Regular Meeting

BOARD OF EDUCATION
Jacksonville School District #117
AGENDA
Wednesday, June 25, 2025
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

- JMS Boys Track: Carlito Mitchell, Jez Harper, Owen Haverfield, Donovan Meeks
- JMS Girls Track: Malin Camerer, Kaynee Moore, Elizabeth Guidish, Larmarie Fortunne Kayshia Bowen, Marley Schieker, Kaynee Moore, Kennedy Dilley, Adalyn Heinemann, Alivia Heinemann, Camille Atkins, Rebecca White, Zorina Bohannon.
- JHS Boys Track: Wyatt Moore, Daren Henry, Ryan McCombs
- JHS Tennis: Bennett Karr, Colin Knollhoff, Cole Nebel

VI. RECEPTION OF VISITORS, PETITIONS AND COMMUNICATIONS 4

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, 2025- School Offices and Central Office are Closed
- July 16, 2025- Next Regular Board Meeting (starts at 6:00 pm)

VIII. STANDING REPORTS

A. Financial/Treasurer's Report 6

May-25	92.00% of Budget Year	2024-2025 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 OPERATING FUNDS	TOTAL ALL FUNDS
EXPENDED	38,383,235	4,366,196	3,187,073	2,239,897	1,597,052	1,880,021	-	111,844	330,258	44,989,328	52,095,575
% EXP.	88.62%	69.41%	106.24%	94.78%	83.08%	117.50%	0.00%	13.50%	51.79%	86.57%	86.89%
EXPENSE BUDGET	43,313,983	6,290,803	3,000,000	2,363,167	1,922,295	1,600,000	-	828,702	637,722	51,967,953	59,956,672
	-										
REVENUE	40,000,898	4,430,698	3,165,529	2,284,572	1,124,525	5,231,192	206,185	772,324	466,068	46,922,353	57,681,990
% RECEIVED	105.72%	98.64%	101.95%	96.88%	88.06%	20924.77%	105.75%	101.41%	112.94%	104.55%	114.31%
REVENUE BUDGET	37,836,797	4,491,708	3,105,000	2,358,160	1,277,014	25,000	194,975	761,595	412,680	44,881,640	50,462,929
	(5,477,186.00)	(1,799,095.00)	105,000.00	(5,007.00)	(645,281.00)	(1,575,000.00)	194,975.00	(67,107.00)	(225,042.00)	7,086,313.00	(9,493,743.00)

OPERATING FUND	Revenue	% Received	Expenditure	% Exp
Education	40,000,898	105.72%	38,383,235	88.62%
O & M	4,430,698	98.64%	4,366,196	69.41%
Transportation	2,284,572	96.88%	2,239,897	94.78%

TREASURER'S REPORT
May 31, 2025

Monthly Business

FUND	Beginning Cash Balance	Receipts (including interest)	Disbursements		Misc. Transactions	Bank Balance
			Payroll	Accounts Payable		
10-Education	$ 34,271,932.24	$ 2,778,609.16	$ (1,637,184.42)	$ (2,546,408.96)	$ 113,481.22	**$ 32,980,429.24**
20-O & M	$ 3,729,894.39	$ 5,895.00	$ (113,352.34)	(246,491.43)	$ 10,970.48	**$ 3,386,916.10**
30-Debt Service	$ 3,334,439.17	$ 272,934.53		$ (821,486.20)	$ 476.74	**$ 2,786,364.24**
40-Transportation	$ 3,057,995.10	$ -	$ (96,377.75)	$ (98,819.36)	$ 8,211.33	**$ 2,871,009.32**
50-IMRF/SS	$ 839,673.58	$ -		(159,533.75)	$ 2,017.54	**$ 682,157.37**
60-Capital Projects	$ 5,332,551.49	$ -	$ -	$ -	$ (282,531.63)	**$ 5,050,019.86**
70-Working Cash	$ 3,160,955.51	$ -	$ -	$ -	$ 5,204.23	**$ 3,166,159.74**
80-Tort	$ 720,075.90	$ 105,508.40	$ -	$ (6,216.61)	$ 567.14	**$ 819,934.83**
90-Fire Prevention & Safety	$ 408,540.82	$ -		$ (78,981.30)	$ 50.53	**$ 329,610.05**
						$ 52,072,600.75
TOTAL	**$ 54,856,058.20**	**$ 3,162,947.09**	**$ (1,846,914.51)**	**$ (3,957,937.61)**	**$ (141,552.42)**	**$ 52,072,600.75**

Cash and Investments

	CASH			INVESTMENTS			
FUND	U.S. Bank - General Fund	U.S. Bank - Insurance Fund	Illinois Funds - General Fund	2025 Series BOND PROCEEDS	ISDLAF Investments	IIIT Investments	TOTAL
10 Education	$ 2,061,736.35	$ 846,164.42	$ 20,950,769.10		$ 1,721,100.46	$ 7,400,658.91	**$ 32,980,429.24**
20 Operations & Maintenance	$ 534,974.28		$ 2,851,941.68		$ -	$ 0.14	**$ 3,386,916.10**
30 Bond & Interest	$ 2,725,910.91	$ -	$ -		$ 60,453.33	$ -	**$ 2,786,364.24**
40 Transportation	$ 719,499.67	$ -	$ 1,669,671.82		$ -	$ 481,837.83	**$ 2,871,009.31**
50 IMRF / Social Security	$ 147,192.63		$ 357,440.29		$ 177,650.90	$ (126.45)	**$ 682,157.37**
60 Capital Projects	$ 259,696.18		$ 174,116.63	$ 4,616,207.05	$ 4,616,207.05	$ -	**$ 5,050,019.86**
70 Working Cash	$ 367,106.17		$ 927,230.74		$ -	$ 1,871,822.83	**$ 3,166,159.74**
80 Tort	$ 688,890.25	$ -	$ 130,919.89		$ -	$ 124.69	**$ 819,934.83**
90 Fire Prevention & Safety	$ 324,509.85	$ -	$ 5,098.79		$ -	$ 1.43	**$ 329,610.07**
99 Activity					$ 34,798.68	$ 41,004.21	**$ 75,802.89**
TOTAL				**$ 4,616,207.05**			**$ 52,072,600.75**
	$ 7,829,516.28	**$ 846,164.42**	**$ 27,067,188.93**		**$ 6,610,210.42**	**$ 9,795,323.59**	**$ 52,148,403.64**
						Minus Activity Funds	**$ 52,072,600.75**

Operating Funds Fund Balances

Operating Funds	Current Year FY 2025	Last Year FY 2024	Difference FY 25 to FY 24
Fund 10 - Education	$ 32,980,429.24	$33,442,349.44	$ (461,920.20)
Fund 20 - O & M	$ 3,386,916.10	$3,652,026.15	$ (265,110.05)
Fund 40 -Transportation	$ 2,871,009.32	$2,461,771.02	$ 409,238.30
Fund 70 - Working Cash	$ 3,166,159.74	$2,953,920.64	$ 212,239.10
Total	**$ 42,404,514.40**	**$42,510,067.25**	**$ (105,552.85)**

Aniticipated Property Taxes, EBF, and PPRT

REVENUE	ANTICIPATED (ALL FUNDS)	RECEIVED (ALL FUNDS)
Property Taxes	$ 24,949,593.92	$ 25,120,004.29
EBF	$ 11,605,291.98	$ 10,550,840.00
PPRT	$ 2,798,368.00	$ 2,753,982.55
	$ 39,353,253.90	**$ 38,424,826.84**

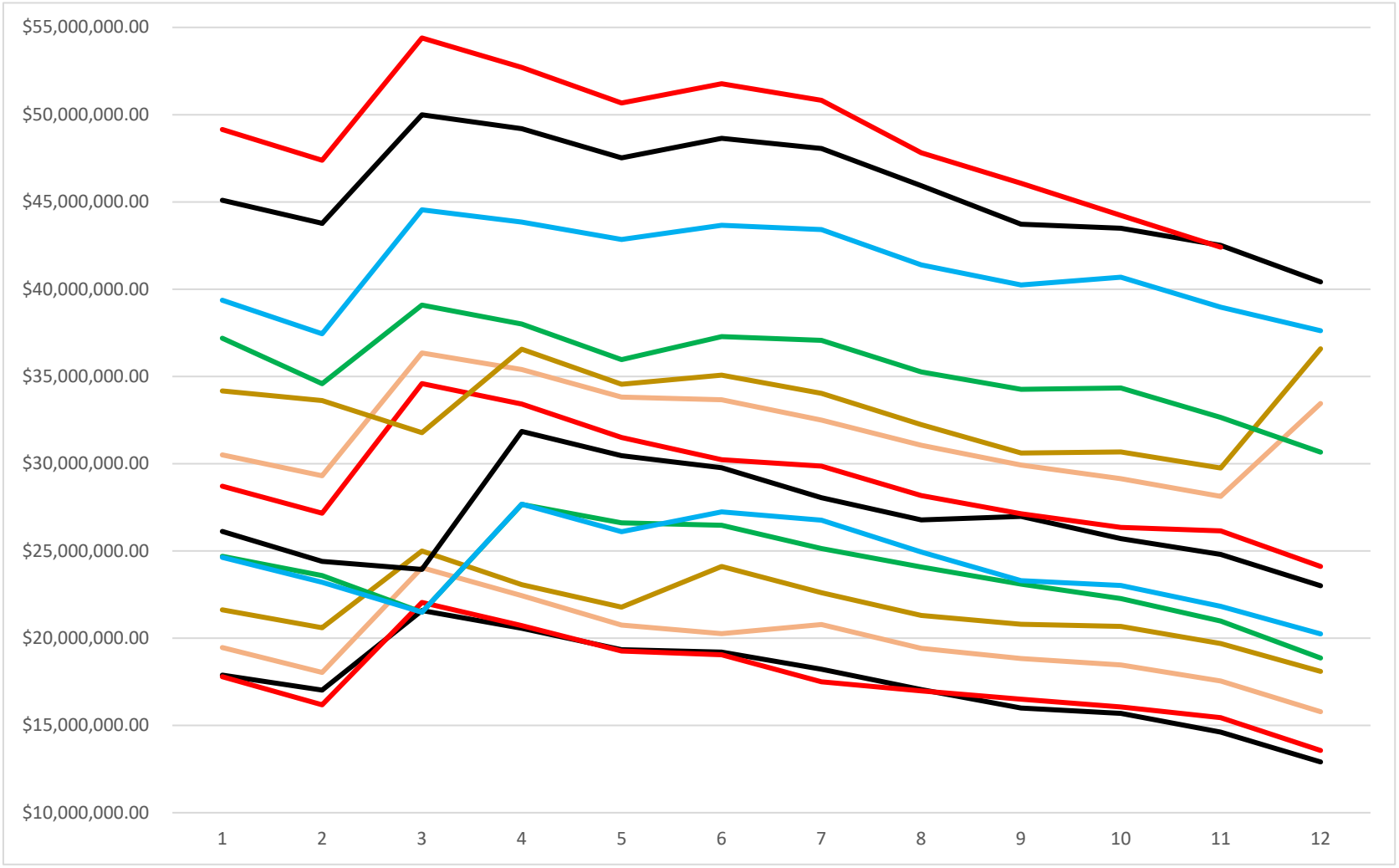
JSD117 Operating Funds (10,20,40,70) Fund Balance Tracker

	FY12	FY13	FY14	FY15	FY16 (Data from FY17 Reports)	FY17 (Data from FY18 Reports)	FY18	FY19 (Data from FY20 Reports)	FY20
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	$ 28,704,621.81	$ 30,511,237.40
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	$ 27,167,938.32	$ 29,314,408.87
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	$ 34,589,412.24	$ 36,344,041.21
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	$ 33,411,519.88	$ 35,391,394.74
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	$ 31,504,906.78	$ 33,812,176.30
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	$ 30,222,622.29	$ 33,669,150.98
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	$ 29,855,296.57	$ 32,494,818.06
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	$ 28,169,544.23	$ 31,049,729.03
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	$ 27,124,584.49	$ 29,919,604.14
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	$ 26,355,315.66	$ 29,142,659.10
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	$ 26,153,656.41	$ 28,125,933.54
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	$ 24,110,629.20	$ 33,443,513.07

	FY21	FY22	FY23	Year to Year Difference From FY22	FY24	Year to Year Difference From FY23	Month to Month Difference	FY25	Year to Year Difference From FY24	Month to Month Difference
July	$ 34,166,838.27	$ 37,184,909.27	$ 39,373,950.75	$ 2,189,041.48	$ 45,095,627.34	$ 5,721,676.59	$ 7,469,528.14	$ 49,156,313.03	$ 4,060,685.69	$ 8,739,390.43
Aug	$ 33,622,130.70	$ 34,586,595.09	$ 37,443,398.00	$ 2,856,802.91	$ 43,774,334.81	$ 6,330,936.81	$ (1,321,292.53)	$ 47,384,822.39	$ 3,610,487.58	$ (1,771,490.64)
Sept	$ 31,781,122.60	$ 39,087,598.99	$ 44,547,543.87	$ 5,459,944.88	$ 49,992,399.72	$ 5,444,855.85	$ 6,218,064.91	$ 54,394,717.75	$ 4,402,318.03	$ 7,009,895.36
Oct	$ 36,568,143.28	$ 38,000,837.50	$ 43,844,391.79	$ 5,843,554.29	$ 49,198,110.76	$ 5,353,718.97	$ (794,288.96)	$ 52,710,676.36	$ 3,512,565.60	$ (1,684,041.39)
Nov	$ 34,557,079.89	$ 35,965,189.58	$ 42,841,247.85	$ 6,876,058.27	$ 47,520,048.47	$ 4,678,800.62	$ (1,678,062.29)	$ 50,668,544.16	$ 3,148,495.69	$ (2,042,132.20)
Dec	$ 35,077,382.21	$ 37,283,806.15	$ 43,660,197.63	$ 6,376,391.48	$ 48,640,710.24	$ 4,980,512.61	$ 1,120,661.77	$ 51,773,068.87	$ 3,132,358.63	$ 1,104,524.71
Jan	$ 34,027,110.31	$ 37,063,685.41	$ 43,422,125.09	$ 6,358,439.68	$ 48,061,033.06	$ 4,638,907.97	$ (579,677.18)	$ 50,817,811.43	$ 2,756,778.37	$ (955,257.44)
Feb	$ 32,239,920.70	$ 35,256,343.53	$ 41,386,291.22	$ 6,129,947.69	$ 45,926,791.57	$ 4,540,500.35	$ (2,134,241.49)	$ 47,808,477.49	$ 1,881,685.92	$ (3,009,333.94)
March	$ 30,614,155.73	$ 34,260,240.55	$ 40,247,763.55	$ 5,987,523.00	$ 43,715,054.54	$ 3,467,290.99	$ (2,211,737.03)	$ 46,070,963.11	$ 2,355,908.57	$ (1,737,514.38)
April	$ 30,970,524.43	$ 34,344,424.58	$ 40,690,243.93	$ 6,345,819.35	$ 43,486,656.08	$ 2,796,412.15	$ (228,398.46)	$ 44,220,777.24	$ 734,121.16	$ (1,850,185.87)
May	$ 29,751,782.56	$ 32,654,800.47	$ 38,968,737.60	$ 6,313,937.13	$ 42,510,067.25	$ 3,541,329.65	$ (976,588.83)	$ 42,404,514.40	$ (105,552.85)	$ (1,816,262.84)
June	$ 36,583,678.58	$ 30,660,222.94	$ 37,626,099.20	$ 6,965,876.26	$ 40,416,922.60	$ 2,790,823.40	$ (2,093,144.65)	$ -		

Extra Property Tax Payment

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



JSD117 MORGAN COUNTY SCHOOL FACILITY SALES TAX COLLECTIONS

FY24

Month Paid	Month Received	Amount Received	Diff vs Previous Year	Running Total	Inc % Year 1
March	July 2023	$ 280,401.58	$ 8,655.70	$ 8,655.70	1.032
April	August	$ 276,127.65	$ 19,413.90	$ 28,069.60	1.076
May	September	$ 284,791.80	$ 9,459.98	$ 37,529.58	1.034
June	October	$ 272,247.46	$ (8,769.38)	$ 28,760.20	0.969
July	November	$ 265,979.91	$ (28.43)	$ 28,731.77	1.000
Aug	December	$ 257,923.15	$ 6,767.02	$ 35,498.79	1.027
Sept	January 2024	$ 274,467.91	$ 12,189.59	$ 47,688.38	1.046
Oct	February	$ 277,377.02	$ 9,081.15	$ 56,769.53	1.034
Nov	March	$ 285,146.83	$ (2,341.42)	$ 54,428.11	0.992
Dec	April	$ 338,543.11	$ 41,715.29	$ 96,143.40	1.141
Jan	May	$ 259,231.81	$ 31,087.24	$ 127,230.64	1.136
Feb	June	$ 247,232.02	$ 18,616.86	$ 145,847.50	1.081

Total	$ 3,319,470.25			
Predicted by Pro	$ 3,106,633.00	Per Document	Sum	12.57
Projected by sheet	$ 3,323,808.18	Per Actual	After Months	12
Proj Diff vs Predict	**$ 217,175.18**		Average	1.047
Percent Above	7.0%			

Bond Pay 1-4	$ 2,934,403.76	
Diff Predict	$ 172,229.24	
Diff Projected	**$ 389,404.42**	
Diff Actual	$ 385,066.49	(End of Year)

Difference in Predicted by Pro		
Predicted	$ 3,106,633.00	
FY24	$ 3,319,470.25	
Difference	$ 212,837.25	(End of Year)

Bond 1 2015	$ 2,112,983.76
Bond 2 2017	$ 366,675.00
Bond 3 21	$ 276,000.00
Bond 4 21	$ 178,745.00
Total	**$ 2,934,403.76**

FY25

Month Paid	Month Received	Amount Received	Diff vs Previous Year	Running Total	Inc % Year 1
March	July 2024	$ 276,409.10	$ (3,992.48)	$ (3,992.48)	0.986
April	August	$ 272,541.81	$ (3,585.84)	$ (7,578.32)	0.987
May	September	$ 300,542.52	$ 15,750.72	$ 8,172.40	1.055
June	October	$ 288,401.64	$ 16,154.18	$ 24,326.58	1.059
July	November	$ 281,541.08	$ 15,561.17	$ 39,887.75	1.059
Aug	December	$ 276,503.97	$ 18,580.82	$ 58,468.57	1.072
Sept	January 2025	$ 285,489.22	$ 11,021.31	$ 69,489.88	1.040
Oct	February	$ 288,988.76	$ 11,611.74	$ 81,101.62	1.042
Nov	March	$ 282,444.63	$ (2,702.20)	$ 78,399.42	0.991
Dec	April	$ 321,623.03	$ (16,920.08)	$ 61,479.34	0.950
Jan	May	$ 272,934.53	$ 13,702.72	$ 75,182.06	1.053
Feb	June	$ 282,660.95	$ 35,428.93	$ 110,610.99	1.143

Total	$ 3,430,081.24	$ 110,610.99		
Predicted by Pro	$ 3,377,939.00	Per Document	Sum	12.44
Projected by sheet	$ 3,440,267.60	Per Actual	After Months	12
Proj Diff vs Predict	**$ 62,328.60**		Average	1.036
Percent Above	1.8%			

Bond Pay 1-4	$ 2,979,233.76	
Diff Predict	$ 398,705.24	
Diff Projected	**$ 461,033.84**	
Diff Actual	$ 450,847.48	(End of Year)
Annual Growth	1.0333	

Difference in Predicted by Pro		
Predicted	$ 3,377,939.00	
Actual FY25	$ 3,430,081.24	
Difference	$ 52,142.24	(End of Year)

Bond 1 2015	$ 2,138,583.76
Bond 2 2017	$ 366,675.00
Bond 3 21	$ 276,000.00
Bond 4 21	$ 197,975.00
Total	**$ 2,979,233.76**

FY26

Month Paid	Month Received	Amount Received	Diff vs Previous Year	Running Total	Inc % Year 1
March	July 2025	$ 328,034.69	$ 51,625.59	$ 51,625.59	1.187
April	August		$ (272,541.81)		0.000
May	September		$ (300,542.52)		0.000
June	October		$ (288,401.64)		0.000
July	November		$ (281,541.08)		0.000
Aug	December		$ (276,503.97)		0.000
Sept	January 2026		$ (285,489.22)		0.000
Oct	February		$ (288,988.76)		0.000
Nov	March		$ (282,444.63)		0.000
Dec	April		$ (321,623.03)		0.000
Jan	May		$ (272,934.53)		0.000
Feb	June		$ (282,660.95)		0.000

Total	$ 328,034.69			
Predicted by Pro	$ 3,428,608.00	Per Document	Sum	1.19
Projected by sheet	$ 4,070,725.73	Per Actual	After Months	1
Proj Diff vs Predict	**$ 642,117.73**		Average	1.187
Percent Above	18.7%			

Bond Pay 1-4	$ 3,424,304.00	
Diff Predict	$ 4,304.00	
Diff Projected	**$ 646,421.73**	
		(End of Year)

Difference in Predicted by Pro		
Predicted	$ 3,428,608.00	
Actual FY25	$ 328,034.69	
		(End of Year)

Bond 1 2015	$ 1,118,906.00
Bond 2 2017	$ 366,675.00
Bond 3 21	$ 221,805.00
Bond 4 21	$ 276,000.00
Bond 5 2025	$ 3,440,918.00
Subtotal	$ 5,424,304.00
Debt Service Funds	$ (2,000,000.00)
Total Bond Payments	**$ 3,424,304.00**

Predicted =	Amount Listed When Bonds Sold
Projected =	Amount Calculated By This File

D. PPRT Tracker
E. State Updates
F. Vision 117 Phase IV
G. F.O.I.A. Report 14
- Civic IQ
- CTM

Matthew Moore <mmoore@jsd117.org>

Purchase Record Request- Jacksonville SD 117, IL

Abbas Khan <abbas.pr@inovo.ai> Thu, May 8, 2025 at 11:35 AM
To: mmoore@jsd117.org

To Whom It May Concern:
Civic IQ Inc is initiating a request under Illinois Freedom of Information Act. (FOIA) for all purchasing records from 01/01/2022 to date for all schools under your jurisdiction.
We seek access to electronic records that can be provided without the necessity for hardcopy duplication, scanning, or any physical handling of documents.
We are interested in the following details for purchases from your record keeping system for the given period. This data can be quickly exported in a purchase order or vendor history report from the accounting system by your finance team.
We are interested in the following details for all purchases from your record keeping system:

- Vendor Number or Vendor ID
- Vendor Name
- Identifier for each purchase, such as purchase order number(PO#) or, alternatively, an invoice or check number
- Purchase Date
- Line item details or description of each purchase
- Line item quantity
- Line Item price

Additionally, if there are any fees associated with processing this request, please inform me in advance if the costs will exceed "$100".
Let us know if samples are needed.
Please do not hesitate to reach out to me if you have any questions.
Regards,
Abbas Khan
CEO, Civic IQ Inc
50 Harrison St, PH 505
Hoboken, NJ 07030
+1 201-287-4709

Matthew Moore <mmoore@jsd117.org>

FOIA Request 05-08-25

1 message

Matthew Moore <mmoore@jsd117.org> Fri, Jun 6, 2025 at 1:55 PM
To: abbas.pr@inovo.ai

Mr. Khan,

Please see the attached response to the FOIA request we received on 05-08-25.

Respectfully,

Assistant Superintendent
Jacksonville School District 117

2 attachments

Civic IQ Response 06-06-25 - Google Docs.pdf
217K

FOIA 0122 to 0525.pdf
456K

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

Matthew Moore, Assistant Superintendent

June 6 , 2025

Dear Mr. Khan,

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, 2025, JSD 117 was in receipt of your commercial FOIA request for "all purchasing records from 01/01/2022 to date."

As the FOIA Officer for Jacksonville School District 117, I am writing to inform you that your request is granted. The requested information for the dates 01-01-2022 to 05/07/2025 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

In Skyward choose Purchasing Tab
Under Purchasing choose Purchasing Activity
Select filter and enter the dates being requested
Select apply filter
Download into Excel and arrange according to the information being requested

PO Number	Batch Number	Description	Vendor Name	Vnd St	Amount	Approve/Deny Date
5502500119	01	Walmart Food order	BMO CORPORATE MASTERCARD ...	IL	531.93	05/06/25
5502500118	02	Mental Health Consultation Services	FRISBIE ELIZABETH	IL	1093.75	05/06/25
5502500117	01	Culligan Water April	CULLIGAN OF SPRINGFIELD	IL	8.5	05/06/25
5502500116	28	Walmart Diaper & Pull Ups order	BMO CORPORATE MASTERCARD ...	IL	301.81	05/01/25
5502500115	25	Amazon Order for New Born Bags	BMO CORPORATE MASTERCARD ...	IL	2585.28	04/28/25
5502500114	25	Amazon Supply order	BMO CORPORATE MASTERCARD ...	IL	646.83	04/28/25
5502500113	24	Amazon - paper order	BMO CORPORATE MASTERCARD ...	IL	121.93	04/28/25
5502500112	11	Book Depot Order	BMO CORPORATE MASTERCARD ...	IL	398.01	04/22/25
5502500111	11	Insect Lore Butterfly order	BMO CORPORATE MASTERCARD ...	IL	113.93	04/22/25
5502500110	11	June 5, 2025 Early Years Event	TATERTOTS	IL	350	04/11/25
5502500109	11	June 5 2025 Early Years Event	FOAM AND FLIGHT	IL	375	04/11/25
5502500108	10	Mental Health Consultation	FRISBIE ELIZABETH	IL	1093.75	04/10/25
5502500107	07	Walmart Kleenex	BMO CORPORATE MASTERCARD ...	IL	27.24	04/09/25
5502500106	07	Walmart	BMO CORPORATE MASTERCARD ...	IL	5.05	04/09/25
5502500105	07	SIP Snack	JHS CAFETERIA	IL	88	04/09/25
5502500104	07	Culligan Water delivery	CULLIGAN OF SPRINGFIELD	IL	95.5	04/09/25
5502500103	24	Kiwanis Pancake tickets	KIWANIS CLUB OF JACKSONVI...	IL	280	04/09/25
5502500102	17	Staples paper order	BMO CORPORATE MASTERCARD ...	IL	458.9	03/19/25
5502500101	13	Books by the Bushel 0-3	BMO CORPORATE MASTERCARD ...	IL	2134.64	03/19/25
5502500100	13	Book Depot Order - 0-3 and PK	BMO CORPORATE MASTERCARD ...	IL	428.06	03/19/25
5502500099	12	PI Book Order	BMO CORPORATE MASTERCARD ...	IL	661.5	03/12/25
5502500098	07	Amazon Toner for Color Printer	AMAZON.COM	GA	1171.03	03/12/25

5502500097 06	Walmart Order Pullups 2T-3T Pullups 4T-5T	BMO CORPORATE MASTERCARD ...	IL	119.88	03/07/25
5502500096 05	February SIP Snack	JACKSONVILLE HIGH SCHOOL	IL	88	03/07/25
5502500095 04	Mental Health Consultation Services	FRISBIE ELIZABETH	IL	1156.25	03/05/25
5502500094 03	Water	CULLIGAN OF SPRINGFIELD	IL	64.75	03/03/25
5502500093 28	Walmart Napkins 500	BMO CORPORATE MASTERCARD ...	IL	41.76	03/03/25
5502500092 27	Walmart napkins	BMO CORPORATE MASTERCARD ...	IL	27.12	03/03/25
5502500091 27	Stamps	BMO CORPORATE MASTERCARD ...	IL	73	03/03/25
5502500090 27	kraft envelopes	BMO CORPORATE MASTERCARD ...	IL	27.94	03/03/25
5502500089 24	Laminating Film	TOM DAY BUSINESS MACHINES	IL	436	02/26/25
5502500087 21	HAMILTON'S CATERING BUFFET	HAMILTONS CATERING	IL	3352.25	02/25/25
5502500086 21	Walmart food order	BMO CORPORATE MASTERCARD ...	IL	1141.66	02/24/25
5502500085 19	NURSING SUPPLIES	SCHOOL NURSE SUPPLY INC	IL	16.7	02/24/25
5502500084 07	Walmart Order hats, mittens, underwear	WAL-MART(USE VENDOR#1602)	IL	126.98	02/07/25
5502500083 07	Nurses supplies	SCHOOL NURSE SUPPLY INC	IL	35.03	02/07/25
5502500082 07	Napkins, wipes, Walmart Order	BMO CORPORATE MASTERCARD ...	IL	84.06	02/07/25
5502500081 23	February Book for PFA classes	BMO CORPORATE MASTERCARD ...	IL	206.19	01/23/25
5502500080 16	Table Top Activities for Supper with Santa	BMO CORPORATE MASTERCARD ...	IL	165	12/16/24
5502500079 16	Walmart - Supper with Santa Supplies	BMO CORPORATE MASTERCARD ...	IL	196.98	12/16/24
5502500078 09	Classroom Snacks	BMO CORPORATE MASTERCARD ...	IL	146.1	12/10/24
5502500077 09	Supper with Santa activities and decorations	BMO CORPORATE MASTERCARD ...	IL	340.73	12/10/24
5502500076 09	Supper with Santa activities and decorations	BMO CORPORATE MASTERCARD ...	IL	1054.73	12/10/24
5502500075 04	Toner, Office Supplies, Nursing Supplies, IFGP Gifts	BMO CORPORATE MASTERCARD ...	IL	1491.82	12/04/24
5502500074 04	IFGP gift for family	BMO CORPORATE MASTERCARD ...	IL	48.49	12/04/24
5502500073 03	IFGP gifts for families	BMO CORPORATE MASTERCARD ...	IL	269.32	12/04/24
5502500072 03	PI Books for Home Visits (Jan-June)	BMO CORPORATE MASTERCARD ...	IL	802.04	12/03/24

5502500071 03	PI Books for Home Visits (Jan - Jun)	BMO CORPORATE MASTERCARD ...	IL	1659.25	12/03/24
5502500070 02	Culligan Service Fee and Water Order	CULLIGAN OF SPRINGFIELD	IL	100.75	12/02/24
5502500069 02	Winter Craft/Curriculum Supplies	BMO CORPORATE MASTERCARD ...	IL	471.45	12/02/24
5502500068 02	Mental Health Consultant	FRISBIE ELIZABETH	IL	1000	12/02/24
5502500067 02	Snack for 11/20/24 SIP Day	JHS CAFETERIA	IL	88	12/02/24
5502500066 26	IFGP gifts for PI families	BMO CORPORATE MASTERCARD ...	IL	612.6	12/02/24
5502500065 26	IFGP gifts for PI families	BMO CORPORATE MASTERCARD ...	IL	678.4	12/02/24
5502500064 26	IFGP gifts for PI families	BMO CORPORATE MASTERCARD ...	IL	576.09	12/02/24
5502500063 26	IFGP gifts for PI families	BMO CORPORATE MASTERCARD ...	IL	998.9	12/02/24
5502500062 26	IFGP gifts for PI families	BMO CORPORATE MASTERCARD ...	IL	993.25	12/02/24
5502500061 26	IFGP gifts for PI families	BMO CORPORATE MASTERCARD ...	IL	624.69	12/02/24
5502500060 06	Mental Health Consultant	FRISBIE ELIZABETH	IL	781.25	11/07/24
5502500059 06	Culligan Water	CULLIGAN OF SPRINGFIELD	IL	8	11/07/24
5502500058 29	Classroom & Nursing supplies	BMO CORPORATE MASTERCARD ...	IL	113.8	10/30/24
5502500057 29	Classroom & Nursing supplies	BMO CORPORATE MASTERCARD ...	IL	60.21	10/30/24
5502500056 24	Books for PFA Classes- December	BMO CORPORATE MASTERCARD ...	IL	340.19	10/24/24
5502500055 24	Stamps	BMO CORPORATE MASTERCARD ...	IL	14.6	10/24/24
5502500054 21	SIP Day presenter - Pressing Power Out of Power	EPHPHATHA CONSULTING SERV...	IL	1264.64	10/21/24
5502500053 16	Halloween Items for Classrooms & PI Trunk or Treat Event	BMO CORPORATE MASTERCARD ...	IL	240.34	10/16/24
5502500052 16	PI Toys & Supplies, Sensory Room Supplies, Tablet/Laptop Cases	BMO CORPORATE MASTERCARD ...	IL	1642.78	10/16/24
5502500051 09	Culligan Water	CULLIGAN OF SPRINGFIELD	IL	91	10/10/24
5502500050 09	Mental Health Consultant	FRISBIE ELIZABETH	IL	1218.75	10/10/24
5502500049 09	Pumpkins for classroom activities	HY-VEE ACCOUNTS RECEIVABL...	IA	147.58	10/10/24
5502500048 30	Baby TALK recertification fee 2024-25	BABY TALK	IL	2000	10/01/24
5502500047 30	Amazon - Sensory aides, Nurse supplies, Office supplies, Misc.	BMO CORPORATE MASTERCARD ...	IL	633.39	10/01/24
5502500046 23	October books for PFA classes	BMO CORPORATE MASTERCARD ...	IL	6.91	09/23/24

5502500045	18	Wal-Mart - Snack for Pre-K Classes	BMO CORPORATE MASTERCARD ...	IL	930.82	09/18/24
5502500044	06	Taxi service for families	AUTO PRO TAXI	IL	120	09/11/24
5502500043	06	Culligan	CULLIGAN OF SPRINGFIELD	IL	81.25	09/11/24
5502500042	03	Popsicles for Open House	HY-VEE ACCOUNTS RECEIVABL...	IA	55	09/05/24
5502500041	03	Mental Health Consultant	FRISBIE ELIZABETH	IL	906.25	09/03/24
5502500040	30	Classroom Chairs	BMO CORPORATE MASTERCARD ...	IL	160.99	09/03/24
5502500039	30	Classroom Tables	BMO CORPORATE MASTERCARD ...	IL	744.46	09/03/24
5502500038	30	Tablet Stand	BMO CORPORATE MASTERCARD ...	IL	583.19	09/03/24
5502500037	30	Meeting Room Cabinet	BMO CORPORATE MASTERCARD ...	IL	860.78	08/30/24
5502500036	30	Nesting Benches	BMO CORPORATE MASTERCARD ...	IL	999	08/30/24
5502500035	30	Storage Cabinets	BMO CORPORATE MASTERCARD ...	IL	1458.43	08/30/24
5502500034	30	Cot Set (24 w/sheets)	BMO CORPORATE MASTERCARD ...	IL	1249.8	08/30/24
5502500033	29	Gross Motor Equipment	BMO CORPORATE MASTERCARD ...	IL	1194.64	08/30/24
5502500032	29	Fans, Ladder, Misc. Custodial Supplies	BMO CORPORATE MASTERCARD ...	IL	3926.76	08/30/24
5502500031	29	Books for PI Home Visits	BMO CORPORATE MASTERCARD ...	IL	5069.45	08/30/24
5502500030	28	Classroom Supplies - reorder of items that were lost in shipping	BMO CORPORATE MASTERCARD ...	IL	466.78	08/29/24
5502500029	28	Books for PFA-E	BMO CORPORATE MASTERCARD ...	IL	912.04	08/29/24
5502500028	28	Office Supplies	BMO CORPORATE MASTERCARD ...	IL	2560.88	08/29/24
5502500027	22	Book Depot - Pre-K Books for Sept & Oct	BMO CORPORATE MASTERCARD ...	IL	1017.32	08/22/24
5502500026	22	DIAL Screening Forms	PEARSON	GA	644.18	08/22/24
5502500025	13	Classroom Supplies	BMO CORPORATE MASTERCARD ...	IL	480.01	08/14/24
5502500024	13	Laminating Film	TOM DAY BUSINESS MACHINES	IL	1308	08/14/24
5502500023	13	Snack supplies for PreK classes	BMO CORPORATE MASTERCARD ...	IL	1133.68	08/14/24
5502500022	09	Classroom Supplies	BMO CORPORATE MASTERCARD ...	IL	341.51	08/13/24

5502500021 09	Classroom Supplies	BMO CORPORATE MASTERCARD ...	IL	62.48	08/13/24
5502500020 09	Classroom Supplies	BMO CORPORATE MASTERCARD ...	IL	853.2	08/14/24
5502500019 09	Classroom Supplies	BMO CORPORATE MASTERCARD ...	IL	2024.87	08/14/24
5502500018 07	Paper products, cleaning supplies, playdough supplies, nursing supplies, misc. supplies	BMO CORPORATE MASTERCARD ...	IL	2104.27	08/07/24
5502500017 07	Toner & Paper	BMO CORPORATE MASTERCARD ...	IL	2431.73	08/07/24
5502500016 07	Office Supplies	BMO CORPORATE MASTERCARD ...	IL	926.86	08/07/24
5502500015 01	Amazon - Maghen	BMO CORPORATE MASTERCARD ...	IL	910.28	08/06/24
5502500014 01	Amazon - Katie	BMO CORPORATE MASTERCARD ...	IL	596.29	08/06/24
5502500013 01	Amazon - Megan	BMO CORPORATE MASTERCARD ...	IL	545.76	08/06/24
5502500012 01	Amazon - Addie	BMO CORPORATE MASTERCARD ...	IL	544.74	08/01/24
5502500011 01	Amazon - Sami	BMO CORPORATE MASTERCARD ...	IL	898.29	08/01/24
5502500010 01	Amazon - Julianne	BMO CORPORATE MASTERCARD ...	IL	582.88	08/01/24
5502500009 01	Amazon - Tanell	BMO CORPORATE MASTERCARD ...	IL	1013.5	08/01/24
5502500008 01	Amazon - Holly	BMO CORPORATE MASTERCARD ...	IL	534.23	08/01/24
5502500007 01	Amazon - Amy	BMO CORPORATE MASTERCARD ...	IL	255.13	08/01/24
5502500006 01	ASQ - Annual Subscription & Screens	BROOKES PUBLISHING	MD	303.45	08/01/24
5502500005 01	Book Depot - Pre-K Home Visit Books	BMO CORPORATE MASTERCARD ...	IL	470.48	08/01/24
5502500004 01	Book Outlet - PI Books for Playgroups & Home Visits	BMO CORPORATE MASTERCARD ...	IL	1621.59	08/01/24
5502500003 01	Amazon - PI Books for Playgroups & Home Visits	BMO CORPORATE MASTERCARD ...	IL	2964.8	08/01/24
5502500002 01	Books by the Bushel - PI Books for Playgroups & Home Visits	BMO CORPORATE MASTERCARD ...	IL	2585.5	08/01/24
5502500001 31	Mental Health Consultant	FRISBIE ELIZABETH	IL	937.5	07/31/24
5502500000 30	TS GOLD Portfolios	TEACHING STRATEGIES	IL	5160	07/31/24
5502400060 06	Taxi Service for Families	AUTO PRO TAXI	IL	80	11/07/24

5502400059	26	Pullups and Extra Clothes	BMO CORPORATE MASTERCARD ...	IL	256.28	08/28/24
5502400058	26	Cot Carrier for classroom	BMO CORPORATE MASTERCARD ...	IL	226.85	08/28/24
5502400055	12	Office Supplies	BMO CORPORATE MASTERCARD ...	IL	31.08	06/13/24
5502400054	11	Photographer for PI End of Year Event	TURNER'S PHOTOGRAPHY-DANI...	IL	185	06/13/24
5502400053	07	Pre-K Field Trip	CHARLIE'S ICE CREAM SHOP	IL	215	06/10/24
5502400052	07	Walmart - Supplies for End of Year PI Event (DAY OF)	BMO CORPORATE MASTERCARD ...	IL	50.83	06/10/24
5502400051	07	Food for End of Year PI Event	FOODIE MACHINE-JILLIAN HA...	IL	901	06/10/24
5502400050	07	Music for PI End of Year Event	WILSON SARAH	IL	135	06/10/24
5502400049	07	Food for End of Year PI Event	SUGAR AND ICE, LLC	IL	420	06/10/24
5502400048	07	Mental Health Consultant	FRISBIE ELIZABETH	IL	937.5	06/10/24
5502400047	03	Taxi Service for Families	AUTO PRO TAXI	IL	600	06/03/24
5502400046	03	Culligan	CULLIGAN OF SPRINGFIELD	IL	100.75	06/03/24
5502400045	03	Supplies for PI End of Year Event	BMO CORPORATE MASTERCARD ...	IL	175.72	06/03/24
5502400044	31	End of Year Bag Supplies for PI	BMO CORPORATE MASTERCARD ...	IL	32.37	06/03/24
5502400043	24	AA batteries for PI summer bags - ordered wrong size originally	BMO CORPORATE MASTERCARD ...	IL	148.4	05/24/24
5502400042	22	Pizza for Half-Day class celebrations - Papa John's	BMO CORPORATE MASTERCARD ...	IL	95.88	05/23/24
5502400041	20	Stamps	BMO CORPORATE MASTERCARD ...	IL	13.6	05/20/24
5502400040	20	AED Battery - Amazon order	BMO CORPORATE MASTERCARD ...	IL	189	05/20/24
5502400039	20	Mental Health Consultant PFA-E	FRISBIE ELIZABETH	IL	125	05/20/24
5502400038	13	PI End of Year Bags - Dollar Tree	BMO CORPORATE MASTERCARD ...	IL	189.99	05/13/24
5502400037	13	PI End of Year Bags & Event Supplies - Amazon	BMO CORPORATE MASTERCARD ...	IL	2765.93	05/13/24
5502400036	13	Popsicles for End of Year Picnics	BMO CORPORATE MASTERCARD ...	IL	52.92	05/13/24
5502400035	13	PI End of Year Event	BMO CORPORATE MASTERCARD ...	IL	1110.39	05/13/24
5502400034	02	Culligan Water Cooler	CULLIGAN OF SPRINGFIELD	IL	8	05/06/24
5502400033	02	End of Year Picnic for Half-Day Classes	JHS CAFETERIA	IL	216	05/06/24
5502400032	29	Mental Health Consultant	FRISBIE ELIZABETH	IL	968.75	04/29/24
5502400031	26	SIP Day snack to send home - April & May	JHS CAFETERIA	IL	122.5	04/29/24
5502400030	26	SIP Day snack to send home - February	JHS CAFETERIA	IL	88	04/26/24

5502400029	26	Amazon order - Sensory Room, End of Year	BMO CORPORATE MASTERCARD ...	IL	88.99	04/26/24
5502400028	23	Amazon Order - end of year supplies, newborn bag items	BMO CORPORATE MASTERCARD ...	IL	398.03	04/24/24
5502400027	11	Newborn Bag supplies for B-3 (Amazon)	BMO CORPORATE MASTERCARD ...	IL	2055.59	04/11/24
5502400026	08	Supplies - Toner, Paper, Sidewalk Chalk, Misc. Custodial	BMO CORPORATE MASTERCARD ...	IL	1835.55	04/08/24
5502400025	08	Laminating Film	TOM DAY BUSINESS MACHINES	IL	436	04/08/24
5502400024	08	Books for Students	BOOK DEPOT	IL	495.24	04/08/24
5502400023	08	Mental Health Consultation for Staff	FRISBIE ELIZABETH	IL	1125	04/08/24
5502400022	05	Caterpillars for Classrooms	INSECT LORE	CA	126.92	04/08/24
5502400021	05	Books for Pre-K students	SCHOLASTIC	OH	259.25	04/08/24
5502400020	18	Snack Food for Pre-K Classrooms	WAL-MART(USE VENDOR#1602)	IL	897.82	03/21/24
5502400019	11	Mental Health Consultant	FRISBIE ELIZABETH	IL	1250	03/18/24
5502400018	06	Conscious Discipline Workshop for Parents	JACKSONVILLE AREA FRIENDS...	IL	150	03/07/24
5502400017	20	Taxi Service for Families	AUTO PRO TAXI	IL	760	02/21/24
5502400016	13	Photo Booth for Supper with Santa	PRINTS CHARMING	IL	500	02/13/24
5502400015	07	Mental Health Consultant	FRISBIE ELIZABETH	IL	1250	02/13/24
5502400014	02	SIP Day Snack	JHS CAFETERIA	IL	88	02/06/24
5502400013	10	Mental Health Consultation Services	FRISBIE ELIZABETH	IL	812.5	01/26/24
5502400012	09	Birth-3 Breakfast with Santa Event	HAMILTONS CATERING	IL	5098.9	01/10/24
5502400011	05	Mental Health Consultation Services	FRISBIE ELIZABETH	IL	968.75	12/05/23
5502400010	05	Laminating Film	TOM DAY BUSINESS MACHINES	IL	436	12/05/23
5502400009	21	Belt swings for playground	SPACES FOR PLAY INC.	IL	441	11/29/23
5502400008	27	SIP Day Snack	JHS CAFETERIA	IL	88	11/29/23
5502400007	09	Birth Certificate purchase for families	MORGAN CO HEALTH DEPT	IL	30	11/09/23
5502400006	24	BabyTALK Recertification	BABY TALK	IL	2000	10/30/23
5502400005	12	PI Books	SCHOLASTIC	OH	3496.5	09/12/23
5502400004	12	Laminating Film	TOM DAY BUSINESS MACHINES	IL	436	09/12/23
5502400003	04	Laminating Film	TOM DAY BUSINESS MACHINES	IL	436	08/07/23
5502400002	02	Classroom Supplies	DISCOUNT SCHOOL SUPPLY	IL	1527.35	08/07/23
5502400001	28	Pre-K Assessment Portfolios	TEACHING STRATEGIES	IL	4860	08/01/23
5502400000	27	ASQ Subscription	BROOKES PUBLISHING	MD	344.95	08/01/23
5502300041	13	Snacks for SIP Day and End of Year picnics	JHS CAFETERIA	IL	296.2	06/13/23
5502300040	13	Birth Certificate for PI child	MORGAN CO HEALTH DEPT	IL	15	06/13/23
5502300039	12	Books for PI families	SCHOLASTIC	OH	756.35	06/12/23
5502300038	31	Water for PI event & Laundry Detergent for Pre-K classrooms	COUNTY MARKET	IL	57.92	06/02/23
5502300037	31	Birth Certificate purchases for families	MORGAN CO HEALTH DEPT	IL	30	06/02/23
5502300036	24	Live Music for End of Year PI Event	TATERTOTS	IL	300	05/24/23
5502300035	24	Milk for PM class snack	JHS CAFETERIA	IL	954.8	05/24/23
5502300034	04	Bowling Field Trip for "Balls" Curriculum Unit	BOWL INN	IL	486	05/11/23

5502300033	01	Family Night meals	JHS CAFETERIA	IL	1815	05/01/23
5502300032	01	SIP Days - Take Home Snack	JHS CAFETERIA	IL	164.8	05/01/23
5502300031	25	Playground Mulch	TURNER TREE SERVICE	IL	4800	04/27/23
5502300030	11	Birth Certificate	MORGAN CO HEALTH DEPT	IL	15	04/27/23
5502300029	30	Pancake & Sausage Tickets for Families	KIWANIS CLUB OF JACKSONVI...	IL	1400	03/30/23
5502300028	29	Taxi Fare for Families	AUTO PRO TAXI	IL	600	03/30/23
5502300027	24	Conscious Discipline Workshop - Parent Attendees	JACKSONVILLE AREA FRIENDS...	IL	310	03/30/23
5502300026	14	Laminating Film	TOM DAY BUSINESS MACHINES	IL	436	03/14/23
5502300025	06	Pre-K Curriculum Guides	TEACHING STRATEGIES	IL	1461.6	03/07/23
5502300024	22	Food & Drink for SOUPer Family Night (0-5 Event)	COUNTY MARKET	IL	703.66	03/07/23
5502300023	16	Milk for PM class snack	JHS CAFETERIA	IL	601.6	02/17/23
5502300022	08	March books for Pre-K	SCHOLASTIC BOOKS	MO	480	02/08/23
5502300021	24	Milk for PM class snack	JHS CAFETERIA	IL	518.4	02/08/23
5502300020	09	Carole Peterson concert for music unit	MISS CAROLE'S MACARONI SO...	IL	1100	01/12/23
5502300019	04	Entertainment for Pre-K Singing Celebration	BETWEEN THE STRINGS AND M...	IL	150	01/12/23
5502300018	04	Special Classroom Snacks	COUNTY MARKET	IL	223.4	01/12/23
5502300017	04	Cookies for Pre-K Singing Celebration	JHS CAFETERIA	IL	210	01/12/23
5502300016	15	Supplies for Breakfast w/Santa event	COUNTY MARKET	IL	22.14	12/16/22
5502300015	15	Birth-3 Family Night	HAMILTONS CATERING	IL	3671.1	12/16/22
5502300014	09	Santa for family event	YOUNG JADE	IL	25	12/16/22
5502300013	08	Birth Certificate purchases for families	MORGAN CO HEALTH DEPT	IL	30	12/16/22
5502300012	01	ECERS Supplies for Classrooms	DISCOUNT SCHOOL SUPPLY	IL	254.94	12/02/22
5502300011	10	Veteran's Day Family Event	COUNTY MARKET	IL	23.6	12/02/22
5502300010	07	Laminating film	TOM DAY BUSINESS MACHINES	IL	582	11/07/22
5502300009	02	DIAL-4 Parent Questionnaires	PEARSON (ORDERING DEPT)	TX	250.69	11/07/22
5502300008	02	Classroom Halloween treats	COUNTY MARKET	IL	224	11/07/22
5502300007	05	Taxi Service for Families	AUTO PRO TAXI	IL	211.5	10/13/22
5502300006	05	Goodie Bags for Fall Festival Event	JHS CAFETERIA	IL	130	10/13/22
5502300005	05	Parade Candy (Family Event)	COUNTY MARKET	IL	76.97	10/13/22
5502300004	03	PD on 3/1/2023 - Heggerty	LITERACY RESOURCES LLC	IL	1500	10/04/22
5502300003	29	Laminating Film	TOM DAY BUSINESS MACHINES	IL	388	09/01/22
5502300002	15	Laminating Film	TOM DAY BUSINESS MACHINES	IL	194	08/15/22
5502300000	21	TS GOLD Portfolios	TEACHING STRATEGIES	IL	4320	07/27/22
5502200063	03	CLASSROOM SUPPLIES	DISCOUNT SCHOOL SUPPLY	IL	363.48	06/06/22
5502200062	03	CLASSROOM SUPPLIES	DISCOUNT SCHOOL SUPPLY	IL	189.54	06/06/22
5502200061	03	CLASSROOM SUPPLIES	DISCOUNT SCHOOL SUPPLY	IL	311.16	06/06/22
5502200060	03	CLASSROOM SUPPLIES	DISCOUNT SCHOOL SUPPLY	IL	534.46	06/06/22
5502200059	02	CLASSROOM SUPPLIES	DISCOUNT SCHOOL SUPPLY	IL	281.11	06/06/22
5502200058	02	CLASSROOM SUPPLIES	LAKESHORE	CA	84.09	06/02/22
5502200057	02	CLASSROOM SUPPLIES	LAKESHORE	CA	236.93	06/02/22
5502200056	02	CLASSROOM SUPPLIES	LAKESHORE	CA	394.84	06/02/22
5502200055	02	CLASSROOM SUPPLIES	LAKESHORE	CA	344.79	06/06/22
5502200054	02	Classroom Supplies	LAKESHORE	CA	447.86	06/06/22

5502200053	27	Milk for PM class snack	JHS CAFETERIA	IL	394	06/02/22
5502200052	23	Snacks & Pull-Ups for students	COUNTY MARKET	IL	82.19	06/02/22
5502200051	17	Birth Certificate purchase for PI family	MORGAN CO HEALTH DEPT	IL	15	05/19/22
5502200050	12	Taxi service for families	AUTO PRO TAXI	IL	139.5	05/19/22
5502200049	26	Milk for PM class snack	JHS CAFETERIA	IL	383.2	05/03/22
5502200048	25	Cookies and Juice for Anniversary Open House	JHS CAFETERIA	IL	279	04/25/22
5502200047	20	Cheerios for PI family activity	JHS CAFETERIA	IL	21.37	04/25/22
5502200046	20	Milk for PM class snack	COUNTY MARKET	IL	23.94	04/25/22
5502200045	12	Caterpillars for classrooms	INSECT LORE	CA	106.92	04/13/22
5502200044	08	Laminating Film	TOM DAY BUSINESS MACHINES	IL	190	04/11/22
5502200043	11	Pancake & Sausage tickets for families	KIWANIS CLUB OF JACKSONVI...	IL	399	03/11/22
5502200042	02	Lunches for family travelling to Chicago for dental care.	JHS CAFETERIA	IL	9.8	03/02/22
5502200041	02	DIAL-4 Screening Forms and Parent Questionnaires	PEARSON (ORDERING DEPT)	TX	567.53	03/02/22
5502200040	25	Taxi Service for Families	AUTO PRO TAXI	IL	186	03/02/22
5502200039	09	Milk for PM classes snack	JHS CAFETERIA	IL	645.2	02/09/22
5502200038	14	Snack supplies for Expansion room	COUNTY MARKET	IL	94.47	02/09/22
5502200037	13	Cookies & Decorating Supplies for PI families Christmas drive-thru event and Pre-K classrooms	JHS CAFETERIA	IL	406.5	01/14/22
5502200036	04	Taxi Service for Families	AUTO PRO TAXI	IL	15.5	01/14/22
4002500133	05	Steve Patton Funds	BMO CORPORATE MASTERCARD ...	IL	47.18	05/06/25
4002500132	29	Oxford 8.5 x 11 Legal Pads, 12 Pack, Wide Ruled, Yellow Paper, 50 Sheets Per Writing Pad, Made in the USA (74020)	BMO CORPORATE MASTERCARD ...	IL	13.81	04/29/25
4002500131	23	Steve Patton Funds	BMO CORPORATE MASTERCARD ...	IL	68.24	04/24/25
4002500130	10	Extendable File Folders	BMO CORPORATE MASTERCARD ...	IL	204.6	04/10/25
4002500129	09	Stylus Pen for Touchscreen (4Pcs), 2 in 1 Stylus Pen for iPad, High Precision and Sensitivity Rubber Tips and Disc Compatible with iPad/iPhone/Android Tablets and All Touch Screens Devices (Light)	BMO CORPORATE MASTERCARD ...	IL	7.19	04/09/25
4002500128	08	Office Supplies	BMO CORPORATE MASTERCARD ...	IL	44.37	04/09/25
4002500127	04	Chewelry and Chewies	BMO CORPORATE MASTERCARD ...	IL	67.75	04/09/25
4002500126	04	Doorbells for office	BMO CORPORATE MASTERCARD ...	IL	36.99	04/09/25
4002500125	03	Steve Patton Fund Abby Parks Step Supplies	BMO CORPORATE MASTERCARD ...	IL	107.1	04/04/25
4002500124	01	Autism Supplies Screen Saver	BMO CORPORATE MASTERCARD ...	IL	6.96	04/02/25

4002500123	31	LD Supplies Swanson	BMO CORPORATE MASTERCARD ...	IL	89.97	04/01/25
4002500122	28	LD Supplies C Root Washington	BMO CORPORATE MASTERCARD ...	IL	7.49	03/28/25
4002500121	24	Step 1 Supplies Steve Patton Fund	BMO CORPORATE MASTERCARD ...	IL	187.5	03/24/25
4002500120	24	TAP supplies	BMO CORPORATE MASTERCARD ...	IL	52.99	03/24/25
4002500119	20	Tap supplies	BMO CORPORATE MASTERCARD ...	IL	22.94	03/24/25
4002500118	19	Step 3 JHS	BMO CORPORATE MASTERCARD ...	IL	37.99	03/24/25
4002500117	18	J Massey Washington	BMO CORPORATE MASTERCARD ...	IL	132.98	03/19/25
4002500116	14	Wipes	BMO CORPORATE MASTERCARD ...	IL	24.83	03/17/25
4002500115	11	TAP Supplies	BMO CORPORATE MASTERCARD ...	IL	180.29	03/11/25
4002500114	11	LD Supplies Swanson	BMO CORPORATE MASTERCARD ...	IL	70.23	03/11/25
4002500113	11	Psychologist Professional Development	BMO CORPORATE MASTERCARD ...	IL	39.99	03/11/25
4002500112	07	FM System E Saylor Sales Quote: SQ65254	OTICON	PA	639.99	03/07/25
4002500111	05	LessonPix renewal	LESSON PIX CUSTOM LEARNIN...	FL	550.8	03/05/25
4002500110	25	Judy Clocks / TAP Supplies	BMO CORPORATE MASTERCARD ...	IL	15.28	02/26/25
4002500109	21	Catalog Mailing Envelopes 9x12 Office Supplies	BMO CORPORATE MASTERCARD ...	IL	14.99	02/24/25
4002500108	03	OXO Tot Nest Booster Seat / Cross Cat / Hunter Cagle - Eisenhower	BMO CORPORATE MASTERCARD ...	IL	59.99	02/06/25
4002500107	03	HP 951 Ink Cartridge (3 pack) / Office Supplies	BMO CORPORATE MASTERCARD ...	IL	61.52	02/06/25
4002500106	03	Reading Guide Strip / Cross Cat	BMO CORPORATE MASTERCARD ...	IL	26.91	02/06/25
4002500105	30	Potty Training Toilet Seat and Grab Bars / Cross Cat / Chesney McNeece / North	BMO CORPORATE MASTERCARD ...	IL	54.88	01/31/25
4002500104	29	Bibs / Autism Supplies / Hunter Cagle-Eisenhower	BMO CORPORATE MASTERCARD ...	IL	13.99	01/29/25
4002500103	29	Autism Supplies / Eisenhower / Abby Parks	BMO CORPORATE MASTERCARD ...	IL	154.8	01/29/25
4002500102	28	Gowjaw 3 Pack Adjustable Shoulder Strap / Speech Supplies	BMO CORPORATE MASTERCARD ...	IL	12.99	01/28/25

