIST 117 DENT	Payroll accrual	72.36
222301567	06/15/2023	SCHOOL DIST 117 DENT	Payroll accrual	192.96
222301567	06/15/2023	SCHOOL DIST 117 DENT	Payroll accrual	238.86
222301567	06/15/2023	SCHOOL DIST 117 DENT	Payroll accrual	437.91
222301567	06/15/2023	SCHOOL DIST 117 DENT	Payroll accrual	-445.92
			Totals for 222301567	8,948.58
222301568	06/15/2023	SCHOOL DIST 117 LIF	Payroll accrual	1,581.40
222301568	06/15/2023	SCHOOL DIST 117 LIF	Payroll accrual	1,316.29

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
222301568	06/15/2023	SCHOOL DIST 117 LIF	Payroll accrual	3.15
222301568	06/15/2023	SCHOOL DIST 117 LIF	Payroll accrual	-416.60
222301568	06/15/2023	SCHOOL DIST 117 LIF	Payroll accrual	75.60
222301568	06/15/2023	SCHOOL DIST 117 LIF	Payroll accrual	21.70
222301568	06/15/2023	SCHOOL DIST 117 LIF	Payroll accrual	44.10
222301568	06/15/2023	SCHOOL DIST 117 LIF	Payroll accrual	34.89
			Totals for 222301568	2,660.53
222301569	06/15/2023	SCHOOL DIST 117 MEDI	Payroll accrual	5,701.53
222301569	06/15/2023	SCHOOL DIST 117 MEDI	Payroll accrual	947.06
222301569	06/15/2023	SCHOOL DIST 117 MEDI	Payroll accrual	3,762.79
222301569	06/15/2023	SCHOOL DIST 117 MEDI	Payroll accrual	50,737.92
222301569	06/15/2023	SCHOOL DIST 117 MEDI	Payroll accrual	138,550.23
222301569	06/15/2023	SCHOOL DIST 117 MEDI	Payroll accrual	52,273.53
222301569	06/15/2023	SCHOOL DIST 117 MEDI	Payroll accrual	3,905.37
222301569	06/15/2023	SCHOOL DIST 117 MEDI	Payroll accrual	986.22
222301569	06/15/2023	SCHOOL DIST 117 MEDI	Payroll accrual	290.31
222301569	06/15/2023	SCHOOL DIST 117 MEDI	Payroll accrual	2,017.18
222301569	06/15/2023	SCHOOL DIST 117 MEDI	Payroll accrual	540.25
222301569	06/15/2023	SCHOOL DIST 117 MEDI	Payroll accrual	260.18
222301569	06/15/2023	SCHOOL DIST 117 MEDI	Payroll accrual	2,841.22
222301569	06/15/2023	SCHOOL DIST 117 MEDI	Payroll accrual	5,918.18
222301569	06/15/2023	SCHOOL DIST 117 MEDI	Payroll accrual	711.94
222301569	06/15/2023	SCHOOL DIST 117 MEDI	Payroll accrual	1,421.88
222301569	06/15/2023	SCHOOL DIST 117 MEDI	Payroll accrual	451.89
222301569	06/15/2023	SCHOOL DIST 117 MEDI	Payroll accrual	1,805.02
			Totals for 222301569	273,122.70
222301570	06/15/2023	SCHOOL DIST 117 VISI	Payroll accrual	293.21
222301570	06/15/2023	SCHOOL DIST 117 VISI	Payroll accrual	61.63
222301570	06/15/2023	SCHOOL DIST 117 VISI	Payroll accrual	6.16
222301570	06/15/2023	SCHOOL DIST 117 VISI	Payroll accrual	2.35
222301570	06/15/2023	SCHOOL DIST 117 VISI	Payroll accrual	55.10
222301570	06/15/2023	SCHOOL DIST 117 VISI	Payroll accrual	15.20
222301570	06/15/2023	SCHOOL DIST 117 VISI	Payroll accrual	1,761.20
222301570	06/15/2023	SCHOOL DIST 117 VISI	Payroll accrual	218.06
			Totals for 222301570	2,412.91
222301571	06/21/2023	BRUCE, SARAH	MILEAGE REIMBURSEMENT FOR MAY 2023	117.38
			Totals for 222301571	117.38
222301572	06/21/2023	CHIPMAN, TIMOTHY	RON CLARK ACADEMY MEALS AND MILEAGE-PAID BY TRACY GRANT FOUNDATION AND TITLE	476.74
			Totals for 222301572	476.74
222301573	06/21/2023	CONNOR CO	PENTAGON KEY FOR JHS	13.87
			Totals for 222301573	13.87
222301574	06/21/2023	CULLY, ANDREA	MILEAGE FOR JAN-JUNE 13, 2023	94.98
			Totals for 222301574	94.98
222301575	06/21/2023	DAVIDSMEYER, BARBARA	MILEAGE REIMBURSEMENT FOR JUNE 2023	37.99
			Totals for 222301575	37.99
222301576	06/21/2023	DAVIDSMEYER, HEATHER	ROE TRAINING MEALS AND MILEAGE	113.05
			Totals for 222301576	113.05
222301577	06/21/2023	DION, JOSEPH	MILEAGE FOR JUNE 2023 FFA CONVENTION	51.09
			Totals for 222301577	51.09
222301578	06/21/2023	FOLKER, SHANNON	MEALS AND MILEAGE FOR UKERU	159.04