4002500101	28	Fuzzy Blanket / Jayden Robinson / Washington / Cross Cat	BMO CORPORATE MASTERCARD ...	IL	11.99	01/28/25
4002500099	24	Playdough supplies for Speech	BMO CORPORATE MASTERCARD ...	IL	61.85	01/27/25
4002500098	23	TAP Supplies OPEN Sign	BMO CORPORATE MASTERCARD ...	IL	115.99	01/23/25
4002500097	23	TAP Supplies Cue Chalk, Cue Sticks and Billiard Balls Set	BMO CORPORATE MASTERCARD ...	IL	44.97	01/23/25
4002500096	21	Small Bear Hug Vest / Ranier Givhan / Early Years	BMO CORPORATE MASTERCARD ...	IL	91.2	01/22/25
4002500095	21	Kids U-Shaped Electric Toothbrush / Ranier Givhan / Early Years	BMO CORPORATE MASTERCARD ...	IL	9.99	01/22/25
4002500094	17	Kanchimi 40" mini trampoline / JMS Step 3 / Autism supplies	BMO CORPORATE MASTERCARD ...	IL	89.99	01/22/25
4002500093	16	Weighted Compression Vest / Benjamin Ramsey / Washington	BMO CORPORATE MASTERCARD ...	IL	93.94	01/17/25
4002500092	14	Expanding Accordion File Packets / Office Supplies	BMO CORPORATE MASTERCARD ...	IL	12.96	01/15/25
4002500091	13	Big & Tall Desk Chair / Garrison School	BMO CORPORATE MASTERCARD ...	IL	129.61	01/15/25
4002500090	13	Autism Supplies / Kayla Flowers	BMO CORPORATE MASTERCARD ...	IL	46.3	01/13/25
4002500089	09	Tap Light/Touch Light / Autism Supplies / Daniel Duffy - South (replacing previously returned lights)	BMO CORPORATE MASTERCARD ...	IL	30.08	01/13/25
4002500088	18	Ferswe Rechargeable Tap Lights / Autism Supplies / Daniel Duffy South	BMO CORPORATE MASTERCARD ...	IL	16.99	12/20/24
4002500087	16	Exam Gloves / Autism Supplies / STEP 1	BMO CORPORATE MASTERCARD ...	IL	14.57	12/20/24
4002500086	10	Phone Message Book / Office Supplies	BMO CORPORATE MASTERCARD ...	IL	13.62	12/10/24
4002500085	09	SUPLIK Kids Case-Orange / Autism Supplies / Silas - Eisenhower	BMO CORPORATE MASTERCARD ...	IL	15.98	12/09/24
4002500084	06	Autism supplies / Eisenhower	BMO CORPORATE MASTERCARD ...	IL	209.96	12/09/24
4002500083	04	ARK Tetra-Bite Chewy Fidget / LD Supplies / Ivan F @ Lincoln	BMO CORPORATE MASTERCARD ...	IL	21.99	12/04/24
4002500082	02	PLS-5 Record Forms / Speech supplies / Dee	BMO CORPORATE MASTERCARD ...	IL	235.32	12/02/24
4002500081	02	Outlet covers/ Autism supplies / Eisenhower	BMO CORPORATE MASTERCARD ...	IL	4.66	12/02/24
4002500080	26	MelonArt Kids Ear Protection Earmuffs Safety Hearing Protection Headphones / Toss For Autism / Washington	BMO CORPORATE MASTERCARD ...	IL	115.95	12/02/24

4002500079	26	PLULON 30 pack chair bands / Toss For Autism Funds / Washington	BMO CORPORATE MASTERCARD ...	IL	37.78	12/02/24
4002500078	20	CELF-5 Screening Test Record Forms / Speech Supplies / Lexi Middleton	BMO CORPORATE MASTERCARD ...	IL	56	11/25/24
4002500077	19	Rolling Storage Cart / TAP Supplies / (replacement to the damaged one returned)	BMO CORPORATE MASTERCARD ...	IL	45.99	11/19/24
4002500076	19	iPad cases (blue, pink, red) / Speech supplies / Jenna Stowers	BMO CORPORATE MASTERCARD ...	IL	47.94	11/19/24
4002500075	15	End Tab Folders / Office Supplies	BMO CORPORATE MASTERCARD ...	IL	19.31	11/18/24
4002500074	14	Tripp Lite 10-Device Desktop AC Charging Station / Autism Supplies / Jenna Stowers	BMO CORPORATE MASTERCARD ...	IL	216.99	11/15/24
4002500073	08	Post-It Notes / Office Supplies / Special Services	BMO CORPORATE MASTERCARD ...	IL	14.84	11/08/24
4002500072	07	Hoyer Power Lift / JHS	BMO CORPORATE MASTERCARD ...	IL	1598	11/07/24
4002500071	07	Pencil Grips / Autism Supplies / Marley B. - Lincoln	BMO CORPORATE MASTERCARD ...	IL	5.99	11/07/24
4002500070	29	Autism Supplies / Chewy Necklaces	BMO CORPORATE MASTERCARD ...	IL	18.98	10/30/24
4002500069	24	Bouncyband Wiggle Wobble Chair Feet / Daanik / Murrayville Woodson / Autism Funds	BMO CORPORATE MASTERCARD ...	IL	27.99	10/24/24
4002500068	24	Donnie Vinyard / Eisenhower / Autism Funds	BMO CORPORATE MASTERCARD ...	IL	23.99	10/24/24
4002500067	24	Custom Stamp / Tennyson / TMH Supplies	BMO CORPORATE MASTERCARD ...	IL	9.89	10/24/24
4002500066	22	Custom One Line Stamp Matthew Hinkle / TMH Supplies	BMO CORPORATE MASTERCARD ...	IL	9.89	10/24/24
4002500065	18	Kids Headphones / K. Wainman / Kai / Lincoln	BMO CORPORATE MASTERCARD ...	IL	12.99	10/21/24
4002500064	10	Portable CD Boombox / Speech supplies / Audrey Scott	BMO CORPORATE MASTERCARD ...	IL	29	10/10/24
4002500063	08	TMH Supplies ECSE Mason Holsman	BMO CORPORATE MASTERCARD ...	IL	41.03	10/08/24
4002500062	08	TAP Supplies	BMO CORPORATE MASTERCARD ...	IL	132.51	10/08/24
4002500061	03	Autism Funds / Lincoln- Kaine Lundberg	BMO CORPORATE MASTERCARD ...	IL	19.12	10/03/24
4002500060	03	GARS 3 Summary/Response Forms / Psychiatric supplies / Amanda Howell	BMO CORPORATE MASTERCARD ...	IL	101	10/03/24
4002500059	02	Toss for Autism Funds / Jenna Stowers	BMO CORPORATE MASTERCARD ...	IL	52.95	10/03/24

4002500058	30	TAP Supplies	BMO CORPORATE MASTERCARD ...	IL	363.08	10/01/24
4002500057	26	Resource Books set of 6 / SPED Supplies	BMO CORPORATE MASTERCARD ...	IL	315	09/26/24
4002500056	26	Toss For Autism Funds / Jenna Stowers 5 pc USB Wall charging block iPhone Charger/5 pack Gold USB C Cable 5ft	BMO CORPORATE MASTERCARD ...	IL	29.63	09/27/24
4002500055	26	Ink Cartridge Lincoln Resources / TMH Supplies / Logyn Little	BMO CORPORATE MASTERCARD ...	IL	130.89	09/26/24
4002500054	25	Autism Supplies / K Wainman / Lincoln elementary Grinnnie Wooden Peg Puzzle	BMO CORPORATE MASTERCARD ...	IL	100.8	09/26/24
4002500053	19	Depends for Men XL Autism Supplies K Wainman/Lincoln	BMO CORPORATE MASTERCARD ...	IL	63.78	09/20/24
4002500052	18	Sentry Safe Black Fireproof Document Box with Key (Psychologist Supplies)	BMO CORPORATE MASTERCARD ...	IL	108	09/19/24
4002500051	17	Gowjaw 3 Pack Adjustable Shoulder Strap for iPad Audrey Scott Autism Funds	BMO CORPORATE MASTERCARD ...	IL	25.98	09/17/24
4002500050	17	BRAECN Case for iPad - Carnival Night-Black (Speech supply)	BMO CORPORATE MASTERCARD ...	IL	230.76	09/17/24
4002500049	17	BRAECN Case for iPad - Sky Blue (Speech supply)	BMO CORPORATE MASTERCARD ...	IL	230.76	09/17/24
4002500048	17	6 Pack Multi-Function Electronic Timer (Autism Supplies)	BMO CORPORATE MASTERCARD ...	IL	15.99	09/17/24
4002500047	16	Scotch Thermal Laminating Pouches (A. Parks)	BMO CORPORATE MASTERCARD ...	IL	26.73	09/16/24
4002500046	13	TMH Supplies Learning Resources Hundred Number Board	BMO CORPORATE MASTERCARD ...	IL	66.75	09/16/24
4002500045	12	JennSwing Molded Swing Seat - Ocean Blue Eisenhower school	BMO CORPORATE MASTERCARD ...	IL	651	09/12/24
4002500044	12	Member's Mark Adult Washcloths Jo Horabik / JMS	BMO CORPORATE MASTERCARD ...	IL	19.45	09/12/24
4002500043	12	Bear hug vest. PK Gavin Six.	BMO CORPORATE MASTERCARD ...	IL	91.2	09/12/24
4002500042	10	Sensory Tent (Four Rivers)	BMO CORPORATE MASTERCARD ...	IL	193.64	09/10/24
4002500041	09	IAASE Membership (Barbie)	BMO CORPORATE MASTERCARD ...	IL	250	09/09/24
4002500040	09	TAP Supplies Blue Clipboard (replacement to a broken, returned one)	BMO CORPORATE MASTERCARD ...	IL	13.98	09/09/24
4002500039	05	STEP 2 Broom and Dust Pan (Autism)	BMO CORPORATE MASTERCARD ...	IL	19.99	09/05/24
4002500038	05	LD Supplies (Holly) Step by Step Math to Mastery	BMO CORPORATE MASTERCARD ...	IL	149	09/05/24

4002500037 05	STEP SUPLIK Kids Case for iPad 5th/6th Generation	BMO CORPORATE MASTERCARD ...	IL	16.98	09/05/24
4002500036 04	TAP Supplies Mini Binders	BMO CORPORATE MASTERCARD ...	IL	43.79	09/04/24
4002500035 04	TAP supplies...Glue Gun	BMO CORPORATE MASTERCARD ...	IL	12.4	09/04/24
4002500034 03	Social Worker Supplies...6 Social Communication Subscriptions	BMO CORPORATE MASTERCARD ...	IL	2399.94	09/03/24
4002500033 26	Toilet Safety Frame for Chesney McNeece @ North	BMO CORPORATE MASTERCARD ...	IL	28.99	08/26/24
4002500032 26	Ink Cartridges for Speech Supplies	BMO CORPORATE MASTERCARD ...	IL	157.78	08/26/24
4002500031 26	University of Oregon easyCBM Teacher Deluxe Subscription for L. Beams South	BMO CORPORATE MASTERCARD ...	IL	49.99	08/26/24
4002500030 26	Interactive OG 2.0 for L. Beams South	BMO CORPORATE MASTERCARD ...	IL	125	08/26/24
4002500029 26	StepUp to Learn for Eisenhower	BMO CORPORATE MASTERCARD ...	IL	149	08/26/24
4002500028 23	Laptop cases for Autism BMOUO Kids Case for John Brown and Emily Pena	BMO CORPORATE MASTERCARD ...	IL	30.96	08/23/24
4002500027 22	Psychologist printer Epson EcoTank ET-3830	BMO CORPORATE MASTERCARD ...	IL	369.99	08/23/24
4002500026 16	TAP Order	BMO CORPORATE MASTERCARD ...	IL	59.99	08/16/24
4002500025 16	Step 3 supply	BMO CORPORATE MASTERCARD ...	IL	39.38	08/16/24
4002500024 16	Amazon order.	BMO CORPORATE MASTERCARD ...	IL	45.22	08/16/24
4002500023 15	Autism Supplies	BMO CORPORATE MASTERCARD ...	IL	24.09	08/15/24
4002500022 12	Additional license. Quote # Q-165234	N2Y INC.	OH	1087.58	08/12/24
4002500021 08	Special Ed Supplies E. Leal	BMO CORPORATE MASTERCARD ...	IL	16.48	08/09/24
4002500020 08	Director supplies	BMO CORPORATE MASTERCARD ...	IL	15.97	08/08/24
4002500019 07	Additional license News2You and ULS. Quote #Q-165234	N2Y INC.	OH	1087.58	08/07/24
4002500018 07	Speech supplies (Dee Darr)	SPEECH CORNER	AZ	189.94	08/07/24
4002500017 06	ED Supplies Washington	BMO CORPORATE MASTERCARD ...	IL	36.48	08/06/24
4002500016 30	Tadpoles renewal Quote Q-267991	TEACHING STRATEGIES	IL	945	07/30/24
4002500015 30	Pearson DALS Psychology supplies Quote 263161	PEARSON (ORDERING DEPT)	TX	14976	07/31/24

4002500014	29	Speech supplies D Darr	BMO CORPORATE MASTERCARD ...	IL	35.94	07/29/24
4002500013	29	Step 1 A. McGarvey	BMO CORPORATE MASTERCARD ...	IL	21.59	07/29/24
4002500012	17	Social Worker supplies Mierzwa	BMO CORPORATE MASTERCARD ...	IL	29.65	07/18/24
4002500011	17	Autism supplies Step 1	BMO CORPORATE MASTERCARD ...	IL	129.94	07/18/24
4002500010	17	Step supplies Steve Patton Fund	BMO CORPORATE MASTERCARD ...	IL	98.32	07/17/24
4002500009	17	TAP Supplies	BMO CORPORATE MASTERCARD ...	IL	251.23	07/17/24
4002500008	09	Sensory Room @ Eisenhower	BMO CORPORATE MASTERCARD ...	IL	63.99	07/12/24
4002500007	26	Para binders	BMO CORPORATE MASTERCARD ...	IL	49.98	06/26/24
4002500006	26	Kneeling waterproof pads Autism funds	BMO CORPORATE MASTERCARD ...	IL	8.99	06/26/24
4002500005	20	N2Y Quote #Q-151105 Opp-376193	N2Y INC.	OH	9294.81	06/22/24
4002500004	20	Steve Patton Fund Abby Parks classroom	BMO CORPORATE MASTERCARD ...	IL	99.99	06/22/24
4002500003	17	J Solomon	BMO CORPORATE MASTERCARD ...	IL	59.39	05/17/24
4002500002	14	Swing replacement pad Step 1	SOUTHPAW ENTERPRISES	OH	45	05/15/24
4002500001	13	TAP Crimson Closet supplies	BMO CORPORATE MASTERCARD ...	IL	282.25	05/13/24
4002500000	07	Autism supplies D Duffy @ South	BMO CORPORATE MASTERCARD ...	IL	25.99	05/08/24
4002400058	03	TAP Order	BMO CORPORATE MASTERCARD ...	IL	117.79	09/03/24
4002400057	03	Tadpoles.....TMH Supplies	BMO CORPORATE MASTERCARD ...	IL	945	09/03/24
4002400056	03	Psych supplies Fortae	BMO CORPORATE MASTERCARD ...	IL	14.85	05/03/24
4002400055	30	D. Vinyard Autism supplies	BMO CORPORATE MASTERCARD ...	IL	8.99	04/30/24
4002400054	19	Speech supplies	WPS PUBLISHING, LLC	CA	737	04/19/24
4002400053	18	Office supplies	BMO CORPORATE MASTERCARD ...	IL	648.31	04/19/24
4002400052	16	Psych supplies - Cathers	BMO CORPORATE MASTERCARD ...	IL	19.99	04/16/24
4002400051	15	TAP supplies	BMO CORPORATE MASTERCARD ...	IL	23.99	04/15/24

4002400050	11	Social work supplies	BMO CORPORATE MASTERCARD ...	IL	32.07	04/12/24
4002400049	11	Step supplies	BMO CORPORATE MASTERCARD ...	IL	51.01	04/12/24
4002400048	09	Early childhood bear hug vest	SOUTHPAW ENTERPRISES	OH	80	04/09/24
4002400047	09	Speech supplies Social Work supplies	BMO CORPORATE MASTERCARD ...	IL	1060.5	04/09/24
4002400046	04	Autism supplies Ipad case	BMO CORPORATE MASTERCARD ...	IL	26.59	04/05/24
4002400045	03	office supplies	BMO CORPORATE MASTERCARD ...	IL	14.99	04/04/24
4002400044	03	Psychologist supplies	BMO CORPORATE MASTERCARD ...	IL	60.39	04/04/24
4002400043	21	Speech supplies	WPS PUBLISHING, LLC	CA	51	03/22/24
4002400042	20	Brayden Phillips Lincoln	BMO CORPORATE MASTERCARD ...	IL	63.94	03/21/24
4002400041	19	iPad carrying case Step 3	BMO CORPORATE MASTERCARD ...	IL	12.99	03/19/24
4002400040	19	P Bohannon Lincoln Elementary	BMO CORPORATE MASTERCARD ...	IL	37.99	03/19/24
4002400039	15	Speech supplies R Vitale	BMO CORPORATE MASTERCARD ...	IL	205.4	03/15/24
4002400038	15	ED supplies T Pattie	BMO CORPORATE MASTERCARD ...	IL	23.46	03/15/24
4002400037	15	Step 2 12x18 laminating pouches	BMO CORPORATE MASTERCARD ...	IL	42.15	03/15/24
4002400036	14	Laminating pouches Step 2	BMO CORPORATE MASTERCARD ...	IL	22.5	03/14/24
4002400035	08	Pearson PLS 5 Preschool record forms	PEARSON (ORDERING DEPT)	TX	174	03/11/24
4002400034	04	NeuroNet 1 student license for three months, self renewing, ending in May 2024 Eisenhower	BMO CORPORATE MASTERCARD ...	IL	19	03/04/24
4002400033	29	EY Sensory Room	BMO CORPORATE MASTERCARD ...	IL	89.99	02/29/24
4002400032	29	Baby wipes Eisenhower Step 1 & 2	BMO CORPORATE MASTERCARD ...	IL	24.54	02/29/24
4002400031	27	Laminating sheets	BMO CORPORATE MASTERCARD ...	IL	13.05	02/27/24
4002400030	27	LessonPix renewal Quote 2024021633 JaxIL17	LESSON PIX CUSTOM LEARNIN...	FL	550.8	02/27/24
4002400029	27	Chewable pencil toppers Eisenhower	BMO CORPORATE MASTERCARD ...	IL	9.99	02/27/24
4002400028	26	Brentley Phillips @ Washington	BMO CORPORATE MASTERCARD ...	IL	23.98	02/26/24

4002400027 15	Canoe Swing Early Years sensory room	BMO CORPORATE MASTERCARD ...	IL	100.94	02/26/24
4002400026 08	Sensory Sock at North	BMO CORPORATE MASTERCARD ...	IL	26.99	02/08/24
4002400025 08	Steve Patton Fund Abby Parks	BMO CORPORATE MASTERCARD ...	IL	90.94	02/08/24
4002400023 07	Bear Hug Vest M. Ganz	SOUTHPAW ENTERPRISES	OH	80	02/07/24
4002400021 30	Low Vision Brentley Phillips	BMO CORPORATE MASTERCARD ...	IL	43.9	01/30/24
4002400020 14	Psychologist supplies	WPS PUBLISHING, LLC	CA	2595	12/14/23
4002400019 04	Talker charger	BMO CORPORATE MASTERCARD ...	IL	79	12/05/23
4002400018 21	Psych supplies	WPS PUBLISHING, LLC	CA	332	11/21/23
4002400017 21	Speech supplies Quote 231985	PEARSON (ORDERING DEPT)	TX	209.88	11/21/23
4002400016 17	Weighted Vest J Morgan	BMO CORPORATE MASTERCARD ...	IL	87.94	11/21/23
4002400014 15	Spin board with cover Raziel	VITAL SOUNDS	WI	279	11/15/23
4002400013 09	Speech supplies	PRO-ED	TX	102	11/09/23
4002400012 06	Phonak quote 5120215726 Bruere	PHONAK U.S.	IL	1775.62	11/06/23
4002400011 01	Phonak Quote 5120215726 Roger Focus II E Bruere	PHONAK U.S.	IL	823.05	11/01/23
4002400010 19	Activity chair	RIFTON EQUIPMENT	NY	250	09/19/23
4002400009 18	Phonak renewal of Comprehensive Service Plan Quote 5120203806	PHONAK U.S.	IL	459.17	09/18/23
4002400008 01	Swivel Chair	BMO CORPORATE MASTERCARD ...	IL	130.8	09/01/23
4002400007 21	LessonPix add additional users Quote 2023081829	LESSON PIX CUSTOM LEARNIN...	FL	37.1	08/21/23
4002400006 09	Add additional users to ULS and News2you	N2Y INC.	OH	1769.91	08/09/23
4002400005 01	Pearson renewal Quote 211417	PEARSON (ORDERING DEPT)	TX	13356	08/02/23
4002400004 01	LD Supplies	REALLY GOOD STUFF LLC	IL	47.49	08/01/23
4002400003 01	Everyday Speech renewal Quote 20230801-124900110	EVERYDAY SPEECH LLC	IL	2239.94	08/01/23
4002400002 31	Tadpoles Renewal Quote Q-215474	TEACHING STRATEGIES, LLC	IL	810	08/01/23
4002400001 27	N2Y Renewal Quote Q-126493	N2Y INC.	OH	7059.84	06/28/23
4002400000 22	P Shillings Melissa Linderman	BMO CORPORATE MASTERCARD ...	IL	77.09	06/22/23
4002300032 15	Portable swing frame Quote 56550	E SPECIAL NEEDS LLC	MO	1310.88	06/20/23
4002300031 03	Psych supplies	THERAPY SHOP INC.	MI	87.77	05/04/23
4002300030 01	Psych supplies	BMO CORPORATE MASTERCARD ...	IL	230	05/01/23
4002300029 26	Psych supplies	WPS PUBLISHING, LLC	CA	332	04/26/23
4002300028 21	Phonak Warranty Quote 5120203806	PHONAK U.S.	IL	459.17	04/21/23
4002300027 19	Pearson Speech supplies	PEARSON (ORDERING DEPT)	TX	189.74	04/19/23
4002300026 19	Battery Charger J. Thomas	BMO CORPORATE MASTERCARD ...	IL	79	04/19/23

4002300025	18	ARP IDEA Flow Through Grant	FUN & FUNCTION	PA	544.2	04/18/23
4002300024	13	Phonak warranty E Brammeier	PHONAK U.S.	IL	100	04/13/23
4002300023	17	LessonPix renewal Quote 2023021343	LESSON PIX CUSTOM LEARNIN...	FL	486	02/24/23
4002300022	16	Psychologist supplies	WPS PUBLISHING, LLC	CA	166	02/16/23
4002300021	15	Bear Hug Vest S. Turner	SOUTHPAW ENTERPRISES	OH	113	02/16/23
4002300020	15	GoTalk 4+ R. Vitale	BMO CORPORATE MASTERCARD ...	IL	207.04	02/16/23
4002300019	16	News2you additional user Quote Q-112241	N2Y INC.	OH	171.61	12/16/22
4002300018	09	Bear Hug Vest Pre K	BMO CORPORATE MASTERCARD ...	IL	74.1	12/09/22
4002300017	07	Psych supplies Quote 171272	PEARSON (ORDERING DEPT)	TX	490	12/08/22
4002300016	02	ULS and News2you	N2Y INC.	OH	715.93	12/02/22
4002300015	17	Step 1 & 2 supplies	BMO CORPORATE MASTERCARD ...	IL	47.49	11/17/22
4002300014	07	Speech supplies	ADAPTIVE TECHNOLOGY RESOU...	OK	293.73	10/14/22
4002300013	05	Phonak supplies E Brammeier	PHONAK U.S.	IL	43	10/06/22
4002300012	23	Psych supplies	PEARSON (ORDERING DEPT)	TX	66.5	09/26/22
4002300011	15	GoTalk 4+	ADAPTIVE TECHNOLOGY RESOU...	OK	179	09/16/22
4002300010	13	Speech supplies M. May	SOCIAL THINKING PUBLISHIN...	CA	103.18	09/13/22
4002300009	07	N2Y additional user	N2Y INC.	OH	219.65	09/07/22
4002300008	26	Phonak Quote 5120196203	PHONAK U.S.	IL	713.46	08/29/22
4002300007	25	Phonak Quote 5120196133	PHONAK U.S.	IL	989.83	08/25/22
4002300006	19	Psychological protocols	HAWTHORNE EDUCATIONAL SER...	MO	115.5	08/19/22
4002300005	02	N2Y ULS Quote Q-87742 OPP-164668	N2Y INC.	OH	4520.2	08/02/22
4002300004	27	JMS Sensory Room	SOUTHPAW ENTERPRISES	OH	225	08/01/22
4002300003	20	DALS Schools Assessment Psych Supplies	PEARSON (ORDERING DEPT)	TX	12852	07/20/22
4002300002	15	Office supplies	BMO CORPORATE MASTERCARD ...	IL	17.94	07/15/22
4002300001	11	Tadpoles subscription QUOTE Q-176230	TEACHING STRATEGIES	IL	810	07/11/22
4002300000	08	Batteries for Reliant Patient Lift	BMO CORPORATE MASTERCARD ...	IL	119.8	07/08/22
4002200074	19	Additional user for ULS license	N2Y INC.	OH	673.8	08/19/22
4002200073	10	Routt Quote 225616 TMC Esser Grant	BLUUM OF MINNESOTA, LLC.	MN	2841.27	06/14/22
4002200072	09	Everyday Speech Social Emotional Curriculum Quote EDS-CF-05-19-5660	EVERYDAY SPEECH LLC	IL	2239.94	06/11/22
4002200071	09	STEP 4 Sensory Room Supplies ARP - IDEA Flow Through Grant	TFH USA	PA	1649	06/11/22
4002200070	08	STEP 1 Sensory Room supplies ARP - IDEA Grant	FUN & FUNCTION	PA	549.98	06/09/22
4002200069	20	Speech supplies	LEARNING RESOURCES	IL	75.98	05/20/22
4002200068	20	AAC Materials	ABLENET, INC.	MN	665	05/20/22

4002200067	20	AAC Materials	BMO CORPORATE MASTERCARD ...	IL	157.13	05/20/22
4002200066	18	Hoyer lift batteries	BMO CORPORATE MASTERCARD ...	IL	313.73	05/18/22
4002200065	13	Social Work supplies	SOCIAL THINKING PUBLISHIN...	CA	119.98	05/13/22
4002200064	20	Step 4	BMO CORPORATE MASTERCARD ...	IL	429	04/21/22
4002200063	14	Communication SLP supplies	BMO CORPORATE MASTERCARD ...	IL	150	04/21/22
4002200062	13	Testing supplies	WPS PUBLISHING, LLC	CA	575	04/13/22
4002200061	08	Speech supplies	PEARSON (ORDERING DEPT)	TX	1002.5	04/13/22
4002200060	11	TMH supplies	BMO CORPORATE MASTERCARD ...	IL	1106	04/11/22
4002200059	07	Speech supplies	PRO-ED	TX	420	04/08/22
4002200058	07	Go Talk 4+	ATTAINMENT CO	WI	199	04/07/22
4002200057	15	Psychology supplies	WPS PUBLISHING, LLC	CA	296	03/16/22
4002200056	02	Phonak A Buhl	PHONAK U.S.	IL	119.99	03/02/22
4002200055	28	LessonPix Renewal Quote 2022022120	LESSON PIX CUSTOM LEARNIN...	FL	486	02/28/22
4002200054	28	Phonak Quote 5120189063 Addison Buhl per Emily Heitbrink	PHONAK U.S.	IL	1731.99	02/28/22
4002200053	16	Toss Funds	BMO CORPORATE MASTERCARD ...	IL	104	02/16/22
4002200052	10	Psych Supplies	PEARSON (ORDERING DEPT)	TX	396	02/10/22
4002200051	25	HS Talker	BMO CORPORATE MASTERCARD ...	IL	208.95	01/25/22
4002200050	18	Phonak supplies Quote 5120183833	PHONAK U.S.	IL	825.99	01/18/22
4002200049	06	Toss Funds JHS Sensory room	FUN & FUNCTION	PA	739.99	01/10/22
4002200048	06	Toss Funds JHS sensory room	REHABMART, LLC	GA	650.68	01/07/22
3452300002	14	Cameras for the traverse's and the activity bus	PRO-VISION VIDEO SYSTEMS	MI	1796	03/14/23
3452300001	06	Parts Washer	NAPA AUTO PARTS	IL	2250	03/06/23
3452300000	25	Dash Camera	PRO-VISION VIDEO SYSTEMS	MI	220	10/25/22
3452200003	19	Computer and software for bus maintenance	RUSH TRUCK CENTERS	IL	6800	04/19/22
3452200002	31	Air compressor	NAPA AUTO PARTS	IL	2600	01/31/22
3402400001	21	JHS CAFETERIA TRAYS	MJ KELLNER CO	IL	112.8	10/21/24
3402400000	21	ACTIVE DETERGENT AND RINSE FOR JHS CAFETERIA	AREA DISTRIBUTORS	IL	517	10/21/24
3302500092	05	End of Year Media Center Supply Purchase for JHS MC	BMO CORPORATE MASTERCARD ...	IL	199.16	05/06/25
3302500091	01	Replacement battery for the RAID controller on the server JSDBackup	BMO CORPORATE MASTERCARD ...	IL	47.5	05/01/25
3302500090	28	JHS Media Center End of Year Book Purchases via JHS Media Budget	PERMA-BOUND	IL	2221.09	04/29/25

3302500089	25	Renewal of Remote Desktop software for Tech Department	DEVOLUTIONS	QC	1260	04/28/25
3302500088	23	iPads for Murrayville Woodson via PTO Fundraiser Funds	APPLE, INC.	TX	1645	04/24/25
3302500087	22	Replacement for failed battery pack in the "JMS-IDF1-Rack1"	SHI INTERNATIONAL CORP	TX	400	04/22/25
3302500086	21	Wireless keyboard and mouse sets for district use.	SHI INTERNATIONAL CORP	TX	243.75	04/22/25
3302500085	11	Rexx Battery-Replacement batteries for district battery backups.	BMO CORPORATE MASTERCARD ...	IL	559.2	04/11/25
3302500084	02	Printer for Special Services requested by B. Davidsmeyer	SHI INTERNATIONAL CORP	TX	345	04/04/25
3302500083	01	Computers for GIS Lab per JHS Refresh	SHI INTERNATIONAL CORP	TX	29799	04/02/25
3302500082	01	Tech Department Computers per JHS Refresh Cycle	SHI INTERNATIONAL CORP	TX	7725	04/02/25
3302500081	01	Security cameras to replace failed cameras at JHS.	SHI INTERNATIONAL CORP	TX	2025	04/01/25
3302500080	01	Amazon- Blank labels for equipment barcodes.	BMO CORPORATE MASTERCARD ...	IL	12.99	04/01/25
3302500079	31	Amazon- Privacy Screens for JHS Cafeteria Monitors	BMO CORPORATE MASTERCARD ...	IL	38.99	04/01/25
3302500078	31	Amazon- Headphone jack extractor tools for Chromebook repairs.	BMO CORPORATE MASTERCARD ...	IL	26.97	04/01/25
3302500077	28	JMS 24-25 Per Capita Grant Book Purchases	PERMA-BOUND	IL	573.4	03/28/25
3302500076	27	JHS 24-25 Per Capita Grant Book Purchases	PERMA-BOUND	IL	747.69	03/28/25
3302500075	27	Washington 24-25 Per Capita Grant Book Purchases	BOUND TO STAY BOUND BOOKS	IL	248.54	03/28/25
3302500074	27	South 24-25 Per Capita Grant Book Purchases	BOUND TO STAY BOUND BOOKS	IL	272.07	03/28/25
3302500073	27	North 24-25 Per Capita Grant Book Purchases	BOUND TO STAY BOUND BOOKS	IL	156.12	03/28/25
3302500072	27	Murrayville 24-25 Per Capita Grant Book Purchases	BOUND TO STAY BOUND BOOKS	IL	132.59	03/27/25
3302500071	27	Lincoln 24-25 Per Capita Grant Book Purchases	BOUND TO STAY BOUND BOOKS	IL	247.84	03/27/25
3302500070	27	Eisenhower 24-25 Per Capita Grant Book Purchases	BOUND TO STAY BOUND BOOKS	IL	295.6	03/27/25
3302500069	27	Washington Media Budget End of Year Book Purchases	BOUND TO STAY BOUND BOOKS	IL	897.38	03/27/25
3302500068	27	South Media Budget End of Year Book Purchases	BOUND TO STAY BOUND BOOKS	IL	912.12	03/27/25
3302500067	27	North Media Budget End of Year Book Purchases	BOUND TO STAY BOUND BOOKS	IL	514.24	03/27/25
3302500066	27	Murrayville Media Budget End of Year Book Purchases	BOUND TO STAY BOUND BOOKS	IL	490.53	03/27/25
3302500065	27	Lincoln Media Budget End of Year Book Purchases	BOUND TO STAY BOUND BOOKS	IL	814.13	03/27/25
3302500064	27	Eisenhower Media Budget End of Year Book Purchases	BOUND TO STAY BOUND BOOKS	IL	888.59	03/27/25
3302500063	20	Warranty Renewal for JHS Milestone Server for Security Cameras	CXTEC	NY	670	03/24/25
3302500062	14	Parts for JMS Microphone Repair	BMO CORPORATE MASTERCARD ...	IL	51.73	03/17/25
3302500061	12	Cases and Screen Protectors for iPads Purchased by Special Services	BMO CORPORATE MASTERCARD ...	IL	217.85	03/12/25
3302500060	12	RAM and Hard Drive upgrades for Technology Department devices.	SHI INTERNATIONAL CORP	TX	2894	03/12/25

3302500059	11	Replacement for Bad South Battery Backup	SHI INTERNATIONAL CORP	TX	459	03/11/25
3302500058	10	Monoprice- Network cable replenishment	BMO CORPORATE MASTERCARD ...	IL	252.87	03/11/25
3302500057	04	Server Supply- Hard drive for Murrayville Network Equipment	BMO CORPORATE MASTERCARD ...	IL	52.25	03/05/25
3302500056	04	JHS Refresh- Touchscreen Chromebook Replacements	SHI INTERNATIONAL CORP	TX	100440	03/05/25
3302500055	04	JHS Refresh- Non-Touch Chromebook Replacements	SHI INTERNATIONAL CORP	TX	310980	03/05/25
3302500054	03	JHS Refresh- Desktop computers for classrooms and office spaces.	SHI INTERNATIONAL CORP	TX	72450	03/05/25
3302500053	03	JHS Refresh- Laptop computers for teacher use.	SHI INTERNATIONAL CORP	TX	61656	03/05/25
3302500052	27	iPads for Special Services requested by Barbie Davidsmeyer	APPLE, INC.	TX	4740	02/28/25
3302500051	25	Amazon- Boxes to protect security camera connections on roof at JHS.	BMO CORPORATE MASTERCARD ...	IL	29.98	02/26/25
3302500050	21	Promethean Board Repair JHS Auto Repair Room	PROMETHEAN INC.	GA	600	02/24/25
3302500049	19	Oversized, touchscreen Chromebook for student IEP per Barbie Davidsmeyer	BMO CORPORATE MASTERCARD ...	IL	599	02/20/25
3302500048	03	Amazon- Items to help identify remaining POTs phone lines in District	BMO CORPORATE MASTERCARD ...	IL	70.37	02/06/25
3302500047	31	Amazon- Mount for Superintendent TV Display	BMO CORPORATE MASTERCARD ...	IL	49.99	01/31/25
3302500046	29	StayOnline- Angled power cords for district servers.	BMO CORPORATE MASTERCARD ...	IL	117.79	01/29/25
3302500045	29	Amazon- USB Power Switch 2 pack and headphone extractor tools for District devices and repairs.	BMO CORPORATE MASTERCARD ...	IL	27.93	01/29/25
3302500044	27	Television Display for outer office of Superintendent's Office	BMO CORPORATE MASTERCARD ...	IL	899.96	01/29/25
3302500043	27	USB-C cable tester for district repair diagnosis	BMO CORPORATE MASTERCARD ...	IL	60	01/28/25
3302500042	23	Amazon-Transceivers for District networking equipment	BMO CORPORATE MASTERCARD ...	IL	360	01/23/25
3302500041	21	Amazon order-Privacy screen for South Secretary	BMO CORPORATE MASTERCARD ...	IL	43.99	01/23/25
3302500040	16	Tech Tub to house devices for emergency reunification at the Bowl	SHI INTERNATIONAL CORP	TX	392	01/16/25
3302500039	14	Amazon- Power Meter for diagnosing equipment power issues	BMO CORPORATE MASTERCARD ...	IL	39.97	01/15/25
3302500038	09	Replacement screens for District device repairs	AG PARTS WORLDWIDE, INC.	PA	239.75	01/09/25
3302500037	07	Amazon: Scanner for Accounts Payable requested by CFO	BMO CORPORATE MASTERCARD ...	IL	399	01/08/25
3302500036	16	Tech Tub for JHS ELL iPad devices via Curriculum Adoption Funds	SHI INTERNATIONAL CORP	TX	392	12/16/24

3302500035	16	Amazon-Tech Tub for Washington Title iPads via Title Funds	BMO CORPORATE MASTERCARD ...	IL	149.99	12/16/24
3302500034	13	Battery replacements for district backups from Rexx Battery	BMO CORPORATE MASTERCARD ...	IL	131.8	12/13/24
3302500033	09	Amazon purchase for spray cleaner and wire brush set for device repairs.	BMO CORPORATE MASTERCARD ...	IL	27.47	12/09/24
3302500032	25	Mitel SWA renewal for district phones	HEART TECHNOLOGIES, INC	IL	2706.92	11/25/24
3302500031	21	Subscription renewal for district VPN services	REDEYE NETWORK SOLUTION L...	AZ	775.2	11/25/24
3302500030	21	Renewal of Gopher for Chrome services for 24-25 School Year	CDW GOVERNMENT	IL	990	10/21/24
3302500029	09	Renewal of DameWare Remote Support Licenses	SOLARWINDS	TX	504	10/09/24
3302500028	30	Replacement RAM for a damaged device.	CDW GOVERNMENT	IL	18.5	10/01/24
3302500027	25	Security cameras to replace district devices that are malfunctioning.	SHI INTERNATIONAL CORP	TX	6075	09/25/24
3302500026	20	Replacement screens for Dell 3110 Touchscreen Chromebooks	AG PARTS WORLDWIDE, INC.	PA	249.75	09/20/24
3302500025	16	Renewal of Bogen Nyquist System at Washington - 3 Year term	SENERGY TECHNOLOGIES	IL	5624.49	09/16/24
3302500024	06	Connection and Testing of Centigix unit at Eisenhower	SENERGY TECHNOLOGIES	IL	648	09/06/24
3302500023	30	Laptops requested by Early Years Director	DELL EMC	PA	2153.9	08/30/24
3302500022	29	Set up of the new Firewall for District Network.	REDEYE NETWORK SOLUTION L...	AZ	2050	08/29/24
3302500021	29	Annual Google Workspace for Education Plus- Year 2 of 3 year agreement	CDW GOVERNMENT	IL	12600	08/29/24
3302500020	23	Chromebook Cart for TAP as per Prevoc Coordinator Request via DORS Funds	SHI INTERNATIONAL CORP	TX	999	08/23/24
3302500019	22	Replacement radios for units rendered non-functional at Eisenhower after upgraded radio system.	GLOBAL TECHNICAL SYSTEMS,	IL	1423.5	08/22/24
3302500018	22	Chromebooks for TAP program requested by Prevoc Coordinator via DORS Funds	DELL EMC	PA	8911.2	08/22/24
3302500017	19	Support Bundle for FY24 E-Rate purchases	SHI INTERNATIONAL CORP	TX	4995	08/19/24
3302500016	16	Early Years iPad purchases	APPLE, INC.	TX	15240	08/19/24
3302500015	16	FY24 E-Rate Purchases	SHI INTERNATIONAL CORP	TX	46835.05	08/16/24
3302500014	14	Mixer for Intercom Music at JHS	SENERGY TECHNOLOGIES	IL	902	08/15/24
3302500013	08	Wi-Fi adapters for special District configurations.	CDW GOVERNMENT	IL	95	08/09/24
3302500012	01	Laptop device for a user with vision limitation at JMS	DELL EMC	PA	1186.22	08/01/24
3302500011	31	Wireless Keyboards and Mice for District Replacements	SHI INTERNATIONAL CORP	TX	422	07/31/24
3302500010	23	Axis indoor cameras to replace Tyco cameras.	SHI INTERNATIONAL CORP	TX	4090	07/23/24
3302500009	23	Projector lamp for JMS Technology Classroom	CDW GOVERNMENT	IL	73	07/23/24
3302500008	11	Replacement dividers for damaged dividers in Bretford carts.	SHI INTERNATIONAL CORP	TX	190	07/17/24
3302500007	11	Accelerated Reader Renewal	RENAISSANCE LEARNING INC.	MN	22072.32	07/12/24
3302500006	08	Nearpod renewal	NEARPOD INC.	FL	3795	07/09/24
3302500005	08	SchoolMessenger Renewal	POWERSCHOOL GROUP LLC	CA	13313.53	07/09/24

3302500004	03	Wireless keyboards and mice for additional rooms at renovated Eisenhower.	SHI INTERNATIONAL CORP	TX	422	07/05/24
3302500003	24	Eisenhower S2 Maintenance Renewal for Additional Licenses.	HEART TECHNOLOGIES, INC	IL	2835	06/24/24
3302500002	24	Book Systems renewal for 24-25 school year	BOOK SYSTEMS	AL	7960	06/24/24
3302500001	10	S2 Portal Expansion	HEART TECHNOLOGIES, INC	IL	3432.75	06/10/24
3302500000	13	Microsoft renewal for 24-25 School Year	BELL TECHLOGIX, INC.	PA	17415.1	05/13/24
3302400091	04	Laptops for TAP program	DELL EMC	PA	1847.16	06/04/24
3302400090	30	Document Cameras for JMS via Title Funds	SHI INTERNATIONAL CORP	TX	1280	05/31/24
3302400089	24	iPads for Washington Elementary	APPLE, INC.	TX	987	05/24/24
3302400088	23	Chromebook to replace a unit damaged by a student at South	DELL EMC	PA	293.25	05/23/24
3302400087	22	Laptop for Washington Admin (M. Camerer)	DELL EMC	PA	921.89	05/22/24
3302400086	21	PDQ Renewal for 24-25 School Year	PDQ.COM CORPORATION	UT	1275	05/21/24
3302400085	20	DataCenter Server Licenses with Software Assurance	BELL TECHLOGIX, INC.	PA	5225	05/20/24
3302400084	20	Windows 11 upgrade license for Microsoft volume licensing.	BELL TECHLOGIX, INC.	PA	52	05/20/24
3302400083	14	Hyper V Host for network functionality	CXTEC	NY	14665.68	05/17/24
3302400082	10	Monitor and stand for PD Room	SHI INTERNATIONAL CORP	TX	2415	05/13/24
3302400081	02	Laptop for JMS Assistant Principal (Tim Roberts)	DELL EMC	PA	1011.03	05/02/24
3302400080	01	Phone installs and system maintenance related to Eisenhower renovation	HEART TECHNOLOGIES, INC	IL	12335.3	05/01/24
3302400079	25	Laptop for Assistant Curriculum Director	DELL EMC	PA	921.89	04/25/24
3302400078	23	South Media Center books via Fee Replacements 23-24	BOUND TO STAY BOUND BOOKS	IL	194.86	04/23/24
3302400077	23	Washington Media Center books via Fee Replacements 23-24	BOUND TO STAY BOUND BOOKS	IL	84.9	04/23/24
3302400076	23	North Media Center books via Fee Replacement 23-24	BOUND TO STAY BOUND BOOKS	IL	28.25	04/23/24
3302400075	23	Murrayville Woodson Media Center books via Fee Replacements 23-24	BOUND TO STAY BOUND BOOKS	IL	45.36	04/23/24
3302400074	23	Lincoln Media Center books via Fee Replacements 23-24	BOUND TO STAY BOUND BOOKS	IL	144	04/23/24
3302400073	23	Eisenhower Media Center books via Fee Replacements 23-24	BOUND TO STAY BOUND BOOKS	IL	256.24	04/23/24
3302400072	23	South Media Center books via Fee Replacements 23-24	PERMA-BOUND	IL	156.85	04/23/24
3302400071	23	North Media Center books via Fee Replacements 23-24	PERMA-BOUND	IL	56.42	04/23/24
3302400070	23	Murrayville-Woodson Media Center books via Fee Replacements 23-24	PERMA-BOUND	IL	81.2	04/23/24
3302400069	23	Eisenhower Media Center books via Fee Replacements 23-24	PERMA-BOUND	IL	44.22	04/23/24
3302400068	23	JHS Media Center books via Fee Replacements 23-24	PERMA-BOUND	IL	129.17	04/23/24
3302400067	23	JMS Media Center books via Fee Replacements 23-24	PERMA-BOUND	IL	158.97	04/23/24
3302400066	12	JHS End of Year Book Purchase	PERMA-BOUND	IL	2356.65	04/12/24
3302400065	09	3-year Renewal of Adobe K12 Site license	BELL TECHLOGIX, INC.	PA	7380	04/09/24

3302400064	09	iPad for JHS English Department for English Translation per Jennifer Collins request.	APPLE, INC.	TX	299	04/09/24
3302400063	09	Bretford cart for JMS Chromebook Refresh	SHI INTERNATIONAL CORP	TX	990	04/09/24
3302400062	08	Classlink 3 year renewal of services.	CLASSLINK INC.	NJ	37810.86	04/08/24
3302400061	05	BTSB Books for Washington via Media Funds	BOUND TO STAY BOUND BOOKS	IL	675.99	04/05/24
3302400060	05	BTSB Books for South via Media Funds	BOUND TO STAY BOUND BOOKS	IL	800.75	04/05/24
3302400059	05	BTSB Books for North via Media Funds	BOUND TO STAY BOUND BOOKS	IL	543.81	04/05/24
3302400058	05	BTSB Books for Murrayville Woodson via Media Funds	BOUND TO STAY BOUND BOOKS	IL	492.72	04/05/24
3302400057	05	BTSB Books for Lincoln via Media Funds	BOUND TO STAY BOUND BOOKS	IL	703.68	04/05/24
3302400056	05	BTSB Books for Eisenhower via Media Funds	BOUND TO STAY BOUND BOOKS	IL	782.39	04/05/24
3302400055	05	3 year agreement for SUSP on S2 Door System	HEART TECHNOLOGIES, INC	IL	5344.17	04/05/24
3302400054	05	Perma-Bound Books for Washington via Media Funds	PERMA-BOUND	IL	83.84	04/05/24
3302400053	05	Perma-Bound Books for South via Media Funds	PERMA-BOUND	IL	83.84	04/05/24
3302400052	05	Perma-Bound Books for North via Media Funds	PERMA-BOUND	IL	83.84	04/05/24
3302400051	05	Perma-Bound books for Murrayville-Woodson via Media Funds	PERMA-BOUND	IL	83.84	04/05/24
3302400050	05	Perma-Bound Books for Lincoln via Media Funds	PERMA-BOUND	IL	83.84	04/05/24
3302400049	05	Perma-Bound Books for Eisenhower via Media Funds	PERMA-BOUND	IL	83.84	04/05/24
3302400048	04	Server warranty plans for district network.	CXTEC	NY	2231.92	04/04/24
3302400047	03	Books for Washington via the State Library Per Capita Grant	BOUND TO STAY BOUND BOOKS	IL	211.47	04/04/24
3302400046	03	Books for South via the State Library Per Capita Grant	BOUND TO STAY BOUND BOOKS	IL	289.51	04/04/24
3302400045	03	Books for North via the State Library Per Capita Grant	BOUND TO STAY BOUND BOOKS	IL	140.28	04/03/24
3302400044	03	Books for Murrayville via the State Library Per Capita Grant	BOUND TO STAY BOUND BOOKS	IL	117.25	04/03/24
3302400043	03	Books for Lincoln via the State Library Per Capita Grant	BOUND TO STAY BOUND BOOKS	IL	249.94	04/03/24
3302400042	03	Books for Eisenhower via the State Library Per Capita Grant	BOUND TO STAY BOUND BOOKS	IL	272.97	04/04/24
3302400041	03	Books for JMS via the State Library Per Capita Grant	PERMA-BOUND	IL	652.32	04/03/24
3302400040	03	Books for JHS via the State Library Per Capita Grant	PERMA-BOUND	IL	746.41	04/03/24
3302400039	19	Rear rail kit for Eisenhower network rack	CDW GOVERNMENT	IL	70	03/19/24
3302400038	15	Installation of Promethean Boards at Renovated Eisenhower	HADDOCK EDUCATION TECH.	MO	9516	03/15/24
3302400037	07	Early Years Intercom Expansion	SENERGY TECHNOLOGIES	IL	6412.66	03/08/24
3302400036	08	Additional phone licenses for District use	HEART TECHNOLOGIES, INC	IL	1136.88	03/08/24
3302400035	08	Battery backups for network equipment at Eisenhower Elementary	SHI INTERNATIONAL CORP	TX	5900	03/08/24
3302400034	06	Chromebooks for JMS as per refresh cycle	DELL EMC	PA	253260	03/06/24
3302400033	04	Hansen Call Monitoring Renewal	HEART TECHNOLOGIES, INC	IL	500	03/04/24
3302400032	26	RAM upgrades for JMS Refresh devices	CDW GOVERNMENT	IL	2682.5	02/26/24
3302400031	26	Laptops and Desktops for JMS Refresh Cycle	DELL COMPUTER CORP	IL	94954.65	02/26/24
3302400030	16	Demo devices for upcoming JMS Chromebook refresh process.	CTL	OR	286.4	02/16/24

3302400029 08	Patch panel frames for Eisenhower networking equipment.	SENERGY TECHNOLOGIES	IL	827.66	02/08/24
3302400028 18	Replacement bulbs for JMS Auditorium Projector	CDW GOVERNMENT	IL	872	01/18/24
3302400027 06	Licensing and implementation costs for a new VPN solution.	REDEYE NETWORK SOLUTION L...	AZ	1330.95	12/06/23
3302400026 30	Eisenhower Radio Repeater System	GLOBAL TECHNICAL SYSTEMS,	IL	6828.75	11/30/23
3302400025 27	Replacement bulb for JMS Technology classroom projector.	CDW GOVERNMENT	IL	83	11/27/23
3302400024 27	Replacement Laptop for Curriculum Director	DELL EMC	PA	1157.04	11/27/23
3302400023 10	iPads for Special Services replacements and Tech Department loaner devices.	APPLE, INC.	TX	8272	11/10/23
3302400022 20	Additional Door Entry at Lincoln Elementary	SENERGY TECHNOLOGIES	IL	3975	10/23/23
3302400021 17	Equipment and labor required to integrate the Centegix system with the Bogen Nyquist overhead paging system at Washington.	SENERGY TECHNOLOGIES	IL	1077	10/17/23
3302400020 12	Google Workspace for Education Plus Renewal	CDW GOVERNMENT	IL	12600	10/12/23
3302400019 03	Time Clock repair of Murrayville Time Clock	SCHOOL TECHNOLOGY ASSOCIA...	IN	320.69	10/03/23
3302400018 26	Security Cameras for District needs.	CDW GOVERNMENT	IL	4500	09/26/23
3302400017 22	Dameware Remote Support Annual Maintenance Renewal	SOLARWINDS	TX	456	09/22/23
3302400016 20	License and labor for integration between Mitel telephone system and your new paging system.	HEART TECHNOLOGIES, INC	IL	630.4	09/20/23
3302400015 20	Labor and supplies to extend the Centegix outputs to the west side of JMS.	SENERGY TECHNOLOGIES	IL	2538	09/20/23
3302400014 12	Wireless Keyboards and Mice for District Replacements	CDW GOVERNMENT	IL	350	09/12/23
3302400013 06	Network racks for Murrayville and the Bowl to allow for installation of updated equipment.	CDW GOVERNMENT	IL	1080	09/06/23
3302400012 01	Outdoor security camera mounts for District cameras.	SHI INTERNATIONAL CORP	TX	1240	09/05/23
3302400011 31	Renewal of Nearpod for District	NEARPOD INC.	FL	3450	09/01/23
3302400010 30	Renewal of Gopher for Chrome for District Network	CDW GOVERNMENT	IL	1100	08/30/23
3302400009 16	ClassLink annual subscription	CLASSLINK INC.	NJ	14090.5	08/16/23
3302400008 09	One year renewal of SchoolMessenger services.	INTRADO INTERACTIVE SERVI...	IL	14403.6	08/09/23
3302400007 07	Replacement security cameras for district outages.	SHI INTERNATIONAL CORP	TX	14290	08/07/23
3302400006 17	PRTG Upgrade/Renewal	PAESSLER AG	TX	7553.87	07/17/23
3302400005 14	Network Switches and Licenses for Non Instructional Facilities, Central Office and the Bowl, not funded by E-Rate.	SHI INTERNATIONAL CORP	TX	13440	07/14/23
3302400004 14	E-Rate 22-23 Purchases of District Network Equipment and Licensing	SHI INTERNATIONAL CORP	TX	21567.75	07/14/23
3302400003 11	Software Assurance 2023 for District Mitel Phones	HEART TECHNOLOGIES, INC	IL	2624.48	07/11/23
3302400002 29	iPads for JHS ELL program	APPLE, INC.	TX	2694	06/30/23
3302400001 26	Accelerated Reader Renewal for 23-24 School Year	RENAISSANCE LEARNING INC.	MN	21493.5	06/26/23

3302400000	26	Books Systems Renewal for 23-24 School Year	BOOK SYSTEMS	AL	7960	06/26/23
3302300077	26	iPads for Westfair via Special Services	APPLE, INC.	TX	1796	06/26/23
3302300076	26	Microsoft Office Renewal	BELL TECHLOGIX, INC.	PA	17415.1	06/26/23
3302300075	15	Additional monitor for Lincoln Secretary	DELL EMC	PA	279.29	06/15/23
3302300074	08	SentinelOne Security Package for District	SHI INTERNATIONAL CORP	TX	93100	06/08/23
3302300073	07	MW EOY Library Book Additions	BOUND TO STAY BOUND BOOKS	IL	147.1	06/07/23
3302300072	07	North EOY Library Book Additions	BOUND TO STAY BOUND BOOKS	IL	124.57	06/07/23
3302300071	07	Washington EOY Library Book Additions	BOUND TO STAY BOUND BOOKS	IL	137.98	06/07/23
3302300070	05	Books for Eisenhower to replenish outdated and damaged books weeded from collection via funds donated by a parent and remaining library funds.	BOUND TO STAY BOUND BOOKS	IL	338.03	06/05/23
3302300069	01	License for the firewall that will be installed at the new maintenance location.	SHI INTERNATIONAL CORP	TX	6160	06/01/23
3302300068	17	Additional intercom speakers for Murrayville and North and the relocation of a speaker at Lincoln.	SENERGY TECHNOLOGIES	IL	3901	05/18/23
3302300067	12	Washington End of the Year Library Book Purchases	BOUND TO STAY BOUND BOOKS	IL	783.85	05/15/23
3302300066	12	North End of the Year Library Book Purchases	BOUND TO STAY BOUND BOOKS	IL	698.08	05/15/23
3302300065	12	Murrayville Woodson End of the Year Book Purchases	BOUND TO STAY BOUND BOOKS	IL	698.08	05/15/23
3302300064	12	South End of the Year Library Book Purchases	BOUND TO STAY BOUND BOOKS	IL	780.22	05/15/23
3302300063	12	Lincoln End of the Year Library Book Purchases	BOUND TO STAY BOUND BOOKS	IL	776.02	05/15/23
3302300062	12	Eisenhower End of Year Library Book Purchases	BOUND TO STAY BOUND BOOKS	IL	780.22	05/15/23
3302300061	12	JMS Per Capita Library Purchases	PERMA-BOUND	IL	625.02	05/15/23
3302300060	12	JHS Per Capita and End of Year Purchases	PERMA-BOUND	IL	3082.83	05/15/23
3302300059	12	Washington Per Capita Library Books	BOUND TO STAY BOUND BOOKS	IL	196.98	05/12/23
3302300058	12	South Per Capita Library Books	BOUND TO STAY BOUND BOOKS	IL	280.08	05/12/23
3302300057	12	North Per Capita Library Books	BOUND TO STAY BOUND BOOKS	IL	151.92	05/12/23
3302300056	12	Murrayville Woodson Per Capita Library Books	BOUND TO STAY BOUND BOOKS	IL	130.09	05/12/23
3302300055	12	Lincoln Per Capita Library Books	BOUND TO STAY BOUND BOOKS	IL	218.11	05/12/23
3302300054	12	Eisenhower Per Capita Library Books	BOUND TO STAY BOUND BOOKS	IL	280.8	05/12/23
3302300053	08	Go-Box for the setup and maintenance of District Chrome devices.	GO-BOX	VA	1365.64	05/08/23
3302300052	04	Repair of water-damaged Parent Educator device from Early Years Program	DELL COMPUTER CORP	IL	370.16	05/04/23
3302300051	03	RAM for Refreshed Devices as Per 5 Year Cycle	CDW GOVERNMENT	IL	1450	05/04/23
3302300050	01	Replacement bulb for JMS Tech Classroom projector	SHI INTERNATIONAL CORP	TX	71	05/01/23
3302300049	24	Annual PDQ Renewal	PDQ.COM CORPORATION	UT	1275	04/24/23
3302300048	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	04/21/23
3302300047	20	Monitors to replace outdated and faulty units throughout the district.	DELL COMPUTER CORP	IL	65633.15	04/20/23
3302300046	20	Desktop units for Crossroads Classrooms as part of the 5 year refresh cycle	DELL COMPUTER CORP	IL	17495.55	04/20/23

3302300045	20	Desktop units for Central Office, Special Services, Crossroads/TAP, Bus Garage as per 5 year refresh cycle	DELL COMPUTER CORP	IL	35425	04/20/23
3302300044	20	Teacher Laptops for Crossroads and Special Services Staff as part of the 5 year refresh cycle	DELL COMPUTER CORP	IL	4533.05	04/20/23
3302300043	20	Replacement castors for mobile Promethean stands.	HADDOCK	MO	145	04/20/23
3302300042	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	04/20/23
3302300041	18	1 year renewal of the S2 Netbox system (doors/access control only)	HEART TECHNOLOGIES, INC	IL	1638.75	04/18/23
3302300040	17	iPads for Special Services	APPLE, INC.	TX	3414	04/17/23
3302300039	11	Replacement Chromebook parts for District devices	AG PARTS WORLDWIDE, INC.	PA	263.4	04/11/23
3302300038	27	Adobe Enterprise License Renewal	BELL TECHLOGIX, INC.	PA	2460	03/27/23
3302300037	22	Monitors for JHS Principal and Admin Assistant	DELL EMC	PA	1136.76	03/22/23
3302300036	09	Replacement handsets for district IP phones.	CXTEC	NY	165.33	03/09/23
3302300035	07	Additional Intercom Speaker at Crossroads Learning Center	SENERGY TECHNOLOGIES	IL	1134	03/07/23
3302300034	28	Camera license for additional camera at Eisenhower	HEART TECHNOLOGIES, INC	IL	241.8	02/28/23
3302300033	13	Replacement batteries for backups.	CDW GOVERNMENT	IL	1950	02/13/23
3302300032	08	ClassLink initial setup and training for District implementation.	CLASSLINK INC.	NJ	2495	02/09/23
3302300031	06	Washington Elementary Radio Repeater System	GLOBAL TECHNICAL SYSTEMS,	IL	6760.25	02/06/23
3302300030	31	Additional carts to replace outdated carts at district buildings	SHI INTERNATIONAL CORP	TX	2847	02/01/23
3302300029	30	Additional Cameras to cover blind spots and replace failed cameras district wide	SHI INTERNATIONAL CORP	TX	11225	01/30/23
3302300028	25	Additional camera license for cameras added at JMS	HEART TECHNOLOGIES, INC	IL	967.2	01/25/23
3302300027	25	Additional camera license for camera added at Crossroads Learning Center	HEART TECHNOLOGIES, INC	IL	483.6	01/25/23
3302300026	12	Additional cameras for Crossroads per Matt Moore.	SHI INTERNATIONAL CORP	TX	598	01/12/23
3302300025	10	SchoolMessenger annual renewal for CMS and Website hosting, notification services, and app.	INTRADO INTERACTIVE SERVI...	IL	6858.86	01/11/23
3302300024	16	Additional Cart for added Special Education Classroom at North School via Title I funding	SHI INTERNATIONAL CORP	TX	949	11/16/22
3302300023	11	iPads for Special Services	APPLE, INC.	TX	4440	11/11/22
3302300022	25	Software Assurance Renewal for District Phone System	HEART TECHNOLOGIES, INC	IL	2187.37	10/25/22
3302300021	20	Centegix intercom integration for District intercom systems	SENERGY TECHNOLOGIES	IL	15008	10/20/22
3302300020	19	Replacement parts for District phones and phone system	HEART TECHNOLOGIES, INC	IL	4873.19	10/20/22
3302300019	17	Gopher for Chrome renewal for District	AMPLIFIED IT	VA	1100	10/18/22
3302300018	14	District Google Workspace renewal	AMPLIFIED IT	VA	9504	10/14/22

3302300017	13	Document camera for JMS ID classroom via request by Anthony Mansur	SHI INTERNATIONAL CORP	TX	340	10/14/22
3302300016	11	Document Camera for Math Interventionist at JMS requested by Anthony Mansur	SHI INTERNATIONAL CORP	TX	340	10/12/22
3302300015	11	Replacement network switch for failed equipment at Crossroads	CXTEC	NY	1653.43	10/12/22
3302300014	20	Nearpod renewal for district subscription	NEARPOD INC.	FL	2875	09/20/22
3302300013	07	Document camera to replace broken device at South via Title Funds Re: Nelson	SHI INTERNATIONAL CORP	TX	340	09/07/22
3302300012	31	Desktop and Mobile Devices for Early Years Parent Educators RE: Sarah English	DELL EMC	PA	4692.18	08/31/22
3302300011	30	Licensing for district networking equipment	SHI INTERNATIONAL CORP	TX	5748	08/30/22
3302300010	29	Document camera to replace broken one at JMS Re: Jennifer Fromme	SHI INTERNATIONAL CORP	TX	340	08/30/22
3302300009	25	Monitors for Early Years Parent Educators Re: Sarah English	DELL EMC	PA	1967.1	08/26/22
3302300008	11	Printer for JHS STEP Work/Study Re: Joe O'Neil	HURRELBRINK CONSULTING LL...	IL	437.5	08/11/22
3302300007	11	Cart for Chromebooks for the JHS STEP Work/Study Re: Joe O'Neil	SHI INTERNATIONAL CORP	TX	999	08/11/22
3302300006	11	Additional Dividers for Bretford carts to replace broken or missing.	SHI INTERNATIONAL CORP	TX	143.52	08/11/22
3302300005	18	Accelerated Reader Renewal for 22-23 School Year	RENAISSANCE LEARNING INC.	MN	20574.04	07/19/22
3302300004	18	E-Rate 22-23 Purchases of District Network Licenses	REDEYE NETWORK SOLUTION L...	AZ	5816.74	07/18/22
3302300003	18	E-Rate 22-23 Purchases of District Network Licensing	SHI INTERNATIONAL CORP	TX	9894	07/18/22
3302300002	11	Replacement handsets for district Mitel phones	CXTEC	NY	240.74	07/11/22
3302300001	06	Upgrade for End of Life Call Reporting Software	HEART TECHNOLOGIES, INC	IL	2310	07/08/22
3302300000	21	Book Systems renewal for the 22-23 School Year	BOOK SYSTEMS	AL	7960	06/21/22
3302200200	17	Document cameras for elementary classrooms via Sitton Funds from the JPSF	SHI INTERNATIONAL CORP	TX	17000	06/17/22
3302200199	09	Windows License for the new JHS Milestone (security camera) server.	BELL TECHLOGIX, INC.	PA	375.76	06/09/22
3302200198	09	Additional Server for JHS security cameras.	CXTEC	NY	8175.75	06/09/22
3302200197	08	Chromebook for Assistant Superintendent	ZONES, INC.	WA	945	06/09/22
3302200196	07	JHS and JMS replacement books via Library Fines through June 2022	PERMA-BOUND	IL	57.28	06/07/22
3302200195	07	Washington replacement books via Library Fines through June 2022	BOUND TO STAY BOUND BOOKS	IL	13.4	06/07/22
3302200194	07	South replacement books via Library Fines through June 2022	BOUND TO STAY BOUND BOOKS	IL	21.83	06/07/22
3302200193	07	North replacement books via Library Fines through June 2022	BOUND TO STAY BOUND BOOKS	IL	35.62	06/07/22
3302200192	07	Murrayville replacement books via Library Fines through June 2022	BOUND TO STAY BOUND BOOKS	IL	29.58	06/07/22

3302200191	07	Lincoln replacement books via Library Fines through June 2022	BOUND TO STAY BOUND BOOKS	IL	29.08	06/07/22
3302200190	07	Eisenhower replacement books via Library Fines through June	BOUND TO STAY BOUND BOOKS	IL	34.22	06/07/22
3302200189	06	Additional security camera licenses for JHS cameras	EDIGITALDEALS, INC.	CA	2450.04	06/06/22
3302200188	06	Chromebook for Assistant Superintendent	ZONES, INC.	WA	760.14	06/06/22
3302200187	03	Books for Washington via District Media Funds	BOUND TO STAY BOUND BOOKS	IL	854.83	06/03/22
3302200186	03	Books for South via District Media Funds	BOUND TO STAY BOUND BOOKS	IL	1023.89	06/03/22
3302200185	03	Books for North via District Media Funds	BOUND TO STAY BOUND BOOKS	IL	563.52	06/03/22
3302200184	03	Books for Murrayville via District Media Funds	BOUND TO STAY BOUND BOOKS	IL	483.12	06/03/22
3302200183	03	Books for Lincoln via District Media Funds	BOUND TO STAY BOUND BOOKS	IL	621.76	06/03/22
3302200182	03	Books of Eisenhower via District Media Funds	BOUND TO STAY BOUND BOOKS	IL	748.98	06/03/22
3302200181	02	Books for Washington via State Per Capita Grant	BOUND TO STAY BOUND BOOKS	IL	209.51	06/02/22
3302200180	02	Books for South via State Per Capita Grant	BOUND TO STAY BOUND BOOKS	IL	274.31	06/02/22
3302200179	02	Books for North via State Per Capita Grant	BOUND TO STAY BOUND BOOKS	IL	131.68	06/02/22
3302200178	02	Books for Murrayville via State Per Capita Grant	BOUND TO STAY BOUND BOOKS	IL	131.68	06/02/22
3302200177	02	Books for Lincoln via State Per Capita Grant	BOUND TO STAY BOUND BOOKS	IL	194.37	06/02/22
3302200176	02	Books for Eisenhower via State Per Capita Grant	BOUND TO STAY BOUND BOOKS	IL	274.31	06/02/22
3302200175	02	Books for JHS via JPSF via Amy Albers	PERMA-BOUND	IL	107.89	06/02/22
3302200174	02	Books for JMS via JPSF via Amy Albers	PERMA-BOUND	IL	134.88	06/02/22
3302200173	02	Elementary Library books via JPSF via Amy Albers	PERMA-BOUND	IL	248.46	06/02/22
3302200172	02	Books for North via JPSF via Amy Albers	BOUND TO STAY BOUND BOOKS	IL	199.11	06/02/22
3302200171	02	Books for South via JPSF via Amy Albers	BOUND TO STAY BOUND BOOKS	IL	328.17	06/02/22
3302200170	02	Books for Washington via JPSF via Amy Albers	BOUND TO STAY BOUND BOOKS	IL	293.5	06/02/22
3302200169	02	Books for Murrayville via JPSF via Amy Albers	BOUND TO STAY BOUND BOOKS	IL	130.42	06/02/22
3302200168	02	Books for Lincoln via JPSF via Amy Albers	BOUND TO STAY BOUND BOOKS	IL	312.55	06/02/22
3302200167	02	Books for Eisenhower via JPSF Funds via Amy Albers	BOUND TO STAY BOUND BOOKS	IL	326.82	06/02/22
3302200166	01	Fiber equipment for Modular Classrooms for Washington Renovation.	CDW GOVERNMENT	IL	950	06/01/22
3302200165	26	Meraki License Extensions for District Networking Equipment	SHI INTERNATIONAL CORP	TX	9181.21	05/27/22
3302200164	26	Additional camera for District event livestreaming	CDW GOVERNMENT	IL	1850	05/26/22
3302200163	23	Security for Modular Classrooms for Elementary Renovations	HEART TECHNOLOGIES, INC	IL	19348.93	05/23/22
3302200162	20	Carts for the processing of district devices.	SHI INTERNATIONAL CORP	TX	898	05/20/22
3302200161	18	Microsoft Renewal for District	BELL TECHLOGIX, INC.	PA	15618.7	05/18/22
3302200160	12	Promethean Boards for classroom gaps via Sitton funds	HADDOCK EDUCATION TECH.	MO	11166.12	05/13/22
3302200159	04	1 year renewal of District S2 NetVR systems and NetBox system	HEART TECHNOLOGIES, INC	IL	8720.45	05/05/22
3302200158	02	Adobe VIP Licensing Renewal for 22-23 School Year	BELL TECHLOGIX, INC.	PA	2460	05/02/22
3302200157	02	Replacement of District Networking Core Switch	REDEYE NETWORK SOLUTION L...	AZ	35445.49	05/02/22
3302200156	29	JHS Library Books for 22-23 School Year	PERMA-BOUND	IL	2848.22	04/29/22

3302200155	29	JHS Per Capita Library Purchases via Per Capita School Library Grant	PERMA-BOUND	IL	815.22	04/29/22
3302200154	26	Additional Document Cameras for Eisenhower Elementary via Title I funds	SHI INTERNATIONAL CORP	TX	680	04/26/22
3302200153	26	Bretford cube carts to replace older carts at JHS	SHI INTERNATIONAL CORP	TX	1858	04/26/22
3302200152	22	Books Ordered for Jacksonville Middle School via the School Library Per Capita Grant	PERMA-BOUND	IL	616.53	04/22/22
3302200151	20	Wireless Keyboard and Mouse sets for District from the Elementary Building Renovations	SHI INTERNATIONAL CORP	TX	2592	04/20/22
3302200150	14	Gigabeam for Washington Modulars as part of the Washington Renovation	CDW GOVERNMENT	IL	308	04/14/22
3302200149	14	Promethean Boards for South Title Classrooms	HADDOCK	MO	5609.12	04/14/22
3302200148	08	Monitor for Technician workstation	DELL EMC	PA	357.54	04/08/22
3302200147	06	Chromebook Carts to fill the elementary cart refresh	SHI INTERNATIONAL CORP	TX	2787	04/07/22
3302200146	29	Veeam Renewal for District Network	SHI INTERNATIONAL CORP	TX	38534.57	03/29/22
3302200145	29	PDQ software renewal for 22-23 school year	PDQ.COM CORPORATION	UT	1050	03/29/22
3302200144	29	Installation of Phones in the Modular Classrooms for the Washington renovation.	HEART TECHNOLOGIES, INC	IL	2815	03/29/22
3302200143	16	Promethean Boards for modular units for Elementary Renovations	HADDOCK	MO	82128	03/16/22
3302200142	16	Promethean stands and installation for modular units for Elementary Renovations.	HADDOCK	MO	18820.12	03/16/22
3302200141	16	Document cameras for modular units for Elementary Renovations	SHI INTERNATIONAL CORP	TX	7140	03/16/22
3302200140	15	TPM 2.0 Chips for District Server Upgrades	CXTEC	NY	95.66	03/15/22
3302200139	10	Phones for Modular Units required for Washington and Eisenhower Renovation projects	CXTEC	NY	3218.35	03/10/22
3302200137	09	Switches and stack modules for various district buildings to replace the remaining Meraki switches as well as to have spares available district-wide.	CXTEC	NY	16494	03/09/22
3302200136	01	Non Touch Chromebooks for Spares as part of Elementary Refresh	DELL EMC	PA	9270	03/01/22
3302200135	01	Touchscreen Chromebooks for Spares as part of Elementary Refresh	DELL EMC	PA	8040	03/01/22
3302200134	28	Touchscreen Chromebooks for Washington Encore Cart as part of Elementary Refresh via ESSER III Funds	DELL EMC	PA	12060	03/01/22
3302200133	28	Non Touch Chromebooks for Washington 5th Grade Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC	PA	9270	03/01/22
3302200132	28	Non Touch Chromebooks for Washington 4th Grade Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC	PA	9270	03/01/22

3302200131	28	Non Touch Chromebooks for Washington 3rd Grade Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	9270	03/01/22
3302200130	28	Touchscreen Chromebooks for Washington 2nd Grade Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060	03/01/22
3302200129	28	Touchscreen Chromebooks for Washington 1st Grade Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060	03/01/22
3302200128	28	Touchscreen Chromebooks for Washington Kindergarten Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060	03/01/22
3302200127	28	Touchscreen Chromebooks for South Encore Cart as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060	03/01/22
3302200126	28	Non Touch Chromebooks for South 5th Grade Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	9270	03/01/22
3302200125	28	Non Touch Chromebooks for South 4th Grade Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	9270	03/01/22
3302200124	28	Non Touch Chromebooks for South 3rd Grade Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	9270	03/01/22
3302200123	28	Touchscreen Chromebooks for South 2nd Grade Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060	03/01/22
3302200122	28	Touchscreen Chromebooks for South 1st Grade Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060	03/01/22
3302200121	28	Touchscreen Chromebooks for South Kindergarten Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060	03/01/22
3302200120	28	Touchscreen Chromebooks for North Encore Cart as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060	03/01/22
3302200119	28	Non Touch Chromebooks for North 4th Grade Cart as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	9270	03/01/22
3302200118	28	Touchscreen Chromebooks for North 2nd Grade Cart as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060	03/01/22
3302200117	28	Touchscreen Chromebooks for North Kindergarten Cart as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060	03/01/22
3302200116	28	Touchscreen Chromebooks for Murrayville Encore Cart as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060	03/01/22
3302200115	28	Non Touch Chromebooks for Murrayville 4th Grade Cart as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	9270	03/01/22
3302200114	28	Touchscreen Chromebooks for Murrayville 2nd Grade Cart as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060	03/01/22
3302200113	28	Touchscreen Chromebooks for Murrayville Kindergarten Cart as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060	03/01/22

3302200112	28	Touchscreen Chromebooks for Lincoln Encore Cart as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060 03/01/22
3302200111	28	Non Touch Chromebooks for Lincoln 5th Grade Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	9270 03/01/22
3302200110	28	Non Touch Chromebooks for Lincoln 4th Grade Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	9270 03/01/22
3302200109	28	Non Touch Chromebooks for Lincoln 3rd Grade Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	9270 03/01/22
3302200108	28	Touchscreen Chromebooks for Lincoln 2nd Grade Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060 03/01/22
3302200107	28	Touchscreen Chromebooks for Lincoln 1st Grade Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060 03/01/22
3302200106	28	Touchscreen Chromebooks for Lincoln Kindergarten Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060 03/01/22
3302200105	28	Touchscreen Chromebooks for Eisenhower Encore Cart as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060 03/01/22
3302200104	28	Non Touch Chromebooks for Eisenhower 5th Grade Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	9270 03/01/22
3302200103	28	Non Touch Chromebooks for Eisenhower 4th Grade Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	9270 03/01/22
3302200102	28	Non Touch Chromebooks for Eisenhower 3rd Grade Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	9270 03/01/22
3302200101	28	Touchscreen Chromebooks for Eisenhower 2nd Grade Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060 03/01/22
3302200100	28	Touchscreen Chromebooks for Eisenhower 1st Grade Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060 03/01/22
3302200099	25	Touchscreen Chromebooks for Eisenhower Kindergarten Cart 2 as part of Elementary Refresh via ESSER III Funds	DELL EMC		PA	12060 03/01/22
3302200098	28	Touchscreen Chromebooks for Washington Media Center Cart as part of Elementary Refresh	DELL EMC		PA	8040 03/01/22
3302200097	28	Non Touch Chromebooks for Washington 5th Grade Cart 1 as part of Elementary Refresh	DELL EMC		PA	9270 03/01/22
3302200096	28	Non Touch Chromebooks for Washington 4th Grade Cart 1 as part of Elementary Refresh	DELL EMC		PA	9270 03/01/22
3302200095	28	Non Touch Chromebooks for Washington 3rd Grade Cart 1 as part of Elementary Refresh	DELL EMC		PA	9270 03/01/22

3302200094	28	Touchscreen Chromebooks for Washington 2nd Grade Cart 1 as part of Elementary Refresh	DELL EMC		PA	12060	03/01/22
3302200093	28	Touchscreen Chromebooks for Washington 1st Grade Cart 1 as part of Elementary Refresh	DELL EMC		PA	12060	03/01/22
3302200092	28	Touchscreen Chromebooks for Washington Kindergarten Cart 1 as part of Elementary Refresh	DELL EMC		PA	12060	03/01/22
3302200091	28	Touchscreen Chromebooks for South Media Center Cart as part of Elementary Refresh	DELL EMC		PA	8040	03/01/22
3302200090	28	Non Touch Chromebooks for South 5th Grade Cart 1 as part of Elementary Refresh	DELL EMC		PA	9270	03/01/22
3302200089	28	Non Touch Chromebooks for South 4th Grade Cart 1 as part of Elementary Refresh	DELL EMC		PA	9270	03/01/22
3302200088	28	Non Touch Chromebooks for South 3rd Grade Cart 1 as part of Elementary Refresh	DELL EMC		PA	9270	03/01/22
3302200087	28	Touchscreen Chromebooks for South 2nd Grade Cart 1 as part of Elementary Refresh	DELL EMC		PA	12060	03/01/22
3302200086	28	Touchscreen Chromebooks for South 1st Grade Cart 1 as part of Elementary Refresh	DELL EMC		PA	12060	03/01/22
3302200085	28	Touchscreen Chromebooks for South Kindergarten Cart 1 as part of Elementary Refresh	DELL EMC		PA	12060	03/01/22
3302200084	28	Touchscreen Chromebooks for North Media Center Cart as part of Elementary Refresh	DELL EMC		PA	8040	03/01/22
3302200083	28	Non Touch Chromebooks for North 5th Grade Cart as part of Elementary Refresh	DELL EMC		PA	9270	03/01/22
3302200082	28	Non Touch Chromebooks for North 3rd Grade Cart as part of Elementary Refresh	DELL EMC		PA	9270	03/01/22
3302200081	28	Touchscreen Chromebooks for North 1st Grade Cart as part of Elementary Refresh	DELL EMC		PA	12060	03/01/22
3302200080	28	Touchscreen Chromebooks for Murrayville Media Center Cart as part of Elementary Refresh	DELL EMC		PA	8040	03/01/22
3302200079	28	Non Touch Chromebooks for Murrayville 5th Grade Cart as part of Elementary Refresh	DELL EMC		PA	9270	03/01/22
3302200078	28	Non Touch Chromebooks for Murrayville 3rd Grade Cart as part of Elementary Refresh	DELL EMC		PA	9270	03/01/22
3302200077	28	Touchscreen Chromebooks for Murrayville 1st Grade Cart as part of Elementary Refresh	DELL EMC		PA	12060	03/01/22
3302200076	28	Touchscreen Chromebooks for Lincoln Media Center Cart as part of Elementary Refresh	DELL EMC		PA	8040	03/01/22
3302200075	28	Non Touch Chromebooks for Lincoln 5th Grade Cart 1 as part of Elementary Refresh	DELL EMC		PA	9270	03/01/22
3302200074	28	Non Touch Chromebooks for Lincoln 4th Grade Cart 1 as part of Elementary Refresh	DELL EMC		PA	9270	03/01/22

3302200073	28	Non Touch Chromebooks for Lincoln 3rd Grade Cart 1 as part of Elementary Refresh	DELL EMC	PA	9270	03/01/22
3302200072	28	Touchscreen Chromebooks for Lincoln 2nd Grade Cart 1 as part of Elementary Refresh	DELL EMC	PA	12060	03/01/22
3302200071	28	Touchscreen Chromebooks for Lincoln 1st Grade Cart 1 as part of Elementary Refresh	DELL EMC	PA	12060	03/01/22
3302200070	28	Touchscreen Chromebooks for Lincoln Kindergarten Cart 1 as part of Elementary Refresh	DELL EMC	PA	12060	03/01/22
3302200069	28	Touchscreen Chromebooks for Eisenhower Media Center Cart as part of Elementary Refresh	DELL EMC	PA	8040	03/01/22
3302200068	28	Non Touch Chromebooks for Eisenhower 5th Grade Cart 1 as part of Elementary Refresh	DELL EMC	PA	9270	03/01/22
3302200067	28	Non Touch Chromebooks for Eisenhower 4th Grade Cart 1 as part of Elementary Refresh	DELL EMC	PA	9270	03/01/22
3302200066	28	Non Touch Chromebooks for Eisenhower 3rd Grade Cart 1 as part of Elementary Refresh	DELL EMC	PA	9270	03/01/22
3302200065	28	Touchscreen Chromebooks for Eisenhower 2nd Grade Cart 1 as part of Elementary Refresh	DELL EMC	PA	12060	03/01/22
3302200064	28	Touchscreen Chromebooks for Eisenhower 1st Grade Cart 1 as part of Elementary Refresh	DELL EMC	PA	12060	03/01/22
3302200063	25	Touchscreen Chromebooks for Eisenhower Kindergarten Cart 1 as part of Elementary Refresh	DELL EMC	PA	12060	03/01/22
3302200061	24	Micro computers for Elementary classrooms and administrators as per 5 year rotation	DELL EMC	PA	162405.54	03/01/22
3302200060	23	SchoolMessenger Renewal for 2022-2023 School Year	INTRADO INTERACTIVE SERVI...	IL	13064.49	02/23/22
3302200059	23	Licensing and labor required to move from PRI to SIP for the JHS phone controller	HEART TECHNOLOGIES, INC	IL	4578.71	02/23/22
3302200058	23	Licensing for New District Server Equipment	BELL TECHLOGIX, INC.	PA	3060.6	02/23/22
3302200057	22	Server Equipment for District	CXTEC	NY	16458.52	02/23/22
3302200056	14	Cleaning cartridges for District Xerox Machines	NEXT DAY PLUS	IL	452.4	02/14/22
3302200055	11	Ransomeware Subscription for the District	RICOH USA, INC.	IL	60819.21	02/11/22
3302200054	01	Filament for JMS Technology Classrooms via Rural and Low Income Grant Funds	SHI INTERNATIONAL CORP	TX	91.96	02/11/22
3302200053	27	iPads for Lincoln 1st Grade via Jacksonville Children's Foundation Grant	APPLE, INC.	TX	3592	01/27/22
3302200052	27	Osmo Kits for Lincoln 1st Grade iPads via Jacksonville Children's Foundation	TANGIBLE PLAY, INC.	CA	2552	01/27/22
3302200051	26	Headphones for Lincoln 1st Grade iPads via Jacksonville Children's Foundation Grant	SHI INTERNATIONAL CORP	TX	183.92	01/26/22
3302200050	26	Promethean Boards and Installation for the Washington Building Renovation (Installation scheduled for the week of August 8, 2022)	HADDOCK EDUCATION TECH.	MO	28751.12	01/26/22
3302200049	25	Tech Tubs for Washington 1st Grade iPads	SHI INTERNATIONAL CORP	TX	548	01/25/22

3302200048	18	Cisco Umbrella Renewal- 2 years	PORT 53 TECHNOLOGIES	CA	11760	01/18/22
3302200047	11	Xerox D95 staples and supplies for the District	NEXT DAY PLUS	IL	1837.2	01/11/22
3302200046	07	Lincoln Library Fee Book Replacements	BOUND TO STAY BOUND BOOKS	IL	90.22	01/07/22
3302200045	07	Eisenhower Library Fee Book Replacements	BOUND TO STAY BOUND BOOKS	IL	63.44	01/07/22
3302200044	07	Washington Library Fee Book Replacements	BOUND TO STAY BOUND BOOKS	IL	41.4	01/07/22
3302200043	07	North Library Fee Book Replacements	BOUND TO STAY BOUND BOOKS	IL	55.25	01/07/22
3302200042	07	Murrayville Library Fee Book Replacements	BOUND TO STAY BOUND BOOKS	IL	36.45	01/07/22
3302200041	07	JMS Library Fee Book Replacements	PERMA-BOUND	IL	18.75	01/07/22
3302200040	07	JHS Library Fee Management Books Replacements	PERMA-BOUND	IL	44.3	01/07/22
3302200039	07	Elementary Library Fee Replacement Books	PERMA-BOUND	IL	125.51	01/07/22
3252500061	05	PIPCO- JHS INSPECTIONS	PIPCO COMPANIES, LTD.	IL	1577.12	05/06/25
3252500060	02	JHS- SUMMER SUPPLIES1	DUTCH HOLLOW SUPPLIES	IL	6476.62	05/06/25
3252500059	25	AUDITORIUM ARMREST REPLACEMENTS	IRWIN SEATING CO.	MI	2053.83	04/28/25
3252500058	23	CUSTODIAL SUPPLIES - AREA	AREA DISTRIBUTORS	IL	4275.4	04/24/25
3252500057	22	CUSTODIAL SUPPLIES - DUTCH HOLLOW	DUTCH HOLLOW SUPPLIES	IL	6442.8	04/22/25
3252500056	25	NORTH PLAYGROUND FENCE	GOODMAN FENCE, INC.	IL	11934	03/26/25
3252500055	14	EISENHOWER BLINDS	RESOURCE ONE	IL	2302.49	03/17/25
3252500054	14	JHS BURNER ASSEMBLY	DOYLE PLUMBING & HEATING	IL	48914	03/19/25
3252500053	14	CITY SALT	CITY OF JACKSONVILLE	IL	1858.71	03/14/25
3252500052	14	EISENHOWER MARQUEE SIGN	ACE SIGN COMPANY	IL	33808.73	03/14/25
3252500051	12	GYM WALL MATS FOR NORTH	RUBBER FLOORING, INC	AZ	2200.8	03/12/25
3252500050	11	JHS 350 HORSEPOWER BURNER REPLACEMENT ON KWANEE BOILER	DOYLE PLUMBING & HEATING	IL	48914	03/11/25
3252500049	03	Filters	FILTER SERVICE OF ST. LOU...	MO	2610.03	03/03/25
3252500048	28	JET-SET	CONNOR CO	IL	3132.76	03/03/25
3252500047	28	CUSTODIAL SUPPLIES	DUTCH HOLLOW SUPPLIES	IL	2852.3	02/28/25
3252500046	26	JHS Generator and Circuit Board	ALTORFER POWER SYSTEMS	IL	4325.38	02/27/25
3252500045	21	JHS Industrial Combustion Burner Replacement on Kewanee Boiler	DOYLE PLUMBING & HEATING	IL	46908	02/24/25
3252500044	06	CUSTODIAL SUPPLIES- GLOVES	DUTCH HOLLOW SUPPLIES	IL	1128.4	02/12/25
3252500043	21	UV BLOCKING SHADES	AMAZON.COM	GA	1696.88	01/29/25
3252500042	07	FOOD TRUCK LIFT GATE	DRAKE-SCRUGGS	IL	11320	01/08/25
3252500041	08	NORTH CAFETERIA TABLES	AMAZON.COM	GA	9394	01/08/25
3252500040	07	CUSTODIAL SUPPLIES	AREA DISTRIBUTORS	IL	3800	01/08/25
3252500039	07	CUSTODIAL SUPPLIES	DUTCH HOLLOW SUPPLIES	IL	6007.65	01/08/25
3252500038	07	SCRUBBER FOR NORTH	AREA DISTRIBUTORS	IL	6200	01/08/25
3252500037	20	JHS Automatic Transfer Switch ATS	ALTORFER POWER SYSTEMS	IL	6255	12/20/24
3252500036	02	TREE REMOVAL AT SOUTH ELEM	TREE GUYS	IL	2500	12/02/24
3252500035	02	Custodial Supplies	AREA DISTRIBUTORS	IL	1216	12/02/24
3252500034	13	Backpack Vacuums	AREA DISTRIBUTORS	IL	1070	11/14/24
3252500033	07	HEATER	CONNOR CO	IL	2292.15	11/07/24
3252500032	31	CUSTODIAL SUPPLIES	AREA DISTRIBUTORS	IL	6289.05	11/07/24
3252500031	31	CUSTODIAL SUPPLIES	DUTCH HOLLOW SUPPLIES	IL	6864.82	11/01/24

3252500030	30	DISTRICT OFFICE DOOR ENTRY	SENERGY TECHNOLOGIES	IL	1840	10/30/24
3252500029	24	CHUCK'S CONTROL SERVICES	ROLLIE JOHNSON, INC.	MO	902.4	10/24/24
3252500028	18	SOCCER FIELD AERATE AND OVER SEED	GREEN WORKS INC	IL	4600	10/21/24
3252500027	18	VOLLEYBALL SYSTEM EISENHOWER	ANTHEM SPORTS, LLC	CT	3203.62	10/21/24
3252500026	09	CUSTODIAL SUPPLY ORDER	DUTCH HOLLOW SUPPLIES	IL	1496.15	10/09/24
3252500025	07	EARLY YEARS MINISPLIT	DOYLE PLUMBING & HEATING	IL	3686	10/08/24
3252500024	07	GYM WALL PADDING	RUBBER FLOORING, INC	AZ	1963.17	10/07/24
3252500023	19	2025 FORD F150	MORROW BROTHERS FORD INC.	IL	46881	09/19/24
3252500022	19	TRAILER	TRAILERS DIRECT OF SPRING...	IL	9550	09/19/24
3252500021	13	CO SEWER REPLACEMENT	DOYLE PLUMBING & HEATING	IL	2825	09/13/24
3252500020	28	JMS Gym Floor Restoration	SERVICEMASTER CLEANING & ...	IL	3601.59	08/28/24
3252500019	26	PIPCO - Sprinkler Inspection Corrections	PIPCO COMPANIES, LTD.	IL	2476	08/26/24
3252500018	21	Washington Trim Work	NEFF-COLVIN, INC.	IL	2321.27	08/21/24
3252500017	15	DUTCH HOLLOW CUSTODIAL SUPPLIES	DUTCH HOLLOW SUPPLIES	IL	6292.63	08/16/24
3252500016	16	AREA CUSTODIAL SUPPLIES	AREA DISTRIBUTORS	IL	2540.64	08/16/24
3252500015	08	SOUTH- AC SYSTEMS REPAIR	AC SYSTEMS SERVICE, LLC	MO	1500	08/08/24
3252500014	02	JMS Tree Removal	TREE GUYS	IL	3200	08/06/24
3252500013	01	Sprinkler Work JMS	PIPCO COMPANIES, LTD.	IL	1549	08/01/24
3252500012	31	Tree Removal	TREE GUYS	IL	1200	07/31/24
3252500011	24	PIPCO JMS SPRINKLER DEFICIENCY CORRECTIONS	PIPCO COMPANIES, LTD.	IL	1549	07/25/24
3252500010	19	TURF TANK	TURF TANK	NE	11000	07/22/24
3252500009	17	Custodial Supplies	AREA DISTRIBUTORS	IL	3300	07/18/24
3252500008	17	Custodial Supplies	DUTCH HOLLOW SUPPLIES	IL	3497.98	07/17/24
3252500007	15	Central Office Asbestos Abatement	TRIPLE A ASBESTOS	IL	1420	07/15/24
3252500006	25	TREE REMOVAL- MURRAYVILLE	TREE GUYS	IL	2700	07/09/24
3252500005	25	TREE REMOVAL - BUS GARAGE	TURNER TREE SERVICE	IL	4000	06/26/24
3252500004	17	JHS FLOOR SINK DRAIN	DOYLE PLUMBING & HEATING	IL	1050	06/17/24
3252500003	12	EISENHOWER BULLETIN BOARDS	ACP DIRECT	TX	6444	06/17/24
3252500002	05	CENTEGIX: EISENHOWER INSTALLATION, SETUP, MAP RENDERING	CENTEGIX	FL	3500	06/05/24
3252500001	08	MULCH: EARLY YEARS & MURRYAVILLE	ALL INCLUSIVE REC LLC	MO	2622	05/08/24
3252500000	08	MULCH: EISENHOWER, LINCOLN, NORTH	ALL INCLUSIVE REC LLC	MO	14433.96	05/08/24
3252400075	28	REFRIGERATOR	HOME DEPOT	IL	1303	05/28/24
3252400074	24	Water Service for New Maintenance Shop	MILNES PLUMBING	IL	28670	05/24/24
3252400073	20	WASHERS/DRYERS FOR DISTRICT LOCATIONS	WALTONS	IL	39880	05/21/24
3252400072	16	2024 FILTER ORDER	FILTER SERVICE OF ST. LOU...	MO	2319.76	05/17/24
3252400071	14	CUSTODIAL SUPPLIES	DUTCH HOLLOW SUPPLIES	IL	4331.35	05/15/24
3252400070	13	MAINTENANCE SHOP- DUST COLLECTOR SUPPLIES	GRIZZLY INDUSTRIAL	WA	1980.85	05/13/24
3252400069	10	CO 2ND FLOOR COOLING EQUIPMENT	DOYLE PLUMBING & HEATING	IL	10943	05/13/24
3252400068	10	TOILET PAPER	AREA DISTRIBUTORS	IL	3300	05/13/24
3252400067	10	HAND TOWELS	DUTCH HOLLOW SUPPLIES	IL	1426.15	05/13/24
3252400066	29	2024 Summer Supply Order: JHS	AREA DISTRIBUTORS	IL	15345.15	04/29/24

3252400065	29	2024 Summer Supply Order: Elementaries	AREA DISTRIBUTORS	IL	23578.94	04/29/24
3252400064	26	2024 Summer Supply Order: Elementaries	DUTCH HOLLOW SUPPLIES	IL	979.43	04/26/24
3252400063	26	2024 Summer Supply Order: JHS	DUTCH HOLLOW SUPPLIES	IL	8731.48	04/26/24
3252400062	17	Washington Playground Installation	ALL INCLUSIVE REC LLC	MO	2000	04/17/24
3252400061	16	CONTROLLER ASSEMBLY	AC SYSTEMS SERVICE, LLC	MO	2229	04/16/24
3252400060	09	ROLL TOWELS	DUTCH HOLLOW SUPPLIES	IL	2852.3	04/09/24
3252400059	12	NEW SHOP OVERHEAD DOOR REPLACEMENT	SPRINGFIELD OVERHEAD DOOR...	IL	3085	03/12/24
3252400058	12	JHS North Entrance Fan Coil	DOYLE PLUMBING & HEATING	IL	3449	03/12/24
3252400057	23	TURF TIGER MOWER	HENRY'S SERV CENTER INC	IL	16195	02/26/24
3252400056	22	AREA SUPPLY ORDER	AREA DISTRIBUTORS	IL	4308.88	02/22/24
3252400055	21	TOILET TISSUE	DUTCH HOLLOW SUPPLIES	IL	1426.15	02/21/24
3252400054	20	LINCOLN HEAT PUMP SERVICING	DOYLE PLUMBING & HEATING	IL	1600.25	02/20/24
3252400053	02	JHS Kewanee Burner Blower Wheel	DOYLE PLUMBING & HEATING	IL	1475	02/02/24
3252400052	18	2011 F250 Tire Quotes	YORK TIRES	IL	1038	01/18/24
3252400051	09	TOILET PAPER	AREA DISTRIBUTORS	IL	2325	01/09/24
3252400050	08	STARFLEET COREMAX	STARFLEET LOCK & SAFE, IN...	IL	2600	01/08/24
3252400049	08	RAVENSBERG JMS REPAIRS	RAVENSBERG, INC.	MO	2925.01	01/08/24
3252400048	13	CENTEGIX HUB CASINGS	CENTEGIX	FL	130	12/13/23
3252400047	08	JHS VOLLEYBALL STORAGE SMOKE DETECTORS	GANO ELECTRIC	IL	3414	12/08/23
3252400046	08	JHS and Murrayville Asbestos Air Quality Monitoring	RELIABLE ENVIRONMENTAL SO...	IL	2720	12/08/23
3252400044	30	JHS- BRICK STAINING	OTTO BAUM CO INC CONTRACT...	IL	14980	11/30/23
3252400043	31	SOLAR SHADES AT SOUTH ELEMENTARY	SABLOTNY PAINT & WALLPAPE...	IL	1160	11/29/23
3252400042	27	PIPCO 5YR INSPECTION- SOUTH ELEM	PIPCO COMPANIES, LTD.	IL	1650	11/27/23
3252400041	27	PIPCO 5 YR INSPECTION - JMS	PIPCO COMPANIES, LTD.	IL	1650	11/27/23
3252400040	16	RESTRIPE PARKING LOT AT JHS BOWL	TRU-STRIPE INC	IL	1750	11/16/23
3252400039	10	MAINTENANCE EMERGENCY RADIO	GLOBAL TECHNICAL SYSTEMS,	IL	1145.8	11/10/23
3252400038	09	SERVICE TRUCK REPAIRS AND MAINTENANCE	TOM FINCH AUTOMOTIVE	IL	1061.92	11/09/23
3252400037	08	JMS ELECTRIC WALLS MAINTENANCE AND REPAIR	RAVENSBERG, INC.	MO	1205.63	11/08/23
3252400036	07	MURRAYVILLE BOILER REPAIRS	JARVIS WELDING CO	IL	2950	11/07/23
3252400035	30	REPLACEMENT REPEATER FOR BUS RADIOS	GLOBAL TECHNICAL SYSTEMS,	IL	3332.65	10/30/23
3252400034	30	ELEMENTARY CUSTODIAL SUPPLIES	DUTCH HOLLOW SUPPLIES	IL	5996.64	10/30/23
3252400033	26	GAS PIPING FOR NEW MAINTENANCE FACILITY	DOYLE PLUMBING & HEATING	IL	11200	10/27/23
3252400032	19	WAREHOUSE HEAT	CONNOR CO	IL	12624.12	10/20/23
3252400031	18	JHS AUTOMOTIVE SHOP AIR CONDITIONER	GANO ELECTRIC	IL	2165	10/20/23
3252400030	18	MURRAYVILLE SIDEWALK/ASPHALT REPAIR	L.W. ROULAND TRUCKING SER...	IL	1862	10/18/23
3252400029	05	JMS AC REPAIR	HENSON ROBINSON COMPANY	IL	6661.57	10/06/23
3252400028	05	JHS FREEZER REPAIR	HENSON ROBINSON COMPANY	IL	1131.74	10/06/23
3252400027	05	SEWER AUGER	CONNOR CO	IL	3225.98	10/06/23
3252400026	04	ASBESTOS REMOVAL AT MURRAYVILLE	TRIPLE A ASBESTOS	IL	600	10/04/23
3252400025	04	REMOVAL OF ASBESTOS CONTAINING MATERIAL AT JHS	TRIPLE A ASBESTOS	IL	3590	10/04/23
3252400024	02	2 SUPERCOACH BACKPACK VACUUM	AREA DISTRIBUTORS	IL	1000	10/02/23

3252400023	27	CHANGING OUT PUMP ASSEMBLY- PARTS	DOYLE PLUMBING & HEATING	IL	2460.64	09/27/23
3252400022	27	JMS DOOR REMOVAL / INSTALL	NEFF-COLVIN, INC.	IL	1351	09/27/23
3252400021	26	PAPER TOWELS	DUTCH HOLLOW SUPPLIES	IL	1426.15	09/26/23
3252400020	20	NEW MAINTENANCE SHOP BREAK ROOM HVAC	CONNOR CO	IL	3371.32	09/20/23
3252400019	20	BOARD ROOM AIR CONDITIONING	GANO ELECTRIC	IL	4015	09/20/23
3252400018	14	TEARDROP STYLE WELDED FRAMES - UPRIGHT PALLET RACK FRAME	PENNELL FORKLIFT SERVICE	IL	2742	09/14/23
3252400017	12	SOAP- DISTRICT	DUTCH HOLLOW SUPPLIES	IL	3155.35	09/12/23
3252400016	05	2023 FILTER ORDER	FILTER SERVICE OF ST. LOU...	MO	2701	09/05/23
3252400015	31	NEW MAINTENANCE MAIN OFFICE HVAC	CONNOR CO	IL	6148.17	09/01/23
3252400014	28	JHS ROUND DUCT INSULATION	PREMIER INSULATION LLC	IL	7175	08/28/23
3252400013	28	JHS AUTOBODY CLASSROOM MINISPLIT HEAT PUMP SYSTEM	DOYLE PLUMBING & HEATING	IL	5597	08/28/23
3252400012	22	CUSTODIAL SUPPLIES	AREA DISTRIBUTORS	IL	4519.5	08/22/23
3252400011	22	CUSTODIAL SUPPLIES	DUTCH HOLLOW SUPPLIES	IL	1586.63	08/22/23
3252400010	21	South Elementary Maintenance Shed Repair	NEFF-COLVIN, INC.	IL	2893	08/21/23
3252400009	18	BOARD ROOM HEATING/COOLING	DOYLE PLUMBING & HEATING	IL	11404	08/18/23
3252400008	17	JHS GARBAGE DISPOSAL	GRAINGER	IL	1674.28	08/18/23
3252400007	10	COIL REPLACEMENT IN AUTOMOTIVE SHOP	DOYLE PLUMBING & HEATING	IL	5171	08/10/23
3252400006	07	REPLACE BROKEN PIPE AND REPAIR SINK HOLE	ROULAND TRUCKING SERVICE,	IL	2481.02	08/11/23
3252400005	20	GYM FLOOR FINISH- SUMMER SUPPLIES	STALKER SPORTS FLOORS,LLC	WI	2700	08/01/23
3252400004	31	COMPRESSOR REPLACEMENT AT EARLY YEARS	HENSON ROBINSON COMPANY	IL	2183	08/01/23
3252400003	20	GYM FLOOR FINISH	STALKER SPORTS FLOORS,LLC	WI	3888	07/20/23
3252400002	06	TREE REMOVAL- 2 TREES	TREE GUYS	IL	3400	07/06/23
3252400001	06	JMS TRANSFORMER REPLACEMENT	SCOTT BROTHERS ELECTRIC, ...	IL	32000	07/06/23
3252400000	27	HAND SOAP	DUTCH HOLLOW SUPPLIES	IL	2868.5	07/06/23
3252300058	10	JMS RTU-3 CONTROLS UPGRADE	ROLLIE JOHNSON, INC.	MO	6953	08/11/23
3252300057	21	WASHINGTON ELEMENTARY SCHOOL	SCHOOLSIN	OH	21851.11	06/21/23
3252300056	21	SKU: NPS-MTFB12 (29" TABLE/17" SEAT WITH MDF CORE/PROTECTEDGE) BLACK FRAME FINISH-GREY NEBULA TOP COLOR AND GREY NEBULA BENCH COLOR- TABLES FOR WASHINGTON	SCHOOLSIN	OH	20363.3	06/21/23
3252300055	21	TABLES FOR WASHINGTON ELEMENTARY	SCHOOLSIN	OH	20363.3	06/21/23
3252300054	20	LINCOLN SEWER REPAIR	DOYLE PLUMBING & HEATING	IL	7045.8	06/20/23
3252300053	09	JMS WRESTLING AREA	SABLOTNY PAINT & WALLPAPE...	IL	1000	06/15/23
3252300052	01	TEST PANEL TO REPRESENT THE COLOR CORRECTION OF THE BRICK ON JACKSONVILLE HIGH SCHOOL	MASONRY COSMETICS, INC.	IN	1050	06/01/23
3252300051	08	JHS SUMMER ORDER	AREA DISTRIBUTORS	IL	9830.8	05/08/23
3252300050	03	ELEMENTARY SUMMER ORDER	AREA DISTRIBUTORS	IL	10517.5	05/03/23
3252300049	02	New Drive Gate at Bus Garage- New Slide Gate; Manually Operated	AMCO FENCE CO, INC	IL	4890	05/02/23
3252300048	25	2023 JHS Summer Supplies	DUTCH HOLLOW SUPPLIES	IL	6047.8	04/25/23

3252300047	25	2023 Elementary Summer Supplies	DUTCH HOLLOW SUPPLIES	IL	849.29	04/25/23
3252300046	31	MURRAYVILLE ROOF REPLACEMENT	MEYER ROOFING INC	IL	48102	03/31/23
3252300045	21	CHAIN LINK FENCE AND GATES	AMCO FENCE CO, INC	IL	39890	03/21/23
3252300044	07	JHS MECHANICAL ROOM REPAIRS	DOYLE PLUMBING & HEATING	IL	2657.85	03/07/23
3252300043	28	PAPER TOWELS BLEACH GLOVES	DUTCH HOLLOW SUPPLIES	IL	3496.57	02/28/23
3252300042	15	MOLD TESTING AT JHS	RELIABLE ENVIRONMENTAL SO...	IL	1250	02/15/23
3252300041	07	TOILET PAPER	TRIAD INDUSTRIAL SUPPLY	IL	3300	02/07/23
3252300040	02	Yard Cleanout Covers at JMS	DOYLE PLUMBING & HEATING	IL	3557.38	02/02/23
3252300039	19	SIDEWALK REPAIR AT EISENHOWER ELEMENTARY	HELITECH	IL	4420	01/19/23
3252300038	19	SIDEWALK REPAIR AT NORTH ELEMENTARY	HELITECH	IL	1700	01/19/23
3252300037	17	JHS Scrubber	TRIAD INDUSTRIAL SUPPLY	IL	946.5	01/18/23
3252300036	17	JMS Walls/Vinyl cove base	SABLOTNY PAINT & WALLPAPE...	IL	653.56	01/17/23
3252300035	09	HVAC FILTERS	FILTER SERVICE OF ST. LOU...	MO	2699.5	01/09/23
3252300034	19	SHADE AWNINGS FOR SPECIAL SERVICES	SHADE SOLUTIONS, INC.	IL	5655.5	12/19/22
3252300033	19	LINCOLN ELEMENTARY LIGHT POLES	GANO ELECTRIC	IL	22476	12/19/22
3252300032	19	TRIAD Supply Order	TRIAD INDUSTRIAL SUPPLY	IL	1358.79	12/19/22
3252300031	16	Door Security at Central Office	SENERGY TECHNOLOGIES	IL	6176	12/16/22
3252300030	06	District-Wide Air Filters	FILTER SERVICE OF ST. LOU...	MO	1489.06	12/06/22
3252300029	05	Door Installation at Central	GARDNER/L&M GLASS, INC.	IL	12520	12/06/22
3252300028	02	Gano Electric Sewer Pumps	GANO ELECTRIC	IL	4187.15	12/02/22
3252300027	02	Adding Walk Gate to Fence at JHS	AMCO FENCE CO, INC	IL	1780	12/02/22
3252300026	01	Dutch Hollow Order 12-1-22	DUTCH HOLLOW SUPPLIES	IL	3102.8	12/01/22
3252300025	30	TOILET PAPER	TRIAD INDUSTRIAL SUPPLY	IL	3300	11/30/22
3252300024	18	Installation of Sewage Ejection Pump Panel	GANO ELECTRIC	IL	1520	11/18/22
3252300023	17	Morrow Brothers 2022 Ford Super Duty Pickup	MORROW BROTHERS FORD INC.	IL	61380	11/17/22
3252300022	16	JHS Sewage Lift Station Control Panel	DOYLE PLUMBING & HEATING	IL	4102	11/16/22
3252300021	10	MURRAYVILLE WOODSON ELEM SEWER REPAIR	DOYLE PLUMBING & HEATING	IL	3650	11/10/22
3252300020	03	ROLL TOWELS	DUTCH HOLLOW SUPPLIES	IL	1426.15	11/03/22
3252300019	03	Toilet Tissue	TRIAD INDUSTRIAL SUPPLY	IL	3200	11/03/22
3252300018	26	TRIAD SHAMPOOER	TRIAD INDUSTRIAL SUPPLY	IL	3900	10/27/22
3252300017	18	JHS Food Truck Tires and Balance	BESTDRIVE JACKSONVILLE	IL	2591	10/18/22
3252300016	05	Aiphone Door Entry System	SENERGY TECHNOLOGIES	IL	7869	10/06/22
3252300015	30	JHS Fieldhouse Water Tank Replacement and Repair	DOYLE PLUMBING & HEATING	IL	10870	09/30/22
3252300014	20	NORTH JACKSONVILLE ELEMENTARY SCHOOL-REMOVE SYCAMORE TREE AND STUMP, REMOVE BROKEN TREE LIMBS OUT OF MAPLE TREE	TURNER TREE SERVICE	IL	3000	09/20/22
3252300013	14	SENERGY Access Control and Electric Strike installation at NORTH / LINCOLN / EISENHOWER / MURRAYVILLE / EARLY YEARS	SENERGY TECHNOLOGIES	IL	19114	09/14/22
3252300012	14	JHS Kitchen Boost Heater Storage Tank & Associated Piping	DOYLE PLUMBING & HEATING	IL	4597	09/14/22
3252300011	07	JHS Field House Water Tank System Repairs	DOYLE PLUMBING & HEATING	IL	6930	09/07/22