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			TRAINING	
			Totals for 222301578	159.04
222301579	06/21/2023	GRAINGER	ZONE VALVE ACTUATOR SPRING RETURN MANUFACTURER FOR CENTRAL	76.54
			Totals for 222301579	76.54
222301580	06/21/2023	HALLEMANN, ANDREA	RON CLARK ACADEMY-MEALS AND PARKING-PAID BY TRACY GRANT FOUNDATION	167.09
			Totals for 222301580	167.09
222301581	06/21/2023	HEART TECHNOLOGIES,	1 year renewal of the S2 Netbox system (doors/access control only)	1,638.75
			Totals for 222301581	1,638.75
222301582	06/21/2023	HENRY'S SERV CENTER	10W40 KAWASAKI FOR JHS	21.88
			Totals for 222301582	21.88
222301583	06/21/2023	JOHNCO CONSTRUCTION,	RENOVATIONS AND ADDITION FOR WASHINGTON ELEMENTARY SCHOOL PAY APPLICATION#11	1,343,215.89
			Totals for 222301583	1,343,215.89
222301584	06/21/2023	KEMMERER VILLAGE	ROOM/BOARD/TUITION FOR MAY 2023	18,757.33
222301584	06/21/2023	KEMMERER VILLAGE	ROOM/BOARD/TUITION FOR MAY 2023	12,602.47
			Totals for 222301584	31,359.80
222301585	06/21/2023	LAKESHORE	TITLE MATERIAL FOR SOUTH	747.95
222301585	06/21/2023	LAKESHORE	LINCOLN TITLE MATERIAL	3,028.96
			Totals for 222301585	3,776.91
222301586	06/21/2023	LINDSEY, MORGAN	RON CLARK ACADEMY MEALS AND MILEAGE-PAID BY TRACY GRANT FOUNDATION AND TITLE	193.59
			Totals for 222301586	193.59
222301587	06/21/2023	LONG, WILLIAM	RENEWAL FOR CDL	50.00
			Totals for 222301587	50.00
222301588	06/21/2023	O'NEIL, HOLLY	MEALS AND MILEAGE FOR ISBE	116.39
			Totals for 222301588	116.39
222301589	06/21/2023	REXX BATTERY SPECIAL	BATTERY FOR WASHINGTON	229.90
			Totals for 222301589	229.90
222301590	06/21/2023	RID-ALL PEST CONTROL	MONTHY SERVICE TO SCHOOLS	855.00
222301590	06/21/2023	RID-ALL PEST CONTROL	INITIAL TREATMENT FOR MAINT BUILDING	150.00
			Totals for 222301590	1,005.00
222301591	06/21/2023	ROBINSON, RONALD	RENEWAL FOR CDL LICENSE	65.00
			Totals for 222301591	65.00
222301592	06/21/2023	SCHOLASTIC CLASS MAG	SCHOLASTIC STORYWORKS FOR EISENHOWER	875.00
222301592	06/21/2023	SCHOLASTIC CLASS MAG	SCHOLASTIC SCIENCE WORLD - JMS	599.40
222301592	06/21/2023	SCHOLASTIC CLASS MAG	SCHOLASTIC MATH FOR JMS	1,782.90
			Totals for 222301592	3,257.30
222301593	06/21/2023	SCHOOL SPECIALTY	JMS TITLE MATERIAL	592.42
			Totals for 222301593	592.42
222301594	06/21/2023	SHI INTERNATIONAL CO	SentinelOne Security Package for District	93,100.00
			Totals for 222301594	93,100.00
222301595	06/21/2023	STEWART, BRAXTON	REIMBURSEMENT FOR RON CLARK	50.19

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			ACADEMY-MEALS PAID BY TRACY GRANT FOUNDATION	
			Totals for 222301595	50.19
222301596	06/21/2023	TEACHER CREATED RESO	TEACHER MATERIAL FOR SOUTH	73.94
			Totals for 222301596	73.94
222301597	06/21/2023	TOM DAY BUSINESS MAC	CONTRACT BASE RATE CHARGE FOR THE 6/2/23-6/1/2024 BASE PERIOD (ANNUAL MAINT. AGREEMENT)	240.00
			Totals for 222301597	240.00
			Totals for checks	5,986,058.78

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATION	1,085,785.74	585,517.64	507,016.34	2,178,319.72
20	OPERATIONS & MAINTENANCE	81,015.59	0.00	692,853.78	773,869.37
30	DEBT SERVICE	0.00	0.00	749,829.38	749,829.38
40	TRANSPORTATION	59,403.20	0.00	25,287.34	84,690.54
50	MUNICIPAL RETIREMENT	132,041.10	0.00	0.00	132,041.10
60	CAPITAL PROJECT	0.00	0.00	1,439,209.67	1,439,209.67
80	TORT	0.00	0.00	628,099.00	628,099.00
*** Fund Summary Totals ***		1,358,245.63	585,517.64	4,042,295.51	5,986,058.78

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