		TWICE PER YEAR EMERGENCY GENERATOR MAINTENANCE WITH BATTERY REPLACEMENT				
3252300010	01	AGREEMENT	ALTORFER POWER SYSTEMS	IL	1157	09/01/22
3252300009	24	AEC JHS Kitchen Suppression System	AEC FIRE-SAFETY &SECURITY...	IL	2027	08/24/22
3252300008	17	TRIAD TOILET TISSUE	TRIAD INDUSTRIAL SUPPLY	IL	3200	08/17/22
3252300007	15	Transmission Replacement	WESTOWN FORD LINCOLN MERC	IL	6652.13	08/16/22
3252300006	12	Control Board for Water Furnace	ROLLIE JOHNSON, INC.	MO	410.52	08/12/22
3252300005	09	TRAFFIC STRIPING AT EISENHOWER	TRU-STRIPE INC	IL	1930	08/09/22
3252300004	27	Triad Supplies	TRIAD INDUSTRIAL SUPPLY	IL	3745	08/01/22
3252300003	21	TEMPORARY SIDEWALKS AT JMS FOR WASHINGTON MODULAR	ROULAND TRUCKING SERVICE,	IL	11000	07/27/22
3252300002	18	2 VALENT UNITS NAU-1 & RTU-1A	ROLLIE JOHNSON, INC.	MO	11565	07/18/22
3252300001	18	CEILING TILES	FOUNDATION BUILDING MATER...	IL	2194.24	07/18/22
3252300000	18	WINDOWS AT EARLY YEARS	GARDNER/L&M GLASS, INC.	IL	4969	07/18/22
3252200080	08	Starfleet Lock and Safe, Inc	STARFLEET LOCK & SAFE, IN...	IL	3600	07/08/22
3252200079	28	FIRE ALARM MONITORING- WASHINGTON MODULES	THOMPSON ELECTRONICS CO.	IL	1650	06/28/22
3252200078	27	AIR CONDITIONING AT CENTRAL OFFICE; CARRIER MODEL #FX4DNF049 CARRIER MODEL #24ABB348 LABOR AND CRANE COST INCLUDED	DOYLE PLUMBING & HEATING	IL	8945	06/27/22
3252200077	17	Athletic Field Marking Paint	SHERWIN-WILLIAMS CO.	IL	1205	05/17/22
3252200076	10	JHS LIFT STATION PUMP REPLACEMENT	DOYLE PLUMBING & HEATING	IL	4556.88	05/10/22
3252200075	05	JHS DUDTCH HOLLOW SUMMER SUPPLIES PO	DUTCH HOLLOW SUPPLIES	IL	10396.99	05/05/22
3252200074	05	PALLETS OF PAPER TOWELS TO EY	DUTCH HOLLOW SUPPLIES	IL	2211	05/05/22
3252200073	28	JHS SIDEWALK & DRAIN REPAIR	ROULAND TRUCKING SERVICE,	IL	5990	04/28/22
3252200072	28	Summer Order for JHS to be delivered May 31	TRIAD INDUSTRIAL SUPPLY	IL	9852	04/28/22
3252200071	28	Custodial Summer Supplies for District to be delivered May 31st	DUTCH HOLLOW SUPPLIES	IL	5329.46	04/28/22
3252200070	22	Quote to Remove 5 mini-split systems, 6 fan coils, condenser pads, etc and delivery	DOYLE PLUMBING & HEATING	IL	1386	04/22/22
3252200069	20	TRIAD SUMMER SUPPLIES ORDER FOR DISTRICT	TRIAD INDUSTRIAL SUPPLY	IL	10733.16	04/20/22
3252200068	20	LOCK CORES AND KEY BLANKS FOR WASHINGTON AND DISTRICT STOCK	STARFLEET LOCK & SAFE, IN...	IL	3600	04/20/22
3252200067	14	Washington School Key Locks Project	JARVIS-HAVENS LOCKSMITHS	IL	1694	04/14/22
3252200066	08	Custodial Supplies	DUTCH HOLLOW SUPPLIES	IL	2003.2	04/08/22
3252200065	07	Pallet of Paper Towels for JHS	DUTCH HOLLOW SUPPLIES	IL	1105.5	04/07/22
3252200064	06	Custodial Supplies	TRIAD INDUSTRIAL SUPPLY	IL	5425	04/06/22
3252200063	01	Parts for Floor Scrubber	TRIAD INDUSTRIAL SUPPLY	IL	755.58	04/04/22
3252200062	28	JMS Light Pole Bid	GANO ELECTRIC	IL	24484	03/28/22
3252200061	28	Fiber Bore	J.K. SNYDER CO., INC.	IL	1500	03/28/22
3252200060	18	QUOTE TO INSTALL CURTAIN DRAIN TO LATERAL FIELD TO CONTROL GROUND WATER	BUTCH WOOD & SON SEPTIC	IL	6000	03/18/22
3252200059	04	55 Cases of Hardwound Roll Towels	DUTCH HOLLOW SUPPLIES	IL	1105.5	03/04/22

3252200058	04	12 qty VAC BRUSHROLLW/ BALL BEARING #ER395 12 qty BAG VACUUM CLOTH GRAY ZIPPER #G766	POWER FLITE DIVISION	TX	674.16	03/04/22
3252200056	10	TOILET TISSUE AND DISP. VAC BAGS FOR CUSOTDIAL SUPPLIES	TRIAD INDUSTRIAL SUPPLY	IL	3416	02/10/22
3252200055	07	SOUTH ELEMENTARY REPLACEMENT PANEL	DESIGNED ROOFING SYSTEMS,...	IL	10552	02/07/22
3252200054	07	ICE MELTER 50LB BAG	DUTCH HOLLOW SUPPLIES	IL	489.51	02/07/22
3252200053	21	NORTH FIRE ALARM PANEL REPLACEMENT	THOMPSON ELECTRONICS CO.	IL	6210	01/21/22
3252200052	21	MAINTENANCE BROOM	SLOAN IMPLEMENT	IL	6400	01/21/22
3252200051	19	custodial supplies	DUTCH HOLLOW SUPPLIES	IL	2211	01/19/22
3252200050	14	Custodial Supplies	DUTCH HOLLOW SUPPLIES	IL	1457.74	01/14/22
3252200049	12	ELEM/JMS CUSTODIAL SUPPLIES	TRIAD INDUSTRIAL SUPPLY	IL	1352	01/12/22
3252200048	06	furnish labor and materials to replace the existing combination starter.	GANO ELECTRIC	IL	2300	01/07/22
3212500176	05	HANDWRITING BOOKS FOR 2025-26 K-3	HANDWRITING WITHOUT TEARS	MD	13191.42	05/06/25
3212500175	05	TRAPEZOID TABLES FOR NORTH	DEMCO	WI	1198.41	05/06/25
3212500174	05	TITLE MATERIAL FOR EISENHOWER	REALLY GOOD STUFF LLC	IL	36.93	05/06/25
3212500173	02	ADJUSTABLE DESKS FOR M-W	SCHOOL OUTLET	NV	783.77	05/06/25
3212500172	02	M-W TITLE MATERIAL	REALLY GOOD STUFF LLC	IL	639.93	05/06/25
3212500171	30	COACHING FOR LINCOLN	TNTP	NY	59498	05/01/25
3212500170	29	MGT SERVICES FOR JMS	MGT OF AMERICA CONSULTING...	IL	70000	05/01/25
3212500169	28	TITLE MATERIAL FOR SOUTH	LAKESHORE	CA	36.98	04/29/25
3212500168	28	VERSATILES ANSWER CASE FOR SOUTH	ETA HAND2MIND	IL	149.99	04/29/25
3212500167	25	TITLE MATERIAL FOR WASHINGTON	PIONEER VALLEY ED. PRESS	MA	53	04/28/25
3212500166	24	NICKY FOLDERS FOR NORTH	ROCHESTER 100 INC	NY	432	04/24/25
3212500165	24	STUDENT AGENDAS FOR NORTH (25-26)	SCHOOL DATEBOOKS	IN	444.19	04/24/25
3212500164	22	LAMINATION FILM FOR OSS	LAMINATOR.COM	IL	298.43	04/24/25
3212500163	22	BRAG TAGS FOR NORTH	SCHOOL LIFE	CA	258.9	04/24/25
3212500162	22	INSECT ORDER FOR M-W	INSECT LORE	CA	78.94	04/22/25
3212500161	11	STARFALL RENEWAL FOR M-W	STARFALL EDUCATION FOUNDA...	CO	355	04/11/25
3212500160	09	MAGNETIC MULTIYEAR OVERATES FOR FY26	CURRICULUM ASSOCIATES INC	GA	8702.56	04/11/25
3212500159	04	TONER FOR NORTH	QUILL CORP. (ORDERS)	PA	517.96	04/07/25
3212500158	31	MW TITLE MATERIAL	ETA HAND2MIND	IL	216.94	04/01/25
3212500157	31	M-W TITLE MATERIAL	US GAMES	TX	436.44	04/01/25
3212500156	24	HEADPHONES FOR NORTH	TFD SUPPLIES	IL	97.5	03/26/25
3212500155	24	BOOKS FOR WASHINGTON	WILLIAM H. SADLIER INC.	PA	1032.47	03/24/25
3212500154	24	UFLI MANUALS	VENTRIS LEARNING	WI	230	03/24/25
3212500153	21	TITLE MATERIAL FOR SOUTH (HUDSON)	LAKESHORE LEARNING MATLS	CA	80.48	03/24/25
3212500152	18	BOOK BINS FOR M-W	REALLY GOOD STUFF LLC	IL	79.99	03/19/25
3212500151	17	OWL PELLETS FOR EISENHOWER	OBDK	WA	206.83	03/17/25
3212500150	13	SCHOLASTIC NEWS FOR EISENHOWER 5/6	SCHOLASTIC CLASS MAGAZINE	OH	82.5	03/13/25
3212500149	13	CHAIRS FOR EISENHOWER	LAKESHORE LEARNING MATLS	CA	365.7	03/13/25
3212500148	12	MISC TITLE MATERIAL FOR SOUTH	REALLY GOOD STUFF LLC	IL	170.95	03/12/25
3212500147	11	MOBILE STORAGE BIN	LAKESHORE LEARNING MATLS	CA	263.35	03/11/25

3212500146	10	TITLE SUPPLIES FOR SOUTH	LAKESHORE LEARNING MATLS	CA	128.72	03/11/25
3212500145	07	RAZ-PLUS FOR LINCOLN	LEARNING A-Z	AZ	248	03/11/25
3212500144	06	UFLI MANUALS FOR LINCOLN	VENTRIS LEARNING	WI	160	03/07/25
3212500143	05	NEURONET FOR NORTH	NEURONET LEARNING LLC	DC	599	03/06/25
3212500142	05	M-W TITLE MATERIAL	REALLY GOOD STUFF LLC	IL	261.97	03/05/25
3212500141	27	JMS BOOKS	SCHOLASTIC BOOK CLUBS INC	OH	375	02/28/25
3212500140	27	BRAINPOP FOR EISENHOWER 4TH & 5TH	BRAINPOP	NY	1452	02/28/25
3212500139	26	ELEMENTARY ART SUPPLIES	SCHOOL SPECIALTY	WI	211.86	02/27/25
3212500138	26	EISENHOWER CHAIRS, ETC	LAKESHORE LEARNING MATLS	CA	365.69	02/28/25
3212500137	26	TITLE BOOKS FOR EISENHOWER	SCHOLASTIC TEACHING RESOU...	OH	153.69	02/27/25
3212500136	26	EISENHOWER TITLE MATERIAL	REALLY GOOD STUFF LLC	IL	99.97	02/27/25
3212500135	21	SOUTH TITLE MATERIAL	BULK BOOK STORE	OR	205.35	02/24/25
3212500134	18	SOUTH TITLE MATERIAL	LAKESHORE LEARNING MATLS	CA	366.8	02/18/25
3212500133	18	TITLE MATERIAL FOR EISENHOWER	ORIENTAL TRADING CO INC	MN	255.92	02/18/25
3212500132	18	EISENHOWER SITE LICENSE	GENERATION GENIUS	CA	1995	02/18/25
3212500131	14	ELEMENTARY ART SUPPLIES	SCHOOL SPECIALTY	WI	54.05	02/14/25
3212500130	13	SOUTH TITLE BOOK	EVAN-MOORE	CA	54.97	02/13/25
3212500129	13	SOUTH TITLE MATERIAL	REALLY GOOD STUFF LLC	IL	151.92	02/13/25
3212500128	12	EISENHOWER TITLE MATERIAL	LAKESHORE LEARNING MATLS	CA	292.58	02/13/25
3212500127	06	M-W PHONICS BOOKS	HIGH NOON BOOKS	CA	448	02/12/25
3212500126	12	EISENHOWER STEP MATERIAL	VOOKS, INC.	OR	160	02/12/25
3212500125	10	READING EGGS FOR EISENHOWER (2ND)	3P LEARNING INC.	PA	245	02/12/25
3212500124	10	ROSETTA STONE PILOT PD	IXL LEARNINGS	CA	1190	02/10/25
3212500123	06	HIDDEN FIGURES BOOKS FOR M-W	SCHOLASTIC TEACHING RESOU...	OH	35.05	02/06/25
3212500122	06	M-W TITLE MATERIAL	SPEECH CORNER	AZ	59.97	02/06/25
3212500121	06	M-W TITLE MATERIAL	LAKESHORE LEARNING MATLS	CA	1146.4	02/06/25
3212500120	05	ELEMENTARY ART SUPPLIES	SCHOOL SPECIALTY	WI	1599.08	02/06/25
3212500119	28	BOOKS FOR NORTH	HALF PINT KIDS	PA	316.8	01/28/25
3212500118	28	TITLE MATERIAL FOR NORTH	EXPRESS READERS	CA	582.06	01/28/25
3212500117	28	TITLE MATERIAL FOR NORTH	WILSON LANGUAGE TRAINING	MA	147.96	01/28/25
3212500116	28	NORTH TITLE MATERIAL	LAKESHORE LEARNING MATLS	CA	275.93	01/28/25
3212500115	27	GIVE AWAY BOOKS FOR WASHINGTON	STARFALL EDUCATION FOUNDA...	CO	179.3	01/27/25
3212500114	22	KINDERGARTEN SCIENCE DIGITAL TEACHER LICENSE	CENGAGE LEARNING	GA	60.5	01/23/25
3212500113	16	BOOKSHELVES FOR WASHINGTON	FURNITURE WHOLESALERS	OH	1599.94	01/17/25
3212500112	16	RAZ PLUS FOR EISENHOWER	LEARNING A-Z	AZ	248	01/16/25
3212500111	13	DRY ERASE BOARDS FOR WASHINGTON	PIONEER VALLEY ED. PRESS	MA	184.73	01/13/25
3212500110	13	TITLE MATERIAL	IMSE	MI	195.13	01/13/25
3212500109	08	WORMS FOR ROUTT	FLINN SCIENTIFIC	IL	51.49	01/09/25
3212500108	08	ALEKS SUBSCRIPTIONS FOR EISENHOWER	ALEKS	CA	295.83	01/08/25
3212500107	19	JMS SCIENCE CURRICULUM	SAVVAS LEARNING COMPANY L...	GA	131740	12/20/24
3212500106	19	MAGNETIC READING ADDITIONAL MATERIALS	CURRICULUM ASSOCIATES INC	GA	194.88	12/19/24
3212500105	18	COACHING FOR LINCOLN	TNTP	NY	61424.64	12/18/24

3212500104	17	TEACHER GRANT MATERIAL	GENERATION GENIUS	CA	598	12/18/24
3212500103	16	TITLE MATERIAL FOR NORTH	E SPECIAL NEEDS LLC	MO	48.85	12/18/24
3212500102	16	MISC TITLE MATERIAL	ETA HAND2MIND	IL	21.99	12/16/24
3212500101	16	SPED MATH CURRICULUM	DANSIE CURRICULUM DESIGN ...	ID	299	12/16/24
3212500100	16	TITLE MATERIAL FOR NORTH	WEST MUSIC	IA	108.95	12/16/24
3212500099	16	CHAIR POCKETS FOR NORTH	REALLY GOOD STUFF LLC	IL	149.97	12/16/24
3212500098	12	NORTH TITLE MATERIAL	FUN & FUNCTION	PA	44.43	12/12/24
3212500097	12	MISC TITLE MATERIAL FOR NORTH	LAKESHORE LEARNING MATLS	CA	242.04	12/12/24
3212500096	12	MORE UFLI MANUALS FOR WASHINGTON	VENTRIS LEARNING	WI	301	12/12/24
3212500095	10	GROUP HORSESHOE TABLE FOR EISENHOWER	LAKESHORE LEARNING MATLS	CA	504.85	12/10/24
3212500094	09	EISENHOWER PLANNERS FOR FY26	SUCCESS BY DESIGN	MI	832.01	12/09/24
3212500093	06	JMS MUSIC CURRICULUM	QUAVERED,INC.	TN	900	12/09/24
3212500092	06	ELEMENTARY MUSIC	PLANK ROAD PUBLISHING, IN...	WI	87.85	12/09/24
3212500091	05	UFLI HANDBOOKS	VENTRIS LEARNING	WI	230	12/05/24
3212500090	26	FLASHCARDS FOR WASHINGTON	MARENEM INC	NC	52.25	11/26/24
3212500089	25	TITLE MATERIAL FOR WASHINGTON	MARENEM INC	NC	44.4	11/25/24
3212500088	22	BOOKS FOR WASHINGTON	PIONEER VALLEY ED. PRESS	MA	932.79	11/25/24
3212500087	22	RAZ-PLUS FOR WASHINGTON	LEARNING A-Z	AZ	631	11/25/24
3212500086	21	BOOKS FOR WASHINGTON	SCHOLASTIC FACE	MO	1135	11/25/24
3212500085	19	FORMATIVE FOR JMS	NEWSELA	NY	7630	11/19/24
3212500084	18	NORTH TITLE MATERIAL	LAKESHORE	CA	228.85	11/19/24
3212500083	15	NORTH TITLE MATERIAL	NORTH ELEMENTARY SCHOOL	IL	228.85	11/15/24
3212500082	15	WASHINGTON TITLE MATERIAL	VENTRIS LEARNING	WI	90	11/15/24
3212500081	14	SCHOLASTIC NEWS FOR NORTH	SCHOLASTIC CLASS MAGAZINE	OH	631.13	11/15/24
3212500080	14	ESGI LICENSE FOR NORTH ELEMENTARY	ESGI	IL	174.75	11/15/24
3212500079	12	PHONICS MEGA BUNDLE	LUCKY LITTLE LEARNERS LLC	MN	103	11/12/24
3212500078	11	APEX COURSES FOR CLC	EDMENTUM INC	IL	256.86	11/12/24
3212500077	11	RTI BOOK	SOLUTION TREE	IN	97.49	11/12/24
3212500076	08	IXL FOR OUR SAVIOUR SCHOOL	IXL LEARNINGS	CA	349	11/08/24
3212500075	06	SPRING MUSIC	PLANK ROAD PUBLISHING, IN...	WI	47.45	11/07/24
3212500074	31	GIVE AWAY BOOKS FOR M-W	SCHOLASTIC BOOK CLUBS INC	OH	160	11/01/24
3212500073	31	BRAINPOP JR FOR EISENHOWER	BRAINPOP	NY	275	11/01/24
3212500072	18	RAZ-PLUS ELL	LEARNING A-Z	AZ	1615	10/21/24
3212500071	16	ELEMENTARY ART SUPPLIES	SCHOOL SPECIALTY	WI	107.54	10/16/24
3212500070	16	SUBSCRIPTION FOR NORTH (B. MILLS)	BREAKOUT INC.	NY	119	10/16/24
3212500069	16	TITLE MATERIALS FOR ROUTT	FLINN SCIENTIFIC	IL	33.6	10/16/24
3212500068	11	OSS TITLE MATERIAL	LAKESHORE LEARNING MATLS	CA	658.85	10/15/24
3212500067	11	SKILLS GLOBAL LICENSE	SKILLS GLOBAL, LLC	CA	359.8	10/15/24
3212500066	09	REPLACEMENT 4TH GR SCIENCE BOOKS	CENGAGE LEARNING	GA	966.9	10/09/24
3212500065	08	EDUCATOR SUBSCRIPTION FOR NORTH	NOVEL EFFECT, INC.	WA	49.99	10/08/24
3212500064	07	NORTH MATERIAL	E SPECIAL NEEDS LLC	MO	117.6	10/08/24
3212500063	24	NORTH TITLE MATERIAL	TEACHER CREATED RESOURCES	CA	118.7	09/25/24
3212500062	24	SCHOLASTIC NEWS FOR EISENHOWER	SCHOLASTIC CLASS MAGAZINE	OH	378.13	09/24/24

3212500061	24	READING EGGS AND MATHSEEDS FOR EISENHOWER	3P LEARNING INC.	PA	2180.4	09/24/24
3212500060	23	ENVISION TEs	SAVVAS LEARNING COMPANY L...	GA	6813.72	09/24/24
3212500059	16	TITLE MATERIAL FOR WASHINGTON	REALLY GREAT READING	MD	425.6	09/16/24
3212500058	16	BREAKOUT RENEWAL FOR NORTH	BREAKOUT INC.	NY	119	09/16/24
3212500057	12	ESGI SPECIALIST UPGRADE FOR WASHINGTON	ESGI	IL	46.75	09/12/24
3212500056	12	RESOURCES FOR LINCOLN	LITERACY RESOURCES LLC	IL	108	09/12/24
3212500055	11	TONER CARTRIDGES FOR NORTH	QUILL CORP. (ORDERS)	PA	478.96	09/12/24
3212500054	11	EXACT PATH (5TH GRADERS)	EDMENTUM INC	IL	21980	09/11/24
3212500053	11	EDOPTIONS ACADEMY PER STUDENT AND EXACT PATH 4TH & 5TH	EDMENTUM INC	IL	6300	09/11/24
3212500052	10	HIGH SCHOOL ELA FLIPBOOKS	MC GRAW HILL EDUCATION GR...	IL	96.19	09/10/24
3212500051	05	ADDITIONAL ELA MATERIAL FOR ELEMENTARY SCHOOLS + PD	CURRICULUM ASSOCIATES INC	GA	7959.11	09/05/24
3212500050	30	ADDITIONAL ENVISION STUDENT WORKBOOKS	SAVVAS LEARNING COMPANY L...	GA	756	08/30/24
3212500049	28	GUIDED READERS LICENSE FOR EL TEACHERS	LAPREA EDUCATION INC.	NY	167	08/28/24
3212500048	27	ELEMENTARY ART SUPPLIES	SCHOOL SPECIALTY	WI	2752.91	08/28/24
3212500047	27	ESGI FOR EISENHOWER	ESGI	IL	233	08/27/24
3212500046	27	AREA RUG FOR EISENHOWER	LAKESHORE LEARNING MATLS	CA	493.35	08/27/24
3212500045	27	AP STATS FOR JHS	MPS	VA	881.9	08/27/24
3212500044	27	PURCHASE SERVICE FOR M-W	LAPREA EDUCATION INC.	NY	129	08/27/24
3212500043	27	XELLO FOR JHS	XELLO INC.	TX	2906.09	08/27/24
3212500042	22	APEX FOR JMS	EDMENTUM INC	IL	600	08/22/24
3212500041	22	LINCOLN TITLE MATERIAL	LITERACY RESOURCES LLC	IL	192.24	08/22/24
3212500040	22	MOBILE EASELS FOR NORTH	TODAY'S CLASSROOM	OH	657.24	08/22/24
3212500039	21	NORTH TITLE MATERIAL	REALLY GOOD STUFF LLC	IL	99.98	08/22/24
3212500038	21	NORTH TITLE SUPPLIES	LAKESHORE LEARNING MATLS	CA	142.01	08/22/24
3212500037	19	ESGI	ESGI	IL	8854	08/19/24
3212500036	15	NORTH WRITING JOURNALS	PIONEER VALLEY ED. PRESS	MA	55	08/19/24
3212500035	13	APEX FOR JHS	EDMENTUM INC	IL	4297.2	08/13/24
3212500034	13	APEX FOR CROSSROADS	EDMENTUM INC	IL	1835.75	08/13/24
3212500033	13	27 SLOT MAIL CENTER	DISCOUNT SCHOOL SUPPLY	IL	469.94	08/13/24
3212500032	13	ADD ON MATERIALS FOR 4TH	CURRICULUM ASSOCIATES INC	GA	142.8	08/13/24
3212500031	13	SECOND STEPS FOR WASHINGTON	COMMITTEE FOR CHILDREN	WA	479	08/13/24
3212500030	08	BOOKS FOR JMS	AHA! PROCESS INC	TX	1375	08/09/24
3212500029	08	UFLI HANDBOOK	VENTRIS LEARNING	WI	90	08/08/24
3212500028	08	IXL FOR ALRED	IXL LEARNINGS	CA	599	08/08/24
3212500027	07	LEVINE BIOLOGY DIGITAL LICENSES FOR JHS	SAVVAS LEARNING COMPANY L...	GA	6500	08/07/24
3212500026	07	HANDWRITING WORKBOOKS	HANDWRITING WITHOUT TEARS	MD	994.95	08/07/24
3212500025	07	SCHOLASTIC SCOPE FOR JMS	SCHOLASTIC CLASS MAGAZINE	OH	351.65	08/07/24
3212500024	01	ORTON GILLINGHAM SUBSCRIPTION FOR J. ALEXANDER	IMSE	MI	125	08/01/24
3212500023	29	MISC TITLE MATERIAL	REALLY GOOD STUFF LLC	IL	470.92	07/29/24

3212500022	26	BOOKS FOR SOUTH	SCHOLASTIC TEACHING RESOU...	OH	310.65	07/29/24
3212500020	25	SOUTH TITLE MATERIAL	LAKESHORE LEARNING MATLS	CA	326.52	07/29/24
3212500019	25	LIGHT FILTERS FOR CLASSROOM	LEARNING RESOURCES	IL	79.98	07/25/24
3212500018	25	MUSICPLAY SUBSCRIPTIONS FOR ELEMENTARY MUSIC	THEMES & VARIATIONS	AB	400	07/25/24
3212500017	24	UFLI MANUAL	VENTRIS LEARNING	WI	90	07/24/24
3212500016	19	SCHOLASTIC NEWS - GR 1	SCHOLASTIC CLASS MAGAZINE	OH	68.75	07/24/24
3212500015	19	HS RAMSEY CLASSROOM	LAMPO GROUP INC.	TN	3818.99	07/19/24
3212500014	11	SOUTH TITLE MATERIAL	PIONEER VALLEY ED. PRESS	MA	37	07/12/24
3212500013	09	MANEUVERING THE MIDDLE FOR JMS	MANUEVERING THE MIDDLE, L...	TX	3930.5	07/09/24
3212500012	09	Title 1 Crate for 2024-25	806 TECHNOLOGIES, INC.	TX	4400	07/09/24
3212500011	09	CLASS EQUITY FOR JMS	CLASSECONOMY LLC	CA	2850	07/09/24
3212500010	24	I-READY ASSESSMENT	CURRICULUM ASSOCIATES INC	GA	24563.5	07/05/24
3212500009	24	JHS HORIZON EDUCATION	HORIZON EDUCATION	GA	9750	07/05/24
3212500008	24	K-12 i-READY MATH & READING INSTRUCTION	CURRICULUM ASSOCIATES INC	GA	75987.4	07/05/24
3212500007	26	MUSIC K8 SUBSCRIPTION FOR S. WILSON	PLANK ROAD PUBLISHING, IN...	WI	135.45	07/01/24
3212500006	24	PLANBOOK FOR DISTRICT USE	TEACHER INOVATIONS INC.	IL	1440	06/24/24
3212500005	24	SKILLS GLOBAL FOR SPECIAL SERVICES	SKILLS GLOBAL, LLC	CA	11280	06/24/24
3212500004	10	SKYWARD TRAINING (STANDARDS GRADEBOOK TRAINING)	SKYWARD	WI	1200	06/10/24
3212500003	10	JHS NEWSELA LICENSE	NEWSELA	NY	6740	06/10/24
3212400270	28	GLOBAL PD LICENSES	SOLUTION TREE	IN	2533	07/01/24
3212400269	28	UFLI HANDBOOK	VENTRIS LEARNING	WI	90	07/01/24
3212400268	28	JMS LITERABLY	LITERABLY	IL	1498.5	07/01/24
3212400267	26	STAFF GIVE-AWAY MERCHANDISE	LOGOTECH INC.	IL	7324.5	06/26/24
3212400266	24	TITLE MATERIAL FOR M-W	PIONEER VALLEY ED. PRESS	MA	203.45	06/24/24
3212400265	24	MAGNETIC ADD-ONS	CURRICULUM ASSOCIATES INC	GA	14935.19	06/24/24
3212400264	21	RECORDERS FOR 2024-25	GROTH MUSIC COMPANY	MN	941.9	06/22/24
3212400263	21	BOOKS FOR LINCOLN	SYLLASENSE INC.	ON	1679.13	06/22/24
3212400262	17	HORSESHOE TABLES FOR EISENHOWER	SCHOOL OUTFITTERS	IL	1141.15	06/17/24
3212400261	17	QUIZIZZ FOR JMS 2024-25	QUIZIZZ	CA	3170	06/17/24
3212400260	17	ROLLING ORGANIZER CART	REALLY GOOD STUFF LLC	IL	528.87	06/17/24
3212400259	14	TITLE MATERIAL FOR EISENHOWER	REALLY GOOD STUFF LLC	IL	209.93	06/17/24
3212400258	31	PE EQUIPMENT FOR SOUTH	US GAMES	TX	551.96	06/17/24
3212400257	14	DECODABLES FOR LINCOLN	LAPREA EDUCATION INC.	NY	5436.92	06/17/24
3212400256	13	DECODABLES FOR LINCOLN	BENCHMARK EDUCATION COMPA...	NY	6749.6	06/17/24
3212400255	13	DECODABLES FOR LINCOLN TITLE	JUST RIGHT READER INC.	TX	18268.25	06/17/24
3212400254	13	LINCOLN TITLE MATERIAL	HANDWRITING WITHOUT TEARS	MD	2697.2	06/17/24
3212400253	13	LITERABLY 2024-25	LITERABLY	IL	20349.63	06/17/24
3212400252	13	AIR SERVICES	AMERICAN INSTITUTE FOR RE...	NY	38602	06/17/24
3212400251	13	MYSTERY SCIENCE PACKS (ADD-ON)	MYSTERY SCIENCE INC.	GA	1345	06/17/24
3212400250	11	LINCOLN TITLE MATERIAL	PIONEER VALLEY ED. PRESS	MA	387.2	06/17/24

3212400249	11	LINCOLN TITLE MATERIAL	LAKESHORE LEARNING MATLS	CA	1147.7	06/13/24
3212400248	11	LINCOLN TITLE MATERIAL	NASCO	TX	145.45	06/13/24
3212400247	07	MISC MATERIAL FOR CROSSROADS	EVERYDAY SPEECH LLC	IL	767.98	06/10/24
3212400246	06	SOUTH TITLE MATERIAL	DANSIE CURRICULUM DESIGN ...	ID	57	06/10/24
3212400245	05	SOUTH TITLE MATERIAL	TEACHER CREATED MATERIALS	CA	49.91	06/05/24
3212400244	05	BUBBLE FOLDERS FOR SOUTH	ROCHESTER 100 INC	NY	442.25	06/05/24
3212400243	05	MATERIAL FOR SOUTH	IMSE	MI	82.95	06/05/24
3212400242	05	TITLE MATERIAL FOR SOUTH	LEARNING RESOURCES	IL	79.97	06/05/24
3212400241	31	OWL PELLETS FOR SOUTH	GENESIS, INC.	WA	124.9	06/03/24
3212400240	31	SOUTH TITLE MATERIAL	PARENT TEACHER TOOLS & TO...	IL	25.26	06/03/24
3212400239	31	SOUTH TITLE MATERIAL	SCHOOL SPECIALTY	WI	59.39	06/03/24
3212400238	31	SOUTH TITLE MATERIAL	SUPER DUPER SCHOOL COMPAN...	SC	269.6	06/03/24
3212400237	31	TITLE MATERIAL FOR SALEM LUTHERAN	LAKESHORE LEARNING MATLS	CA	378.29	06/03/24
3212400236	30	TITLE SUPPLIES FOR SOUTH	REALLY GOOD STUFF LLC	IL	1246.63	06/03/24
3212400235	29	SOUTH TITLE MATERIAL	ETA HAND2MIND	IL	1279.95	05/29/24
3212400234	28	SOUTH TITLE MATERIAL	LAKESHORE LEARNING MATLS	CA	2139.31	05/29/24
3212400233	29	TITLE ORDERS FOR SOUTH	FUN & FUNCTION	PA	120.97	05/29/24
3212400232	29	LEARNING A-Z FOR OSS	LEARNING A-Z	AZ	712.8	05/29/24
3212400231	24	JMS TITLE BOOKS	PIONEER VALLEY ED. PRESS	MA	14850	05/24/24
3212400230	23	MATERIAL FOR LINCOLN	WEST MUSIC	IA	147.15	05/24/24
3212400229	21	RTI SCHEDULER FOR JMS	GAMMON APPLICATIONS, LLC	AR	2600	05/21/24
3212400228	20	STUDENT PLANNERS FOR EISENHOWER	SUCCESS BY DESIGN	MI	823.02	05/21/24
3212400227	20	MISC TITLE SUPPLIES FOR SOUTH	LAKESHORE	CA	147.17	05/21/24
3212400226	20	BIOLOGY IN FOCUS FOR JHS	SAVVAS LEARNING COMPANY L...	GA	4401	05/21/24
3212400225	20	MAGRUDER'S AMERICAN GOVERNMENT FOR JHS	SAVVAS LEARNING COMPANY L...	GA	10450	05/21/24
3212400224	20	PRACTICE OF STATS FOR JHS	MPS	VA	5384.48	05/21/24
3212400223	13	ELEMENTARY ART	SCHOOL SPECIALTY	WI	531.82	05/13/24
3212400222	08	ELEMENTARY ART SUPPLIES	SCHOOL SPECIALTY	WI	651.65	05/09/24
3212400221	07	LAMINATOR FILM FOR M-W	LAMINATOR.COM	IL	844.44	05/08/24
3212400220	02	TEACHER PLANNERS	AMSTERDAM PRINTING	NY	342.91	05/02/24
3212400219	02	NICKY FOLDERS FOR WASHINGTON	ROCHESTER 100 INC	NY	290	05/02/24
3212400218	01	MAGNETIC DRY-ERASE BOARDS	PIONEER VALLEY ED. PRESS	MA	265.62	05/01/24
3212400217	01	BOOKS FOR M-W	HIGH NOON BOOKS	CA	297	05/01/24
3212400216	01	ELL SUBSCRIPTION	INSPIRING YOUNG LEARNERS,...	WA	219.7	05/01/24
3212400215	30	JMS MATH MANIPULATIVES	ETA HAND2MIND	IL	687.92	04/30/24
3212400214	30	MISC TITLE SUPPLIES FOR NORTH	ORIENTAL TRADING CO INC	MN	162.83	04/30/24
3212400213	25	JMS TITLE BOOKS	PIONEER VALLEY ED. PRESS	MA	2268	04/30/24
3212400212	24	OWL PELLETS FOR EISENHOWER	OBDK	WA	119.97	04/24/24
3212400211	24	ROUTT BOOKS	TEACHERS DISCOVERY	MI	84.47	04/24/24
3212400210	24	WASHINGTON TABLES & CHAIRS	RESOURCE ONE	IL	3669.36	04/24/24
3212400209	22	BRIGANCE EC SCREENS KIT	CURRICULUM ASSOCIATES INC	GA	312.48	04/22/24
3212400208	22	MISC ELA MATERIAL FOR NORTH	LAKESHORE LEARNING MATLS	CA	470.33	04/22/24

3212400207	17	SOCCER BALLS	US GAMES	TX	88.98	04/22/24
3212400206	15	TIME TIMER	TIME TIMER LLC	OH	134.95	04/16/24
3212400205	15	NICKY FOLDERS FOR NORTH	ROCHESTER 100 INC	NY	290	04/15/24
3212400204	15	NORTH AWARDS	JONES SCHOOL SUPPLY	SC	263.81	04/15/24
3212400203	15	PLANNERS FOR NORTH	SCHOOL DATEBOOKS	IN	518.65	04/15/24
3212400202	11	HANDWRITING WORKBOOKS FOR 2024-25	HANDWRITING WITHOUT TEARS	MD	10778.63	04/22/24
3212400201	12	NORTH'S TITLE MATERIAL	LAKESHORE LEARNING MATLS	CA	558.82	04/12/24
3212400200	11	BRAG TAGS FOR NORTH	SCHOOL LIFE	CA	369.29	04/11/24
3212400199	11	MISC TITLE SUPPLIES	REALLY GOOD STUFF LLC	IL	149.94	04/11/24
3212400198	11	MARKERS FOR M-W ART	SCHOOL SPECIALTY	WI	77.34	04/11/24
3212400197	11	SCHOLASTIC FACE BOOKS FOR W	SCHOLASTIC FACE	MO	685	04/11/24
3212400196	11	WASHINGTON MATERIAL	MARENEM INC	NC	57.75	04/11/24
3212400195	10	SEATING FOR NORTH	NORTH ELEMENTARY SCHOOL	IL	815.12	04/10/24
3212400194	10	PE EQUIPMENT FOR WASHINGTON	GOPHER	MN	98.19	04/10/24
3212400193	08	SCHOOL MEMBERSHIP (MW)	STARFALL EDUCATION FOUNDA...	CO	355	04/08/24
3212400192	08	MYSTERY SCIENCE PACKS	MYSTERY SCIENCE INC.	GA	15850	04/08/24
3212400191	04	JMS SCIENCE FUSION WORKBOOKS	HOUGHTON MIFFLIN CO	IL	38086.65	04/04/24
3212400190	03	CATERPILLARS FOR EISENHOWER	INSECT LORE	CA	44.93	04/04/24
3212400189	12	MISC TITLE MATERIAL FOR NORTH	REALLY GOOD STUFF LLC	IL	51.98	04/03/24
3212400188	03	NORTH MATERIAL	AHA! PROCESS INC	TX	383.5	04/03/24
3212400187	02	JHS MATERIAL (J. POOL)	MC GRAW HILL EDUCATION GR...	IL	122.46	04/03/24
3212400186	02	ART SUPPLIES FOR ELEMENTARY	SCHOOL SPECIALTY	WI	137.85	04/02/24
3212400185	21	TITLE MATERIAL FOR NORTH	REALLY GOOD STUFF LLC	IL	300.9	03/21/24
3212400184	21	FIDGET BANDS	MOVING MINDS	MN	103.57	03/21/24
3212400183	21	MISC TITLE MATERIAL FOR NORTH	FUN & FUNCTION	PA	66.93	03/21/24
3212400182	21	LABEL COVERS	LIBRARY STORE	IL	50.74	03/21/24
3212400181	21	MISC MATH MANIPULATIVES	LAKESHORE LEARNING MATLS	CA	280.54	03/21/24
3212400180	21	BOOKS FOR M-W	JUNIOR LEARNING	CA	4391.82	03/21/24
3212400179	20	MISC TITLE MATERIAL FOR NORTH	SCHOOL SPECIALTY	WI	784.43	03/20/24
3212400178	20	BOOKS FOR M-W	HALF PINT KIDS	PA	950.4	03/20/24
3212400177	20	BOOKS FOR NORTH	HALF PINT KIDS	PA	1108.8	03/20/24
3212400176	20	NORTH TITLE MATERIAL	EXPRESS READERS	CA	1492.21	03/20/24
3212400175	20	BOOKS FOR NORTH	PIONEER VALLEY ED. PRESS	MA	2540.16	03/20/24
3212400174	20	NORTH TITLE MATERIAL	FUN & FUNCTION	PA	116.94	03/20/24
3212400173	19	MISC TITLE MATERIAL FOR M-W	REALLY GREAT READING	MD	464.8	03/20/24
3212400172	19	FIDGET BANDS FOR M-W	MOVING MINDS	MN	103.57	03/19/24
3212400171	19	BOOKS FOR KINDERGARTEN REGISTRATION	SCHOLASTIC TEACHING RESOU...	OH	162.96	03/19/24
3212400170	12	M-W TITLE MATERIAL	LAKESHORE	CA	1252.25	03/12/24
3212400169	12	MISC TITLE MATERIAL	FROG PUBLICATIONS	FL	632.5	03/12/24
3212400168	12	MATH AND ELA MANIPULATIVES	LEARNING RESOURCES	IL	142.95	03/12/24
3212400167	12	ELA MATERIAL FOR M-W	JUNIOR LEARNING	CA	58.95	03/12/24
3212400166	12	MISC TITLE MATERIAL FOR M-W	ETA HAND2MIND	IL	535.23	03/12/24
3212400165	12	BOOKS FOR M-W	SCHOLASTIC TEACHING RESOU...	OH	709.94	03/12/24

3212400164	11	PE MATERIAL	GOPHER	MN	895.72	03/11/24
3212400163	11	MISC TITLE MATERIAL FOR MW	SCHOOL SPECIALTY	WI	134.5	03/11/24
3212400162	11	TILES FOR MW	MOVING MINDS	MN	211.68	03/11/24
3212400161	11	SPEECH MATERIAL	SPEECH CORNER	AZ	364.96	03/11/24
3212400160	06	MW TITLE MATERIAL	REALLY GOOD STUFF LLC	IL	4687.83	03/11/24
3212400159	11	SECRET STORIES	MARENEM INC	NC	129.25	03/11/24
3212400158	11	WILSON ORDER FOR SOUTH	WILSON LANGUAGE TRAINING	MA	1895.4	03/11/24
3212400157	04	ELEMENTARY ART MATERIALS	SCHOOL SPECIALTY	WI	472.06	03/04/24
3212400156	28	PE EQUIP FOR JMS (TITLE IV)	GOPHER	MN	89.54	02/28/24
3212400155	23	TITLE IV PE EQUPMENT FOR MW	TOLEDO PHYSICAL EDUCATION...	OH	106.56	02/26/24
3212400154	16	DEVELOPING DECODERS FOR WASHINGTON	LAPREA EDUCATION INC.	NY	5137.5	02/16/24
3212400153	16	MISC TITLE MATERIALS FOR NORTH	WILSON LANGUAGE TRAINING	MA	348.84	02/16/24
3212400152	16	MISC TITLE MATERIAL	LAKESHORE LEARNING MATLS	CA	584.19	02/16/24
3212400151	16	RESONATOR BELS	WEST MUSIC	IA	296.04	02/16/24
3212400150	16	TITLE MATERIAL FOR WASHINGTON	VENTRIS LEARNING	WI	90	02/16/24
3212400149	16	ELEMENTARY ART SUPPLIES	SCHOOL SPECIALTY	WI	230.2	02/16/24
3212400148	16	BOOKS FOR TIER 1	SOLUTION TREE	IN	391.55	02/16/24
3212400147	09	GIVE AWAY BOOKS FOR NORTH	SCHOLASTIC FACE	MO	694.41	02/09/24
3212400146	09	ADDITIONAL MATERIALS FOR NEW ELA ADOPTION	CURRICULUM ASSOCIATES INC	GA	8227.32	02/09/24
3212400145	07	MURRAYVILLE TITLE SUPPLIES	SCHOOL SPECIALTY	WI	135.54	02/07/24
3212400144	05	BOOKS FOR NORTH	HALF PINT KIDS	PA	316.8	02/05/24
3212400143	05	ELEMENTARY ART SUPPLIES	SCHOOL SPECIALTY	WI	148.27	02/05/24
3212400142	25	BOOKS FOR SOUTH	SCHOLASTIC TEACHING RESOU...	OH	149.42	01/30/24
3212400141	25	NORTH TITLE MATERIALS	QUILL CORP. (ORDERS)	PA	274.99	01/30/24
3212400139	22	AIM SERVICES	AMERICAN INSTITUTE FOR RE...	NY	38602	01/23/24
3212400138	22	JMS SCIENCE FUSION DIGITAL LICENSES FOR TEACHERS	HOUGHTON MIFFLIN HARCOURT	IL	6589.8	01/23/24
3212400137	18	ELEMENTARY ELA ADOPTION	CURRICULUM ASSOCIATES INC	GA	541893.62	01/19/24
3212400136	18	TABLE FOR SOUTH	LAKESHORE	CA	504.85	01/18/24
3212400135	16	WASHINGTON'S RAZ-PLUZ AND READING A-Z RENEWAL	LEARNING A-Z	AZ	1360	01/17/24
3212400134	11	MISC TITLE MATERIAL	MARENEM INC	NC	116.55	01/11/24
3212400133	11	ELEMENTARY ART SUPPLIES	SCHOOL SPECIALTY	WI	26.63	01/11/24
3212400132	10	REALLY GREAT READING MATERIALS FOR WASHINGTON	REALLY GREAT READING	MD	1920.6	01/11/24
3212400131	10	HEADPHONES	TFD SUPPLIES	IL	97.5	01/10/24
3212400130	10	LAMINATING FILM	QUILL CORP. (ORDERS)	PA	503.96	01/10/24
3212400129	09	SCIENCE WKBK FOR EISENHOWER	TEACHER CREATED MATERIALS	CA	27.49	01/10/24
3212400128	09	EISENHOWER WORKBOOK	CARSON/DELLOSA	NC	17.94	01/10/24
3212400127	09	FORMATIVE FOR JMS	NEWSELA	NY	7350	01/10/24
3212400126	08	FOUNDATION MATERIAL	IMSE	MI	308.55	01/09/24
3212400125	08	FOUNDATION MATERIAL	DISCOUNT SCHOOL SUPPLY	IL	47.92	01/09/24
3212400124	22	SOLAR ECLIPSE GLASSES	FISHER SCIENCE EDUCATION	IL	485.55	12/22/23

3212400123	21	BOOKS FOR WASHINGTON	PIONEER VALLEY ED. PRESS	MA	6660	12/22/23
3212400122	21	WONDER PACKS	WONDER WORKSHOP INC.	CA	399.98	12/21/23
3212400121	21	FOUNDATION TEACHER GRANT FOR K. BORGENS	OZOBOT	CA	470	12/21/23
3212400120	19	TEACHER GRANT MATERIAL	NASCO	TX	489.5	12/20/23
3212400119	19	OSMO CODING KITS	TANGIBLE PLAY, INC.	CA	906.4	12/20/23
3212400118	19	ROBOT BALL FOR JHS	SPHERO	IL	372.07	12/19/23
3212400117	19	TAP PROGRAM BUTTON MACHINE	AMERICAN BUTTON MACHINES	TX	614.58	12/19/23
3212400116	19	PHONICS MATERIAL	IMSE	MI	169.45	12/19/23
3212400115	18	SKYWARD GRAD CREDIT MODULE SET UP	SKYWARD	WI	1530	12/18/23
3212400114	18	ELEMENTARY MUSIC	PLANK ROAD PUBLISHING, IN...	WI	29.9	12/18/23
3212400113	14	DECODABLES FOR WASHINGTON	HELLO LITERACY, INC.	NC	2567.4	12/18/23
3212400112	13	SCHOLASTIC FACE GIVEAWAY BOOKS FOR WASHINGTON	SCHOLASTIC FACE	MO	1215.6	12/14/23
3212400111	13	ELEMENTARY ART SUPPLIES	SCHOOL SPECIALTY	WI	478.65	12/13/23
3212400110	08	JMS COMPUTER/WEB DESIGN SOFTWARE	TECH TWINS	KS	732	12/08/23
3212400109	05	CHAIR POUCHES	AUSSIE POUCH	TN	35.97	12/05/23
3212400108	05	JMS - QUAVER ED	QUAVERED,INC.	TN	900	12/05/23
3212400107	30	DOWNLOADABLE SONGS FOR ELEMENTARY MUSIC	PLANK ROAD PUBLISHING, IN...	WI	31.9	11/30/23
3212400106	30	ESGI FOR M. BEDDINGFIELD	ESGI	IL	166.5	11/30/23
3212400105	28	BRAG TAGS FOR NORTH	SCHOOL LIFE	CA	64.2	11/28/23
3212400104	27	AUTOMOTIVE TEXTBOOKS FOR JHS	SAVVAS LEARNING COMPANY L...	GA	2936.84	11/27/23
3212400103	21	ON YOUR OWN SOFTWARE RENEWAL FOR ROUTT	C.W. PUBLICATIONS	IL	239	11/21/23
3212400102	21	WRITING JOURNALS (3RD GR)	PIONEER VALLEY ED. PRESS	MA	58.3	11/21/23
3212400101	21	ART SUPPLIES	SCHOOL SPECIALTY	WI	127.44	11/21/23
3212400100	20	FUN HUB FOR EISENHOWER	WILSON LANGUAGE TRAINING	MA	95	11/20/23
3212400099	10	EISENHOWER ART MATERIAL	SCHOOL SPECIALTY	WI	129.12	11/20/23
3212400098	07	JHS ECONOMICS TEXTS	SAVVAS LEARNING COMPANY L...	GA	3834	11/08/23
3212400097	31	BRAG TAGS FOR NORTH	SCHOOL LIFE	CA	150.2	10/31/23
3212400096	30	DIGITAL STUDENT LICENSES FOR HUMAN GEOGRAPHY	SAVVAS LEARNING COMPANY L...	GA	3200	10/31/23
3212400095	30	ADD ON LICENSES FOR SPEC SVCS	SKILLS GLOBAL, LLC	CA	705	10/31/23
3212400094	24	HANDWRITING BOOKS	HANDWRITING WITHOUT TEARS	MD	221.1	10/24/23
3212400093	23	BLENDS & DIGRAPHS FOR OSS	REALLY GOOD STUFF LLC	IL	31.23	10/23/23
3212400092	23	AUTOMOTIVE TEXTBOOKS	PEARSON (ORDERING DEPT)	TX	2348.84	10/23/23
3212400091	19	TITLE SUPPLIES FOR SOUTH	ORIENTAL TRADING CO INC	MN	32.97	10/23/23
3212400090	13	Title 1 Crate	806 TECHNOLOGIES, INC.	TX	4400	10/16/23
3212400089	12	STRETCHY BANDS FOR STEP CLASS	WEST MUSIC	IA	150.95	10/12/23
3212400088	12	MATHSEEDS FOR L AND W	3P LEARNING INC.	PA	152.32	10/12/23
3212400087	12	READING & SPELLING TUTOR FOR OSS	BARTON READING & SPELLING...	CA	350	10/12/23
3212400086	11	ELEMENTARY ART SUPPLIES	SCHOOL SPECIALTY	WI	247.9	10/12/23
3212400085	10	TITLE BOOKS FOR OSS	SCHOLASTIC TEACHING RESOU...	OH	42.98	10/10/23
3212400084	10	TITLE MATERIAL FOR OSS	LAKESHORE LEARNING MATLS	CA	68.99	10/10/23
3212400083	06	RAZ PLUS + EL EDITION	LEARNING A-Z	AZ	1520	10/06/23

3212400082 05	RAZ-PLUS	LEARNING A-Z	AZ	482	10/06/23
3212400081 04	MY HEGGERTY SUBSCRIPTION FOR M-W	LITERACY RESOURCES LLC	IL	89	10/04/23
3212400080 02	SENSORY VEST	SOUTHPAW ENTERPRISES	OH	182.4	10/02/23
3212400079 02	LAMINATING FILM	LAMINATOR.COM	IL	286.47	10/02/23
3212400078 02	HEGGERTY FOR EISENHOWER K TEACHERS	LITERACY RESOURCES LLC	IL	178	10/02/23
3212400077 26	ART SUPPLIES	SCHOOL SPECIALTY	WI	132.57	10/02/23
3212400076 26	RAZ PLUS FOR NORTH	LEARNING A-Z	AZ	241	09/26/23
3212400075 22	STEM MATERIAL FOR SOUTH	ORIENTAL TRADING CO INC	MN	27.97	09/26/23
3212400074 22	WASHINGTON TITLE MATERIAL	REALLY GREAT READING	MD	198	09/22/23
3212400073 20	GENERATION GENIUS SITE LICENSE - EISEN	GENERATION GENIUS	CA	1795	09/21/23
3212400072 19	KAHOOT FOR JMS	KAHOOT!ASA	PA	108	09/19/23
3212400071 19	QUIA	QUIA SUBSCRIPTION DEPT	CA	99	09/19/23
3212400070 19	SCHOLASTIC STORYWORKS ADD ONS FOR E	SCHOLASTIC CLASS MAGAZINE	OH	28.88	09/19/23
3212400069 19	TITLE MATERIAL	REALLY GREAT READING	MD	233.4	09/19/23
3212400068 14	BREAKOUT EDU FOR M-W	BREAKOUT INC.	NY	99	09/14/23
3212400067 12	RAZ-PLUS FOR 2ND GR AT EISENHOWER	LEARNING A-Z	AZ	964	09/14/23
3212400066 14	SHIFTING THE BALANCE BOOKS FOR WASHINGTON	STENHOUSE PUBLISHERS	OH	368.5	09/14/23
3212400065 14	NEURONET FOR NORTH	NEURONET LEARNING LLC	DC	599	09/14/23
3212400064 13	MY HEGGERTY SUBSCRIPTIONS (SOUTH/WASHINGTON)	LITERACY RESOURCES LLC	IL	267	09/14/23
3212400063 13	TITLE MATERIAL FOR WASHINGTON	HALF PINT KIDS	PA	950.4	09/14/23
3212400062 13	FUN HUB SUBSCRIPTIONS FOR LINCOLN	WILSON LANGUAGE TRAINING	MA	190	09/13/23
3212400061 13	SKILLS GLOBAL FOR SPED	SKILLS GLOBAL, LLC	CA	9400	09/13/23
3212400060 12	TITLE MATERIAL FOR WASHINGTON	LAPREA EDUCATION INC.	NY	2772	09/12/23
3212400059 12	BRAINPOP JR FOR 2ND GRADE AT EISENHOWER	BRAINPOP	NY	550	09/12/23
3212400058 12	BOOKCASES FOR WASHINGTON	FURNITURE WHOLESALERS	OH	1727.94	09/12/23
3212400057 11	DECODABLES FOR WASHINGTON	BENCHMARK EDUCATION COMPA...	NY	2899	09/11/23
3212400056 11	SPELLING HELPS FOR WASHINGTON	ALL ABOUT LEARNING PRESS,...	WI	290.65	09/11/23
3212400055 06	XELLO	XELLO INC.	TX	2824.1	09/11/23
3212400054 11	TITLE MATERIAL FOR NORTH	LAKESHORE LEARNING MATLS	CA	36.97	09/11/23
3212400053 08	BRAINPOP (4TH & 5TH) AT EISENHOWER	BRAINPOP	NY	1402.5	09/08/23
3212400052 07	BREAKOUT EDU	BREAKOUT INC.	NY	99	09/07/23
3212400051 07	FUN HUB SUBSCRIPTIONS FOR NORTH	WILSON LANGUAGE TRAINING	MA	190	09/07/23
3212400050 07	PALS MATH MATERIAL FOR SOUTH	VANDERBILT UNIVERSITY	TN	360	09/07/23
3212400049 07	MIST TITLE MATERIAL FOR LINCOLN	MARENEM INC	NC	330	09/07/23
3212400048 06	ALEKS FOR EISENHOWER	ALEKS	CA	3986.4	09/07/23
3212400047 07	QUIA FOR JMS (C. OVERTON)	QUIA SUBSCRIPTION DEPT	CA	99	09/07/23
3212400046 06	IXL FOR NORTH (A. ALRED)	IXL LEARNINGS	CA	599	09/06/23
3212400045 06	IXL for SOUTH (S. Swanson)	IXL LEARNINGS	CA	449	09/06/23
3212400044 06	RAZ PLUS FOR JMS (SPED TEACHERS)	LEARNING A-Z	AZ	964	09/06/23
3212400043 06	DIGITAL SUBSCRIPTIONS FOR JHS HEALTH CAREER CLASS	GOODHEART & WILCOX	IL	3021.6	09/06/23

3212400042	01	GUIDED READERS SUBSCRIPTION FOR EL	GUIDED READING	NY	189	09/01/23
3212400041	29	MYSTERY SCIENCE KITS	MYSTERY SCIENCE INC.	GA	1290	08/30/23
3212400040	30	PSAT PREP	HORIZON EDUCATION	GA	5772	08/30/23
3212400039	29	i-READY ADJUSTMENT TO ORIGINAL P.O.	CURRICULUM ASSOCIATES INC	GA	26616.28	08/29/23
3212400038	29	EXTRA HANDWRITING BOOKS	HANDWRITING WITHOUT TEARS	MD	276.38	08/29/23
3212400037	25	SECOND STEPS FOR JMS	COMMITTEE FOR CHILDREN	WA	2932.38	08/25/23
3212400036	24	iREADY PROFESSIONAL DEVELOPMENT	CURRICULUM ASSOCIATES INC	GA	12000	08/24/23
3212400035	24	TURNKEY PKG FOR JHS	CEV	TX	1500	08/24/23
3212400034	24	iREADY ASSESSMENT	CURRICULUM ASSOCIATES INC	GA	99046.8	08/24/23
3212400033	24	STEP STOOLS FOR EISENHOWER	ORIENTAL TRADING CO INC	MN	79.98	08/24/23
3212400032	23	PUTTY FOR NORTH	FUN & FUNCTION	PA	50.91	08/24/23
3212400031	22	APEX FOR CROSSROADS	EDMENTUM INC	IL	350	08/22/23
3212400030	22	ADD ON ROUNDS FOR JMS	LITERABLY	IL	44.22	08/22/23
3212400029	21	MISC ART SUPPLIES	SCHOOL SPECIALTY	WI	767.86	08/21/23
3212400028	21	FROG PUBLICATION FOR M-W	FROG PUBLICATIONS	FL	54.9	08/21/23
3212400027	18	MANEUVERING THE MIDDLE - JMS	MANUEVERING THE MIDDLE, L...	TX	1749	08/18/23
3212400026	18	ADD ONS FOR H. MAHONEY AT JMS	LITERABLY	IL	264	08/18/23
3212400025	18	ESGI FOR 2023-2024	ESGI	IL	10212	08/18/23
3212400024	16	CHAIR POCKETS FOR EISENHOWER	AUSSIE POUCH	TN	119.91	08/16/23
3212400023	15	EXTRA CONSUMABLES	HOUGHTON MIFFLIN CO	IL	738.05	08/15/23
3212400022	14	ELEMENTARY ART SUPPLIES	SCHOOL SPECIALTY	WI	536.32	08/14/23
3212400021	14	EXTRA HANDWRITING BOOKS	HANDWRITING WITHOUT TEARS	MD	276.38	08/14/23
3212400020	14	MUSIC K-8 SUBSCRIPTION	PLANK ROAD PUBLISHING, IN...	WI	129.95	08/14/23
3212400019	11	TOTE BAGS FOR NORTH	LAKESHORE	CA	68.97	08/11/23
3212400018	09	APEX FOR CROSSROADS	EDMENTUM INC	IL	890	08/09/23
3212400017	09	LAMINATING FILM	QUILL CORP. (ORDERS)	PA	223.98	08/09/23
3212400016	08	PHONEMIC AWARENESS - FOR LINCOLN	LITERACY RESOURCES LLC	IL	99	08/08/23
3212400015	08	LINCOLN MATERIAL FOR NEW CLASSROOM	WILSON LANGUAGE TRAINING	MA	2014.2	08/08/23
3212400014	04	MATERIAL FOR M-W	REALLY GOOD STUFF LLC	IL	343.08	08/04/23
3212400013	03	POCKET CHAIR BAGS FOR NORTH	HAPPI-NAPPI	TN	171.33	08/03/23
3212400012	03	MAGNETIC BOARDS FOR M-W	RESOURCES FOR READING	MA	52.8	08/03/23
3212400011	03	FROM PHONICS TO READING, GR 3 TE	WILLIAM H. SADLIER INC.	PA	150.04	08/03/23
3212400010	06	ELEMENTARY RECORDERS	GROTH MUSIC COMPANY	MN	934.06	08/03/23
3212400009	01	RTI SCHEDULER FOR JMS	GAMMON APPLICATIONS, LLC	AR	2450	08/01/23
3212400008	28	BARCODE LABEL COVERS	LIBRARY STORE	IL	79.09	07/28/23
3212400007	24	MUSICPLAY ONLINE FOR S. WILSON	THEMES & VARIATIONS	AB	349.9	07/24/23
3212400006	21	GLOBAL PD LICENSE ADD ON	SOLUTION TREE	IN	161.42	07/21/23
3212400005	12	BARCODE COVERS	LIBRARY STORE	IL	69.81	07/12/23
3212400004	10	ED PUZZLE FOR JMS	EDPUZZLE, INC.	CA	2180	07/11/23
3212400003	27	PLANBOOK RENEWAL FOR 2023-24	TEACHER INOVATIONS INC.	IL	1320	06/27/23
3212400002	21	BARCODE LABELS	LIBRARY STORE	IL	46.54	06/21/23
3212400001	09	JOURNEYS CONSUMABLES	HOUGHTON MIFFLIN HARCOURT	IL	2755.23	06/21/23

3212400000 09	SCIENCE FUSION & JOURNEYS CONSUMABLES FOR 2023-24	HOUGHTON MIFFLIN HARCOURT	IL	35477.73	06/21/23
3212300361 29	EDPUZZLE FOR JMS	EDPUZZLE, INC.	CA	2180	06/30/23
3212300360 28	TITLE MATERIAL FOR MURRAYVILLE	LAKESHORE	CA	22.98	06/28/23
3212300359 28	PE MATERIAL FOR M-W	DISCOUNT SCHOOL SUPPLY	IL	138.89	06/28/23
3212300358 23	LITERABLY	LITERABLY	IL	20607.37	06/26/23
3212300357 20	PD MATERIAL FOR SOUTH	THE LITERACY STORE	IN	489.15	06/22/23
3212300356 21	DECODABLE EXPLORERS BOOKS FOR LINCOLN	FLYING START BOOKS	FL	1483.9	06/21/23
3212300355 21	LINCOLN BOOKS	JUNIOR LEARNING	CA	719.94	06/21/23
3212300354 21	LINCOLN BOOKS	PIONEER VALLEY ED. PRESS	MA	4336.5	06/21/23
3212300353 21	TITLE BOOKS FOR LINCOLN	JUST RIGHT READER INC.	TX	7095	06/21/23
3212300352 21	DECODABLE READERS FOR LINCOLN	BENCHMARK EDUCATION COMPA...	NY	1898	06/21/23
3212300351 21	SUPPLIES FOR LINCOLN	QUILL CORP. (ORDERS)	PA	2951.34	06/21/23
3212300350 21	SECRET STORIES FOR WASHINGTON	MARENEM INC	NC	1475.1	06/21/23
3212300349 21	LINCOLN TITLE MATERIAL	FLYLEAF PUBLISHING	NH	1468.82	06/21/23
3212300348 20	PLAN BOOKS FOR JMS	SUPREME SCHOOL SUPPLY CO	WI	60.95	06/20/23
3212300346 09	M-W MATERIAL	DEMCO	WI	5958.88	06/12/23
3212300345 09	MATHSEEDS FOR EISENHOWER, NORTH, SOUTH, WASHINGTON FOR 23-24	3P LEARNING INC.	PA	4651.2	06/12/23
3212300344 08	TONER FOR NORTH	QUILL CORP. (ORDERS)	PA	548.88	06/09/23
3212300343 05	TITLE MATERIAL FOR SOUTH	LAKESHORE	CA	760.58	06/05/23
3212300342 05	TEACHER MATERIAL FOR SOUTH	TEACHER CREATED RESOURCES	CA	73.94	06/05/23
3212300341 05	MISC TITLE MATERIAL FOR SOUTH	TREND ENTERPRISES	MN	41.97	06/05/23
3212300340 01	LINCOLN TITLE MATERIAL	LAKESHORE	CA	3028.96	06/01/23
3212300339 31	SALEM TITLE MATERIAL	NANCY LARSON PUBLISHERS, ...	CT	946	05/31/23
3212300338 31	MATERIAL FOR SALEM	ABEKA	FL	330.45	05/31/23
3212300337 31	APEX FOR CROSSROADS	EDMENTUM INC	IL	700	05/31/23
3212300336 31	SCHOLASTIC STORYWORKS FOR EISENHOWER	SCHOLASTIC CLASS MAGAZINE	OH	875	05/31/23
3212300335 30	BRAINPOP JR	BRAINPOP	NY	302.5	05/31/23
3212300334 30	READING EGGS FOR SOUTH	EDMENTUM INC	IL	1144	05/30/23
3212300333 30	SCHOLASTIC SCIENCE WORLD - JMS	SCHOLASTIC CLASS MAGAZINE	OH	599.4	05/30/23
3212300332 30	SCHOLASTIC MATH FOR JMS	SCHOLASTIC CLASS MAGAZINE	OH	1782.9	05/30/23
3212300331 30	READING EGGS FOR NORTH ELEMENTARY	EDMENTUM INC	IL	968	05/30/23
3212300330 30	READING EGGS FOR EISENHOWER ELEMENTARY	EDMENTUM INC	IL	1328.8	05/30/23
3212300329 30	AMPLIFY TEACHER EDITIONS	AMPLIFY	NY	2506.8	05/30/23
3212300328 26	NEWSELA SCIENCE FOR JHS	NEWSELA	NY	2500	05/30/23
3212300327 25	FUN HUB SUBSCRIPTION FOR STEPH NOEL	WILSON LANGUAGE TRAINING	MA	95	05/30/23
3212300326 25	JMS MATH	MANUEVERING THE MIDDLE, L...	TX	2332	05/25/23
3212300325 25	APEX FOR JMS SUMMER SCHOOL	EDMENTUM INC	IL	1500	05/25/23
3212300324 19	ART SUPPLIES FOR ELEMENTARY SCHOOL	SCHOOL SPECIALTY	WI	640.79	05/23/23
3212300323 01	PE EQUIPMENT FOR SOUTH	US GAMES	TX	1202.17	05/22/23
3212300322 19	TITLE MATERIAL FOR NORTH	LAKESHORE	CA	1736.18	05/22/23

3212300321	19	READING MATERIAL FOR SOUTH	FLYLEAF PUBLISHING	NH	15252.43	05/19/23
3212300320	19	TITLE MATERIAL FOR SOUTH	HALF PINT KIDS	PA	950.4	05/19/23
3212300319	19	TITLE MATERIALS	WILSON LANGUAGE TRAINING	MA	653.4	05/19/23
3212300318	19	PHONICS TO READING FOR SOUTH	WILLIAM H. SADLIER INC.	PA	3566.24	05/19/23
3212300317	17	READING MATERIAL FOR WASHINGTON	REALLY GREAT READING	MD	2816	05/17/23
3212300316	17	SCHOLASTIC BOOKS FOR V. ZIMMER	SCHOLASTIC TEACHING RESOU...	OH	44	05/17/23
3212300315	17	JMS TITLE MATERIAL	SCHOOL SPECIALTY	WI	592.42	05/17/23
3212300314	16	CARPETS FOR WASHINGTON	LAKESHORE	CA	917.7	05/16/23
3212300313	15	JMS ELA CURRICULUM	AMPLIFY	NY	108020.8	05/18/23
3212300312	15	TITLE MATERIAL FOR JMS	SADDLEBACK EDUCATIONAL IN	CA	364	05/15/23
3212300311	12	BOOKS FOR JMS	PERMA-BOUND	IL	3145	05/12/23
3212300310	12	BOOKCASES FOR WASHINGTON	FURNITURE WHOLESALERS	OH	11061.13	05/12/23
3212300309	03	TOTE BAGS FOR NORTH	ORIENTAL TRADING CO INC	MN	141.96	05/12/23
3212300308	03	TITLE MATERIAL FOR WASHINGTON	WILLIAM H. SADLIER INC.	PA	3643.86	05/04/23
3212300307	01	M-W AND SOUTH TITLE MATERIAL	ETA HAND2MIND	IL	1935.19	05/01/23
3212300306	01	M-W TITLE MATERIAL	DISCOUNT SCHOOL SUPPLY	IL	199.99	05/01/23
3212300305	01	M-W TITLE MATERIAL	LAKESHORE	CA	6362.64	05/01/23
3212300304	01	M-W TITLE MATERIAL	NASCO	TX	30.45	05/01/23
3212300303	01	M-W TITLE MATERIAL	REALLY GOOD STUFF LLC	IL	1532.38	05/01/23
3212300302	01	APEX FOR JMS (HOMEBOUND STUDENT)	EDMENTUM INC	IL	70.72	05/01/23
3212300301	01	M-W TITLE MATERIAL	EAI EDUCATION	MA	349.73	05/01/23
3212300300	01	M-W TITLE MATERIAL	TEACHER DIRECT	AL	22.36	05/01/23
3212300299	28	NORTH TITLE MATERIAL	FUN & FUNCTION	PA	277.83	04/29/23
3212300298	27	BREAKOUT EDU RENEWAL FOR NORTH	BREAKOUT INC.	NY	99	04/27/23
3212300297	27	NEURONET FOR SOUTH	NEURONET LEARNING LLC	DC	599	04/27/23
3212300296	27	GEOGRAPHY BOOK FOR JHS	SAVVAS LEARNING COMPANY L...	GA	26568	04/27/23
3212300295	26	APEX LICENSES FOR 2023-2024	EDMENTUM INC	IL	6750	04/26/23
3212300294	24	JMS SCIENCE MATERIAL	NASCO	TX	474.75	04/24/23
3212300293	24	DNA IN ACTION KIT FOR JMS	FLINN SCIENTIFIC	IL	123.75	04/24/23
3212300292	24	SPECIAL SERVICES MATERIAL	ATTAINMENT CO	WI	900.9	04/24/23
3212300291	20	ELEMENTARY ART MATERIAL	SCHOOL SPECIALTY	WI	158.44	04/24/23
3212300290	19	SCHOLASTIC NEWS FOR NORTH 2023-2024	SCHOLASTIC CLASS MAGAZINE	OH	527.13	04/19/23
3212300289	18	TITLE MATERIAL FOR JMS	WRS GROUP, LTD.	TX	228.58	04/18/23
3212300288	18	BOOKS FOR SOUTH	OUR TOWN BOOKS	IL	229.24	04/18/23
3212300287	14	HANDWRITING WITHOUT TEARS WORKBOOKS	HANDWRITING WITHOUT TEARS	MD	10778.63	04/17/23
3212300286	13	TITLE MATERIAL FOR JMS	SCHOOL SPECIALTY	WI	422.44	04/13/23
3212300285	13	TENNIS RACQUET SET FOR JMS	FLAGHOUSE	NJ	600.88	04/13/23
3212300284	13	CHAIRS FOR SOUTH	DECKER EQUIPMENT	MI	657.53	04/13/23
3212300283	13	AWARDS FOR NORTH	JONES SCHOOL SUPPLY	SC	108.45	04/13/23
3212300282	12	BRAG TAGS FOR NORTH	SCHOOL LIFE	CA	33.9	04/12/23
3212300281	12	BRAG TAGS FOR NORTH	SCHOOL LIFE	CA	24.05	04/12/23
3212300280	31	SYLLABLE BOOKS	IMSE	MI	854.78	03/31/23
3212300279	30	MISC TEACHING MATERIAL FOR SOUTH	CARSON/DELLOSA	NC	47.05	03/30/23

3212300278	30	CHAIR BANDS FOR SOUTH	NASCO	TX	494.65	03/30/23
3212300277	30	TITLE MATERIAL FOR SOUTH	PARENT TEACHER TOOLS & TO...	IL	43.73	03/30/23
3212300276	30	TITLE MATERIAL FOR NORTH	ORIENTAL TRADING CO INC	MN	309.92	03/30/23
3212300275	24	CHAIRS FOR M-W	SCHOOL OUTFITTERS	IL	634.64	03/27/23
3212300274	27	MISC TITLE MATERIAL FOR M-W	REALLY GOOD STUFF LLC	IL	1030.69	03/27/23
3212300273	27	MURRAYVILLE TITLE MATERIAL	THE LITTLE SIGN COMPANY, ...	FL	30	03/27/23
3212300272	27	TITLE BOOKS FOR EISENHOWER	HIGH NOON BOOKS	CA	4144.8	03/27/23
3212300271	24	BOOKS FOR EISENHOWER	WHOLE PHONICS INC	NY	1893.81	03/27/23
3212300270	24	TITLE MATERIAL FOR EISENHOWER	WILSON LANGUAGE TRAINING	MA	360.72	03/27/23
3212300269	23	SOUTH TITLE MATERIAL	LAKESHORE	CA	2500.82	03/24/23
3212300268	23	BOOKS FOR M-W	PIONEER VALLEY ED. PRESS	MA	655.6	03/23/23
3212300267	23	PE EQUIPMENT FOR M-W	S & S WORLDWIDE	MA	176.81	03/23/23
3212300266	23	M-W PLANNERS	MERIDIAN STUDENT PLANNERS	MO	311.92	03/23/23
3212300265	22	HEGGERTY BOOKS FOR EISENHOWER	LITERACY RESOURCES LLC	IL	819.72	03/22/23
3212300264	22	SECRET STORIES FOR EISENHOWER	MARENEM INC	NC	1318.9	03/22/23
3212300263	22	APEX SUBSCRIPTIONS FOR JMS	EDMENTUM INC	IL	99.77	03/22/23
3212300262	22	STARFALL MEMBERSHIP FOR M-W	STARFALL EDUCATION FOUNDA...	CO	355	03/22/23
3212300261	20	SOUTH TITLE MATERIAL	TEACHER CREATED RESOURCES	CA	265.79	03/22/23
3212300260	20	WRITING/GRAMMAR MATERIAL FOR SOUTH	PRO-ED	TX	453.2	03/20/23
3212300259	16	NEWSELA SOCIAL STUDIES FOR JHS	NEWSELA	NY	4240	03/16/23
3212300258	16	IPT TESTS FOR EARLY YEARS	BALLARD & TIGHE	CA	232.1	03/16/23
3212300257	16	EXPRESS READERS FOR NORTH	EXPRESS READERS	CA	757.55	03/16/23
3212300256	15	GLOBAL PD LICENSES	SOLUTION TREE	IN	3576.06	03/16/23
3212300255	15	CLASS EQUITY	CLASSECONOMY LLC	CA	2742.5	03/15/23
3212300254	14	MISC TITLE MATERIAL	FUN & FUNCTION	PA	271.14	03/14/23
3212300253	07	TITLE MATERIAL	REALLY GOOD STUFF LLC	IL	1834.44	03/14/23
3212300252	14	LAMINATING FILM	LAMINATOR.COM	IL	488.46	03/14/23
3212300251	14	BOOKS FOR M-W	FROG PUBLICATIONS	FL	1362.64	03/14/23
3212300250	10	BARNES & NOBLE FOR SOUTH	BARNES & NOBLE INC	TX	191.01	03/10/23
3212300249	08	NORTH TITLE MATERIAL	FUN & FUNCTION	PA	746.17	03/10/23
3212300248	07	TITLE MATERIAL	SENSORYEDGE	CA	279.95	03/07/23
3212300247	07	GLOBE	SCHOOL OUTFITTERS	IL	79.73	03/07/23
3212300246	07	SEATSACKS	SEAT SACK/O2TEACH	FL	393.5	03/07/23
3212300245	01	PE EQUIPMENT FOR SOUTH	US GAMES	TX	379.9	03/07/23
3212300244	06	POCKET FOLDERS FOR JMS	DEMCO	WI	403.41	03/07/23
3212300243	23	SOUTH TITLE MATERIAL	REALLY GOOD STUFF LLC	IL	1888.84	03/06/23
3212300242	06	OSS TITLE MATERIAL	SCHOOL SPECIALTY	WI	229.56	03/06/23
3212300241	03	NORTH/SOUTH TITLE MATERIAL	ETA HAND2MIND	IL	1669.47	03/03/23
3212300240	02	SPRING CONCERT MUSIC	PLANK ROAD PUBLISHING, IN...	WI	59.8	03/03/23
3212300238	02	ELEMENTARY ART SUPPLIES	SCHOOL SPECIALTY	WI	300.54	03/02/23
3212300237	01	SOUTH TITLE MATERIAL	DISCOUNT SCHOOL SUPPLY	IL	195.17	03/02/23
3212300236	27	SOUTH TITLE MATERIAL	QUILL CORP. (ORDERS)	PA	241.78	03/02/23
3212300235	23	MYSTERY SCIENCE MEMBERSHIPS FOR 3 YEARS	MYSTERY SCIENCE INC.	GA	19425	02/24/23

3212300234	23	E BOOK FOR SOUTH	JW PEPPER	PA	26.95	02/24/23
3212300233	22	HEGGERTY MATERIALS	LITERACY RESOURCES LLC	IL	4719.6	02/22/23
3212300232	21	MISC TITLE MATERIAL FOR SOUTH	TEACHER CREATED RESOURCES	CA	54.91	02/21/23
3212300231	21	SOUTH TITLE MATERIAL	LAKESHORE	CA	253.53	02/21/23
3212300230	17	SOUTH TITLE MATERIAL	LAKESHORE	CA	367.84	02/17/23
3212300229	16	TITLE MATERIAL FOR OSS	REALLY GOOD STUFF LLC	IL	231.96	02/17/23
3212300228	17	TITLE SUPPLIES FOR SOUTH	SCHOOL SPECIALTY	WI	535.31	02/17/23
3212300227	17	KINDERGARTEN GIVE AWAY BOOKS	SCHOLASTIC FACE	MO	358.75	02/17/23
3212300226	16	CHAIR BANDS FOR SOUTH	NASCO	TX	494.65	02/16/23
3212300225	16	SOUTH TITLE MATERIAL	ETA HAND2MIND	IL	81.73	02/16/23
3212300224	16	SCHOLASTIC NEWS, SCHOLASTIC SCIENCE SPIN, SCHOLASTIC SCOPE	SCHOLASTIC CLASS MAGAZINE	OH	818.48	02/16/23
3212300223	16	GIVE AWAY BOOKS FOR NORTH	SCHOLASTIC FACE	MO	511.08	02/16/23
3212300222	10	SOUTH TITLE MATERIAL	TREND ENTERPRISES	MN	71.92	02/10/23
3212300221	10	TITLE MATERIAL FOR NORTH	ORIENTAL TRADING CO INC	MN	63.95	02/10/23
3212300220	10	SOUTH TITLE MATERIAL	ETA HAND2MIND	IL	67.13	02/10/23
3212300219	10	MYSTERY SCIENCE KITS	MYSTERY SCIENCE INC.	GA	10960	02/10/23
3212300218	09	CHAIR POCKETS FOR SOUTH	REALLY GOOD STUFF LLC	IL	377.64	02/10/23
3212300217	09	SOUTH TITLE MATERIAL	SCHOOL SPECIALTY	WI	162.19	02/09/23
3212300216	09	TITLE SUPPLIES FOR SOUTH	LEARNING RESOURCES	IL	128.95	02/09/23
3212300215	08	MOBILE BOOK TRUCK FOR JMS	ACP DIRECT	TX	866.7	02/08/23
3212300214	07	TITLE SUPPLIES FOR SOUTH	REALLY GOOD STUFF LLC	IL	2174.88	02/08/23
3212300213	07	SOUTH TITLE ORDERS	TEACHER CREATED RESOURCES	CA	43.93	02/07/23
3212300212	07	TITLE MATERIAL FOR OSS	LAKESHORE	CA	1427.28	02/07/23
3212300211	06	SOUTH TITLE MATERIAL	BAKER'S BEARS, LLC	TX	70.78	02/06/23
3212300210	03	BRAG TAGS FOR NORTH	SCHOOL LIFE	CA	148.2	02/03/23
3212300209	02	ELEM ART SUPPLIES	SCHOOL SPECIALTY	WI	217.72	02/02/23
3212300208	31	SOUTH TITLE MATERIAL	FUN & FUNCTION	PA	302.42	02/01/23
3212300207	26	MISC TITLE SUPPLIES	SCHOOL SPECIALTY	WI	46.56	01/27/23
3212300206	26	STEM MATERIAL FOR NORTH	ORIENTAL TRADING CO INC	MN	396.52	01/26/23
3212300205	24	CHAIR POCKETS	REALLY GOOD STUFF LLC	IL	479.7	01/25/23
3212300204	24	SOUTH TITLE MATERIAL	TEACHER CREATED RESOURCES	CA	46.96	01/25/23
3212300203	23	BRAG TAGS FOR EISENHOWER	SCHOOL LIFE	CA	53.15	01/23/23
3212300202	20	TITLE MATERIAL FOR NORTH	WILSON LANGUAGE TRAINING	MA	320.76	01/20/23
3212300201	20	TITLE MATERIAL FOR NORTH	WHOLE PHONICS INC	NY	1151.93	01/20/23
3212300200	17	SCHOLASTIC BOOKS FOR JMS	SCHOLASTIC	OH	26.84	01/18/23
3212300199	17	SCHOLASTIC FACE ORDE FOR NORTH	SCHOLASTIC FACE	MO	760.56	01/17/23
3212300198	12	APEX FOR CROSSROADS	EDMENTUM INC	IL	175	01/12/23
3212300197	12	HEGGERTY BOOK	LITERACY RESOURCES LLC	IL	97	01/12/23
3212300196	12	TITLE MATERIAL FOR JMS	SPECIAL NEEDS FOR SPECIAL...	PA	128.48	01/12/23
3212300195	11	WOBBLE CHAIRS FOR JMS	LAKESHORE	CA	505.96	01/11/23
3212300194	11	TITLE BOOKS	SADDLEBACK EDUCATIONAL IN	CA	602.28	01/11/23
3212300193	10	WASHINGTON RENEWAL	LEARNING A-Z	AZ	468	01/11/23

3212300192	10	SPIRE BOOKS FOR SOUTH	SCHOOL SPECIALTY	WI	58.13	01/11/23
3212300191	06	TITLE MATERIAL FOR WASHINGTON	JUNIOR LEARNING	CA	279.92	01/06/23
3212300190	06	LAMINATING FILM	QUILL CORP. (ORDERS)	PA	231.98	01/06/23
3212300189	05	TITLE MATERIAL FOR WASHINGTON	95 PERCENT GROUP INC	IL	239.8	01/05/23
3212300188	20	TITLE BOOKS FOR WASHINGTON	EXPRESS READERS	CA	348.8	12/21/22
3212300187	20	BOOKS FOR WASHINGTON	ACADEMIC THERAPY PUBLICAT...	CA	2197.8	12/20/22
3212300186	20	STUDENT LICENSES FOR JMS	EDMENTUM INC	IL	175	12/20/22
3212300185	19	TEACHER GRANT CHESS CLUB SUPPLIES	WHOLESALE CHESS	AL	187.09	12/19/22
3212300184	16	DRY ERASE WRITING TABLET FOR NORTH	WILSON LANGUAGE TRAINING	MA	216	12/16/22
3212300183	15	HEADPHONES FOR NORTH	TFD SUPPLIES	IL	87.5	12/15/22
3212300182	14	ONLINE SUBSCRIPTION FOR ROUTT	C.W. PUBLICATIONS	IL	239	12/15/22
3212300181	09	BUZZER SYSTEM	NOVEL ELECTRONIC DESIGNS,...	IL	405.95	12/14/22
3212300180	09	TEACHER GRANT - MUSIC PROPS	MUSIC IS ELEMENTARY	OH	230.95	12/09/22
3212300179	09	CHESS MATERIAL FROM TEACHER GRANT	WHOLESALE CHESS	AL	249.45	12/09/22
3212300178	30	PD MATERIAL	SOLUTION TREE	IN	277.4	11/30/22
3212300177	30	TITLE MATERIAL FOR SOUTH	SCHOOL SPECIALTY	WI	22	11/30/22
3212300176	30	LITERABLY EXPANSION FOR EISENHOWER	LITERABLY	IL	314.59	11/30/22
3212300175	29	PHONEMIC AWARENESS (HEGGERTY) FOR WASHINGTON	LITERACY RESOURCES LLC	IL	192.24	11/30/22
3212300174	29	EISENHOWER BRAG TAGS	SCHOOL LIFE	CA	610.11	11/30/22
3212300173	29	TEACHER SUBSCRIPTIONS FOR EISENHOWER	GUIDED READING	NY	567	11/29/22
3212300172	28	NORTH TITLE SUPPLIES	ORIENTAL TRADING CO INC	MN	28.74	11/29/22
3212300171	28	NORTH TITLE MATERIAL	QUILL CORP. (ORDERS)	PA	136.95	11/29/22
3212300170	21	NORTH ID CLASSROOM FURNISHINGS	DEMCO	WI	3579.6	11/22/22
3212300169	17	ELEMENTARY ART SUPPLIES	SCHOOL SPECIALTY	WI	609.3	11/17/22
3212300168	17	READING EGGS LICENSES FOR NORTH	EDMENTUM INC	IL	130.6	11/17/22
3212300167	17	MATHSEEDS FOR NORTH	3P LEARNING INC.	PA	143.2	11/17/22
3212300166	15	SENSORY HALLWAY	FIT AND FUN PLAYSCAPES LL...	NY	2690	11/15/22
3212300165	15	TITLE MATERIAL FOR SOUTH	ETA HAND2MIND	IL	16.99	11/15/22
3212300164	15	WOODEN MAILBOX FOR NEW ID CLASS AT NORTH	LAKESHORE	CA	1320.2	11/15/22
3212300163	14	NORTH ID CLASSROOM MATERIAL	WILSON LANGUAGE TRAINING	MA	496.8	11/15/22
3212300162	14	NORTH ID CLASSROOM SUPPLIES	REALLY GOOD STUFF LLC	IL	697.76	11/15/22
3212300161	09	BIRTHDAY STICKERS	ORIENTAL TRADING CO INC	MN	14.58	11/10/22
3212300160	09	PD MATERIALS	SOLUTION TREE	IN	59.4	11/10/22
3212300159	09	TITLE MATERIAL FOR SOUTH	GENESIS, INC.	WA	63.7	11/10/22
3212300158	07	NEURONET FOR NORTH	NEURONET LEARNING LLC	DC	599	11/10/22
3212300157	04	FROM PHONICS TO READING	WILLIAM H. SADLIER INC.	PA	565.67	11/07/22
3212300156	04	SPIRE MATERIALS FOR LINCOLN	SCHOOL SPECIALTY LITERACY...	IL	55.33	11/04/22
3212300155	04	NORTH TITLE MATERIAL	ORIENTAL TRADING CO INC	MN	76.09	11/04/22
3212300154	03	BRAG TAGS FOR NORTH	SCHOOL LIFE	CA	116.9	11/03/22
3212300153	02	M-W FAMILY NIGHT BOOKS	SCHOLASTIC BOOK CLUBS INC	OH	225	11/03/22
3212300152	28	PD Books	SOLUTION TREE	IN	980.25	10/28/22
3212300151	25	SCHOLASTIC MATH FOR JMS	SCHOLASTIC BOOK CLUBS INC	OH	1372.14	10/25/22

3212300150	24	SCHOLASTIC FACE BOOKS FOR WASHINGTON	SCHOLASTIC FACE	MO	1708.14	10/27/22
3212300149	17	PARENT INVOLVEMENT ITEMS	ORIENTAL TRADING CO INC	MN	265.51	10/20/22
3212300148	17	SCHOLASTIC SCOPE MAGAZINE FOR JMS	SCHOLASTIC CLASS MAGAZINE	OH	703.3	10/17/22
3212300147	17	XELLO FOR JHS	XELLO INC.	TX	2733	10/17/22
3212300146	13	DRY ERASE MARKERS	QUILL CORP. (ORDERS)	PA	155.96	10/17/22
3212300145	13	LIT FOOTPRINTS DIGITAL READER	PIONEER VALLEY ED. PRESS	MA	20	10/13/22
3212300144	12	EXPANSION TO LITERABLY	LITERABLY	IL	729.27	10/12/22
3212300143	11	SCHOLASTIC BOOK CLUB	SCHOLASTIC BOOK CLUBS INC	OH	140.25	10/12/22
3212300142	11	BLOOKET FOR JMS	BLOOKET LLC	DE	35.88	10/12/22
3212300141	11	QUIA FOR JMS	QUIA SUBSCRIPTION DEPT	CA	495	10/12/22
3212300140	07	LITERACY FOOTPRINTS MATERIAL FOR LINCOLN	PIONEER VALLEY ED. PRESS	MA	275	10/11/22
3212300139	05	TITLE SUPPLIES FOR ROUTT	NASCO	TX	61	10/06/22
3212300138	05	TITLE MATERIAL FOR SOUTH	VOYAGER SOPRIS LEARNING	MA	378.4	10/06/22
3212300137	05	BOOK BINS	REALLY GOOD STUFF LLC	IL	104.49	10/06/22
3212300136	05	SPIRE MATERIAL FOR LINCOLN	SCHOOL SPECIALTY LITERACY...	IL	1566.27	10/06/22
3212300135	05	TITLE MATERIAL FOR LINCOLN	WILSON LANGUAGE TRAINING	MA	831.6	10/06/22
3212300134	04	NORTH PARENT INVOLVEMENT ACTIVITY	ORIENTAL TRADING CO INC	MN	584.36	10/06/22
3212300133	27	READING EGGS ADD ONS	EDMENTUM INC	IL	2937.88	10/06/22
3212300132	30	STORYBOARD THAT FOR NORTH	CLEVER PROTOTYPESLLC	MA	119.88	09/30/22
3212300131	30	TITLE MATERIAL FOR SOUTH	W.V.C. ED	KY	89.06	09/30/22
3212300130	30	PURCHASED SERVICES FOR M-W	LEARNING A-Z	AZ	234	09/30/22
3212300129	28	ESGI FOR WASHINGTON	ESGI	IL	146.6	09/30/22
3212300128	28	LAMINATING FILM	QUILL CORP. (ORDERS)	PA	201.98	09/30/22
3212300127	27	UNIVERSAL SCREENING FOR JHS (ADD ONS)	HORIZON EDUCATION	GA	2340	09/27/22
3212300126	27	Mr. N365 SUBSCRIPTION	NUSSBAUM EDUCATION NETWOR...	VA	359.6	09/27/22
3212300125	27	READING EGGS ADD ONS	EDMENTUM INC	IL	162.75	09/27/22
3212300124	26	EDMENTUM COURSE FOR CROSSROADS HIGH SCHOOL STUDENT	EDMENTUM INC	IL	60	09/27/22
3212300122	26	ADDITIONAL MATHSEEDS FOR NORTH	3P LEARNING INC.	PA	90	09/26/22
3212300121	26	QUIA	QUIA SUBSCRIPTION DEPT	CA	99	09/26/22
3212300120	26	FROM PHONICS TO READING	WILLIAM H. SADLIER INC.	PA	3798.79	09/26/22
3212300119	26	QUAVERED	QUAVERED,INC.	TN	840	09/26/22
3212300118	23	BOOKS FOR TITLE AT JMS	SCHOLASTIC TEACHING RESOU...	OH	764.06	09/26/22
3212300117	23	BOOKS FOR JMS	SADDLEBACK EDUCATIONAL IN	CA	152.32	09/26/22
3212300116	23	TONER	QUILL CORP. (ORDERS)	PA	177.98	09/23/22
3212300115	23	DRY ERASE WRITING TABLET	WILSON LANGUAGE TRAINING	MA	216	09/23/22
3212300114	23	WRITING JOURNALS	LITERACY FOOTPRINTS INC	MA	55	09/23/22
3212300113	16	HEGGERTY MATERIAL FOR NORTH	LITERACY RESOURCES LLC	IL	768.96	09/23/22
3212300112	23	UNIVERSAL SCREENING FOR JHS	HORIZON EDUCATION	GA	2550	09/23/22
3212300111	19	RTI BOOKS	SOLUTION TREE	IN	137.6	09/19/22
3212300110	19	TRAINING MODULES	ILLUMINATE EDUCATION INC.	TX	2000	09/19/22
3212300109	16	SOUTH TITLE MATERIAL	FUN & FUNCTION	PA	37.93	09/19/22

3212300108	15	BLACKBOARDS FOR HANDWRITING	HANDWRITING WITHOUT TEARS	MD	98.67	09/16/22
3212300107	15	SUPER PHONICS SOFTWARE	ESSENTIAL SKILLS	DC	356	09/16/22
3212300106	15	MUSIC K-8 SUBSCRIPTION	PLANK ROAD PUBLISHING, IN...	WI	129.95	09/16/22
3212300105	15	SCARVES FOR MUSIC	WEST MUSIC	IA	113.8	09/16/22
3212300104	15	MUSIC AWARDS	JONES SCHOOL SUPPLY	SC	120.7	09/16/22
3212300103	14	LEARNING A-Z LICENSES FOR WASHINGTON	LEARNING A-Z	AZ	831	09/16/22
3212300102	14	EISENHOWER LEARNING A-Z	LEARNING A-Z	AZ	912	09/16/22
3212300101	13	SPIRE MATERIAL FOR SOUTH	SCHOOL SPECIALTY LITERACY...	IL	1273.02	09/14/22
3212300100	09	MATH MANIPULATIVES	MATHEMATICALLY MINDED, LL...	ID	279.5	09/09/22
3212300099	09	SECOND STEP FOR KINDERGARTEN	COMMITTEE FOR CHILDREN	WA	459	09/09/22
3212300098	09	ENGINE MATERIAL FOR JHS	POWER DISTRIBUTORS LLC	TX	3931.99	09/09/22
3212300097	08	MISC TITLE MATERIAL FOR SOUTH	ETA HAND2MIND	IL	1007.87	09/09/22
3212300096	08	GUIDED READING FOR ELL TEACHERS	GUIDED READING	NY	189	09/09/22
3212300095	07	REALLY GREAT READING FOR WASHINGTON	REALLY GREAT READING	MD	1217	09/07/22
3212300094	07	SEESAW FOR EISENHOWER	SEESAW	CO	755	09/07/22
3212300093	06	HANDWRITING MATERIAL	HANDWRITING WITHOUT TEARS	MD	31.49	09/06/22
3212300092	02	ELEMENTARY ART SUPPLIES	NASCO	TX	2666.14	09/06/22
3212300091	02	SCHOLASTIC NEWS 2 FOR NORTH	SCHOLASTIC CLASS MAGAZINE	OH	191.08	09/06/22
3212300090	02	BRAG TAGS	SCHOOL LIFE	CA	54.95	09/06/22
3212300089	01	IXL FOR SOUTH	IXL LEARNINGS	CA	449	09/01/22
3212300088	01	FOUNDATIONS FOR JMS	MOVING WITH MATH	MN	1419	09/01/22
3212300087	01	LITERABLY	LITERABLY	IL	12427.53	09/01/22
3212300086	01	BOOK CREATOR FOR EISENHOWER	TOOLS FOR SCHOOLS INC.	IL	648	09/01/22
3212300085	31	SCHOLASTIC BOOKS FOR LINCOLN INDEPENDENT READING	SCHOLASTIC TEACHING RESOU...	OH	86.67	09/01/22
3212300084	31	READING EGGS FOR NORTH	EDMENTUM INC	IL	720	09/01/22
3212300083	29	TITLE MATERIAL FOR EL TEACHER	PIONEER VALLEY ED. PRESS	MA	34.1	08/30/22
3212300082	29	TITLE SUPPLIES	QUILL CORP. (ORDERS)	PA	143.75	08/30/22
3212300081	29	MISC TITLE MATERIAL FOR JMS	SCHOOL SPECIALTY	WI	348.17	08/29/22
3212300080	26	TITLE MATERIAL FOR WASHINGTON	FLYLEAF PUBLISHING	NH	5084.14	08/29/22
3212300079	26	WILSON SOUND CARDS	WILSON LANGUAGE TRAINING	MA	68	08/29/22
3212300078	26	BOOK BINS	SCHOLASTIC TEACHING RESOU...	OH	327	08/29/22
3212300077	26	GRAMMARFLIP FOR JMS	GRAMMAR FLIP, LLC	NC	319.97	08/29/22
3212300076	25	RAZ-PLUS FOR ELL	LEARNING A-Z	AZ	1480	08/25/22
3212300075	25	TITLE BOOKS FOR NORTH	HIGH NOON BOOKS	CA	825	08/25/22
3212300074	25	MISC TITLE MATERIAL FOR WASHINGTON	REALLY GREAT READING	MD	2007.5	08/25/22
3212300073	25	LEARNING A-Z FOR JMS	LEARNING A-Z	AZ	1342	08/25/22
3212300072	25	AP STATS BOOK FOR JHS	MPS	VA	787.5	08/25/22
3212300071	24	EISENHOWER READING EGGS	EDMENTUM INC	IL	1040	08/25/22
3212300070	24	READING EGGS FOR SOUTH	EDMENTUM INC	IL	240	08/25/22
3212300069	24	TITLE MATERIAL FOR WASHINGTON	REALLY GOOD STUFF LLC	IL	273.95	08/25/22
3212300068	22	TITLE MATERIAL FOR NORTH	QUILL CORP. (ORDERS)	PA	637.97	08/22/22
3212300067	22	HEGGERTY SUBSCRIPTIONS	LITERACY RESOURCES LLC	IL	3115	08/22/22

3212300066	22	TITLE SUPPLIES FOR SOUTH	IMSE	MI	568.09	08/22/22
3212300065	22	COMBO BOARDS (WHITE BOARD/CORK BOARD)	OFFICE ESSENTIALS	MO	396	08/22/22
3212300064	22	VIOLINS AND ACCESSORIES FOR JMS	MUSIC SHOPPE, INC	IL	1911	08/22/22
3212300063	22	PAES REFRESHER TRAINING	TALENT ASSESSMENT, INC.	FL	1800	08/22/22
3212300062	22	LEARNING A-Z FOR JMS	LEARNING A-Z	AZ	1342	08/22/22
3212300061	18	ENVISION MATH WORKBOOKS (ADD ON)	SAVVAS LEARNING COMPANY L...	GA	567	08/19/22
3212300060	17	RAZ PLUS FOR NORTH	LEARNING A-Z	AZ	456	08/19/22
3212300059	12	SCHOLASTIC NEWS FOR EISENHOWER	SCHOLASTIC CLASS MAGAZINE	OH	368.98	08/17/22
3212300058	17	LAMINATING FILM FOR NORTH	QUILL CORP. (ORDERS)	PA	100.99	08/17/22
3212300057	16	GENERATION GENIUS FOR EISENHOWER	GENERATION GENIUS	CA	1050	08/16/22
3212300056	12	BREAKOUT EDU FOR EISENHOWER	BREAKOUT INC.	NY	199	08/16/22
3212300055	10	BARCODE COVERS	LIBRARY STORE	IL	93.72	08/11/22
3212300054	10	POWER SPELLING FOR WASHINGTON	POWER SPELLING INC	GA	450	08/10/22
3212300053	10	BRAINPOP & BRAINPOP JR FOR EISENHOWER	BRAINPOP	NY	1620	08/10/22
3212300052	10	TITLE SUPPLIES FOR OSS	SCHOOL SPECIALTY	WI	32.47	08/10/22
3212300051	10	TITLE SUPPLIES FOR OSS	K12 SCHOOL SUPPLIES	IL	194.27	08/10/22
3212300050	01	CHAIRS FOR NORTH	DEMCO	WI	1934.58	08/10/22
3212300049	08	ADDITIONAL HANDWRITING WITHOUT TEARS WORKBOOKS	HANDWRITING WITHOUT TEARS	MD	718.58	08/09/22
3212300048	09	MUSICPLAY ONLINE	THEMES & VARIATIONS	AB	174.95	08/09/22
3212300047	08	ESGI	ESGI	IL	10600	08/08/22
3212300046	05	THE WHOLE BRAIN BOOKS FOR SOUTH	OUR TOWN BOOKS	IL	289	08/05/22
3212300045	05	BOOM LEARNING FOR NORTH	BOOM LEARNING	TX	400	08/05/22
3212300044	05	TITLE MATERIAL FOR NORTH	CARSON/DELLOSA	NC	79.6	08/05/22
3212300043	05	TEs FOR ENVISION MATH	SAVVAS LEARNING COMPANY L...	GA	23600.16	08/05/22
3212300042	04	SHIFTING THE BALANCE BOOKS	STENHOUSE PUBLISHERS	OH	288	08/04/22
3212300041	03	SCHOLASTIC STORYWORKS FOR EISENHOWER	SCHOLASTIC CLASS MAGAZINE	OH	874.88	08/03/22
3212300040	02	APEX LICENSES FOR JHS & CROSSROADS	EDMENTUM INC	IL	6362.46	08/02/22
3212300039	02	GRAPHING CALCULATORS FOR JHS MATH	VALLEY BUSINESS MACHINES	UT	2638	08/02/22
3212300038	01	M-W TITLE MATERIAL	THE LITTLE SIGN COMPANY, ...	FL	230	08/01/22
3212300037	01	REFLEX MATH + FRAX (EISENHOWER ONLY)	EXPLORE LEARNING	MA	17470.77	08/01/22
3212300036	01	TITLE MATERIAL FOR SALEM	DECKER EQUIPMENT	MI	144.64	08/01/22
3212300035	01	LINCOLN BOOKS	SCHOLASTIC TEACHING RESOU...	OH	143.89	08/01/22
3212300034	01	BOOKS FOR SALEM	MEMORIA PRESS	KY	91.93	08/01/22
3212300033	29	KIDNEY SHAPED TABLE	SCHOOL OUTFITTERS	IL	597.7	08/01/22
3212300032	29	BOOKS FOR SALEM	LAKESHORE	CA	146.63	08/01/22
3212300031	27	DIGITAL RESOURCES FOR JMS	MANUEVERING THE MIDDLE, L...	TX	2332	07/27/22
3212300030	27	MYSTERY SCIENCE KITS	MYSTERY SCIENCE INC.	GA	16000	07/27/22
3212300029	22	SEESAW FOR LINCOLN	SEESAW	CO	1050	07/27/22
3212300028	21	ALEKS	ALEKS	CA	5762.16	07/27/22
3212300027	21	SPANISH & GERMAN TEXTBOOKS FOR JMS AND JHS	CARNEGIE LEARNING	PA	81135.62	07/21/22
3212300026	20	RAZ-PLUS AND VOCABULARY A-Z	LEARNING A-Z	AZ	5130	07/21/22

3212300025	19	JMS AND JHS SPANISH TEXTBOOKS + JHS GERMAN TEXTS	CENGAGE LEARNING	GA	81135.62	07/19/22
3212300024	15	MATHSEEDS FOR NORTH ELEMENTARY	3P LEARNING INC.	PA	967.5	07/19/22
3212300023	15	MATHSEEDS FOR WASHINGTON	3P LEARNING INC.	PA	1365	07/19/22
3212300022	19	LINCOLN TITLE MATERIAL	SCHOOL SPECIALTY	WI	298.38	07/19/22
3212300021	18	MOBYMAX FOR SPECIAL ED	MOBY MAX	PA	10485	07/19/22
3212300020	15	MATHSEEDS	3P LEARNING INC.	PA	1840	07/18/22
3212300019	15	MATHSEEDS FOR SOUTH ELEMENTARY	3P LEARNING INC.	PA	299	07/18/22
3212300018	15	SECOND STEP FOR JMS	COMMITTEE FOR CHILDREN	WA	2719	07/15/22
3212300017	15	GENERATION GENIUS FOR JMS	GENERATION GENIUS	CA	1295	07/15/22
3212300016	15	SEESAW FOR SOUTH ELEMENTARY	SEESAW	CO	600	07/15/22
3212300015	15	SEESAW FOR MURRAYVILLE-WOODSON	SEESAW	CO	600	07/15/22
3212300014	15	ELEMENTARY MUSIC RECORDERS	GROTH MUSIC COMPANY	MN	937.11	07/15/22
3212300013	15	WILSON LANGUAGE MATERIAL	WILSON LANGUAGE TRAINING	MA	243	07/15/22
3212300012	11	BRAINPOP FOR M-W (L. HORTON)	BRAINPOP	NY	230	07/14/22
3212300011	12	NEWSELA FOR JMS	NEWSELA	NY	9130	07/14/22
3212300010	11	BRAINPOP FOR SOUTH (M. STODDARD)	BRAINPOP	NY	175	07/11/22
3212300009	11	FRECKLE FOR JMS	RENAISSANCE LEARNING INC.	MN	3750	07/11/22
3212300008	11	FRECKLE FOR EISENHOWER	RENAISSANCE LEARNING INC.	MN	4930	07/11/22
3212300007	11	FRECKLE FOR SOUTH ELEMENTARY	RENAISSANCE LEARNING INC.	MN	2400	07/11/22
3212300006	11	FRECKLE ELA & MATH FOR NORTH ELEMENTARY	RENAISSANCE LEARNING INC.	MN	2400	07/11/22
3212300005	08	NEURONET FOR SOUTH	NEURONET LEARNING LLC	DC	599	07/08/22
3212300004	08	BOOK BUILDER SUBSCRIPTION FOR WASHINGTON	PIONEER VALLEY ED. PRESS	MA	55	07/08/22
3212300003	08	IXL FOR MURRAYVILLE-WOODSON ELEMENTARY	IXL LEARNINGS	CA	599	07/08/22
3212300002	08	SCHOLASTIC NEWS	SCHOLASTIC CLASS MAGAZINE	OH	373.07	07/08/22
3212300001	08	NEWSELA FOR JMS	NEWSELA	NY	8300	07/08/22
3212300000	06	WORKSPACE BUNDLE FOR SOUTH	LAKESHORE	CA	769.35	07/08/22
3212200363	05	PLANBOOK.COM	TEACHER INOVATIONS INC.	IL	1500	07/05/22
3212200362	30	NWEA FOR 2022-2023	NWEA	IL	20571.08	07/05/22
3212200361	01	MYSTERY SCIENCE	MYSTERY SCIENCE INC.	GA	6625	07/05/22
3212200360	30	RTI SCHEDULER	GAMMON APPLICATIONS, LLC	AR	2400	07/05/22
3212200359	29	OSMO FOR LINCOLN	TANGIBLE PLAY, INC.	CA	218	06/29/22
3212200358	29	WHITE BOARDS FOR LINCOLN	LAKESHORE LEARNING MATLS	CA	158.68	06/29/22
3212200357	29	BOOK BINS FOR LINCOLN	REALLY GOOD STUFF LLC	IL	382.32	06/29/22
3212200356	29	LINCOLN TITLE MATERIAL	STEPS TO LITERACY	NJ	86.78	06/29/22
3212200355	28	ART SUPPLIES FOR ELEMENTARY ART TEACHER	NASCO	TX	857.71	06/29/22
3212200354	24	LINCOLN TITLE MATERIAL	LAKESHORE LEARNING MATLS	CA	160.97	06/27/22
3212200353	24	LINCOLN TITLE BOOKS	SCHOLASTIC TEACHING RESOU...	OH	368.63	06/27/22
3212200352	24	MISC TITLE MATERIAL FOR LINCOLN	DISCOUNT SCHOOL SUPPLY	IL	63.84	06/24/22
3212200351	24	LINCOLN TITLE MATERIAL	PIONEER VALLEY ED. PRESS	MA	81	06/24/22
3212200350	21	MOBILE CARTS FOR LINCOLN	LAKESHORE	CA	10722.6	06/21/22
3212200349	16	ASSESSMENT PILOT	CURRICULUM ASSOCIATES INC	GA	5250	06/17/22
3212200348	16	EISENHOWER TITLE MATERIAL	SCHOOL SPECIALTY	WI	332.59	06/17/22

3212200347	16	EISENHOWER TITLE SUPPLIES	TEACHER CREATED RESOURCES	CA	28.95	06/17/22
3212200346	16	EISENHOWER TITLE MATERIAL	QUILL CORP. (ORDERS)	PA	87.05	06/17/22
3212200345	16	EISENHOWER TITLE MATERIAL	CARSON/DELLOSA	NC	37.92	06/17/22
3212200344	15	ASSESSMENT SUBSCRIPTION	ILLUMINATE EDUCATION INC.	TX	4930	06/17/22
3212200343	13	SECOND STEP MATERIAL FOR ALL ELEMENTARIES	COMMITTEE FOR CHILDREN	WA	36206	06/13/22
3212200342	03	SCHOLASTIC FACE BOOKS FOR LINCOLN	SCHOLASTIC FACE	MO	710.44	06/03/22
3212200341	27	WASHINGTON CARPETS, CHAIRS AND ACTIVITY TABLES	LAKESHORE LEARNING MATLS	CA	5030	05/31/22
3212200340	27	INDEPENDENT READING MATERIAL FOR LINCOLN	SCHOLASTIC TEACHING RESOU...	OH	1980.88	05/27/22
3212200338	26	TITLE BOOKS FOR LINCOLN	STEPS TO LITERACY	NJ	1102.15	05/27/22
3212200337	26	TITLE BOOKS FOR LINCOLN	READING READING BOOKS, LL...	PA	2144.76	05/26/22
3212200336	25	BOOKS FOR LINCOLN	PIONEER VALLEY ED. PRESS	MA	4369.84	05/26/22
3212200335	26	TITLE BOOKS FOR LINCOLN	MARY RUTH BOOKS INC.	OH	64.45	05/26/22
3212200334	26	TITLE BOOKS FOR LINCOLN	BLUEBERRY HILL BOOKS, INC...	ND	213.95	05/26/22
3212200333	25	SOUTH TITLE ORDERS	LAKESHORE LEARNING MATLS	CA	3594.99	05/26/22
3212200332	24	MISC CARPETS, CHAIRS, TABLES FOR WASHINGTON	LAKESHORE LEARNING MATLS	CA	12574.83	05/24/22
3212200331	20	SUMMER SCHOOL APEX COURSES FOR JMS	EDMENTUM INC	IL	2500	05/20/22
3212200330	20	SOUTH TITLE MATERIAL	SCHOOL SPECIALTY	WI	234.19	05/20/22
3212200329	19	LINCOLN STEM MATERIAL	ETA HAND2MIND	IL	1693.19	05/20/22
3212200328	12	STEM MATERIAL FOR LINCOLN	EAI EDUCATION	MA	193.7	05/17/22
3212200327	16	BOOKS FOR SOUTH SCHOOL	SCHOLASTIC TEACHING RESOU...	OH	8082.84	05/23/22
3212200326	16	TITLE MATERIAL FOR SOUTH SCHOOL	TANGIBLE PLAY, INC.	CA	97	05/16/22
3212200325	16	TITLE MATERIAL FOR SOUTH	REALLY GOOD STUFF LLC	IL	2946.33	05/16/22
3212200324	16	SOUTH TITLE MATERIAL	LAKESHORE LEARNING MATLS	CA	1587.74	05/16/22
3212200323	16	TITLE MATERIAL FOR SOUTH ELEMENTARY	WEST MUSIC	IA	671.36	05/16/22
3212200322	20	TITLE BOOKS FOR M-W	PIONEER VALLEY ED. PRESS	MA	4351.2	05/11/22
3212200321	09	TITLE BOOKS FOR JMS AND SOUTH	SCHOLASTIC TEACHING RESOU...	OH	490.42	05/09/22
3212200320	05	MUSIC SUPPLIES	WEST MUSIC	IA	95.54	05/05/22
3212200319	05	MUSIC AWARDS	JONES SCHOOL SUPPLY	SC	125.59	05/05/22
3212200318	02	TITLE MATERIAL FOR SOUTH	DISCOUNT SCHOOL SUPPLY	IL	359.79	05/03/22
3212200317	02	CHART PAPER FOR OSS	SCHOOL SPECIALTY	WI	47.75	05/02/22
3212200316	02	TITLE SUPPLIES FOR LINCOLN	LAKESHORE	CA	4765.6	05/02/22
3212200315	02	BRAG TAGS FOR LINCOLN	SCHOOL LIFE	CA	59.95	05/02/22
3212200314	20	TITLE SUPPLIES FOR NORTH	FUN & FUNCTION	PA	964.37	05/02/22
3212200313	02	RENEWAL OF PLT4M FOR JHS	PLATFORM ATHLETICS, LLC	MA	5100	05/02/22
3212200312	26	PROFESSIONAL DEVELOPMENT MATERIAL	HEINEMANN	IL	55	04/26/22
3212200311	26	MISC TITLE MATERIAL FOR SOUTH	SCHOOL OUTFITTERS	IL	431.52	04/26/22
3212200310	26	TITLE MATERIAL FOR A. JUST	TEACHER DIRECT	AL	218.4	04/26/22
3212200309	25	ENVISION MATH ADOPTION - 6 YEAR SUBSCRIPTION	SAVVAS LEARNING COMPANY L...	GA	218691	04/26/22
3212200308	22	MISC TITLE MATERIAL FOR SOUTH	TEACHER DIRECT	AL	1721.09	04/22/22
3212200307	22	TITLE MATERIAL FOR SOUTH	CARSON/DELLOSA	NC	72.93	04/22/22

3212200306 22	OSS TITLE MATERIAL	LAKESHORE LEARNING MATLS	CA	2318.3	04/22/22
3212200305 21	BOOKS FOR WASHINGTON	HEINEMANN	IL	216.98	04/21/22
3212200304 21	MISC TITLE MATERIAL FOR SOUTH	K12 SCHOOL SUPPLIES	IL	49.19	04/21/22
3212200303 21	BOOKS FOR NORTH	HEINEMANN	IL	45.4	04/21/22
3212200302 20	TITLE BOOKS FOR M-W	MARY RUTH BOOKS INC.	OH	430.05	04/20/22
3212200301 20	TITLE MATERIAL FOR M-W	RESOURCES FOR READING	MA	240.34	04/20/22
3212200300 20	M-W TITLE	GUILFORD PRESS	NY	35.2	04/20/22
3212200299 20	WASHINGTON TITLE MATERIAL	HEINEMANN	IL	184.1	04/20/22
3212200298 20	SOUTH TITLE ORDERS	REALLY GOOD STUFF LLC	IL	1258.2	04/20/22
3212200297 14	TITLE ITEMS FOR JMS	LAKESHORE LEARNING MATLS	CA	1011.8	04/20/22
3212200296 19	TITLE MATERIAL FOR SOUTH	MATH STACKERS, INC.	TX	311	04/19/22
3212200295 14	BOOKS FOR JMS TEACHERS	SCHOLASTIC TEACHING RESOU...	OH	385.62	04/19/22
3212200294 14	HANDWRITING BOOKS FOR FY23	HANDWRITING WITHOUT TEARS	MD	10337.94	04/19/22
3212200293 14	GLOBAL PD LIBRARY FOR STAFF	SOLUTION TREE	IN	1619.1	04/14/22
3212200292 14	BOOKS FOR NORTH	HALF PINT KIDS	PA	633.6	04/14/22
3212200291 14	SPORTS EQUIPMENT FOR NORTH	GOPHER SPORT	MN	776.94	04/14/22
3212200290 13	BOOKS FOR WASHINGTON	MARY RUTH BOOKS INC.	OH	69.4	04/13/22
3212200289 13	FOCUS ON MATH FOR JMS	CURRICULUM ASSOCIATES INC	GA	478.4	04/13/22
3212200288 11	M-W TITLE SUPPLIES	JUMP! INC.	MN	3672.37	04/12/22
3212200287 11	BENCHMARK ASSESSMENT FOLDERS FOR OSS	HEINEMANN	IL	88	04/11/22
3212200286 11	TITLE MATERIAL FOR EISENHOWER	WILSON LANGUAGE TRAINING	MA	841.32	04/11/22
3212200285 11	TITLE SUPPLIES FOR EISENHOWER	LAKESHORE	CA	916.35	04/11/22
3212200284 09	TITLE MATERIAL FOR MW	RHODE ISLAND NOVELTY	MA	66	04/09/22
3212200283 09	TITLE MATERIAL FOR MW	GREAT LAKE SPORTS	MI	1113.07	04/09/22
3212200282 08	TITLE MATERIAL FOR WASHINGTON	REALLY GOOD STUFF LLC	IL	296.98	04/09/22
3212200281 08	APEX STUDENT SUBSCRIPTIONS	EDMENTUM INC	IL	525	04/08/22
3212200280 07	BOOK POUCHES FOR WASHINGTON	REALLY GREAT READING	MD	296.98	04/07/22
3212200279 07	BOOKS FOR WASHINGTON	READING READING BOOKS, LL...	PA	294.8	04/07/22
3212200278 07	NORTH ELEMENTARY	SCHOOL LIFE	CA	157.7	04/07/22
3212200277 07	STORAGE BENCH - MODERN MAPLE FOR MW SCHOOL	LAKESHORE	CA	1147.7	04/07/22
3212200276 07	BREAKOUT TEACHER SUBSCRIPTION RENEWAL FOR NORTH	BREAKOUT INC.	NY	99	04/07/22
3212200275 07	TITLE SUPPLIES FOR SOUTH	LAKESHORE	CA	2402.28	04/07/22
3212200274 06	TITLE MATERIAL FOR M-W	TEACHER CREATED RESOURCES	CA	703.2	04/07/22
3212200273 06	STORAGE UNIT W/TRAYS FOR MW	SCHOOL SPECIALTY	WI	577.02	04/07/22
3212200272 06	TITLE SUPPLIES FOR A. EWING AT M-W	LAKESHORE LEARNING MATLS	CA	1342.04	04/07/22
3212200271 05	MATH MATERIAL FOR MW	FROG PUBLICATIONS	FL	2910.6	04/05/22
3212200270 05	FOUNTAS & PINNELL LLI - GREEN AND RED FOR MW	HEINEMANN	IL	9754.41	04/05/22
3212200269 05	TEACHER'S DESK FOR T. POWELL	SCHOOL SPECIALTY	WI	759.34	04/05/22
3212200268 04	HEADPHONES FOR NORTH	TFD SUPPLIES	IL	87.5	04/04/22
3212200267 31	TOTES FOR NORTH	ORIENTAL TRADING CO INC	MN	251.86	04/01/22

3212200266	30	FAMILY NIGHT BOOKS	SCHOLASTIC TEACHING RESOU...	OH	418.52	04/01/22
3212200265	30	PARENT INVOLVEMENT MATERIAL	S & S WORLDWIDE	MA	167.97	04/01/22
3212200264	16	RURAL & LOW INCOME ITEMS FOR M-W	PITSCO EDUCATION	IL	1629	03/30/22
3212200263	30	BOOK BINS FOR WASHINGTON	SCHOLASTIC TEACHING RESOU...	OH	457.8	03/30/22
3212200262	30	BOOK BINS FOR WASHINGTON	REALLY GOOD STUFF LLC	IL	331.18	03/30/22
3212200261	30	NORTH GIVE AWAY BOOKS	SCHOLASTIC FACE	MO	1275.42	03/30/22
3212200260	17	DOG TAGS FOR NORTH	SCHOOL LIFE	CA	141.45	03/29/22
3212200259	28	PHONICS & HANDWRITING MATERIAL FOR OSS	FOLLETT SCHOOL SOLUTION I...	IL	776.16	03/29/22
3212200258	28	CHAIRS AND ACTIVITY TABLES FOR NORTH	DEMCO	WI	9582.7	03/28/22
3212200257	27	SOUTH BOOKS	BARNES & NOBLE INC	TX	2013.21	03/28/22
3212200256	18	STORAGE UNITS FOR NORTH	SCHOOL SPECIALTY	WI	1499.76	03/18/22
3212200255	18	TITLE SUPPLIES FOR NORTH	SCHOOL SPECIALTY	WI	1318.11	03/18/22
3212200254	18	TITLE MATERIAL FOR NORTH	WRITING BY DESIGN	CA	2557.54	03/18/22
3212200253	17	MISC TITLE SUPPLIES FOR WASHINGTON	HANDWRITING WITHOUT TEARS	MD	400.67	03/18/22
3212200252	17	BOOKS FOR NORTH	HIGH NOON BOOKS	CA	1585.1	03/18/22
3212200251	17	NORTH TITLE SUPPLIES	LAKESHORE	CA	1981.19	03/17/22
3212200250	17	BOOKS FOR JMS	SCHOLASTIC TEACHING RESOU...	OH	1019.79	03/17/22
3212200249	17	WASHINGTON BOOK ORDER	SCHOLASTIC TEACHING RESOU...	OH	127.3	03/17/22
3212200248	17	PIONEER VALLEY BOOKS FOR TITLE	PIONEER VALLEY ED. PRESS	MA	1420.2	03/17/22
3212200247	17	BENCHMARK KITS FOR WASHINGTON	HEINEMANN	IL	990	03/17/22
3212200246	17	WRITING BOARDS	KAPLAN EARLY LEARNING CO.	NC	80.44	03/17/22
3212200245	17	SLANT BOARDS	VISUAL EDGE	NV	143.96	03/17/22
3212200244	17	TAKE HOME BOOKS FOR WASHINGTON	HEINEMANN	IL	1977.25	03/17/22
3212200243	17	HEGGERTY BOOKS FOR WASHINGTON	LITERACY RESOURCES LLC	IL	151.18	03/17/22
3212200242	16	M-W TITLE MATERIAL	TEACHER DIRECT	AL	909.05	03/17/22
3212200241	16	TITLE BOOKS FOR NORTH	BULK BOOK STORE	OR	626.5	03/16/22
3212200240	16	TITLE SUPPLIES FOR OSS	LAKESHORE LEARNING MATLS	CA	258.73	03/16/22
3212200239	16	TITLE SUPPLIES FOR M-W	LAKESHORE LEARNING MATLS	CA	1401.7	03/16/22
3212200238	16	BOOKS FOR M-W	SCHOLASTIC TEACHING RESOU...	OH	201.78	03/16/22
3212200237	15	MW TITLE MATERIAL	REALLY GOOD STUFF LLC	IL	2877.25	03/16/22
3212200236	15	TITLE SUPPLIES FOR M-W	PITSCO EDUCATION	IL	442.75	03/16/22
3212200235	15	BOOKS FOR SOUTH ELEMENTARY	PERMA-BOUND	IL	112.45	03/15/22
3212200234	14	FLIP BOOKS FOR JHS	MC GRAW HILL EDUCATION GR...	IL	166.2	03/15/22
3212200233	14	METAL BOOKCASE FOR S. RHEA	SCHOOL SPECIALTY	WI	770.52	03/15/22
3212200232	11	SCIENCE MATERIAL FOR JMS	FLINN SCIENTIFIC	IL	789.37	03/14/22
3212200231	11	STORAGE CABINET FOR JMS	SCHOOL OUTFITTERS	IL	2780.1	03/11/22
3212200230	10	HEGGERTY BRIDGE THE GAP	LITERACY RESOURCES LLC	IL	129.58	03/11/22
3212200229	10	SOUTH TITLE MATERIAL	ORIENTAL TRADING CO INC	MN	52.24	03/10/22
3212200228	09	INSTRUMENTS FOR JMS	MUSIC SHOPPE, INC	IL	9511	03/10/22
3212200227	09	ART MATERIAL FOR JMS	NASCO	TX	1537.94	03/10/22
3212200226	09	WILSON MATERIAL FOR LINCOLN	WILSON LANGUAGE TRAINING	MA	1215	03/09/22
3212200225	09	RISERS FOR JMS	STAGE RIGHT	MI	7784	03/09/22
3212200224	09	READING MILESTONES FOR SHELLY SCAMAN	PRO-ED	TX	2722.5	03/09/22

3212200223 04	TITLE MATERIAL FOR NORTH & SOUTH SCHOOLS	ORIENTAL TRADING CO INC	MN	568.18	03/04/22
3212200222 03	SOUTH TITLE MATERIAL	SCHOOL SPECIALTY	WI	1030.18	03/03/22
3212200221 03	MISCELLANEOUS CUBBIES AND STORAGE COMPARTMENTS FOR NORTH	SCHOOL SPECIALTY	WI	1488.54	03/03/22
3212200220 02	ELEMENTARY ART SUPPLIES	NASCO	TX	1814.8	03/02/22
3212200219 01	TITLE MATERIAL	LAKESHORE LEARNING MATLS	CA	694.57	03/01/22
3212200218 25	TITLE BOOKS FOR JMS	SADDLEBACK EDUCATIONAL IN	CA	461.72	02/25/22
3212200217 23	APEX FOR CROSSROADS	EDMENTUM INC	IL	350	02/24/22
3212200216 23	SCHOLASTIC NEWS + SCIENCE K-1 FOR JMS	SCHOLASTIC CLASS MAGAZINE	OH	114.51	02/24/22
3212200215 23	BOOKS FOR JMS	LAKE-COOK DIST,INC	IL	110.56	02/24/22
3212200214 22	APEX SUBSCRIPTIONS FOR CROSSROADS	EDMENTUM INC	IL	300	02/22/22
3212200213 18	MATERIAL FOR NORTH AND M-W	DEMCO	WI	7293.39	02/18/22
3212200212 10	SEAT SACKS FOR SOUTH ELEMENTARY	THE ORIGINAL SEAT SACK CO...	FL	1464	02/18/22
3212200211 17	SPEC SERVICES MATERIAL	REALLY GOOD STUFF LLC	IL	731.91	02/18/22
3212200210 17	PORTABLE ROOM DIVIDER	SCHOOL OUTLET	NV	1731.48	02/18/22
3212200209 16	SUBSCRIPTION FOR SOUTH	NOVEL EFFECT, INC.	WA	199.98	02/16/22
3212200208 14	SPECIAL SERVICES DOUBLE SQUEEZER	FUN & FUNCTION	PA	963.21	02/16/22
3212200207 10	MUSIC SUPPLIES FOR SOUTH ELEMENTARY	HAL LEONARD	MN	123.98	02/11/22
3212200206 11	SPED MATERIAL	REALLY GOOD STUFF LLC	IL	248.16	02/11/22
3212200205 11	SPED MATERIAL	SCHOOL OUTFITTERS	IL	1821.99	02/11/22
3212200204 10	SOUTH TITLE MATERIAL	MARENEM INC	NC	343.5	02/11/22
3212200203 10	TITLE SUPPLIES FOR SOUTH	SUPER DUPER SCHOOL COMPAN...	SC	135.89	02/10/22
3212200202 10	TITLE PRODUCTS FOR E. HUDSON	IMSE	MI	322.45	02/10/22
3212200201 09	NORTH TITLE MATERIAL	REALLY GOOD STUFF LLC	IL	598.61	02/09/22
3212200200 09	NORTH TITLE MATERIAL	LAKESHORE	CA	807.06	02/09/22
3212200199 09	TITLE MATERIAL FOR NORTH	ORIENTAL TRADING CO INC	MN	480.47	02/09/22
3212200198 09	JMS SCIENCE MATERIAL	FLINN SCIENTIFIC	IL	6218	02/09/22
3212200197 26	TABLES FOR ROUTT	DECKER EQUIPMENT	MI	2178.02	02/07/22
3212200196 01	ENVISION MATH PD	SAVVAS LEARNING COMPANY L...	GA	1200	02/01/22
3212200195 31	TITLE BOOKS FOR JMS	SCHOLASTIC TEACHING RESOU...	OH	592.3	02/01/22
3212200194 31	MOBYMAX FOR 3RD GRADE	MOBY MAX	PA	316.47	01/31/22
3212200193 27	EISENHOWER ELEMENTARY TITLE MATERIAL	LAKESHORE LEARNING MATLS	CA	239.17	01/27/22
3212200192 26	RAZ-PLUS FOR JMS	LEARNING A-Z	AZ	144	01/26/22
3212200191 26	CHILDREN'S FOUNDATION GRANT MATERIAL FOR B. MILLER	DISCOUNT SCHOOL SUPPLY	IL	1168.23	01/26/22
3212200190 26	CHAIR MOVE & STORE CART	WENGER CORPORATION	MN	484.98	01/26/22
3212200189 25	TABLES FOR JMS	WORTHINGTON DIRECT	TX	4212.62	01/25/22
3212200188 25	MISC TITLE SUPPLIES FOR SOUTH	THERAPY SHOP INC.	MI	209.34	01/25/22
3212200187 25	MISC TITLE SUPPLIES FOR JMS	ATTAINMENT CO	WI	2089.5	01/25/22
3212200186 25	LLI KITS FOR NORTH	HEINEMANN	IL	15459.08	01/25/22
3212200185 24	MISC TITLE MATERIAL FOR SOUTH	IMSE	MI	292.84	01/24/22
3212200184 21	SPIRE MATERIAL FOR SOUTH	SCHOOL SPECIALTY LITERACY...	IL	2404.08	01/21/22

3212200183	21	TITLE BOOKS FOR SOUTH	HALF PINT KIDS	PA	791.01	01/21/22
3212200182	20	ART SUPPLIES FOR JMS	NASCO	TX	336.15	01/20/22
3212200181	20	JMS HEADSETS	ENCORE DATA PRODUCTS, INC...	CO	257.8	01/20/22
3212200180	19	SOUTH TITLE MATERIAL	PIONEER VALLEY ED. PRESS	MA	875.6	01/20/22
3212200179	20	TITLE MATERIAL FOR NORTH	LAKESHORE LEARNING MATLS	CA	619.84	01/20/22
3212200178	20	TITLE BOOKS FOR NORTH	SCHOLASTIC TEACHING RESOU...	OH	548.77	01/20/22
3212200177	20	TONER FOR NORTH SCHOOL	QUILL CORP. (ORDERS)	PA	867.98	01/20/22
3212200176	19	SCOOTERS FOR SOUTH	US GAMES	TX	418.85	01/20/22
3212200175	19	GIVE AWAY BOOKS FOR WASHINGTON	SCHOLASTIC FACE	MO	2170.8	01/20/22
3212200174	18	MUSIC CURRICULUM FOR JMS	QUAVERED,INC.	TN	840	01/20/22
3212200173	18	BRAG TAGS FOR NORTH	SCHOOL LIFE	CA	126.45	01/18/22
3212200172	18	PE INDEPENDENT LEARNING PACKETS FOR JMS	ADVANTAGE PRESS	IL	918	01/18/22
3212200171	18	NORTH TITLE ORDER	QUILL CORP. (ORDERS)	PA	1399.9	01/18/22
3212200170	14	BRAIN POP FOR JMS	BRAINPOP	NY	230	01/14/22
3212200169	13	QUIZZIZ SUPER PLAN FOR JMS	QUIZIZZ	CA	192	01/14/22
3212200168	12	ESGI LICENSE FOR LD TEACHER AT LINCOLN	ESGI	IL	110.25	01/12/22
3212200167	10	RAZ-PLUS AND HEADSPROUT FOR NORTH	LEARNING A-Z	AZ	450	01/10/22
3212200166	10	RAZ-PLUS FOR LINCOLN	LEARNING A-Z	AZ	432	01/10/22
3212200165	10	VOCABULARY A-Z FOR JMS	LEARNING A-Z	AZ	72	01/10/22
3212200164	06	WORLD CIVILIZATIONS GUIDED READING FOR JMS	HOUGHTON MIFFLIN HARCOURT	IL	2997.5	01/07/22
3212200163	06	TAKE-HOME BOOKS FOR WASHINGTON	PIONEER VALLEY ED. PRESS	MA	1210	01/07/22
3212200162	06	MISCELLANEOUS MATH AND ELA ITEMS FOR TEACHER GRANT	TANGIBLE PLAY, INC.	CA	290	01/07/22
3212200161	05	KAMI RENEWAL FOR EISENHOWER FOR REMAINDER OF THE SCHOOL YEAR	NOTABLE INC.	CA	104.15	01/07/22
3212200160	05	ART SUPPLIES FOR A.CISNE	NASCO	TX	322.71	01/05/22
3212200159	03	TITLE MATERIAL FOR NORTH	EYESEEME	MO	4520.76	01/04/22
3202500000	15	2 BUNDLES NEEDED PURCHASED FOR JHS SPECIAL ED	SOCIAL THINKING PUBLISHIN...	CA	418.98	08/15/24
3202400007	15	Step funds JHS O'Neil funds	BMO CORPORATE MASTERCARD ...	IL	34.99	05/15/24
3202400006	01	EISENHOWER TABLE	SMITH SYSTEM	IL	4395.9	05/01/24
3202400004	18	CHAMBER CHECKS FOR APPRECIATION DINNER	CHAMBER OF COMMERCE	IL	1100	04/18/24
3202400003	05	WASHINGTON ELEMENTARY SCHOOL-NEW PLAYGROUND EQUIPMENT	PLAY & PARK STRUCTURES OF...	TN	42690.86	02/05/24
3202400002	13	VOLLEYBALLS FOR JMS TEAM	MIDWEST VOLLEYBALL WAREHO...	MN	701.82	12/13/23
3202400001	22	DESKS FOR JHS STEP PROGRAM	SCHOOL OUTFITTERS	IL	3000.53	08/22/23
3202400000	03	SHIPPING CHARGES FOR QUOTE#28655 FOR PO#1072400005	MASCOT JUNCTION, INC.	MO	72	08/03/23
3202300003	09	LAMINATOR, ROLLS OF LAMINATE, AND CART FOR TAP	LIBRARY STORE	IL	4302.8	05/09/23

3202300002 08	NEW SOFTWARE FOR STUDENT ACCESS- COMMON GOAL SYSTEMS (PAY JULY 2023)	COMMON GOAL SYSTEMS INC	IL	60196.4	02/08/23
3202300001 10	NEW SOFTWARE FOR JSD#117	COMMON GOAL SYSTEMS INC	IL	72196.4	01/10/23
3202300000 15	LINE# 20000 MDP-PANELBOARD P3 (ELECTRICAL PANEL FOR EISENHOWER)	AGILIX SOLUTIONS, LLC	IL	8380	11/15/22
3202200008 17	CHROMEBOOKS FOR JHS STEP WORK/STUDY RE: JOE O'NEIL	DELL EMC	PA	7104.8	08/17/22
2302500004 23	Poms for J'ettes	POMEXPRESS	NH	782	04/24/25
2302500003 04	Qwikcut-- varsity football, video stats and storage PO for pay on 7/1/2025	QWIKCUT, LLC	FL	1450	04/04/25
2302500002 06	Shot Clock Addition to Bowl and West Gym	NEVCO INC.	IL	9620	03/06/25
2302500001 26	Girls Track Supplies	FIRST TO THE FINISH	IL	172.31	02/26/25
2302500000 24	Game Strat Early Renewal (NO PAY UNTIL 7/1)	GAMESTRAT	ON	975	01/27/25
2302400010 05	Baseball Savings.com gear	BASEBALLSAVINGS	KS	740.67	12/05/24
2302400009 15	Stock Bibs: STHB	MARATHON PRINTING INC.	OR	69	10/15/24
2302400008 24	Bibs & Pins	MARATHON PRINTING INC.	OR	225.11	07/25/24
2302400007 23	Timing for Track Meet (Indoor)	TRXC TIMING, LLC	MO	2050	07/25/24
2302400006 16	Boys Soccer, Garden Shed	PRAIRIE BUILT BARNS	IL	5020	07/17/24
2302400005 17	Ball Carts	SPORTS IMPORTS	OH	599.5	05/17/24
2302400004 08	Tachikara SV5WSC Indoor Competition Volleyball	EPIC SPORTS	KS	755.9	05/08/24
2302400003 09	Wrestling Mat.	RESILITE SPORTS PRODUCTS	PA	12423	04/09/24
2302400002 02	NCAA VIvido Match Ball	BSN SPORTS	IL	1398.21	04/02/24
2302400001 31	Gamestrat Pro Press Box Renewel	GAMESTRAT	ON	975	01/31/24
2302400000 10	Boys Track Supplies	VS ATHLETICS	CA	743.2	01/10/24
2302300065 01	Boys Basketball Hudl Assist #H00061056	HUDL	IL	900	12/01/23
2302300064 29	HUDL Assist Boys Basketball	HUDL	IL	549	11/30/23
2302300063 13	Wrestling IPads.	APPLE, INC.	TX	898	11/13/23
2302300062 11	Cross Country Bib Numbers	MARATHON PRINTING INC.	OR	271.22	08/14/23
2302300061 10	JHS Athletic Dept. Starter Change for Home Events.	CROWDER MAGDALEN	IL	3000	08/10/23
2302300060 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	04/27/23
2302300059 12	Singlets, Mesh Shorts, and T-Shirts Company needs PO-- will pay out of Wrestling Activity #922	RUDIS	OH	2718.9	04/12/23
2302300058 29	GameStrat, "pro press box". This is to be paid on July 1st out of football budget.	GAMESTRAT	ON	1125	03/30/23
2302300057 24	Game One Jacket Order-- Girls Soccer	GAME ONE	TX	2537.71	03/24/23
2302300056 24	MF Athletic Track Supplies $810.00 from budget 10 E 247 1500 4100 $99.60 from Boys Track Activity 919	M-F ATHLETIC CO	RI	909.6	03/24/23
2302300055 22	Yearly support software update.	ACTIVE NETWORK, LLC	GA	179	03/22/23
2302300054 21	Hip Numbers from First to the Finish $140.95	FIRST TO THE FINISH	IL	140.95	02/21/23
2302300053 19	G Sports Wrestling Kenclean Disinfectant- Case of 4 gallons (mat cleaner)	G-SPORTS WRESTLING	IL	146	01/19/23

		Cliff Keen Mat Tape 4' x 84'-- case of 18 rolls (quantity-- 2) Paying $111.00 out of wrestling budget Paying				
2302300052	11	$352.00 out of wrestling activity	G-SPORTS WRESTLING	IL	418	01/12/23
2302300051	05	JHS Volleyball net system	SPORTS IMPORTS	OH	5570.9	12/06/22
2302300050	05	Wrestling scoretracking system	FLOSPORTS	IL	100	12/06/22
2302300049	04	JHS Athletic Awards	JOSTENS INC	IL	1098.3	11/07/22
2302300048	04	JHS Softball supplies	BSN SPORTS LLC	TX	563.22	11/07/22
2302300047	03	JHS Boys Basketball Warm Ups / Uniform gear	GAME ONE	TX	1671	11/03/22
2302300046	18	JHS Cheer Uniforms / Gear	VARSITY SPIRIT FASHION	TX	2548.25	10/18/22
2302300045	18	JHS Athletic Dept. Supplies	SENERGY TECHNOLOGIES	IL	750.98	10/18/22
2302300044	18	JHS Girls Swim Uniforms / Gear	BLACK SAM C	IL	595.39	10/18/22
2302300043	18	JHS Girls Swim Uniforms	BLACK SAM C	IL	140.99	10/18/22
2302300042	18	JHS Cheer Uniforms / gear	VARSITY SPIRIT FASHION	TX	513.2	10/18/22
2302300041	18	JHS Athletic Awards	JOSTENS INC	IL	291.5	10/18/22
2302300040	11	JHS Boys Basketball / Hudl Silver Additional	HUDL	IL	549	10/12/22
2302300039	06	JHS Softball supplies	BSN SPORTS LLC	TX	210.19	10/06/22
2302300038	06	Service for October - Football Field	LITTLE JOHNNYS INC	IL	255	10/06/22
2302300037	05	JHS Athletic Trainer Supplies	MEDCO SUPPLY COMPANY	IL	144.49	10/06/22
2302300036	15	JHS Jette poms	POMEXPRESS	NH	792	09/16/22
2302300035	13	JHS Boys Soccer Supplies	SOCCER 2000	IL	561.75	09/14/22
2302300034	13	JHS Volleyball jerseys	GAME ONE	TX	762.29	09/14/22
2302300033	12	JHS Wrestling Video Stat Subscription	MATBOSS, LLC	MN	599	09/13/22
2302300032	06	September Service - Porta Potty's	LITTLE JOHNNYS INC	IL	255	09/06/22
2302300031	29	JHS Football team apparel	GAME ONE	TX	332.42	08/30/22
2302300030	25	JHS Football Mouthguards	GAME ONE	TX	64.5	08/25/22
2302300029	25	JHS Football Chain Gang vest, yellow	GAME ONE	TX	520.49	08/25/22
2302300028	24	JHS Football gear	GAME ONE	TX	218.83	08/24/22
2302300027	24	JHS Football supplies	GAME ONE	TX	139.77	08/24/22
2302300026	24	JHS Volleyball supplies	HICKOX GARY L	IL	41.85	08/24/22
2302300025	19	JHS Girls Tennis Uniforms/Gear	GAME ONE	TX	743.13	08/19/22
2302300024	19	JHS Football Field units	LITTLE JOHNNYS INC	IL	127.5	08/19/22
2302300023	18	JHS Golf Team Gear	GAME ONE	TX	689	08/19/22
2302300022	18	JHS Volleyball gear	GAME ONE	TX	295.86	08/19/22
2302300021	17	JHS Football equipment bags	RIDDELL/ALL AMERICAN SPOR...	TX	91.35	08/17/22
2302300020	17	JHS Football HUDL Service 22-23	HUDL	IL	1099	08/17/22
2302300019	16	JHS Athletic Trainer Supplies	SCHWIDERSKI, KRIS	IL	46.17	08/16/22
2302300018	15	JHS Athletic Trainer supplies	SCHOOL HEALTH CORP	IL	275.27	08/15/22
2302300017	15	JHS Boys & Girls Tennis gear	IRC TEAM SPORTS	IN	907.53	08/15/22
2302300016	15	JHS Athletic Trainer supplies	HOWIES ATHLETIC TAPE	MI	90	08/15/22
2302300015	10	JHS Baseball supplies	BASEBALLSAVINGS	KS	1281.96	08/10/22
2302300014	10	JHS Golf Team Pass	LINKS GOLF COURSE	IL	500	08/10/22
2302300013	10	JHS Athletic Trainer Supplies	HOWIES ATHLETIC TAPE	MI	1517	08/10/22
2302300012	09	JHS Cross Country supplies	FIRST TO THE FINISH	IL	353.78	08/10/22

2302300011	26	JHS Cross Country paint / supplies	USSPECIALTY COATINGS	GA	273	07/27/22
2302300010	05	JHS 2022-23 Annual Subscription for 8to 18 Athletic Software	CNXT DIGITAL	IL	721	07/08/22
2302300009	05	JHS Football Team supplies	BSN SPORTS LLC	TX	77.99	07/08/22
2302300008	30	JHS Football Reconditioning	ALL AMERICAN SPORTS CORP	TX	5236.95	07/05/22
2302300007	30	JHS Football team caps	GAME ONE	TX	989.57	07/05/22
2302300006	30	JHS Football gear	GAME ONE	TX	52.49	07/05/22
2302300005	30	JHS Football jersey	GAME ONE	TX	1070.19	07/05/22
2302300004	27	JHS Football knee pads	GAME ONE	TX	136.23	06/27/22
2302300003	27	JHS Football Jerseys	GAME ONE	TX	6526.66	06/27/22
2302300002	27	2022 - 2023 CS8 Conference Dues	CENTRAL STATE 8 CONFERENC...	IL	2000	06/27/22
2302300001	27	JHS Girls Basketball Hudl Focus Indoor Camera system	HUDL	IL	1500	06/27/22
2302300000	23	2022-2023 JHS Athletics Dept. "Starter Change"	FROMME, AIMEE (JHS)	IL	2000	06/24/22
2302200066	26	JHS Girls game Basketballs	RADFORD BRANDON J	IL	169.9	04/26/22
2302200065	21	JHS Softballs	GAME ONE	TX	54.99	04/21/22
2302200064	04	Little Johnny's March / April Service	LITTLE JOHNNYS INC	IL	532.5	04/05/22
2302200063	31	JHS Boys Tennis uniforms	GAME ONE	TX	520.82	03/31/22
2302200062	30	JHS Soccer gear	OPEN HOUSE PRINT SHOP	IL	30	03/30/22
2302200061	10	JHS Girls soccer team shorts	SOCCER 2000	IL	503	03/10/22
2302200060	10	JHS Girls Soccer jerseys	GAME ONE	TX	173.3	03/10/22
2302200059	08	JHS Baseball gear	GAME ONE	TX	1410.83	03/08/22
2302200058	24	JHS Golf Team Pass / Range at The Links Golf Course	LINKS GOLF COURSE	IL	500	01/24/22
2302200057	21	JHS WRestling Gear	GAME ONE	TX	69.7	01/21/22
2302200056	21	JHS Boys BKB uniforms	GAME ONE	TX	3240	01/21/22
2302200055	18	JHS Bass Fish Team uniforms / gear	316 ACTIVE	AR	400	01/18/22
2302200054	12	JHS Girls Softball equipment / Supplies	BSN SPORTS LLC	TX	889.7	01/14/22
2002500235	30	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	33.3	05/01/25
2002500234	30	Teacher Supply Source Order	BMO CORPORATE MASTERCARD ...	IL	95.44	05/01/25
2002500233	30	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	122.77	05/01/25
2002500232	30	Reimbursement for Gimkit subscriptions	SUTTON LESLIE	IL	29.98	05/01/25
2002500231	30	Reimbursement - Walmart Order	SUTTON LESLIE	IL	71.9	05/01/25
2002500230	30	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	702.48	05/01/25
2002500229	30	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	147.37	04/30/25
2002500228	29	Flinn Scientific Order	BMO CORPORATE MASTERCARD ...	IL	2613.51	04/30/25
2002500227	29	Reimbursement for AATSP membership	KOSS MORGAN	IL	65	04/29/25
2002500226	29	Reimbursement for Quizlet Plus	HADSELL REBECCA G	IL	35.99	04/29/25
2002500225	29	Reimbursement for Gimkit Pro	HADSELL REBECCA G	IL	59.88	04/29/25

2002500224 29	Reimbursement for Booklet Plus	HADSELL REBECCA G	IL	59.88	04/29/25
2002500223 28	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	389.71	04/29/25
2002500222 28	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	79.67	04/29/25
2002500221 28	Livestockjudging Subscription	BMO CORPORATE MASTERCARD ...	IL	300	04/29/25
2002500220 24	Perma-Bound Order	PERMA-BOUND	IL	280.84	04/28/25
2002500219 24	JW Pepper Order	BMO CORPORATE MASTERCARD ...	IL	1111.61	04/28/25
2002500218 23	Calculators Inc Order	CALCULATORS INC	MD	622.49	04/24/25
2002500217 23	Walmart Reimbursement	CLINTON JESSICA	IL	42.97	04/24/25
2002500216 23	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	96.72	04/24/25
2002500215 23	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	64.95	04/24/25
2002500214 10	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	106.09	04/10/25
2002500213 10	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	1245.4	04/10/25
2002500212 07	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	208.99	04/09/25
2002500211 04	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	919.94	04/09/25
2002500210 04	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	475.48	04/07/25
2002500209 04	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	14.29	04/07/25
2002500208 04	My Music Folders Order	BMO CORPORATE MASTERCARD ...	IL	853.34	04/07/25
2002500207 04	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	27.95	04/07/25
2002500206 04	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	132.32	04/07/25
2002500205 03	JMI Order	JACKSONVILLE MACHINE INC.	IL	3700	04/04/25
2002500204 03	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	469.99	04/04/25
2002500203 03	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	173.84	04/04/25
2002500202 02	Scholastic Bowl - 2025 Spring Cleaning Tournament fees	MULLINS MARSHALL	IL	100	04/04/25
2002500201 02	Fabric Depot Order	BMO CORPORATE MASTERCARD ...	IL	109.2	04/04/25

2002500200	02	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	243.28 04/04/25
2002500199	02	Walmart Food Order	BMO CORPORATE MASTERCARD ...	IL	151.96 04/04/25
2002500198	01	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	74.95 04/02/25
2002500197	31	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	41.99 04/01/25
2002500196	31	Schaller Hardware order	SCHALLER HARDWARE LUMBER	MO	2188 04/01/25
2002500195	26	Club Car Wash	BMO CORPORATE MASTERCARD ...	IL	40 03/26/25
2002500194	26	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	142.34 03/26/25
2002500192	24	Flinn Scientific order	BMO CORPORATE MASTERCARD ...	IL	236.86 03/26/25
2002500191	24	Edvotek Order	BMO CORPORATE MASTERCARD ...	IL	164 03/24/25
2002500190	21	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	19.99 03/24/25
2002500189	20	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	43.75 03/24/25
2002500188	19	Steve Weiss Music - Drum Heads	STEVE WEISS MUSIC	PA	1011.25 03/19/25
2002500187	19	The Music Shoppe (used to be Boyd) - Instrument repair/parts	MUSIC SHOPPE, INC	IL	115.34 03/19/25
2002500186	19	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	195.46 03/19/25
2002500183	17	IHSA State Organizational Contest	WILLIAMSVILLE HIGH SCHOOL	IL	200 03/17/25
2002500182	14	JW Pepper Order	BMO CORPORATE MASTERCARD ...	IL	57.99 03/17/25
2002500181	13	Perma-Bound order	PERMA-BOUND	IL	629 03/13/25
2002500180	13	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	199.95 03/13/25
2002500179	13	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	769.18 03/13/25
2002500178	11	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	143.6 03/11/25
2002500177	06	Reimbursement for FCS food order from Hyvee.	CLINTON JESSICA	IL	42.55 03/07/25
2002500176	06	Reimbursement to Lynette Riggs for Blooket Plus	RIGGS LYNETTE	IL	59.88 03/06/25
2002500175	05	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	179.98 03/06/25
2002500174	05	IHSA State Solo and Ensemble Contest late entry fee. *** Need check sent to JHS by Friday for them to take to the competition on Saturday	PORTA HIGH SCHOOL	IL	5 03/06/25

2002500173 05	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	245.99	03/06/25
2002500172 05	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	70.46	03/06/25
2002500171 05	Sweetwater Order	SWEETWATER	IN	4577.47	03/06/25
2002500170 05	ILMO Order	ILMO PRODUCTS COMPANY	IL	1577.06	03/06/25
2002500169 03	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	168.65	03/05/25
2002500168 03	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	100	03/03/25
2002500167 28	The Music Shoppe - Sheet music	MUSIC SHOPPE, INC	IL	234.6	02/28/25
2002500166 28	Instrumentalist Awards order - 3 awards	INSTRUMENTALIST AWARDS LL...	IL	310	02/28/25
2002500165 25	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	145.51	02/25/25
2002500164 24	Little Caesar's - Parent/Teacher Conference staff dinner - from partnership account	BMO CORPORATE MASTERCARD ...	IL	107.88	02/25/25
2002500163 24	JHS Cafe - Parent/Teacher Conference staff dinner - from partnership account	BMO CORPORATE MASTERCARD ...	IL	113.93	02/25/25
2002500162 24	My Buddy's - Parent/Teacher Conference staff dinner - from partnership account	BMO CORPORATE MASTERCARD ...	IL	305.75	02/25/25
2002500161 24	Aldi - Parent/Teacher Conference staff dinner - from partnership account	BMO CORPORATE MASTERCARD ...	IL	62.8	02/25/25
2002500160 20	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	132.51	02/20/25
2002500159 19	Creative Solutions	BMO CORPORATE MASTERCARD ...	IL	203.09	02/20/25
2002500158 19	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	97.81	02/20/25
2002500157 19	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	36.99	02/20/25
2002500156 18	Perma-Bound Order	PERMA-BOUND	IL	575.75	02/18/25
2002500155 13	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	47.87	02/13/25
2002500154 13	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	179.42	02/13/25
2002500153 12	IHSA State Solo and Ensemble Contest entry fees	PORTA HIGH SCHOOL	IL	395	02/13/25
2002500152 12	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	184.2	02/14/25
2002500151 11	IHSA Sectional Speech Tournament - Belleville West High School - fees	BELLEVILLE WEST HIGH SCHO...	IL	80	02/12/25
2002500150 11	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	32.91	02/12/25
2002500149 10	The Music Shoppe order	MUSIC SHOPPE, INC	IL	121.98	02/10/25

2002500148 10	Perma-Bound order	BMO CORPORATE MASTERCARD ...	IL	629	02/10/25
2002500147 07	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	36.99	02/07/25
2002500146 05	Reimbursement for Amazon order	STOWERS, BUFORD	IL	50.74	02/06/25
2002500145 05	IHSA Regional Speech Meet entry fees	GLENWOOD HIGH SCHOOL	IL	120	02/06/25
2002500144 03	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	129.14	02/06/25
2002500143 30	Club Carwash - Reimbursement to JR Dugan for cleaning Driver's Ed cars.	DUGAN, JR (JHS)	IL	40	01/31/25
2002500142 28	Reimbursement for SS film	KELLER DANIEL J	IL	11.56	01/28/25
2002500141 28	Amazon order	BMO CORPORATE MASTERCARD ...	IL	20.2	01/28/25
2002500140 28	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	65.4	01/28/25
2002500139 27	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	171.98	01/27/25
2002500138 24	Undo Redo Entertainment Order - Reimbursement	STOWERS BUFORD SAMUEL	IL	18.95	01/27/25
2002500137 23	Speech Team tournament fees	HEYWORTH SPEECH TEAM	IL	161	01/27/25
2002500136 23	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	254.68	01/23/25
2002500135 22	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	62.63	01/23/25
2002500134 22	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	27.3	01/23/25
2002500133 17	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	89.55	01/22/25
2002500132 17	SISAL league dues	SOUTHERN ILLINOIS SPEECH ...	IL	100	01/22/25
2002500131 17	Bellville West SISAL Tournament	BELLEVILLE WEST HIGH SCHO...	IL	110	01/22/25
2002500130 17	Scholastic Bowl Fee - Check made out to Riverton High School and mailed to Katie Nichols at Riverton.	RIVERTON HIGH SCHOOL	IL	65	01/22/25
2002500129 13	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	282.92	01/13/25
2002500128 13	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	41.48	01/13/25
2002500127 13	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	128.39	01/13/25
2002500126 09	The Music Shoppe - Repair	MUSIC SHOPPE, INC	IL	22.99	01/10/25
2002500125 09	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	111.7	01/09/25
2002500124 08	Speech Team - Glenwood SISAL Tournament Fees	GLENWOOD HIGH SCHOOL SPEE...	IL	105	01/09/25

2002500123 08	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	186.03	01/09/25
2002500122 08	AATG Membership	RIGGS LYNETTE	IL	90	01/09/25
2002500121 08	JW Pepper Order	BMO CORPORATE MASTERCARD ...	IL	276	01/09/25
2002500120 07	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	155.5	01/08/25
2002500119 17	Scholastic Bowl LOEB league participation fee *Please send the check to the attention of: Brante Trimpe (Scholastic Bowl Coach)	WILLIAMSVILLE HIGH SCHOOL	IL	50	12/18/24
2002500118 13	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	60.1	12/16/24
2002500117 13	The Music Shoppe	MUSIC SHOPPE, INC	IL	94.75	12/13/24
2002500116 11	Auto engine and transmission purchase	BENZ QUENTIN	IL	350	12/18/24
2002500115 09	IHSSBCA Membership Fee	IHSSBCA	IL	35	12/09/24
2002500114 09	ILMEA Fees	ILMEA STATE OFFICE	IL	420	12/09/24
2002500113 09	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	64.4	12/09/24
2002500112 05	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	77.7	12/05/24
2002500111 05	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	258.59	12/05/24
2002500110 04	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	311.71	12/04/24
2002500109 04	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	163.95	12/04/24
2002500108 02	Blick Art Materials Order	BLICK ART MATERIALS	IL	2707.06	12/02/24
2002500107 25	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	157.1	11/25/24
2002500106 21	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	120.84	11/25/24
2002500105 21	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	15.83	11/25/24
2002500104 20	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	47.99	11/20/24
2002500103 20	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	159.66	11/20/24
2002500102 20	CISDA - Camelot tournament fee	RICHWOODS HIGH SCHOOL SPE...	IL	143	11/20/24
2002500101 14	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	34.47	11/15/24
2002500100 14	ILMEA Audition Fee	ILMEA STATE OFFICE	IL	10	11/15/24
2002500099 13	Tournament - CISDA Classic Entry Fee	OLYMIA HIGH SCHOOL	IL	143	11/14/24

2002500098	13	Central Illinois Speech and Debate Association Dues	CENTRAL IL. SPEECH AND DE...	IL	150	11/14/24
2002500097	12	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	130.63	11/14/24
2002500096	11	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	155.27	11/11/24
2002500095	11	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	192.19	11/11/24
2002500094	08	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	76.95	11/11/24
2002500093	08	Krueger Pottery clay order	KRUEGER POTTERY SUPPLIES	MO	1614.1	11/08/24
2002500092	06	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	131.3	11/06/24
2002500091	04	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	166.19	11/04/24
2002500090	04	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	95.56	11/04/24
2002500089	30	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	30.99	11/01/24
2002500088	30	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	24.89	11/04/24
2002500087	30	Gardyn Order	BMO CORPORATE MASTERCARD ...	IL	849	11/01/24
2002500086	30	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	185.52	11/01/24
2002500085	29	Sam's Club Order	BMO CORPORATE MASTERCARD ...	IL	15.96	10/30/24
2002500084	29	Infobase Subscription	INFOBASE PUBLISHING	IL	1100	10/30/24
2002500083	25	JW Pepper Order	BMO CORPORATE MASTERCARD ...	IL	130.1	10/25/24
2002500082	25	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	47.6	10/25/24
2002500081	25	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	73.81	10/25/24
2002500080	25	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	60.6	10/25/24
2002500079	23	O'Reilly Auto Parts Reimbursement	DUGAN, JR (JHS)	IL	64.78	10/24/24
2002500078	23	Club Carwash - Reimbursement	DUGAN, JR (JHS)	IL	40	10/24/24
2002500077	23	Sam's Club Order	BMO CORPORATE MASTERCARD ...	IL	7.98	10/24/24
2002500076	22	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	103.86	10/24/24
2002500075	17	JW Pepper Order	BMO CORPORATE MASTERCARD ...	IL	28.8	10/21/24

2002500074 17	JW Pepper Order	BMO CORPORATE MASTERCARD ...	IL	231.24	10/17/24
2002500073 16	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	126.64	10/16/24
2002500072 16	Outbreak Designs Order	OUTBREAK DESIGNS	IL	130	10/16/24
2002500071 16	JHS Cafeteria - Food for P/T Conference Staff Dinner	JHS CAFETERIA	IL	72	10/16/24
2002500070 16	McMaster-Carr Order	MCMASTER-CARR SUPPLY	IL	1938.47	10/16/24
2002500069 16	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	149.44	10/16/24
2002500068 11	Quizlet Subscription	KOSS MORGAN	IL	35.99	10/15/24
2002500067 11	Boom Subscription	KOSS MORGAN	IL	49.99	10/15/24
2002500066 11	P/T Conference Staff Dinner - Reimbursement	WERRIES DAWN	IL	10.1	10/15/24
2002500065 11	My Buddy's - P/T Conference Staff Dinner	BMO CORPORATE MASTERCARD ...	IL	322.74	10/15/24
2002500064 11	Aldi - P/T Conference Staff Dinner	BMO CORPORATE MASTERCARD ...	IL	92.66	10/11/24
2002500063 11	Papa John's - Parent/Teacher Conference Staff Dinner	BMO CORPORATE MASTERCARD ...	IL	194.89	10/11/24
2002500062 11	JW Pepper Order	BMO CORPORATE MASTERCARD ...	IL	105	10/11/24
2002500061 11	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	19.95	10/11/24
2002500060 11	Sweetwater Order	SWEETWATER	IN	61.35	10/11/24
2002500059 09	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	49.99	10/09/24
2002500058 09	ILMO Order	ILMO PRODUCTS COMPANY	IL	16.55	10/09/24
2002500057 09	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	53.79	10/09/24
2002500056 08	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	1886.12	10/08/24
2002500055 08	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	67.29	10/08/24
2002500053 03	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	10.98	10/03/24
2002500052 02	Western Illinois University - Marching Band Classic	WESTERN ILLINOIS UNIV	IL	200	10/02/24
2002500051 02	Marcotte Drill Design Order	MARCOTTE DRILL DESIGN	IL	1053	10/02/24
2002500050 01	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	198.27	10/02/24
2002500049 01	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	46.99	10/02/24
2002500048 01	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	731.72	10/02/24

2002500047 01	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	103.85	10/01/24
2002500046 30	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	289.63	09/30/24
2002500045 26	Rydin Invoice	RYDIN DECAL	IL	370	09/27/24
2002500044 26	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	859.8	09/26/24
2002500043 26	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	263.7	09/26/24
2002500042 26	ILMO Order	ILMO PRODUCTS COMPANY	IL	136.03	09/26/24
2002500041 26	ILMO Order	ILMO PRODUCTS COMPANY	IL	1619.04	09/26/24
2002500040 24	Walmart Food Order	BMO CORPORATE MASTERCARD ...	IL	109.43	09/24/24
2002500039 23	Marching Band Choreography	YOUNG SAMANTHA	IL	400	09/24/24
2002500038 23	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	68.99	09/23/24
2002500037 19	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	19.99	09/19/24
2002500036 18	B&H Order	B & H PHOTO-VIDEO	NY	2121.09	09/19/24
2002500035 18	ILMEA Audition Invoice	ILMEA STATE OFFICE	IL	430	09/19/24
2002500034 18	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	32.53	09/18/24
2002500033 18	Music Shoppe order	MUSIC SHOPPE, INC	IL	26	09/18/24
2002500032 17	Jacksonville Machine Inc.	JACKSONVILLE MACHINE INC.	IL	2655	09/17/24
2002500031 17	ILMO - Welder Repair	ILMO PRODUCTS COMPANY	IL	883.04	09/17/24
2002500030 17	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	181.03	09/17/24
2002500029 13	AED USA	BMO CORPORATE MASTERCARD ...	IL	395	09/13/24
2002500028 11	Illinois Music Education Association Fee	BMO CORPORATE MASTERCARD ...	IL	50	09/11/24
2002500027 11	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	265.98	09/11/24
2002500026 11	Monqui Suds Dry Cleaning	MONQUI SUDS	IL	997	09/11/24
2002500025 11	Mt. Zion High School Band Boosters	MT. ZION BAND BOOSTERS	IL	200	09/11/24
2002500024 10	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	153.5	09/11/24
2002500023 05	Biology Products order	BMO CORPORATE MASTERCARD ...	IL	234.5	09/06/24
2002500022 05	edclub - TypingClub student licenses	BMO CORPORATE MASTERCARD ...	IL	234.9	09/05/24
2002500021 05	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	50.48	09/05/24

2002500020 03	Walmart order	BMO CORPORATE MASTERCARD ...	IL	118.65	09/03/24
2002500018 28	Amazon order	BMO CORPORATE MASTERCARD ...	IL	298.9	08/28/24
2002500017 28	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	17.08	08/28/24
2002500016 28	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	524.25	08/28/24
2002500015 27	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	96.95	08/27/24
2002500014 26	JW Pepper Music	BMO CORPORATE MASTERCARD ...	IL	265	08/26/24
2002500013 26	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	88.81	08/26/24
2002500012 26	Amazon order	BMO CORPORATE MASTERCARD ...	IL	32.68	08/26/24
2002500011 26	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	119.15	08/26/24
2002500010 23	Amazon order	BMO CORPORATE MASTERCARD ...	IL	254.14	08/26/24
2002500009 22	Staples order	BMO CORPORATE MASTERCARD ...	IL	21.04	08/22/24
2002500008 22	Driver Training Products order	BMO CORPORATE MASTERCARD ...	IL	299.49	08/22/24
2002500007 21	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	232.91	08/21/24
2002500006 21	Quizlet Plus subscription	RIGGS LYNETTE	IL	35.99	08/21/24
2002500005 21	Entrance Fee for Sage City	MONTICELLO MUSIC BOOSTERS	IL	200	08/21/24
2002500004 20	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	52.42	08/20/24
2002500003 16	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	100.61	08/16/24
2002500002 16	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	48.99	08/16/24
2002500001 15	Amazon order	BMO CORPORATE MASTERCARD ...	IL	319.92	08/15/24
2002500000 08	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	54.99	07/08/24
2002400069 04	Sam's Order	BMO CORPORATE MASTERCARD ...	IL	79.24	12/04/24
2002400067 12	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	25.64	08/13/24

2002400066	12	Subscription to online resource	BMO CORPORATE MASTERCARD ...	IL	35 08/13/24
2002400065	12	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	55.89 08/13/24
2002400064	12	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	46.92 08/12/24
2002400063	12	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	310.29 08/12/24
2002400062	08	Amazon Order - Storage Cabinets	BMO CORPORATE MASTERCARD ...	IL	199.96 08/09/24
2002400061	08	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	614.77 08/08/24
2002400060	07	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	103.02 08/07/24
2002400058	05	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	139.98 08/07/24
2002400057	26	Papa John's Pizza	BMO CORPORATE MASTERCARD ...	IL	42.93 07/29/24
2002400056	24	Steve Weiss Music order	BMO CORPORATE MASTERCARD ...	IL	734.95 07/25/24
2002400054	23	Starter change	WERRIES DAWN	IL	400 07/24/24
2002400053	22	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	306.26 07/24/24
2002400052	29	Reimbursement for sewing materials purchased for FCS (Foods, Clothing, Childcare) class.	POOL JENNIFER RENEE	IL	763.6 05/29/24
2002400051	29	Central C Restaurant Products order	BMO CORPORATE MASTERCARD ...	IL	219.76 05/29/24
2002400050	28	Hamburgers for teacher appreciation lunch	JHS CAFETERIA	IL	136.56 05/28/24
2002400048	24	Walmart Reimbursement	DION JOSEPH	IL	47.17 05/24/24
2002400047	24	Carolina Scientific Order	BMO CORPORATE MASTERCARD ...	IL	80.64 05/24/24
2002400046	24	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	312.27 05/24/24
2002400045	24	Car Wash for Driver's Ed Cars	BMO CORPORATE MASTERCARD ...	IL	40 05/24/24
2002400044	22	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	25.96 05/22/24
2002400043	21	Knight-Shtick Press script for Madrigal Dinner	BMO CORPORATE MASTERCARD ...	IL	139 05/21/24
2002400042	21	JW Pepper music	BMO CORPORATE MASTERCARD ...	IL	254.5 05/21/24
2002400041	20	Sam's Club order	BMO CORPORATE MASTERCARD ...	IL	99.94 05/20/24

2002400040	20	School Nurse Supply order	BMO CORPORATE MASTERCARD ...	IL	706.91 05/20/24
2002400038	07	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	45.06 05/08/24
2002400037	07	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	200.22 05/08/24
2002400036	02	Booklet LLC, Quizlet, and Gimkit reimbursement to Rebecca Hasell	HADSELL REBECCA G	IL	131.75 05/02/24
2002400035	02	Home Depot - Reimbursement to Kate Alexander	ALEXANDER KATE	IL	111.59 05/02/24
2002400034	01	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	105.99 05/01/24
2002400033	01	Walmart Order	BMO CORPORATE MASTERCARD ...	IL	138.32 05/01/24
2002400032	30	Walmart Reimbursement	KOSS MORGAN	IL	47.35 04/30/24
2002400031	29	O' Reilly orders	O'REILLY AUTOMOTIVE	MO	2422.01 04/29/24
2002400030	29	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	13.3 04/29/24
2002400029	25	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	631.67 04/25/24
2002400028	25	Walmart Order Reimbursement	GIBSON, WILLIAM (JHS)	IL	17.28 04/25/24
2002400027	24	The Music Shoppe order	BMO CORPORATE MASTERCARD ...	IL	51 04/24/24
2002400026	24	Walmart order	BMO CORPORATE MASTERCARD ...	IL	94.88 04/24/24
2002400025	22	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	27.5 04/22/24
2002400024	22	Game One Order	BMO CORPORATE MASTERCARD ...	IL	1528 04/22/24
2002400023	22	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	2080.16 04/22/24
2002400022	19	Amazon Order - Drafting supplies	BMO CORPORATE MASTERCARD ...	IL	1021.15 04/19/24
2002400021	19	Home Depot Order	BMO CORPORATE MASTERCARD ...	IL	456.85 04/19/24
2002400020	19	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	269.94 04/19/24
2002400019	19	Ward's Science Order	BMO CORPORATE MASTERCARD ...	IL	82.08 04/19/24
2002400018	19	Biologyproducts.com Order	BMO CORPORATE MASTERCARD ...	IL	643.94 04/19/24
2002400017	19	Flinn Scientific Order	BMO CORPORATE MASTERCARD ...	IL	228 04/19/24

2002400016	19	Flinn Scientific Order	BMO CORPORATE MASTERCARD ...	IL	3053.94	04/19/24
2002400015	19	JW Pepper Music	BMO CORPORATE MASTERCARD ...	IL	1032.93	04/19/24
2002400014	18	ADA Sports and Rackets - Badminton Rackets	BMO CORPORATE MASTERCARD ...	IL	442.75	04/18/24
2002400013	18	Amazon order	BMO CORPORATE MASTERCARD ...	IL	214.54	04/18/24
2002400012	18	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	908.98	04/18/24
2002400011	18	Walmart Food - Ordered online and she picks it up.	BMO CORPORATE MASTERCARD ...	IL	43.48	04/18/24
2002400009	12	McMaster-Carr - Welding equipment	MCMASTER-CARR SUPPLY	IL	1603.35	04/15/24
2002400008	12	Amazon - classroom supplies	BMO CORPORATE MASTERCARD ...	IL	181.04	04/12/24
2002400007	11	Band music from JW Pepper	BMO CORPORATE MASTERCARD ...	IL	66	04/12/24
2002400006	11	Amazon Supplies for Guidance Office	BMO CORPORATE MASTERCARD ...	IL	95.97	04/11/24
2002400005	12	AG AMAZON ORDER SUPPLIES	AMAZON.COM	GA	42.94	03/13/24
2002400004	28	Clay for Art (Pottery)	KRUEGER POTTERY SUPPLIES	MO	831.6	02/28/24
2002400003	14	Amazon Order for PE	AMAZON.COM	GA	79.77	02/14/24
2002400002	12	Metals Supplies	SELVAGGIO STEEL	IL	2926.78	02/12/24
2002400001	11	Math order per Breck Van Bebber from Nasco Budget Account 10E20711304100	NASCO	TX	462.85	12/13/23
2002400000	20	Supplies for Welding for Jay Ater	SELVAGGIO STEEL	IL	2679.6	10/23/23
2002300032	22	Supplies	MCMASTER-CARR SUPPLY	IL	919.61	09/25/23
2002300031	01	Supplies for Choir	VALIANT MUSIC SUPPLY, INC...	IL	481.1	06/01/23
2002300030	01	Supplies for Choir	JW PEPPER	PA	206.4	06/01/23
2002300029	20	Supplies for Choir	JW PEPPER	PA	270.68	04/20/23
2002300028	20	Supplies for Choir	JW PEPPER	PA	556.39	04/20/23
2002300027	20	Supplies for Choir	JW PEPPER	PA	513	04/20/23
2002300026	13	Supplies for Welding	SELVAGGIO STEEL	IL	1953.46	04/20/23
2002300025	13	Supplies for English	PERMA-BOUND	IL	1039.8	04/20/23
2002300024	12	Supplies for Welding	MCMASTER-CARR SUPPLY	IL	2223.56	04/12/23
2002300022	27	Supplies for Welding	ILMO PRODUCTS COMPANY	IL	1928.96	01/27/23
2002300021	27	Supplies for Metals	SELVAGGIO STEEL	IL	2741.33	01/27/23
2002300020	27	Supplies for Band	JW PEPPER	PA	117	01/27/23
2002300019	18	Supplies for the Math Department	VALLEY BUSINESS MACHINES	UT	541.5	01/18/23
2002300018	06	Supplies for the Art Dept.	BLICK ART MATERIALS	IL	1413.72	01/06/23
2002300017	14	Supplies for English	PERMA-BOUND	IL	874.5	11/15/22
2002300016	11	Supplies for Metals	SELVAGGIO STEEL	IL	655.27	11/14/22
2002300015	28	Supplies For Woods	SCHALLER HARDWARE LUMBER	MO	2406	10/28/22

2002300014	28	Supplies for Fine Arts	FREESTYLE PHOTOGRAPHIC SU...	CA	1331.14	10/28/22
2002300013	19	Supplies for Choir	JW PEPPER	PA	182.99	10/21/22
2002300012	06	reimbursement for supplies for PE	LAWLESS RAELENE	MO	180	10/17/22
2002300011	03	Supplies for PE	LAWLESS RAELENE	MO	23.99	10/04/22
2002300010	29	Supplies for Metals	MCMASTER-CARR SUPPLY	IL	912.24	10/04/22
2002300009	26	Light for Band Trailer	GUTHRIE TAMMY	IL	34.72	10/04/22
2002300008	14	Supplies for Spanish	KOSS MORGAN	IL	35.99	09/16/22
2002300007	14	Supplies for German	GUTHRIE LYNETTE	IL	92.49	09/16/22
2002300006	14	Supplies for Spanish	KOSS MORGAN	IL	25	09/16/22
2002300005	08	Supplies for Band	JW PEPPER	PA	160.8	09/09/22
2002300004	08	Supplies for Choir	JW PEPPER	PA	145.94	09/09/22
2002300003	30	Supplies for Welding	ILMO PRODUCTS COMPANY	IL	1187.7	08/31/22
2002300002	22	supplies for PE	LAWLESS RAELENE	MO	66.66	08/22/22
2002300001	22	Supplies for Choir	JW PEPPER	PA	141.59	08/22/22
2002300000	22	reimburse for quizlet subscription	GUTHRIE LYNETTE	IL	35.99	08/22/22
2002200045	20	Supplies for Band	STEVE WEISS MUSIC	PA	461.95	05/31/22
2002200044	20	Supplies for Band	BAND SHOPPE	IN	1163.5	05/31/22
2002200043	10	Supplies for Band	DANCEWEAR SOLUTIONS	MO	526.9	05/10/22
2002200042	10	Supplies for Band	MUSIC SHOPPE, INC	IL	3879	05/10/22
2002200041	10	Supplies for Band	JW PEPPER	PA	115	05/10/22
2002200040	10	Supplies for Band	BAND SHOPPE	IN	472.5	05/10/22
2002200039	03	Supplies for Foods/Reimburse to Judene Stock	STOCK JUDENE	IL	654.24	05/03/22
2002200038	20	supplies for Art Department	FREESTYLE PHOTOGRAPHIC SU...	CA	2961.55	04/20/22
2002200037	14	Supplies for Art	BLICK ART MATERIALS	IL	1031.04	04/14/22
2002200036	14	Reimbursement for supplies for Welding	ATER CHARLES JAY	IL	58	04/14/22
2002200035	14	reimbursement for supplies for Foreign Language Dept.	HADSELL REBECCA G	IL	35.88	04/14/22
2002200034	04	Refreshments for Foreign Language Honor Society	GUTHRIE LYNETTE	IL	22.38	04/05/22
2002200033	04	Supplies for Science Dept.	BOYER CYNTHIA	IL	15.54	04/04/22
2002200032	18	Supplies for German	GUTHRIE LYNETTE	IL	55	03/18/22
2002200031	16	Subscription for FFA	BEDWELL KATE	IL	36	03/17/22
2002200030	16	Subscription Renewal for German	GUTHRIE LYNETTE	IL	35.88	03/17/22
2002200029	15	Dinner for Madrigals	KOSS MORGAN	IL	78.72	03/17/22
2002200028	15	English Supplies	PERMA-BOUND	IL	2120	03/15/22
2002200027	10	Materials for Metals/Welding	SELVAGGIO STEEL	IL	5116.17	03/10/22
2002200026	11	Supplies for Foods	STOCK JUDENE	IL	398.11	02/11/22
1172500175	28	magnetic sheets, labels, book shelves, display stands for la dept	AMAZON.COM	GA	84.4	04/28/25
1172500174	23	items for nurses office (cups, creams, mints, cough drops, bandaids, patches)	SCHOOL NURSE SUPPLY INC	IL	656.96	04/24/25
1172500173	23	mic pacs for theater class	SWEETWATER	IN	1199.96	04/29/25
1172500172	22	markers, staples, pencils, sharpeners, colored pencils, tape, paper, poster board, glue, rulers, pens for theater class	AMAZON.COM	GA	506.23	04/24/25

1172500171	22	colored pencils, highlighters, expo markers and tape for la dept	AMAZON.COM	GA	158.25	04/24/25
1172500168	22	file folders and games for counselor office	AMAZON.COM	GA	47.75	04/22/25
1172500167	22	color wheel poster, pens, spirograph, markers, paint, tape, grids, puzzle books, ruler for art class	AMAZON.COM	GA	603.71	04/22/25
1172500166	22	colored pencils and fidgets for counselors office	AMAZON.COM	GA	40.93	04/22/25
1172500165	10	legal sized paper for open house	AMAZON.COM	GA	9.2	04/22/25
1172500164	08	prizes for testing/ sped dept	AMAZON.COM	GA	118.64	04/09/25
1172500163	07	timer, weighted sensory blanket, wiggle stool, weighted sensory vest, pencils for sped dept	AMAZON.COM	GA	271.21	04/09/25
1172500162	04	weighted sensory vest for sped	AMAZON.COM	GA	49.9	04/07/25
1172500161	04	ID Card Ribbon and envelopes for the office	AMAZON.COM	GA	76.92	04/07/25
1172500160	04	folders for LA dept	AMAZON.COM	GA	69.97	04/07/25
1172500159	04	folders, colored pencils and headphones for LA dept	AMAZON.COM	GA	100.42	04/07/25
1172500158	03	scissors, tape, colored pencils, educational posters, educational models, glue for science dept	AMAZON.COM	GA	381.15	04/07/25
1172500157	03	Ear model for ASL class	AMAZON.COM	GA	55.99	04/07/25
1172500156	02	lead, pencil erasers, highlighters, page protectors for math dept	AMAZON.COM	GA	89.41	04/02/25
1172500155	01	calculators, paper, pencils , colored pencils, index cards, markers	AMAZON.COM	GA	768.3	04/02/25
1172500154	01	label maker, highlighters, binder clips, pencils, wite out	AMAZON.COM	GA	154.74	04/02/25
1172500153	01	highlighters and erasers	AMAZON.COM	GA	13.38	04/01/25
1172500152	01	whiteboard cleaner, eraser, markers, pencil sharpeners for ss dept	AMAZON.COM	GA	45.34	04/01/25
1172500151	01	erasers, yardstick, pencils, lead, stencils, markers, file folders, wite out, tape for health class	AMAZON.COM	GA	178.53	04/01/25
1172500150	01	calculators and folders for ss dept	AMAZON.COM	GA	54.76	04/01/25
1172500149	01	Logitech clicker remote for ss dept	AMAZON.COM	GA	30.93	04/01/25
1172500148	31	markers, map, whistle, calculators for ss dept	AMAZON.COM	GA	65.76	04/01/25
1172500147	31	batteries for sped calculators	AMAZON.COM	GA	15.1	04/01/25
1172500146	28	globe and map for ss dept	AMAZON.COM	GA	85.39	04/02/25
1172500145	28	cups and cough drops for the nurses office	SCHOOL NURSE SUPPLY INC	IL	138.73	04/01/25
1172500144	28	headphones, posters, fidget for chair for ss dept	AMAZON.COM	GA	40.97	03/28/25
1172500143	28	paper, pens, organizers, highlighters, asl games, headphones for ASL class	AMAZON.COM	GA	312.42	03/28/25
1172500142	27	weighted blanket for sped	AMAZON.COM	GA	23.99	03/27/25
1172500141	27	expo markers for tech class	AMAZON.COM	GA	21.37	03/27/25
1172500140	27	filament for tech class	AMAZON.COM	GA	241.82	04/04/25
1172500139	27	headphones, stickers, label maker, cord hider, sharpies, highlighters, table, sticky notes for Tech classroom	AMAZON.COM	GA	667.42	03/28/25

1172500138	27	file folders, desk organizer, colored pencils for math dept	AMAZON.COM	GA	241.73	03/27/25
1172500137	27	batteries and bullhorn for track	AMAZON.COM	GA	59.96	03/27/25
1172500136	27	paper, rubber bands, white board erasers, markers, pencils for ss dept	AMAZON.COM	GA	297.26	03/27/25
1172500135	27	stapler, erasers, headphones and pencil sharpener for the sped dept	AMAZON.COM	GA	108.5	03/27/25
1172500134	27	fidgets for the sped dept	AMAZON.COM	GA	15.99	03/27/25
1172500133	25	markers, crayons and white out for ss dept	AMAZON.COM	GA	128.74	03/26/25
1172500132	25	markers, paint, pencil sharpener for Art Class	AMAZON.COM	GA	374.1	03/26/25
1172500131	25	dry erase markers for ss dept	AMAZON.COM	GA	12	03/26/25
1172500130	25	tape and markers for the math dept	AMAZON.COM	GA	215.61	03/26/25
1172500129	24	maps for ss dept	AMAZON.COM	GA	101.04	03/26/25
1172500128	21	maps for Social Studies	AMAZON.COM	GA	79.98	03/24/25
1172500127	20	batteries and kleenex for the office	AMAZON.COM	GA	73.14	03/24/25
1172500126	19	markers, clips, notepads, markers, paper, file folders for math dept	AMAZON.COM	GA	204.73	03/24/25
1172500125	18	ink, tape, labels for media center	AMAZON.COM	GA	74.96	03/24/25
1172500124	14	tape for label maker	AMAZON.COM	GA	15.89	03/17/25
1172500123	14	binder organizers, dry erase markers, paper, cardstock for math dept	AMAZON.COM	GA	117.46	03/17/25
1172500122	13	labels for office	AMAZON.COM	GA	22.58	03/13/25
1172500121	13	headphones, paper, glue, crayons, colored pencils, pencils, file folders, highlighters for ss dept	AMAZON.COM	GA	247.79	03/13/25
1172500120	13	Rubber Bands and wall hooks for sped dept	AMAZON.COM	GA	33.14	03/13/25
1172500119	11	staples, paper clips, post it notes, scissors, pens, highlighters, id card sleeves, sharpies for office	AMAZON.COM	GA	88.85	03/11/25
1172500118	10	pencil sharpener	AMAZON.COM	GA	12.06	03/11/25
1172500117	07	items for sped department	AMAZON.COM	GA	820.32	03/11/25
1172500116	06	carbonate and phosphate for science lab	FLINN SCIENTIFIC	IL	48.99	03/11/25
1172500115	04	ink for the Front Desk Printer in the Main office	AMAZON.COM	GA	100.61	03/11/25
1172500114	03	glue sticks for science dept	AMAZON.COM	GA	30.72	03/03/25
1172500113	26	organizers for ASL	AMAZON.COM	GA	99.9	03/03/25
1172500112	25	paper for science dept	AMAZON.COM	GA	11.88	02/26/25
1172500111	25	ink for theater/play tickets	AMAZON.COM	GA	64.65	02/26/25
1172500110	25	breakaway lanyards	AMAZON.COM	GA	14.99	02/27/25
1172500109	24	Softballs, Racquets, and Basketball Storage cart for PE	AMAZON.COM	GA	405.71	02/25/25
1172500108	19	athletic tape/nasal plugs for wrestling sectional athletic trainer	AMAZON.COM	GA	102.04	02/20/25
1172500107	11	lapel pins	AMAZON.COM	GA	239.96	02/12/25
1172500106	11	clorox wipes and kleenex	AMAZON.COM	GA	80.63	02/12/25
1172500105	11	mints for counselor office	AMAZON.COM	GA	26.49	02/12/25
1172500104	10	stress cubes for counselors office	AMAZON.COM	GA	24.95	02/12/25

1172500103 05	pencils, markers, pencil sharpener	AMAZON.COM	GA	61.14	02/06/25
1172500102 04	tape dispenser	AMAZON.COM	GA	3.54	02/06/25
1172500101 31	art class supplies	BLICK ART MATERIALS	IL	1059.04	02/06/25
1172500100 31	markers brushes and orgaizer for art	AMAZON.COM	GA	817.62	01/31/25
1172500099 30	sticky notes, envelopes	AMAZON.COM	GA	56.35	01/31/25
1172500098 23	colored paper, mints, headphones and pencils for testing	AMAZON.COM	GA	820.5	01/27/25
1172500097 22	tape, paper, markers for health class	AMAZON.COM	GA	105.56	01/23/25
1172500096 14	Snacks for testing	AMAZON.COM	GA	153.3	01/16/25
1172500095 14	headphones for math dept	AMAZON.COM	GA	71.29	01/15/25
1172500094 13	stamps for leveling	AMAZON.COM	GA	66.42	01/13/25
1172500093 10	office chairs for principal and teacher	AMAZON.COM	GA	299.98	01/10/25
1172500092 10	note pads	AMAZON.COM	GA	11.61	01/10/25
1172500091 09	index cards for ss dept	AMAZON.COM	GA	40.88	01/09/25
1172500090 09	gradebook, sketch paper, clay, popsicle sticks for art class	AMAZON.COM	GA	404.69	01/09/25
1172500089 08	stapler and tape dispenser	AMAZON.COM	GA	15.83	01/09/25
1172500088 12	playdough for science lab	AMAZON.COM	GA	58.99	12/12/24
1172500087 11	binders, page protectors	AMAZON.COM	GA	107.2	12/12/24
1172500086 11	mints	AMAZON.COM	GA	13.71	12/12/24
1172500085 11	ink, sticker paper and cardstock for math dept	AMAZON.COM	GA	76.49	12/11/24
1172500084 10	pens for math dept	AMAZON.COM	GA	19.8	12/11/24
1172500083 10	bookshelf	AMAZON.COM	GA	489.84	12/10/24
1172500082 09	locks	AMAZON.COM	GA	24	12/10/24
1172500081 06	paper cutter	AMAZON.COM	GA	129.27	12/09/24
1172500080 06	pocket sleeves and lead for pencils- Math Dept	AMAZON.COM	GA	41.77	12/09/24
1172500079 05	frog tape for the office	AMAZON.COM	GA	24.97	12/09/24
1172500078 02	magnets	AMAZON.COM	GA	18.81	12/02/24
1172500077 02	white boards, dry erase markers, desk dividers	AMAZON.COM	GA	105.03	12/02/24
1172500076 02	paint	AMAZON.COM	GA	274.06	12/02/24
1172500075 25	clipboards for ss dept	AMAZON.COM	GA	42.5	11/26/24
1172500074 25	headphone organizer	AMAZON.COM	GA	18.89	11/26/24
1172500073 25	glue sticks for science dept	AMAZON.COM	GA	23.64	11/26/24
1172500072 20	socks for hockey sticks/pe class	AMAZON.COM	GA	199.9	11/26/24
1172500071 18	2 reems of legal sized paper for the copy room	AMAZON.COM	GA	19.62	11/18/24
1172500070 18	fidgets for counseling office	AMAZON.COM	GA	31.98	11/18/24
1172500069 15	staples, post it noes, file folder, binders	AMAZON.COM	GA	48.81	11/18/24
1172500068 14	pens and paper for theater class	AMAZON.COM	GA	96.92	11/18/24
1172500067 13	headphones for ss dept	AMAZON.COM	GA	99.98	11/14/24
1172500066 07	glue sticks	AMAZON.COM	GA	5.86	11/07/24
1172500065 06	stapler	AMAZON.COM	GA	12.29	11/07/24
1172500064 04	cups and cough drops for nurse office	SCHOOL NURSE SUPPLY INC	IL	128	11/04/24
1172500063 04	colored paper	AMAZON.COM	GA	297.72	11/04/24

1172500062 01	orange paper for reward cert	AMAZON.COM	GA	13.6	11/04/24
1172500061 31	bulletin boards for the hallway	AMAZON.COM	GA	279.96	11/01/24
1172500060 28	digital tablet and classroom dividers	AMAZON.COM	GA	155.98	10/29/24
1172500059 25	clipboards and scorebooks	AMAZON.COM	GA	89.91	10/25/24
1172500058 25	sticky notes and candy for sped dept	AMAZON.COM	GA	61.66	10/25/24
1172500057 23	art order for cisne	AMAZON.COM	GA	878.56	10/24/24
1172500056 21	ink pads, manilla envelopes, zebra ribbon for id printer, paper clips, window envelope	AMAZON.COM	GA	158.03	10/24/24
1172500055 18	batteries for office	AMAZON.COM	GA	32.05	10/21/24
1172500054 16	chair for front office	AMAZON.COM	GA	163.49	10/16/24
1172500053 16	posters	AMAZON.COM	GA	7.83	10/16/24
1172500052 11	door stops	AMAZON.COM	GA	37.9	10/15/24
1172500051 10	orange paper for math dept	AMAZON.COM	GA	69.96	10/15/24
1172500050 10	books for counseling dept	AMAZON.COM	GA	33.26	10/10/24
1172500049 10	markers for ss dept	AMAZON.COM	GA	52	10/10/24
1172500048 07	handballs for pe	AMAZON.COM	GA	45.98	10/10/24
1172500047 07	paper, dice, and colored pencils for math dept	AMAZON.COM	GA	87.66	10/07/24
1172500046 07	XPPen Wireless Digital Graphics drawing tablet for Math Dept	AMAZON.COM	GA	199.98	10/07/24
1172500045 04	calcium carbide	FLINN SCIENTIFIC	IL	11.1	10/07/24
1172500044 01	sheet music for choir	JW PEPPER	PA	383.99	10/07/24
1172500043 30	Chair for teacher, sticky notes, mailing labels, mouse pad	AMAZON.COM	GA	150.88	09/30/24
1172500042 30	hole punch, velcro dots, orange cardstock for math dept	AMAZON.COM	GA	56.97	09/30/24
1172500041 27	baseballs	AMAZON.COM	GA	199.9	09/30/24
1172500040 24	timers for sped dept	AMAZON.COM	GA	6.99	09/24/24
1172500039 24	paper for social studies dept	AMAZON.COM	GA	61.99	09/24/24
1172500038 18	Number Line for SPED	AMAZON.COM	GA	8.54	09/19/24
1172500037 16	ink for student printer in media center	AMAZON.COM	GA	196.66	09/16/24
1172500036 16	2 sets of pickleballs for pe	AMAZON.COM	GA	53.16	09/16/24
1172500035 13	chargers and charging ports	AMAZON.COM	GA	99.9	09/16/24
1172500034 03	snack for sped/reward	AMAZON.COM	GA	43.98	09/10/24
1172500033 09	colored paper for workroom	AMAZON.COM	GA	565.37	09/12/24
1172500032 09	items for pay it forward day	AMAZON.COM	GA	386.74	09/12/24
1172500031 09	Blindfolds for Disability awareness day	AMAZON.COM	GA	12.79	09/10/24
1172500030 05	Disability Awareness Day prizes	AMAZON.COM	GA	77.53	09/05/24
1172500029 04	dry erase cloth for ss dept	AMAZON.COM	GA	12.99	09/05/24
1172500028 29	chair for teacher, ribbon for id printer	AMAZON.COM	GA	158.98	08/30/24
1172500027 26	Items for classroom "Go Bags"	AMAZON.COM	GA	139.73	08/28/24
1172500026 26	apex	APEX LEARNING INC.	WA	600	08/28/24
1172500025 22	batteries	AMAZON.COM	GA	39.96	08/26/24
1172500024 22	laminate	AMAZON.COM	GA	115.66	08/26/24
1172500023 21	craft sticks for art	AMAZON.COM	GA	89.01	08/21/24

1172500022	21	ell supplies	AMAZON.COM	GA	78.27	08/21/24
1172500021	16	ink for art	AMAZON.COM	GA	129.7	08/16/24
1172500020	15	reward for testing, writing table	AMAZON.COM	GA	115.84	08/16/24
1172500019	15	book pockets for math	AMAZON.COM	GA	48.61	08/15/24
1172500018	14	pencil sharpeners, markers, colored pencils for sped dept	AMAZON.COM	GA	143.64	08/15/24
1172500017	14	lights for classroom	AMAZON.COM	GA	76.62	08/14/24
1172500016	14	pocket charts	AMAZON.COM	GA	35.98	08/14/24
1172500015	13	paper clips and sharpies	AMAZON.COM	GA	17.3	08/14/24
1172500014	13	folders for science	AMAZON.COM	GA	14.89	08/14/24
1172500013	13	classroom game/buzzer, led lights for ASL	AMAZON.COM	GA	112.78	08/14/24
1172500012	12	Posters for Social Studies	AMAZON.COM	GA	57.97	08/13/24
1172500010	12	lanyards	AMAZON.COM	GA	119.92	08/12/24
1172500009	11	chair for teacher	AMAZON.COM	GA	139.72	08/12/24
1172500008	11	posters, highlighters, organizer, pencils	AMAZON.COM	GA	131.32	08/12/24
1172500007	02	white out, rulers, organizer, file folders for science dept	AMAZON.COM	GA	50.49	08/06/24
1172500006	01	Monitor Mount	AMAZON.COM	GA	43.69	08/06/24
1172500005	31	paint for art class	BLICK ART MATERIALS	IL	174.92	07/31/24
1172500004	31	Supplies for Art Class	AMAZON.COM	GA	1999.04	08/01/24
1172500003	29	labels for office	AMAZON.COM	GA	48.53	07/30/24
1172500002	29	calendar for janean mays	AMAZON.COM	GA	5.59	07/30/24
1172500001	29	Books	AMAZON.COM	GA	40.29	07/30/24
1172500000	08	mat carts for cheer	AMAZON.COM	GA	539.97	07/08/24
1172400081	23	Cash for Registration	LASHMETT CELESTE L	IL	200	07/23/24
1172400080	22	desk for teacher	AMAZON.COM	GA	243.13	07/24/24
1172400079	19	Pickleball Paddles for PE	GOPHER	MN	524.53	07/19/24
1172400078	16	pencils for the math dept	AMAZON.COM	GA	98.56	07/17/24
1172400077	16	Dry Erase Incentive Chart for Science	AMAZON.COM	GA	23.96	07/17/24
1172400076	16	desk for teacher	AMAZON.COM	GA	243.13	07/17/24
1172400075	11	teacher planner	SUPREME SCHOOL SUPPLY CO	WI	63.73	07/12/24
1172400074	20	table	AMAZON.COM	GA	168.99	06/24/24
1172400073	18	Deposit Only Stamp	AMAZON.COM	GA	29.9	06/22/24
1172400072	11	smart pass	BMO CORPORATE MASTERCARD ...	IL	2463.5	06/13/24
1172400071	07	bulletin board, signs, retractable barrier, sign holder	AMAZON.COM	GA	263.39	06/07/24
1172400070	06	Desk for Charity Karr from Bush Home	BMO CORPORATE MASTERCARD ...	IL	1764.49	06/06/24
1172400069	06	expo markers, marker holder, bins, file folders, desk organizer	AMAZON.COM	GA	156.95	06/06/24
1172400068	05	Wrestling Mats	EZ FLEX SPORT MATS	TX	17681.67	06/05/24
1172400067	04	pens, colored pencils, pencil sharpeners	AMAZON.COM	GA	73.96	06/04/24
1172400066	03	ink and cardstock	AMAZON.COM	GA	976.49	06/03/24
1172400065	31	stamps	UNITED STATES POSTAL SERV...	GA	3579.15	05/31/24

1172400064	31	paper clips, post it notes, tape, wite out, command hooks, wipes, batteries, shredder, pens	AMAZON.COM	GA	737.72	05/31/24
1172400063	29	Apex	EDMENTUM INC	IL	850	05/30/24
1172400062	22	books	AMAZON.COM	GA	66.59	05/23/24
1172400061	20	boxes and tape (to send records)	AMAZON.COM	GA	74.51	05/20/24
1172400060	15	ink for the office	AMAZON.COM	GA	476.5	05/15/24
1172400059	14	ink for student printer in the media center	AMAZON.COM	GA	184.11	05/15/24
1172400058	09	envelopes, clasp envelopes, tape, kleenex	AMAZON.COM	GA	216.04	05/09/24
1172400057	07	paper, chair, sticky notes, binder clips	AMAZON.COM	GA	529.89	05/08/24
1172400056	26	Thumb Drives for SRO	AMAZON.COM	GA	24.87	04/29/24
1172400055	17	items for school nurse	SCHOOL NURSE SUPPLY INC	IL	887.6	04/17/24
1172400054	17	Pens, Paper, Markers, Folders for Counselors	AMAZON.COM	GA	113.46	04/17/24
1172400053	16	2 Wireless Microphones	SWEETWATER	IN	599.98	04/16/24
1172400052	16	Items for Theater class	AMAZON.COM	GA	1003.22	04/16/24
1172400051	15	rulers, markers, pencil sharpeners	AMAZON.COM	GA	144.34	04/16/24
1172400050	15	Marble Down- Lab Kit	FLINN SCIENTIFIC	IL	174.57	04/15/24
1172400049	15	portable power station for athletics	AMAZON.COM	GA	236	04/15/24
1172400048	15	stopwatches and duffel bag for track	AMAZON.COM	GA	56.99	04/15/24
1172400047	15	folders, colored pencils, pencils	AMAZON.COM	GA	159.88	04/15/24
1172400046	15	Kiln for Art	KRUEGER POTTERY SUPPLIES	MO	4063.1	04/18/24
1172400045	12	pens, headphones, lead, pencils, markers	AMAZON.COM	GA	260.04	04/12/24
1172400044	12	storage bins and headphones	AMAZON.COM	GA	158.85	04/12/24
1172400043	12	weighted hitting ball, batting tee, training cones, practice balls	AMAZON.COM	GA	156.54	04/12/24
1172400042	12	Supplies for students to make their own Willy Wonka Characters for SPED	AMAZON.COM	GA	33.92	04/12/24
1172400041	10	Basketballs and scorebooks	AMAZON.COM	GA	189.93	04/12/24
1172400040	10	crayons and headphones	AMAZON.COM	GA	110.23	04/12/24
1172400039	10	markers, dry erase cleaner, sticky notes, erasers, colored pencils	AMAZON.COM	GA	101.02	04/12/24
1172400038	09	Items for PE (listed in attachment)	AMAZON.COM	GA	711.6	04/10/24
1172400037	09	folders, paper, and pens for ASL	AMAZON.COM	GA	62.87	04/10/24
1172400036	09	Highlighters, Pencil Sharpener, Globe, Colored Pencils for Science	AMAZON.COM	GA	138.64	04/10/24
1172400035	09	Resistance Parachute, Stopwatch, First Aid kit	AMAZON.COM	GA	121.07	04/10/24
1172400034	08	Locks, shorts, fasteners, pens, first aid kit	AMAZON.COM	GA	198.49	04/10/24
1172400033	05	2 tape measures for track	AMAZON.COM	GA	30.54	04/09/24
1172400032	05	headphones	AMAZON.COM	GA	23.89	04/05/24
1172400031	05	track batons	AMAZON.COM	GA	42.53	04/05/24
1172400030	04	teacher lesson planner	AMAZON.COM	GA	23.7	04/05/24
1172400029	04	wipes for step 3 class	AMAZON.COM	GA	19.39	04/05/24
1172400028	04	items for the sped dept	AMAZON.COM	GA	269.61	04/05/24
1172400027	03	items for the tech classes	AMAZON.COM	GA	1437.9	04/05/24

1172400026 03	headphones	AMAZON.COM	GA	53.99	04/03/24
1172400025 02	first aid kit for track	AMAZON.COM	GA	66.31	04/02/24
1172400024 22	Health Supplies: Poster Board, sharpies, markers, glue sticks, file folders, pencils, paper, binder clips, erasers, stickers, wite out, staples	AMAZON.COM	GA	214.66	03/22/24
1172400023 21	colored pencils	AMAZON.COM	GA	55.43	03/22/24
1172400022 21	laminate and envelopes	AMAZON.COM	GA	208.62	03/22/24
1172400021 19	batteries	AMAZON.COM	GA	17.95	03/19/24
1172400020 18	Ribbon for our ID printer	AMAZON.COM	GA	53.36	03/18/24
1172400019 18	Glue Sticks for Science	AMAZON.COM	GA	17.86	03/18/24
1172400018 13	2 shot puts	AMAZON.COM	GA	274.24	03/13/24
1172400017 13	notebooks for LA	AMAZON.COM	GA	303.92	03/13/24
1172400016 13	test tube brushes	FLINN SCIENTIFIC	IL	21.48	03/13/24
1172400015 13	Hurdles for Track	FIRST TO THE FINISH	IL	737.36	03/13/24
1172400014 12	Colored Paper for the Workroom	AMAZON.COM	GA	412.38	03/13/24
1172400013 12	Tent for Track	BUYSHADE.COM	CA	3619	03/12/24
1172400012 12	track timer and stopwatch	AMAZON.COM	GA	1063.93	03/12/24
1172400011 12	Ink for student services	AMAZON.COM	GA	135.79	03/12/24
1172400010 11	pencil sharpener	AMAZON.COM	GA	14.97	03/12/24
1172400009 08	Pens	AMAZON.COM	GA	32.32	03/11/24
1172400008 06	Pack of Wireless Mice and Batteries	AMAZON.COM	GA	60.97	03/08/24
1172400007 05	Erasers(6), Card stock (yellow, pink, green, white)-3 of each, staples, glue sticks (3 boxes), pencil sharpener, colored pencil sharpener, white board markers, stapler, frog tape, desktop whiteboard (3)	AMAZON.COM	GA	410.5	03/05/24
1172400006 04	Organizer for J's	AMAZON.COM	GA	18.68	03/05/24
1172400005 04	Art Supplies	AMAZON.COM	GA	584.3	03/04/24
1172400004 04	Choir music	JW PEPPER	PA	239.49	03/04/24
1172400003 21	Noteflight (Band curriculum)	NOTEFLIGHT	MN	145.1	09/26/23
1172400002 18	Color Copy Paper	QUILL CORPORATION	PA	634.95	08/18/23
1172400001 02	Reimbursement (Softball supplies)	KOEHLER SHELBY L	IL	104.9	08/02/23
1172400000 21	Supplies for Workroom (colored paper, laminate, batteries, envelopes)	QUILL CORPORATION	PA	1001.81	07/21/23
1172300041 20	Stamps	UNITED STATES POSTAL SERV...	PA	2100	04/20/23
1172300040 31	Reimbursement (Social Studies supplies)	HICKOX TIFFANY P	IL	59.88	02/03/23
1172300039 19	Reimbursement (Science supplies)	GIBSON CATHY J	IL	14.37	01/23/23
1172300038 18	Reimbursement (Language Arts supplies)	RHEA SARAH E	IL	59.5	01/23/23
1172300037 13	Envelopes (plain & window)	QUILL CORPORATION	PA	149.97	01/17/23
1172300036 12	Reimbursement (Social Studies supplies)	HOLAWAY MARK A.	IL	129	01/12/23
1172300035 05	Reimbursement (Science supplies)	GIBSON CATHY J	IL	195.68	01/05/23
1172300034 03	Color copy paper	QUILL CORPORATION	PA	959.6	01/03/23
1172300033 15	Reimbursement (Science supplies)	GIBSON CATHY J	IL	15.2	12/16/22
1172300032 08	Stamps	UNITED STATES POSTAL SERV...	IL	1500	12/14/22

1172300031	05	Reimbursement (Science supplies)	RANGE LAUREN	IL	35.88	12/06/22
1172300030	05	Batteries	QUILL CORPORATION	PA	81.98	12/06/22
1172300029	01	Wrestling singlets	SPORTWIDE	IL	5100	12/01/22
1172300028	14	Reimbursement (Veteran's Day breakfast)	LASHMETT CELESTE L	IL	125.94	11/18/22
1172300027	09	Reimbursement (Science supplies)	GIBSON CATHY J	IL	84.55	11/14/22
1172300026	07	Color paper	QUILL CORPORATION	PA	1439.4	11/07/22
1172300025	31	Reimbursement (Science supplies)	RANGE LAUREN	IL	59.88	11/01/22
1172300024	24	Reimbursement (Science supplies)	GIBSON CATHY J	IL	13.47	11/01/22
1172300023	07	Envelopes	QUILL CORPORATION	PA	134.97	10/12/22
1172300022	06	Reimbursement (PT Conference)	BUSHNELL SAMANTHA J	IL	104.89	10/06/22
1172300021	28	Reimbursement (classroom supplies)	WEBER RACHEL B	IL	61.54	10/04/22
1172300020	28	Glue Sticks	QUILL CORPORATION	PA	26.99	10/04/22
1172300019	28	Laminate & post it notes	QUILL CORPORATION	PA	361.95	10/04/22
1172300018	28	Stapler and staples	QUILL CORPORATION	PA	65.44	10/04/22
1172300017	28	Ink (952 color)	QUILL CORPORATION	PA	72.99	10/04/22
1172300016	27	902XL Black and Color ink	QUILL CORPORATION	PA	86.99	10/04/22
1172300015	27	Batteries, Paper clips, Monitor stand	QUILL CORPORATION	PA	74.77	09/27/22
1172300014	26	Dance uniforms	WEISSMAN DANCE	MO	517	09/27/22
1172300013	26	Reimbursement (Science supplies)	EISFELDER MISTY D	IL	59.88	09/27/22
1172300012	26	Reimbursement (Golf Tournament)	JAMES DEREK	IL	265.5	09/27/22
1172300011	12	Reimbursement (Orchestra Registration Fee ILMEA)	BURCHARD BRETT L	IL	50	09/19/22
1172300010	06	Reimbursement (Softball supplies)	KOEHLER SHELBY L	IL	102.05	09/09/22
1172300009	06	Reimbursement (Science supplies)	JOHNSON KATINA	IL	42.34	09/06/22
1172300008	26	Reimbursement (Band supplies)	BURCHARD BRETT L	IL	64	08/29/22
1172300007	26	Reimbursement (Band supplies)	BURCHARD BRETT L	IL	2.88	08/29/22
1172300006	15	Reimbursement (Crimson bracelets)	DAVIDSMEYER-ALEXANDER,STE...	IL	210	08/16/22
1172300005	10	Reimbursement (Math supplies)	SHEPARD KRISTEN L	IL	78.96	08/11/22
1172300004	08	Colored copy paper	QUILL CORPORATION	PA	2261	08/11/22
1172300003	08	Reimbursement (Choir supplies)	SMITH CHRISTINE	IL	187.1	08/11/22
1172300002	08	Reimbursement (Science supplies)	RANGE LAUREN	IL	68.52	08/08/22
1172300001	14	Cheer Mats	EZ FLEX SPORT MATS	TX	6684	07/14/22
1172300000	07	Red Desk Chair	WORTHINGTON DIRECT	TX	145.79	07/08/22
1172200086	24	Reimbursement (teacher meeting)	LASHMETT CELESTE L	IL	38.31	06/27/22
1172200085	01	Reimbursement (end of year classroom activity)	ZIMMER VALISHA	IL	49.94	06/02/22
1172200084	31	Reimbursement (8th grade awards breakfast supplies)	MANSUR ANTHONY	IL	39.7	06/02/22
1172200083	26	Reimbursement (class party supplies)	WERRIES KAREN E	IL	143.12	05/31/22
1172200082	12	Reimbursement (IPA Secretary Banquet)	LASHMETT CELESTE L	IL	100	05/16/22
1172200081	09	Reimbursement (Band supplies)	BURCHARD BRETT L	IL	54.05	05/09/22
1172200080	09	Reimbursement (LA supplies)	ALEXANDER JILL MARIE	IL	59.88	05/09/22
1172200079	20	Reimbursement (class party supplies)	WERRIES KAREN E	IL	105.23	04/20/22
1172200077	20	Reimbursement (Math supplies)	SWEATMAN SANDRA	IL	10.67	04/20/22
1172200076	14	Reimbursement (Dance team supplies)	UPTON STEPHANIE	IL	24.99	04/14/22

1172200075	12	Stamps	UNITED STATES POSTAL SERV...	IL	2494	04/14/22
1172200074	12	Nurse Supplies	SCHOOL NURSE SUPPLY INC	IL	552.69	04/14/22
1172200073	07	Reimbursement (General supplies)	DAVIDSMEYER-ALEXANDER,STE...	IL	129.5	04/07/22
1172200072	07	Reimbursement (Science supplies)	GIBSON CATHY J	IL	51.31	04/07/22
1172200071	07	Reimbursement (Language Arts supplies)	ZIMMER VALISHA	IL	25.5	04/07/22
1172200070	06	Spanish Supplies	TEACHERS DISCOVERY	MI	144.83	04/07/22
1172200068	01	Reimbursement (Dance team supplies)	UPTON STEPHANIE	IL	108.64	04/04/22
1172200067	30	Reimbursement (General supplies)	BUSHNELL SAMANTHA J	IL	237.72	04/01/22
1172200066	30	Reimbursement (LA supplies)	RHEA SARAH E	IL	110.49	04/01/22
1172200065	30	Reimbursement (SPED supplies)	OVERTON CHARLES	IL	37.5	04/01/22
1172200064	16	Reimbursement (Sped supplies)	ANTLE RACHEL M	IL	10	03/18/22
1172200063	04	Reimbursement (Sped supplies)	ANTLE RACHEL M	IL	22.79	03/04/22
1172200062	04	Reimbursement (Science supplies)	RANGE LAUREN	IL	64.32	03/04/22
1172200061	03	Reimbursement (Meal for team)	DAVIS SARAH L	IL	41.54	03/04/22
1172200060	02	Reimbursement (Lunch)	MANSUR ANTHONY	IL	30.6	03/04/22
1172200059	01	Reimbursement (Science supplies)	UPTON STEPHANIE	IL	21.96	03/01/22
1172200058	25	Reimbursement (Parent/Teacher Conference supplies)	LASHMETT CELESTE L	IL	367.76	03/04/22
1172200057	25	Reimbursement (Math supplies)	SHEPARD KRISTEN L	IL	23.98	03/01/22
1172200056	22	Regular white envelopes	QUILL CORPORATION	PA	61.98	02/23/22
1172200055	22	Science Supplies (Iron Chloride Solution)	CAROLINA BIOLOGICAL	NC	21.52	02/23/22
1172200054	22	Reimbursement (Science Supplies)	RANGE LAUREN	IL	6.52	02/23/22
1172200053	22	Reimbursement (Science Supplies)	JOHNSON KATINA	IL	7.4	02/23/22
1172200052	15	Reimbursement (Audiobook)	ANTLE RACHEL M	IL	17.14	02/22/22
1172200051	11	Reimbursement (testing prizes)	BUSHNELL SAMANTHA J	IL	84.72	02/11/22
1172200050	11	Reimbursement (Social Studies supplies)	KELLY PATRICK B	IL	17.12	02/11/22
1172200049	11	Reimbursement (Choir supplies)	SMITH CHRISTINE	IL	54.05	02/11/22
1172200048	07	Reimbursement (Choir supplies)	SMITH CHRISTINE	IL	27.99	02/11/22
1172200047	24	Reimbursement (Social Studies supplies)	SPARROW GEORGE A	IL	59.88	02/01/22
1172200046	10	Reimbursement (Social Studies supplies)	HOLAWAY MARK A.	IL	129	01/10/22
1172200045	03	Reimbursement (Math supplies)	HAMILTON DARLA K	IL	124.15	01/04/22
1082500022	04	Nurse Supplies	SCHOOL NURSE SUPPLY INC	IL	165.27	01/14/25
1082500021	21	Printer paper	STAPLES	TX	3099.6	11/25/24
1082500020	30	classrooms	AMAZON.COM	GA	15.96	11/11/24
1082500019	22	paper for report cards	AMAZON.COM	GA	71.73	10/25/24
1082500018	08	awards	ANDERSON'S	MN	432.59	10/15/24
1082500017	02	student items	AMAZON.COM	GA	54.3	10/08/24
1082500015	16	Amazon list	AMAZON.COM	GA	71.88	08/16/24
1082500014	16	Scholastic Magazines	SCHOLASTIC	OH	343.75	08/16/24
1082500013	15	Printer for Dean's office	AMAZON.COM	GA	139.98	08/16/24
1082500012	26	Laminating rolls	TOM DAY BUSINESS MACHINES	IL	400	07/26/24
1082500011	26	Art Supplies	BLICK ART MATERIALS	IL	153.38	07/26/24
1082500010	25	Washington Envelopes	BRANSTITER PRINTING CO	IL	196.8	07/26/24

1082500009	25	postage	UNITED STATES POSTAL SERV...	IL	730	07/26/24
1082500008	23	starter change	WASHINGTON ELEMENTARY SCH...	IL	150	07/26/24
1082500007	06	Nurse supplies	SCHOOL NURSE SUPPLY INC	IL	660.62	06/06/24
1082500006	06	Pins for awards	ANDERSON'S	MN	503.32	06/06/24
1082500005	05	Supplies	AMAZON.COM	GA	727.93	06/06/24
1082500004	04	car signs	THE LITTLE SIGN COMPANY, ...	FL	200	06/10/24
1082500003	05	Water bottles	4 IMPRINT, INC.	IL	339	06/06/24
1082500002	29	office amazon order	AMAZON.COM	GA	23.95	05/29/24
1082500001	29	Amazon	AMAZON.COM	GA	9.49	05/29/24
1082400007	15	Nurse supplies	SCHOOL NURSE SUPPLY INC	IL	294.62	02/22/24
1082400006	02	Nurse supplies	SCHOOL NURSE SUPPLY INC	IL	191.15	11/06/23
1082400005	18	Stamper	RUBBER STAMPS UNLIMITED, ...	MI	15.75	10/18/23
1082400004	13	PORTABLE ROLA-RACK PAPER ROLL CUTTERS FOR WASHINGTON ELEMENTARY	BLICK ART MATERIALS	IL	936.6	10/17/23
1082400003	27	Laminating film	TOM DAY BUSINESS MACHINES	IL	400	09/29/23
1082400002	22	Nurse supplies	SCHOOL NURSE SUPPLY INC	IL	169.5	08/22/23
1082400001	18	Recess equipment	GOPHER SPORT	MN	849	08/21/23
1082400000	26	Car signs	THE LITTLE SIGN COMPANY, ...	FL	160	07/26/23
1082300013	01	Nicky Folders for students	ROCHESTER 100 INC	NY	145	06/01/23
1082300012	26	Waterbottles	4 IMPRINT, INC.	IL	342	06/01/23
1082300011	21	Washington pens	NATIONAL PEN CO. LLC	TX	79	04/21/23
1082300010	13	PAINT SUPPLIES FOR WASHINGTON	BLICK ART MATERIALS	IL	525.6	04/18/23
1082300009	10	Postage	UNITED STATES POST OFFICE	IL	660	02/15/23
1082300008	30	Nurse supplies	SCHOOL NURSE SUPPLY INC	IL	180.25	02/01/23
1082300007	26	Scholastic for 2023-2024 order PRomotion code 6464	SCHOLASTIC CLASS MAGAZINE	OH	149.75	01/26/23
1082300006	07	Nurse supplies	SCHOOL NURSE SUPPLY INC	IL	127.41	12/14/22
1082300005	28	supplies	SCHOOL NURSE SUPPLY INC	IL	131.91	09/30/22
1082300004	28	supplies	SCHOOL SPECIALTY	WI	36.58	09/30/22
1082300003	09	Office Supplies	SCHOOL SPECIALTY	WI	148.75	09/09/22
1082300002	22	washington supplies	THE LITTLE SIGN COMPANY, ...	FL	350	08/22/22
1082300001	13	Washington supplies	SCHOOL SPECIALTY	WI	1340.35	06/17/22
1082300000	13	Nurse Supplies	SCHOOL NURSE SUPPLY INC	IL	322.62	06/17/22
1082200028	14	supplies	ROCHESTER 100 INC	NY	217.5	04/14/22
1082200027	07	supplies	AMAZON.COM	GA	32.37	04/07/22
1082200026	07	Supplies	AMAZON.COM	GA	887.29	04/07/22
1082200025	31	AED replacement parts	SCHOOL NURSE SUPPLY INC	IL	465.56	03/31/22
1082200024	02	Supplies	SCHOOL SPECIALTY	WI	4.79	03/07/22
1082200023	02	Nurse supplies	AMAZON.COM	GA	12.46	03/03/22
1082200022	25	supplies	AMAZON.COM	GA	203.08	02/25/22
1082200021	23	Nurse supplies	SCHOOL NURSE SUPPLY INC	IL	184.86	02/24/22
1082200020	15	Supplies	AMAZON.COM	GA	273.98	02/15/22
1082200019	09	air pressure gauge	AMAZON.COM	GA	18.98	02/09/22

1082200018	09	Washington supplies	STAPLES	MA	5.79	02/09/22
1082200017	27	Pe Supplies	AMAZON.COM	GA	253.85	01/27/22
1072500015	22	Office and Nurse supplies	AMAZON.COM	GA	419.5	04/24/25
1072500014	24	Office supplies	AMAZON.COM	GA	135.42	04/01/25
1072500013	10	ORDER FOR NURSE SUPPLIES	AMAZON.COM	GA	25.91	03/11/25
1072500012	26	SOUTH OFFICE & TITLE SUPPLIES	AMAZON.COM	GA	300.94	02/28/25
1072500011	31	Postage Stamps	POSTMASTER	IL	219	01/31/25
1072500010	31	Nurse & Office Supplies	AMAZON.COM	GA	139.07	01/31/25
1072500009	14	Office & Nurse supplies	AMAZON.COM	GA	76.16	01/15/25
1072500008	02	AMAZON ORDER FOR NURSE AND OFFICE	AMAZON.COM	GA	76.25	12/02/24
1072500007	22	Laminating Paper	TOM DAY BUSINESS MACHINES	IL	436	11/25/24
1072500006	11	Amazon Order	AMAZON.COM	GA	88.64	11/12/24
1072500005	04	HP 414X Black High-yield Toner Cartridge | Works with HP Color LaserJet Enterprise M455dn, MFP M480f; HP Color LaserJet Pro M454 Series, HP Color https://www.amazon.com/gp/product/B07R3XX88Z/ref=ox_sc_act_title_1?smid=ATVPDKIKX0DER&psc=1	AMAZON.COM	GA	198.89	10/07/24
1072500004	01	SOUTH OFFICE & NURSE ORDER	AMAZON.COM	GA	190.96	10/02/24
1072500003	22	Amazon order	AMAZON.COM	GA	184.28	08/23/24
1072500002	23	Petty Cash 24-25	THIES VERONIKA	IL	50	07/23/24
1072500001	23	Starter Change	THIES VERONIKA	IL	200	07/23/24
1072500000	30	School Nurse Supplies	SCHOOL NURSE SUPPLY INC	IL	214.07	06/03/24
1072400020	09	AMAZON ORDER	AMAZON.COM	GA	117.69	09/10/24
1072400019	30	Amazon order for office supplies	AMAZON.COM	GA	101.29	05/31/24
1072400018	28	2 Rolls of Stamps	UNITED STATES POSTAL SERV...	GA	146	05/31/24
1072400017	23	Office Supplies & Nurse Supplies from Amazon	AMAZON.COM	GA	65.96	04/23/24
1072400016	30	SUPPLIES FOR OFFICE, ART AND SPED	QUILL CORP. (ORDERS)	PA	63.34	01/31/24
1072400015	29	3 ROLLS OF STAMPS	UNITED STATES POSTAL SERV...	PA	204	01/29/24
1072400014	12	FILING CABINETS FOR PRINCIPALS OFFICE	QUILL CORPORATION	PA	1589.98	01/12/24
1072400013	12	NURSE SUPPLY ORDER	SCHOOL NURSE SUPPLY INC	IL	153.5	12/13/23
1072400012	14	Nurse Supply Order	SCHOOL NURSE SUPPLY INC	IL	57	11/15/23
1072400011	18	NURSE SUPPLY ORDER	SCHOOL NURSE SUPPLY INC	IL	76.95	10/20/23
1072400010	06	2 Rolls Stamps	POSTMASTER	IL	132	10/06/23
1072400009	19	FOR PRINCIPAL	REALLY GOOD STUFF LLC	IL	23.96	09/19/23
1072400008	29	FOLDERS FOR PRINCIPAL	QUILL CORP. (ORDERS)	PA	69.96	09/05/23
1072400007	20	PAPER FOR MONTHLY CALENDAR	QUILL CORPORATION	PA	238.67	08/22/23
1072400006	20	NURSE SUPPLY ORDER	SCHOOL NURSE SUPPLY INC	IL	50.97	08/21/23
1072400005	01	RULE POSTERS	MASCOT JUNCTION, INC.	MO	1800	08/01/23
1072400004	31	DISCIPLINE REPORTS	ABC SCHOOL SPECIALTY	IL	104.36	08/01/23
1072400003	30	K-5 SUPPLIES	ROCHESTER 100 INC	NY	609	07/26/23
1072400002	30	4TH GRADE PLANNERS & HORIZONTAL WALL CHART	SUCCESS BY DESIGN INC	MI	1202.4	07/26/23
1072400001	30	K TEACHER SUPPLIES	SCHOOL SPECIALTY	WI	288.27	07/25/23

1072400000	30	TEACHER & OFFICE SUPPLIES	QUILL CORP. (ORDERS)	PA	44.98	07/25/23
1072300014	29	NURSE ORDER	SCHOOL NURSE SUPPLY INC	IL	76	08/29/23
1072300013	15	SOUTH NURSE SUPPLY ORDER	SCHOOL NURSE SUPPLY INC	IL	207.92	05/16/23
1072300012	12	South Supplies	QUILL CORP. (ORDERS)	PA	240.31	04/13/23
1072300011	14	SOUTH NURSE SUPPLIES	SCHOOL NURSE SUPPLY INC	IL	238.88	03/15/23
1072300010	14	SUPPLIES FOR SOUTH OFFICE	QUILL CORP. (ORDERS)	PA	271.91	03/14/23
1072300009	17	Nurse Supplies	SCHOOL NURSE SUPPLY INC	IL	247.57	01/18/23
1072300008	06	STAMPS	UNITED STATES POSTAL SERV...	IL	120	01/06/23
1072300006	12	Resources Supplies for Students	SCHOOL SPECIALTY	WI	71.42	10/12/22
1072300005	11	Supplies for Nurses Office	SCHOOL NURSE SUPPLY INC	IL	545.22	10/12/22
1072300004	17	OFFICE AND BUILDING SUPPLIES FOR FACULTY AND STAFF USAGE	SCHOOL SPECIALTY	WI	1054.77	06/17/22
1072300003	17	PRINTER INK FOR PRINCIPAL CHIPMAN'S OFFICE COPIER	QUILL CORP. (ORDERS)	PA	368.94	06/17/22
1072300002	17	Plastic envelopes for students in grades K-2.	QUILL CORP. (ORDERS)	PA	1152.28	06/17/22
1072300001	17	Communicator folders for students in grades K through 3.	ROCHESTER 100 INC	NY	503.5	06/17/22
1072300000	17	Laminating film for entire building use.	TOM DAY BUSINESS MACHINES	IL	776	06/17/22
1072200013	14	Nurses room supplies	SCHOOL NURSE SUPPLY INC	IL	380.43	04/14/22
1072200012	13	Supplies	QUILL CORP. (ORDERS)	PA	1858.07	04/13/22
1072200011	06	Postage stamps for office.	POSTMASTER	IL	266.8	04/07/22
1072200010	09	Supplies for Nurses Office	SCHOOL NURSE SUPPLY INC	IL	365.64	03/10/22
1072200009	08	Forever stamps for office use.	POSTMASTER	IL	232	02/08/22
1062500029	19	Nurse supplies	AMAZON.COM	GA	32.44	03/19/25
1062500028	12	Supplies	CAPITAL ONE-WALMART	CA	140.36	03/13/25
1062500027	26	Supplies	QUILL CORP. (ORDERS)	PA	105.56	02/27/25
1062500026	10	Supplies	QUILL CORP. (ORDERS)	PA	258.69	02/10/25
1062500025	10	Amazon order	AMAZON.COM	GA	80.57	02/10/25
1062500024	30	Amazon order	AMAZON.COM	GA	380.47	01/31/25
1062500023	29	Nurse Supplies	SCHOOL NURSE SUPPLY INC	IL	12.89	01/31/25
1062500022	28	Amazon PDF	AMAZON.COM	GA	175.89	01/28/25
1062500021	28	Amazon order	AMAZON.COM	GA	30.99	01/28/25
1062500020	23	Amazon order	AMAZON.COM	GA	75.43	01/27/25
1062500019	13	Supplies	AMAZON.COM	GA	56.5	01/22/25
1062500018	08	Supplies	AMAZON.COM	GA	129.99	01/09/25
1062500017	15	Amazon PDF	AMAZON.COM	GA	214.9	11/18/24
1062500016	07	Amazon order	AMAZON.COM	GA	287.33	11/07/24
1062500015	04	Scholastic Order - See PDF	SCHOLASTIC	OH	47.77	11/04/24
1062500014	03	Amazon PDF	AMAZON.COM	GA	58.32	10/03/24
1062500013	03	Walmart PDF	WALMART COMMUNITY/SYNCB	GA	29.8	10/03/24
1062500012	02	Amazon PDF for Nurse	AMAZON.COM	GA	114.72	10/03/24
1062500011	25	Supplies	QUILL CORP. (ORDERS)	PA	61.97	09/26/24
1062500010	16	Supplies	QUILL CORP. (ORDERS)	PA	88.76	09/17/24

1062500009 09	Walmart order	WAL-MART(USE VENDOR#1602)	IL	45.38	09/09/24
1062500008 28	Deodorant	AMAZON.COM	GA	77.89	08/29/24
1062500007 20	Feminine Dispenser Replacement Keys	MACGILL SCHOOL NURSE SUPP...	IL	5.97	08/20/24
1062500006 07	Amazon order	AMAZON.COM	GA	106.27	08/07/24
1062500005 01	Nurse supplies	SCHOOL NURSE SUPPLY INC	IL	165.82	08/01/24
1062500004 01	Nurse Supplies	AMAZON.COM	GA	130.93	08/01/24
1062500003 01	Supplies	QUILL CORP. (ORDERS)	PA	132.1	08/01/24
1062500002 23	Postage	GILLIS ANNETTE L	IL	438	07/23/24
1062500001 23	Supplies	AMAZON.COM	GA	496.47	07/23/24
1062500000 23	Starter Cash $300/Petty Cash $75	GILLIS ANNETTE L	IL	375	07/23/24
1062400015 24	Clipboards	WALMART COMMUNITY/SYNCB	GA	60.76	04/24/24
1062400014 19	Storage Containers	WAL-MART(USE VENDOR#1602)	IL	41.82	04/19/24
1062400013 17	Bulletin Board Paper	QUILL CORP. (ORDERS)	PA	318.97	04/17/24
1062400012 17	Microwave for kitchen	HOME DEPOT	IL	208	04/17/24
1062400011 10	9 oz Plastic Cups for Medication	AMAZON.COM	GA	82.99	04/10/24
1062400010 10	Discipline Notices	SCHOOL SPECIALTY	WI	68.95	04/10/24
1062400009 09	Supplies	QUILL CORP. (ORDERS)	PA	2206.94	04/10/24
1062400008 08	Supplies	QUILL CORP. (ORDERS)	PA	123.3	02/08/24
1062400007 31	Supplies	MACGILL SCHOOL NURSE SUPP...	IL	709	02/02/24
1062400006 30	Supplies	MACGILL SCHOOL NURSE SUPP...	IL	599	01/30/24
1062400005 10	Supplies	QUILL CORP. (ORDERS)	PA	475.95	01/10/24
1062400004 05	Supplies	QUILL CORP. (ORDERS)	PA	161.55	12/05/23
1062400003 31	Supplies	QUILL CORP. (ORDERS)	PA	149.09	09/01/23
1062400002 07	Supplies	QUILL CORP. (ORDERS)	PA	41.18	08/08/23
1062400001 24	Starter/Petty Cash	GILLIS ANNETTE L	IL	375	07/24/23
1062400000 24	Postage	POSTMASTER	IL	396	07/24/23
1062300021 20	Nurse supplies	MACGILL SCHOOL NURSE SUPP...	IL	277.39	04/26/23
1062300020 20	Supplies	QUILL CORP. (ORDERS)	PA	275.03	04/20/23
1062300019 18	Nicky Folders	ROCHESTER 100 INC	NY	326.25	04/20/23
1062300018 28	Nurse supplies	SCHOOL NURSE SUPPLY INC	IL	92.66	03/01/23
1062300017 09	Feminine Care Products	MACGILL SCHOOL NURSE SUPP...	IL	174.99	02/09/23
1062300016 09	Feminine Care Vending Machine	MACGILL SCHOOL NURSE SUPP...	IL	424	02/09/23
1062300015 30	Supplies	QUILL CORP. (ORDERS)	PA	101.11	01/30/23
1062300014 30	Discipline Notices	SCHOOL SPECIALTY	WI	25.94	01/30/23
1062300013 11	Supplies	QUILL CORP. (ORDERS)	PA	223.97	01/11/23
1062300012 15	Nurse Supplies	SCHOOL NURSE SUPPLY INC	IL	159.85	12/15/22
1062300011 05	Supplies	QUILL CORP. (ORDERS)	PA	489.07	12/06/22
1062300010 09	Supplies	QUILL CORP. (ORDERS)	PA	245.94	11/11/22
1062300009 17	Nurse supplies	SCHOOL NURSE SUPPLY INC	IL	119.2	10/17/22
1062300008 19	Supplies	QUILL CORP. (ORDERS)	PA	88.98	09/19/22
1062300007 09	Nurse Supplies	MACGILL SCHOOL NURSE SUPP...	IL	95.83	09/09/22
1062300006 25	Supplies	QUILL CORP. (ORDERS)	PA	65.13	08/25/22
1062300005 05	Supplies for Bulletin Boards	REALLY GOOD STUFF LLC	IL	164.24	08/05/22

1062300003 04	Badge clips	AMAZON.COM	GA	35.99	08/04/22
1062300002 26	Supplies	QUILL CORP. (ORDERS)	PA	361.83	07/27/22
1062300001 17	Petty Cash 2022-2023	GILLIS ANNETTE L	IL	75	06/21/22
1062300000 17	Starter Cash	GILLIS ANNETTE L	IL	300	06/21/22
1062200032 06	Supplies for lounge	QUILL CORP. (ORDERS)	PA	56.96	09/07/22
1062200031 01	Nurse Supplies	MACGILL SCHOOL NURSE SUPP...	IL	109.7	09/01/22
1062200030 29	Agendas	CAMPUS AGENDAS	MO	43.4	08/30/22
1062200029 16	staplers	QUILL CORP. (ORDERS)	PA	26.67	08/16/22
1062200028 11	Supplies	QUILL CORP. (ORDERS)	PA	61.94	08/12/22
1062200027 13	Supplies for student work binders (Hayes)	QUILL CORP. (ORDERS)	PA	297.17	05/13/22
1062200026 29	Nurse supplies	SCHOOL NURSE SUPPLY INC	IL	102.75	05/02/22
1062200025 13	Laminating Film	QUILL CORP. (ORDERS)	PA	91.99	04/13/22
1062200024 12	Supplies	QUILL CORP. (ORDERS)	PA	25.96	04/12/22
1062200023 12	King Size 3-Panel Screen	SCHOOL NURSE SUPPLY INC	IL	269	04/12/22
1062200022 15	Supplies and office chair	QUILL CORP. (ORDERS)	PA	80.34	03/18/22
1062200021 10	Student Agendas	CAMPUS AGENDAS	MO	205.32	03/10/22
1062200020 10	Nicky Folders	ROCHESTER 100 INC	NY	145	03/10/22
1062200019 08	Supplies	QUILL CORP. (ORDERS)	PA	88.75	03/08/22
1062200018 31	Supplies	QUILL CORP. (ORDERS)	PA	46.75	01/31/22
1062200017 31	Nurse supplies	SCHOOL NURSE SUPPLY INC	IL	25.95	01/31/22
1062200016 07	supplies	QUILL CORP. (ORDERS)	PA	73.89	01/18/22
1052500000 01	OFFICE SUPPLIES FOR M/W ELEMENTARY	BMO CORPORATE MASTERCARD ...	IL	655.24	11/02/24
1052400005 20	Nurse Supply	SCHOOL NURSE SUPPLY INC	IL	121.64	03/20/24
1052400004 20	Amazon Order see in PDF	AMAZON.COM	GA	425.95	03/20/24
1052400003 13	Planners- Quote PDF	MERIDIAN STUDENT PLANNERS	MO	227.5	03/15/24
1052400002 13	Amazon Order- Supplies	AMAZON.COM	GA	49.99	03/15/24
1052400001 13	Amazon Order for Office	AMAZON.COM	GA	234.26	03/15/24
1052400000 18	Nurse Supplies	SCHOOL NURSE SUPPLY INC	IL	238.51	01/18/24
1052300004 30	paper	STAPLES	MA	614.85	12/04/23
1052300003 27	supplies	STAPLES	MA	237.54	11/27/23
1052300002 21	Nurse supplies	SCHOOL NURSE SUPPLY INC	IL	323.45	08/21/23
1052300001 06	Art Supplies	BLICK ART MATERIALS	IL	180.4	02/07/23
1052300000 09	Nurse Supplies	SCHOOL NURSE SUPPLY INC	IL	124.01	01/10/23
1052200011 11	Laminating film	LAMINATOR.COM	IL	293.98	10/12/22
1052200010 19	GBC Pinnacle 27 EZ Load 27" Heated Roller roll Laminator	LAMINATOR.COM	IL	1999.99	09/19/22
1052200009 01	nurse supplies	SCHOOL NURSE SUPPLY INC	IL	652.22	09/06/22
1052200008 22	Laminating Film	LAMINATOR.COM	IL	212.94	08/23/22
1052200007 12	STAMPS FOR M/W ELEMENTARY SCHOOL	UNITED STATES POSTAL SERV...	IL	232	04/13/22
1052200006 15	laminator film	LAMINATOR.COM	IL	203.94	02/22/22
1052200005 25	nurse supplies	MACGILL SCHOOL NURSE SUPP...	IL	173.94	01/26/22
1042500007 07	supplies	QUILL CORP. (ORDERS)	PA	3722.28	05/06/25

1042500005 19	supplies	QUILL CORPORATION	PA	552.67	03/19/25
1042500004 24	gloves	QUILL CORPORATION	PA	185.9	03/19/25
1042500003 07	postage	UNITED STATES POSTAL SERV...	PA	511	02/07/25
1042500002 07	supplies	QUILL CORP. (ORDERS)	PA	1266.63	02/07/25
1042500001 19	SUPPLIES	QUILL CORPORATION	PA	108.33	08/19/24
1042500000 23	office supplies	QUILL CORP. (ORDERS)	PA	71.57	07/29/24
1042400007 18	supplies	QUILL & SCROLL	IA	1007.72	04/19/24
1042400006 18	paper order	STAPLES	TX	1687.7	04/19/24
1042400005 18	supplies	QUILL & SCROLL	IA	890.91	04/19/24
1042400004 09	Supplies	QUILL CORP. (ORDERS)	PA	1812.57	04/09/24
1042400000 02	Stamps	UNITED STATES POST OFFICE	PA	462	10/16/23
1042300003 06	supplies	QUILL CORP. (ORDERS)	PA	215.49	06/06/23
1042300001 08	supplies	QUILL CORP. (ORDERS)	PA	640.99	08/08/22
1042300000 27	supplies	QUILL CORPORATION	PA	1447.65	07/27/22
1042200011 06	supplies	QUILL & SCROLL	IA	155.8	10/11/22
1042200010 03	certified mail	UNITED STATES POSTAL SERV...	IA	14.76	06/03/22
1042200009 12	stamps	UNITED STATES POST OFFICE	IA	464	05/25/22
1042200008 15	School birthday recognitions	ORIENTAL TRADING CO INC	MN	152.91	04/16/22
1042200007 12	SUPPLIES	QUILL CORP. (ORDERS)	PA	798.4	04/16/22
1042200006 12	END OF YEAR SUPPLIES	QUILL CORP. (ORDERS)	PA	3937.5	04/16/22
1042200005 12	PAPER ORDER	STAPLES	MA	1649.5	04/16/22
1012500017 01	Eis Nurses Amazon order	BMO CORPORATE MASTERCARD ...	IL	189.99	05/01/25
1012500016 01	Eis Nurse Sam's Club order	BMO CORPORATE MASTERCARD ...	IL	189.41	05/01/25
1012500015 11	Nurse Amazon Order	BMO CORPORATE MASTERCARD ...	IL	49.99	03/12/25
1012500014 07	Amazon order for the Nurse	BMO CORPORATE MASTERCARD ...	IL	24.48	02/07/25
1012500013 30	Postage stamps	UNITED STATES POST OFFICE	IL	438	01/31/25
1012500012 09	Nurse Supplies	SCHOOL NURSE SUPPLY INC	IL	109.97	12/10/24
1012500011 09	Nurse needs Amazon order	BMO CORPORATE MASTERCARD ...	IL	300.8	12/09/24
1012500010 09	2Q reward needs Amazon order	BMO CORPORATE MASTERCARD ...	IL	21.33	12/09/24
1012500009 26	Amazon order PDF	BMO CORPORATE MASTERCARD ...	IL	149.09	11/26/24
1012500008 19	Amazon Order- (4) 24 Pack Privacy Folders	BMO CORPORATE MASTERCARD ...	IL	199.96	11/20/24
1012500007 04	Amazon order	BMO CORPORATE MASTERCARD ...	IL	17.98	11/06/24
1012500006 02	Amazon Pdf	BMO CORPORATE MASTERCARD ...	IL	12.99	10/02/24

1012500005	17	Eisenhower supplies/ Privacy shields	REALLY GOOD STUFF LLC	IL	359.92	09/17/24
1012500004	17	Amazon Order Eisenhower	BMO CORPORATE MASTERCARD ...	IL	267.3	09/17/24
1012500003	29	Nurse Supplies	BMO CORPORATE MASTERCARD ...	IL	158.53	08/29/24
1012500002	29	Printing and laminating posters	CHIPMAN TIMOTHY W	IL	114.6	08/29/24
1012500001	23	Starter Change for 24-25 school year	CHIPMAN TIMOTHY W	IL	125	07/23/24
1012500000	23	Petty Cash	CHIPMAN TIMOTHY W	IL	75	07/23/24
1012400007	15	Eisenhower supplies	QUILL CORP. (ORDERS)	PA	270.05	04/15/24
1012400006	04	Supplies for Nurse	SCHOOL NURSE SUPPLY INC	IL	288.23	04/04/24
1012400005	12	Repair of two necklaces that were broken during a student in crisis.	KARSGAARD ALYSON	IL	68.99	03/12/24
1012400004	26	Supplies for building	QUILL CORP. (ORDERS)	PA	306.66	01/26/24
1012400003	20	Nurse Supplies	SCHOOL NURSE SUPPLY INC	IL	183.42	11/20/23
1012400002	18	Supplies for Staff Emergency bags	CLEVENGER AMANDA	IL	13.88	10/20/23
1012400001	14	reimbursement for bank fees for lost check	MAWSON TRACY	IL	27	09/18/23
1012400000	22	Supplies for Nurse	SCHOOL NURSE SUPPLY INC	IL	140.89	08/22/23
1012300018	19	Office Supplies	QUILL CORP. (ORDERS)	PA	213.33	04/19/23
1012300017	19	Omnikin Kin-ball Sport Game	GOPHER	MN	359	04/19/23
1012300016	19	Really Good Stuff Monthly Calendar Item #172209	REALLY GOOD STUFF LLC	IL	18.99	04/19/23
1012300015	17	Document shredding 110lbs.	BROCKSCHMIDT BETH A	IL	18.7	04/18/23
1012300014	12	Owl Pellets refill	OBDK	WA	145.5	04/12/23
1012300013	11	Custom Ribbon Honor Roll	JONES SCHOOL SUPPLY	SC	235	04/11/23
1012300012	27	supplies to make ice packs	HOLT NANCY	IL	20.4	03/29/23
1012300011	22	Document Shredding 105lbs.	BROCKSCHMIDT BETH A	IL	17.85	02/22/23
1012300010	13	Nurse Supplies	SCHOOL NURSE SUPPLY INC	IL	38.8	02/13/23
1012300009	30	Supplies for Nurse	SCHOOL NURSE SUPPLY INC	IL	147.8	01/30/23
1012300008	12	AA and AAA batteries already in use.	DONOVAN BESTERFELDT TRACI...	IL	33.35	12/14/22
1012300007	31	Solution Tree-Books	SOLUTION TREE	IN	80.9	11/01/22
1012300006	20	Principals Awards	SCHOOL SPECIALTY	WI	89.76	10/21/22
1012300005	29	Supplies for Nurse	SCHOOL NURSE SUPPLY INC	IL	169.91	08/30/22
1012300004	09	Supplies	DISCOUNT SCHOOL SUPPLY	IL	382.99	08/09/22
1012300003	01	Supplies	BROCKSCHMIDT BETH A	IL	12.97	08/01/22
1012300002	21	Supplies	QUILL CORP. (ORDERS)	PA	408.39	06/21/22
1012300001	21	Petty Cash	BROCKSCHMIDT BETH A	IL	75	06/21/22
1012300000	21	Starter Change	BROCKSCHMIDT BETH A	IL	300	06/21/22
1012200024	29	Plaque engraving	BROCKSCHMIDT BETH A	IL	207.41	08/01/22
1012200023	29	Document Shredding	BROCKSCHMIDT BETH A	IL	6.8	08/01/22
1012200022	29	Postage for first class letter	BROCKSCHMIDT BETH A	IL	7.38	08/01/22
1012200021	14	School supplies	SCHOOL OUTFITTERS	IL	623.52	04/14/22
1012200020	12	Supplies for Eisenhower	GOPHER	MN	882.7	04/12/22
1012200019	11	supplies in use	SECRIST DUSTIN R	IL	8.75	04/11/22
1012200018	05	Owl pellets for classroom project	OBDK	WA	130.4	04/05/22

1012200017 05	Supplies already in use.	BROCKSCHMIDT,BETH	IL	8.64	04/05/22
1012200016 02	Electric and manual staplers	QUILL CORP. (ORDERS)	PA	99.95	03/02/22
1012200015 14	AA and AAA batteries, supplies for students, already in use	DONOVAN BESTERFELDT TRACI...	IL	32.1	03/01/22
1012200014 11	Westcott CarboTitanium Guillotine Paper Trimmer, 18 inch cut	SCHOOL SPECIALTY	WI	158.17	03/01/22
1012200013 25	postage for large envelopes	BROCKSCHMIDT BETH A	IL	5.88	03/01/22
902500022 31	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	128.57	04/01/25
902500021 24	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	70.48	03/24/25
902500020 11	Learning Post Toys Order	BMO CORPORATE MASTERCARD ...	IL	31.67	03/24/25
902500019 21	Amazon order	BMO CORPORATE MASTERCARD ...	IL	109.98	02/24/25
902500018 24	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	74.85	01/27/25
902500017 06	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	19.99	12/09/24
902500016 20	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	72.99	11/20/24
902500015 07	Amazon order	BMO CORPORATE MASTERCARD ...	IL	119.99	11/07/24
902500014 04	Amazon order	BMO CORPORATE MASTERCARD ...	IL	23.74	11/04/24
902500013 01	Amazon order	BMO CORPORATE MASTERCARD ...	IL	29.98	11/01/24
902500012 01	Amazon order	BMO CORPORATE MASTERCARD ...	IL	16.62	11/01/24
902500011 28	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	37.76	10/30/24
902500010 24	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	25.99	10/25/24
902500009 17	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	8.99	10/17/24
902500008 23	Amazon order	BMO CORPORATE MASTERCARD ...	IL	80.96	09/23/24
902500007 10	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	127.93	09/10/24
902500006 05	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	22.95	09/05/24
902500005 28	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	33.99	08/28/24

902500004 26	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	15.88	08/26/24
902500003 16	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	99.99	08/19/24
902500002 16	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	45.96	08/16/24
902500001 02	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	471.89	08/06/24
902500000 31	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	169.92	07/31/24
902400005 24	Postage Stamps	US POSTAL SERVICE	IL	68	05/28/24
902400004 23	Amazon Order	BMO CORPORATE MASTERCARD ...	IL	164.7	05/28/24
902400003 01	Amazon - planner	BMO CORPORATE MASTERCARD ...	IL	25.95	05/02/24
902400002 24	Amazon Order: Sensory stickers and rings	BMO CORPORATE MASTERCARD ...	IL	16.97	04/25/24
902400001 04	Desk, 878 series, Student desk double open front plastic book boxes, cantilever leg, seat 2 24 x 48 high pressure laminte top, adj., height from 22-30. Soft plastic-BLK01, Laminate-GRY091, Edge banding-BLK01, Frame-BLK01.	VIRCO	TX	799.02	12/04/23
902300001 10	1 roll of postage stamps	US POSTAL SERVICE	TX	63	05/10/23
902300000 26	1 roll of postage stamps	US POSTAL SERVICE	TX	60	10/26/22
902200001 07	1 roll of postage stamps.	US POSTAL SERVICE	TX	55	03/15/22

Matthew Moore <mmoore@jsd117.org>

FOIA Request

CT Mills <esnetworkllc1@gmail.com> Fri, Jun 6, 2025 at 7:31 AM
To: mmoore@jsd117.org

Dear FOIA Officer,

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140), I am requesting access to public records in the form of a current staff contact directory for your district. Specifically, I am seeking a list of all school and district-level administrators, including:

- Name
- Title/Position
- Work Email Address
- Work Location (School Name or Central Office)

Please provide this information in electronic format (Excel, CSV, or PDF preferred) if available.

If any clarification is needed, I'm happy to assist. If the records are maintained in a different format, please let me know.

This request is not intended for commercial use.

Thank you for your time and assistance.

Sincerely,

CT Mills
Public Info Access LLC
esnetworkllc1@gmail.com

Matthew Moore <mmoore@jsd117.org>

FOIA Request from 6-6-25

1 message

Matthew Moore <mmoore@jsd117.org> Fri, Jun 13, 2025 at 3:00 PM
To: "esnetworkllc@gmail.com" <esnetworkllc@gmail.com>

CT Mills,

Please see the attached response to the FOIA request we received on 06-06-25.

Respectfully,

Assistant Superintendent
Jacksonville School District 117

CTM Response 06-13-25.pdf
308K

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 13, 2025

Dear CT Mills,

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 June 6, 2025, JSD 117 was in receipt of your commercial FOIA request for "a list of all school and district-level administrators, including:

- Name
- Title/Position
- Work Email Address
- Work Location (School Name or Central Office)

As the FOIA Officer for Jacksonville School District 117, I am writing to inform you that your request is denied. Section 8.5.a of 5 ILCS 140 states, "Notwithstanding any provision of this Act to the contrary, a public body is not required to copy a public record that is published on the public body's website. The public body shall notify the requester that the public record is available online and direct the requester to the website where the record can be reasonably accessed." The information you requested is indeed posted online. The information can be found at www.jsd117.org.

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

REPORT ITEM Jun 25, 2025

TO: Board of Education
FROM: Kelly Zoellner
SUBJECT: Spring iReady data

---

iReady Data Synopsis:

- ➔ Slides 2-7 - Big picture view of READING achievement in the district.
  - ◆ 2: Showcases how we compare to the State and Nation
  - ◆ 3: Showcases the overall breakdown by building
  - ◆ 4: Showcases the overall breakdown by grade level
  - ◆ 5-7: Showcases achievement comparisons for 24-25 school year

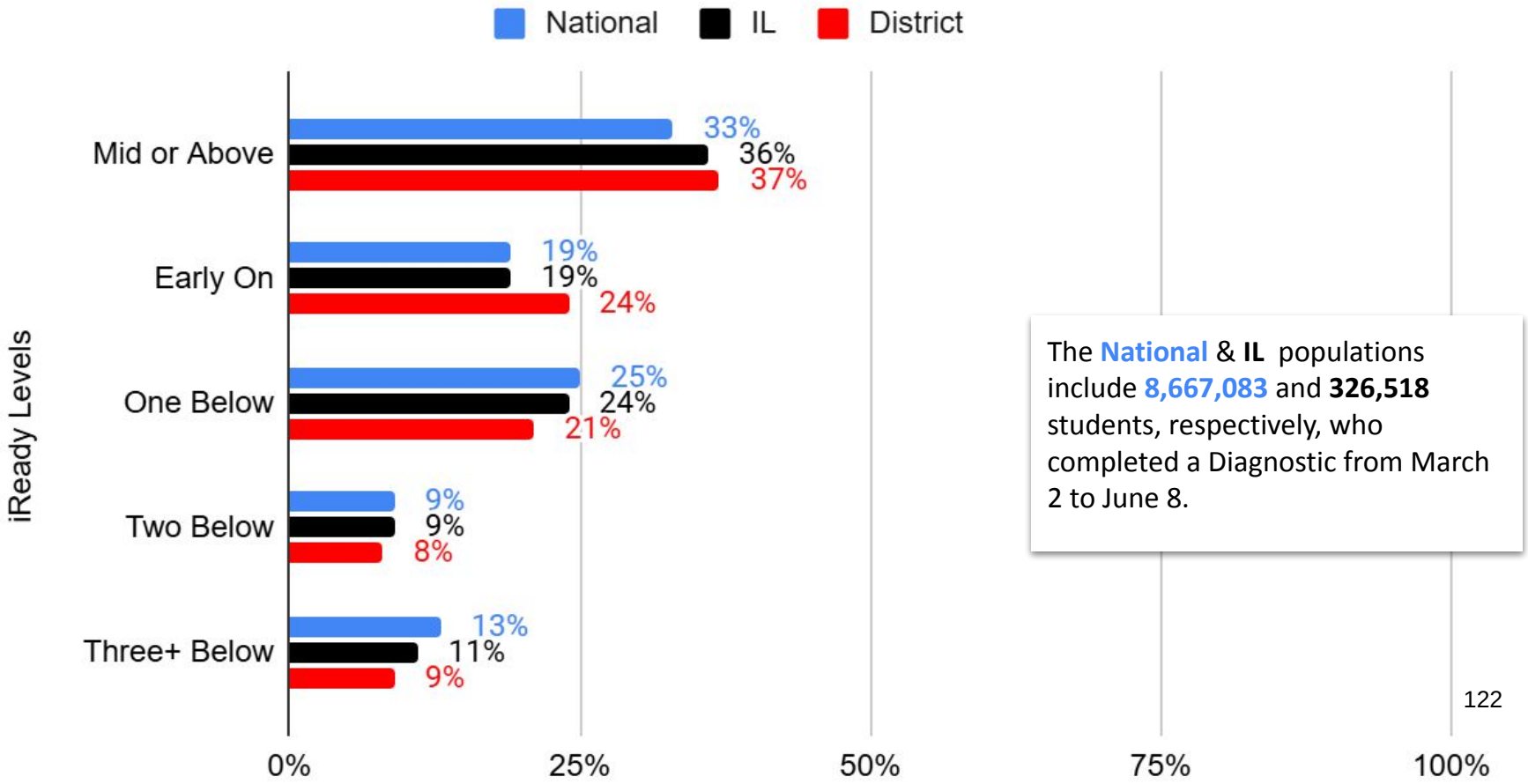
- ➔ Slides 8-13: Big picture view of MATH achievement in the district.
  - ◆ 8: Showcases how we compare to the State and Nation
  - ◆ 9: Showcases the overall breakdown by building
  - ◆ 10: Showcases the overall breakdown by grade level
  - ◆ 11-13: Showcases achievement comparisons for 24-25 school year

- ➔ Slides 14-22: 24-25 overall comparisons by school
  - ◆ Each school has their own slide comparing all testing windows for the year.

iReady Data

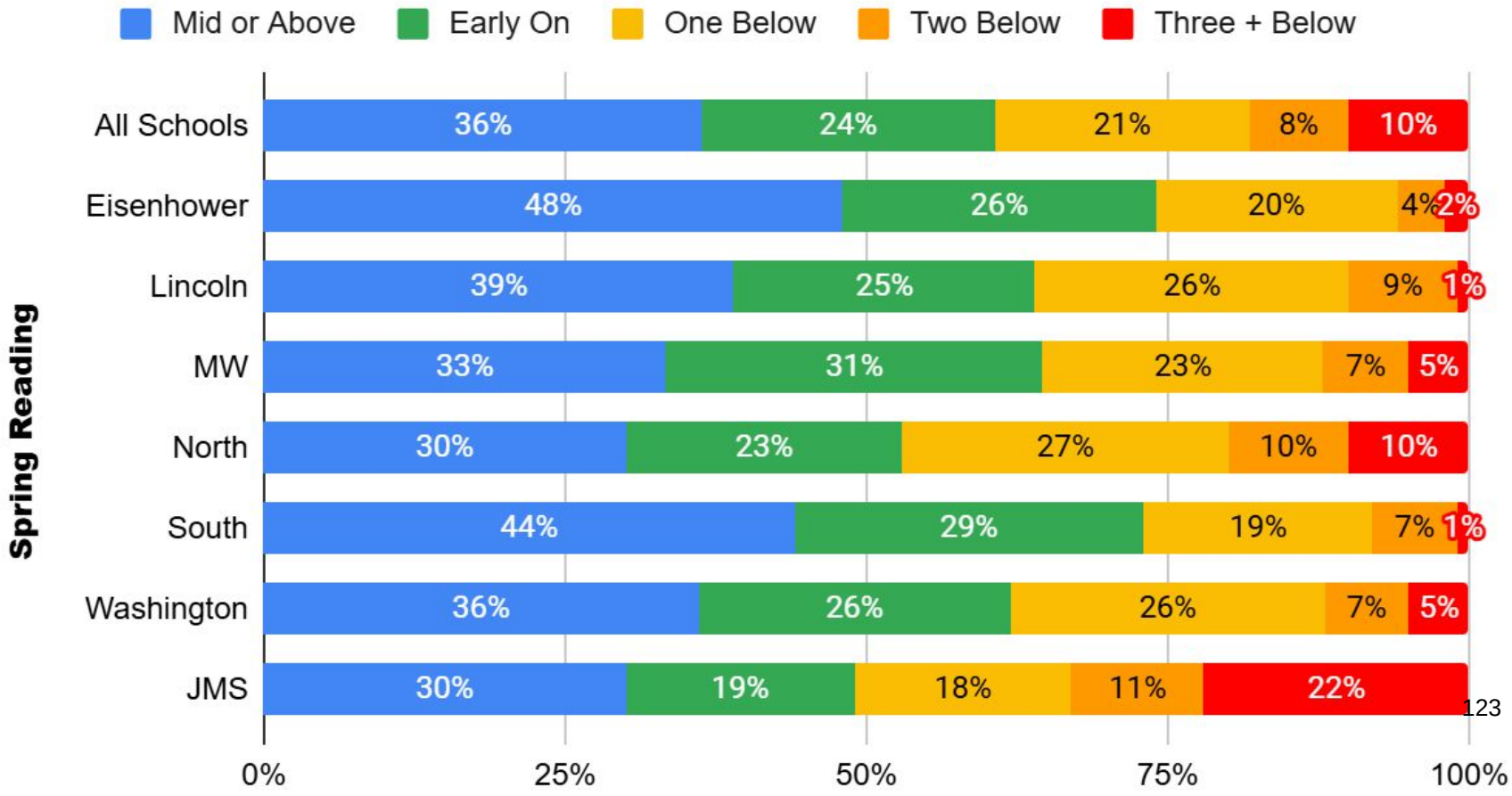
Spring 2025

Spring Reading Big Picture

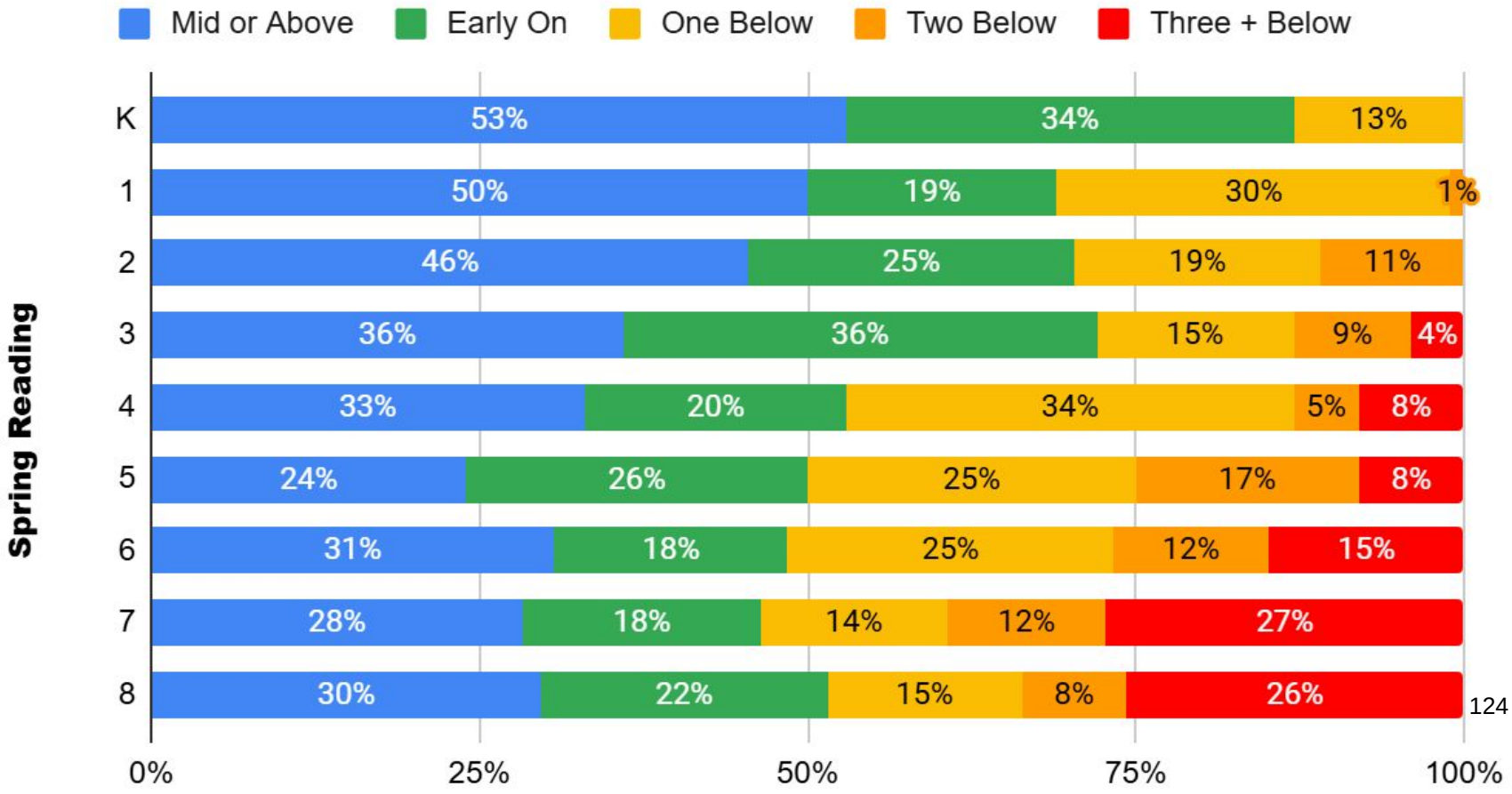


The **National** & **IL** populations include **8,667,083** and **326,518** students, respectively, who completed a Diagnostic from March 2 to June 8.

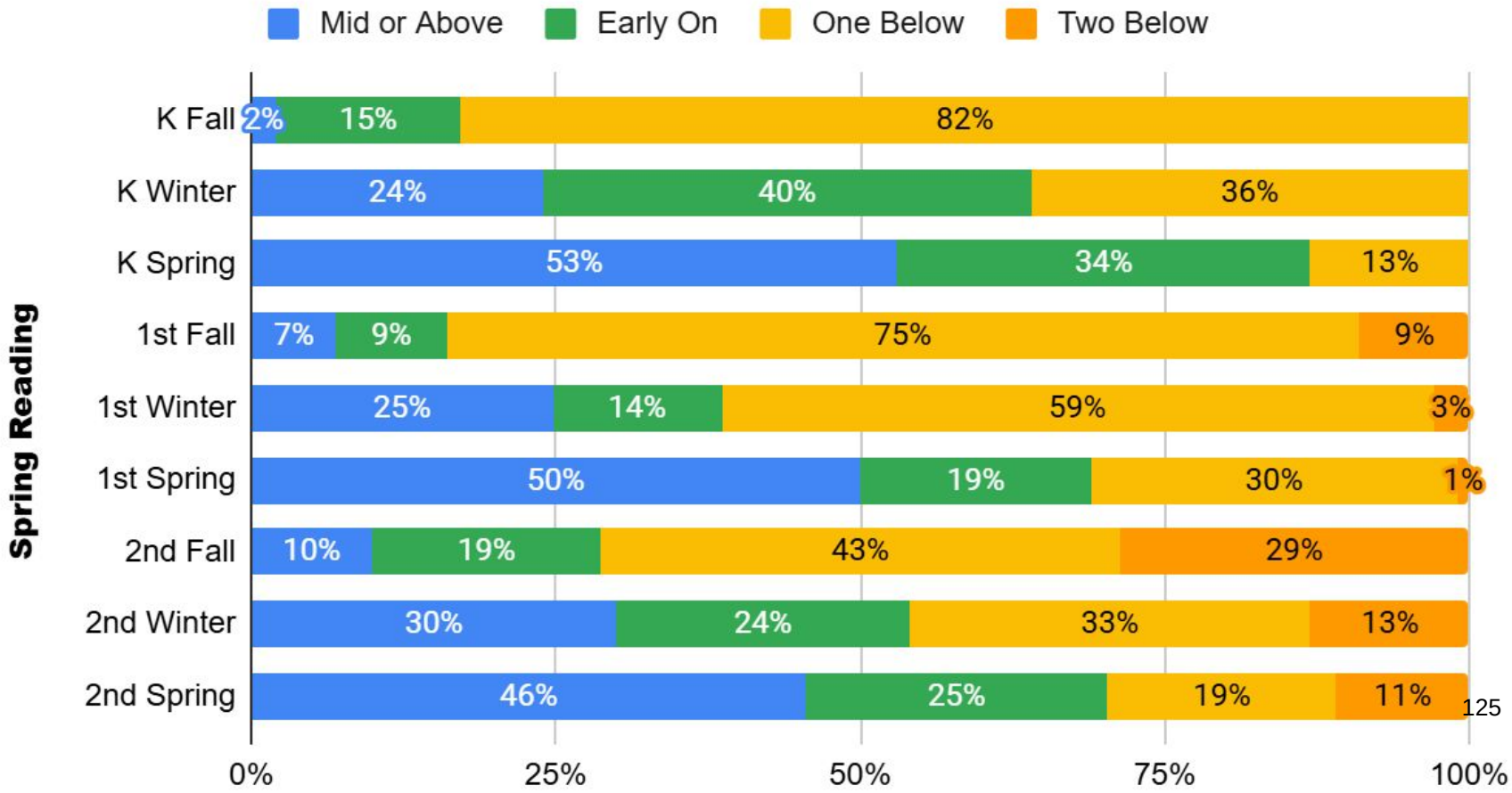
iReady Overall Spring Reading Results



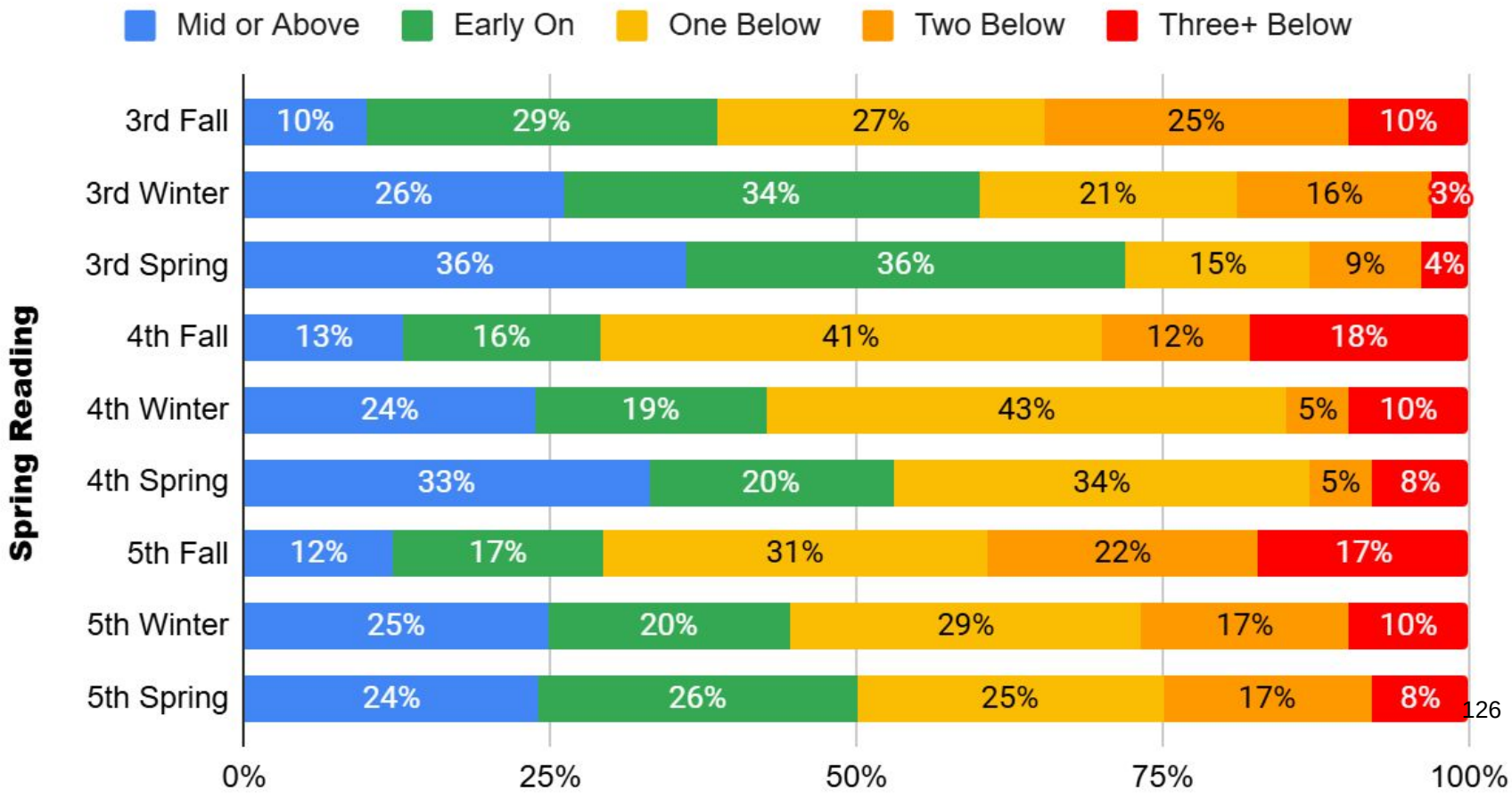
iReady Reading by Grade Level



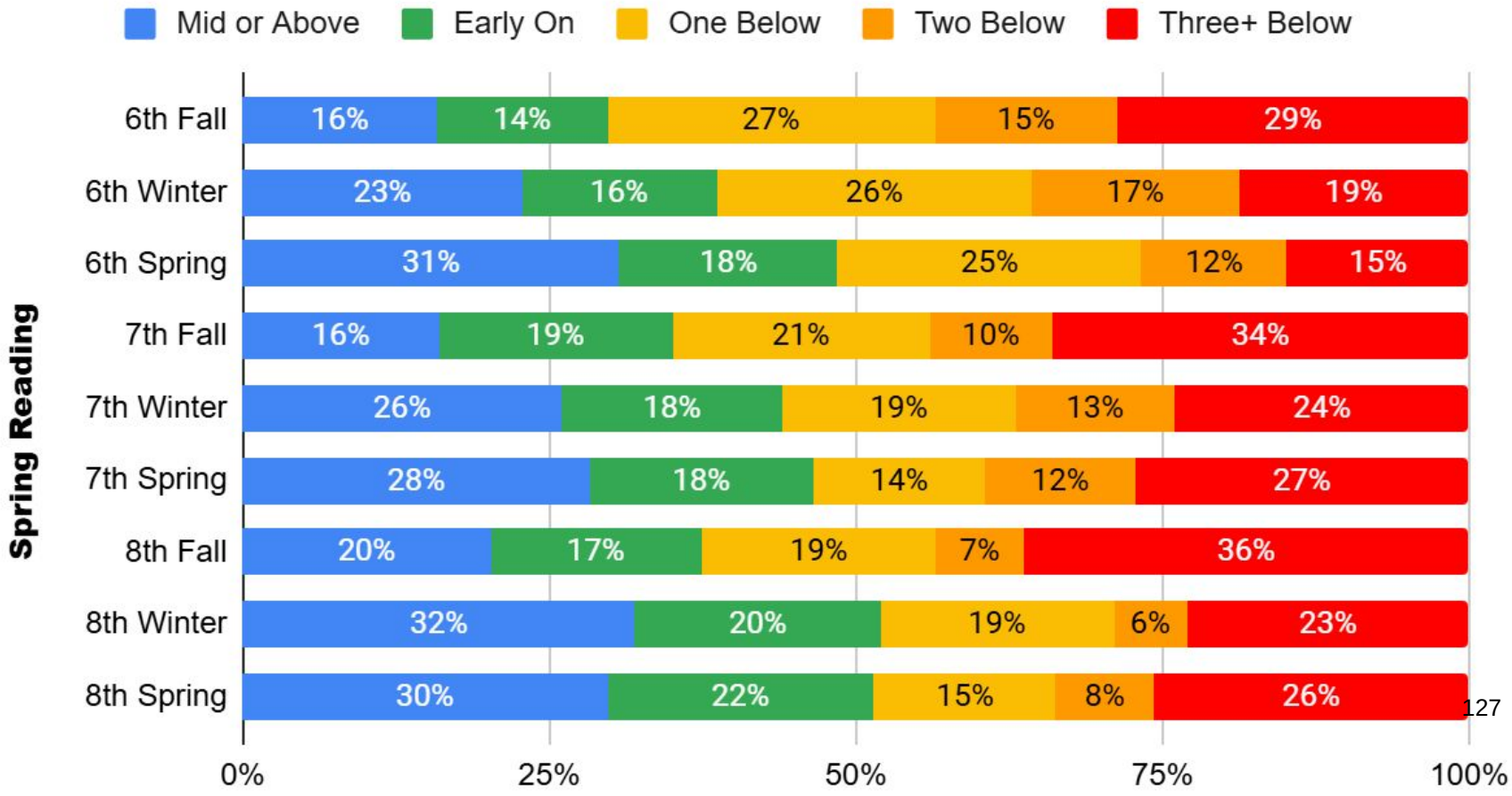
K-2 Achievement Comparison



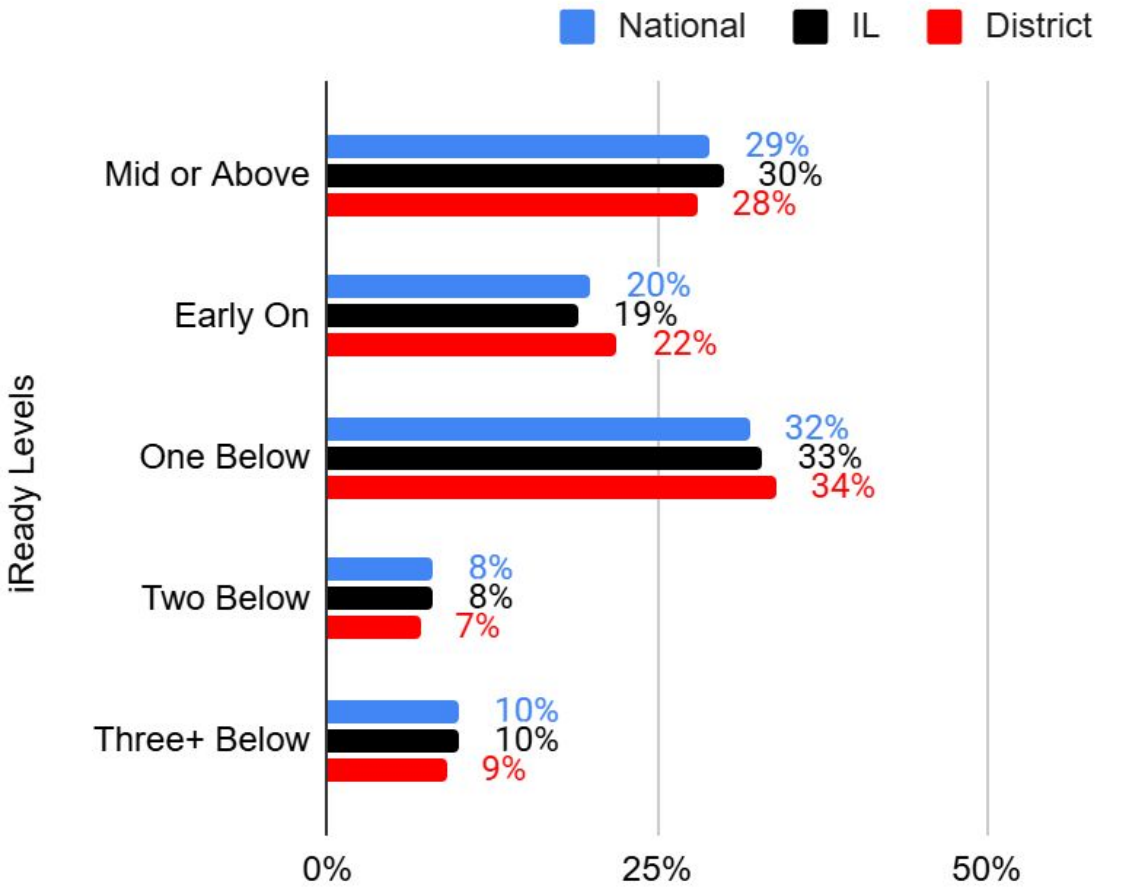
3-5 Achievement Comparison



6-8 Achievement Comparison

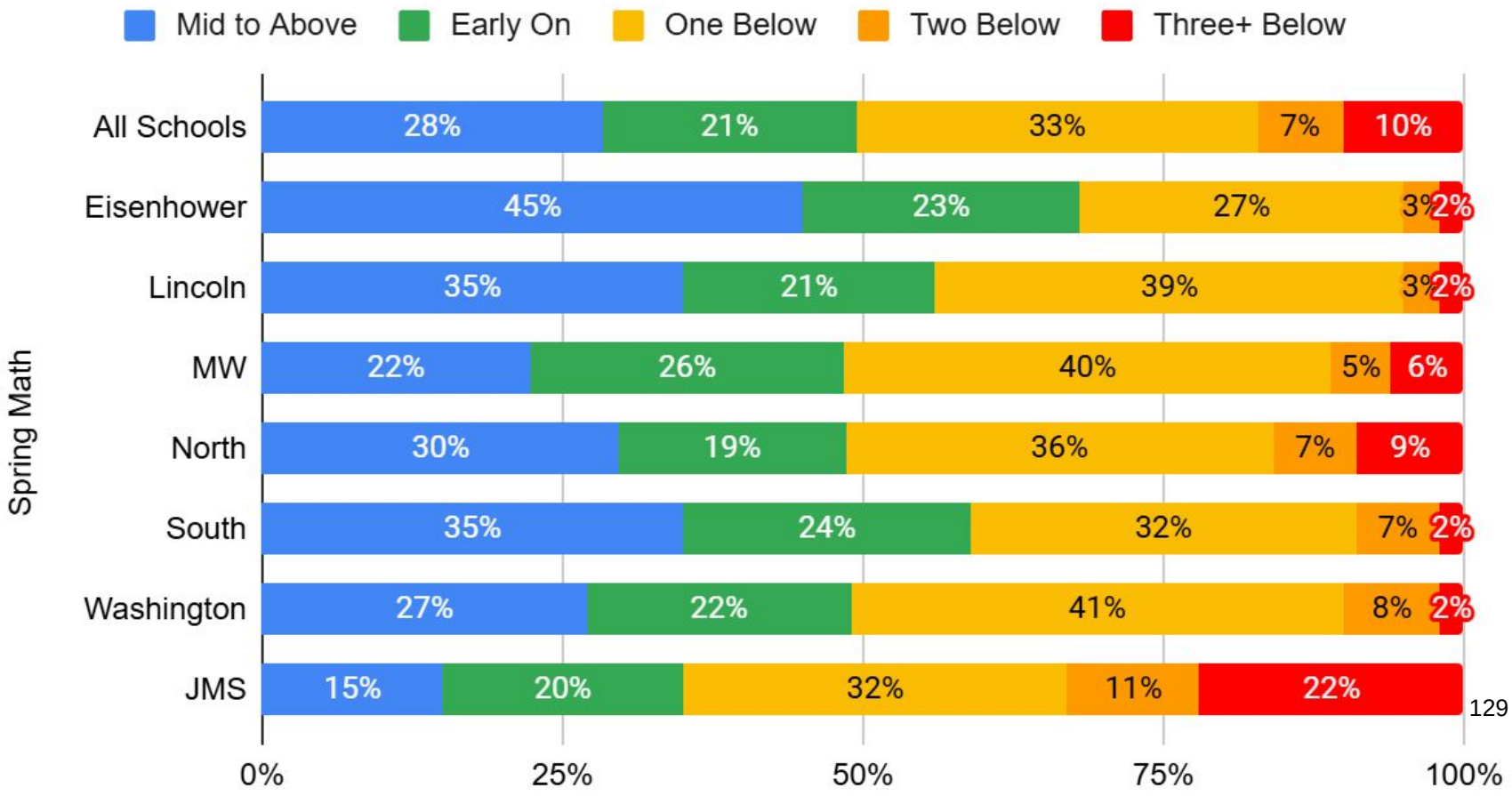


Spring Math Big Picture

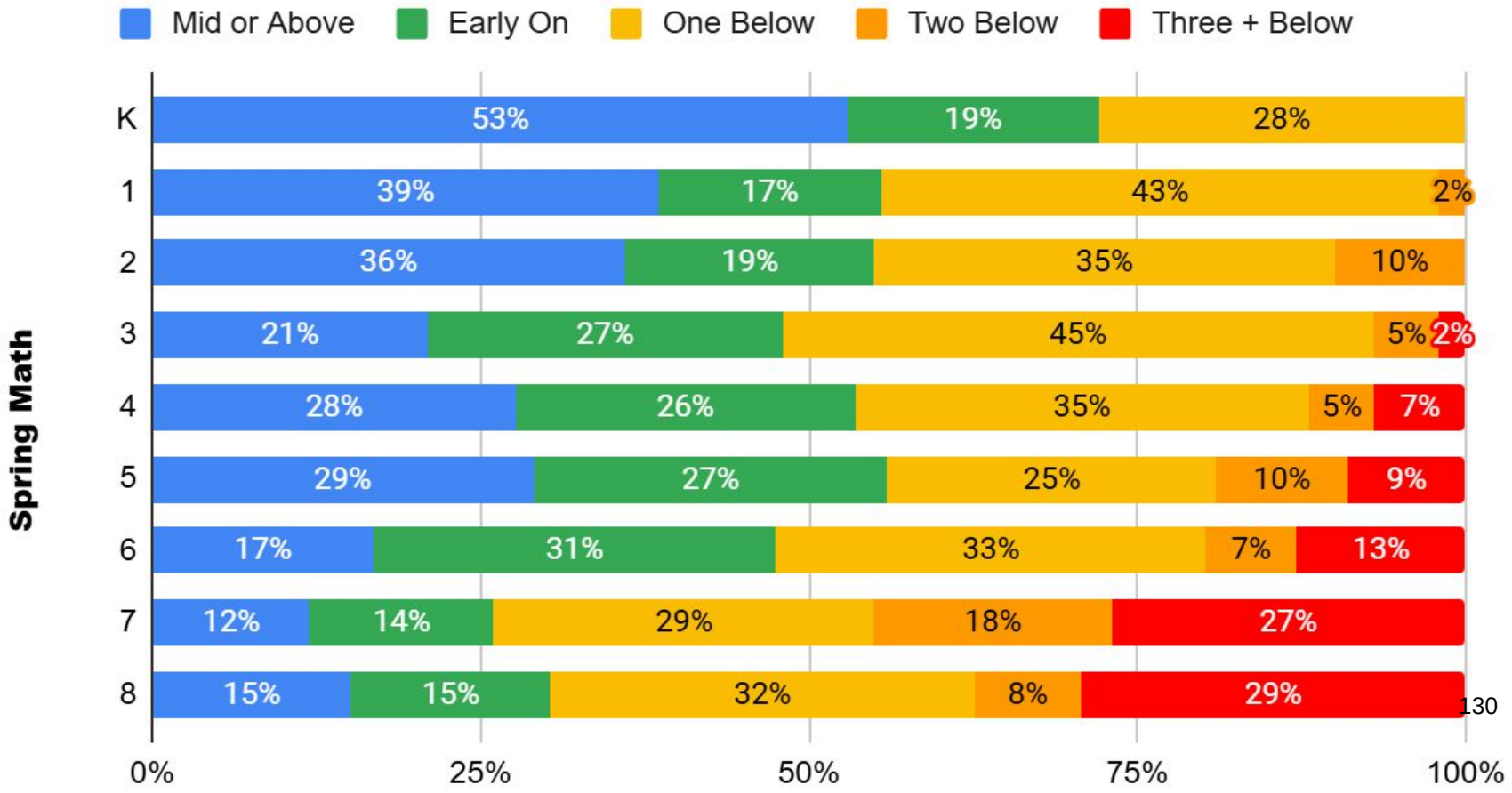


The **National** & **IL** populations include **10,047,410** and **416,032** students, respectively, who completed a Diagnostic from March 2 to June 8.

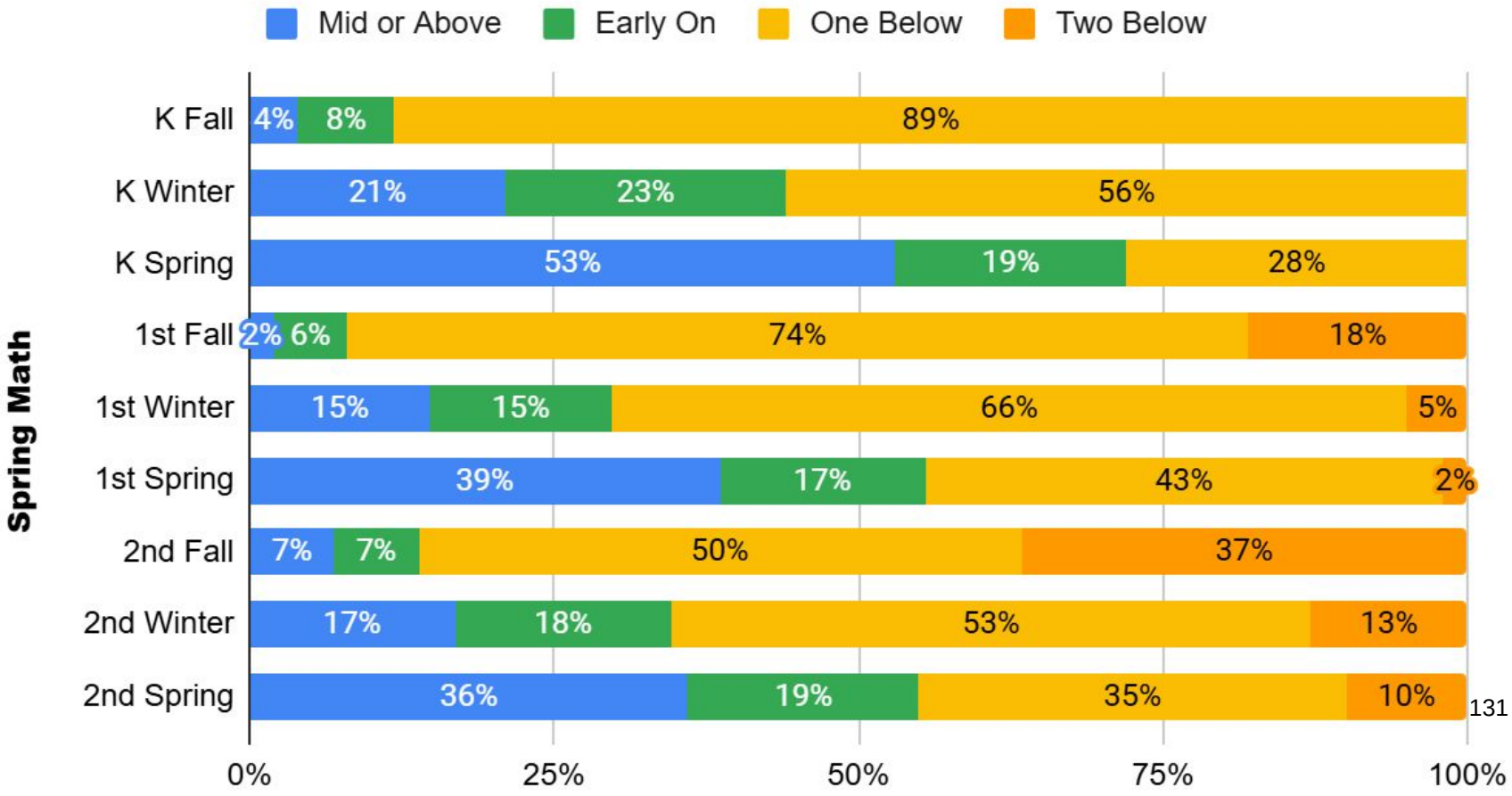
iReady Overall Spring Math Results



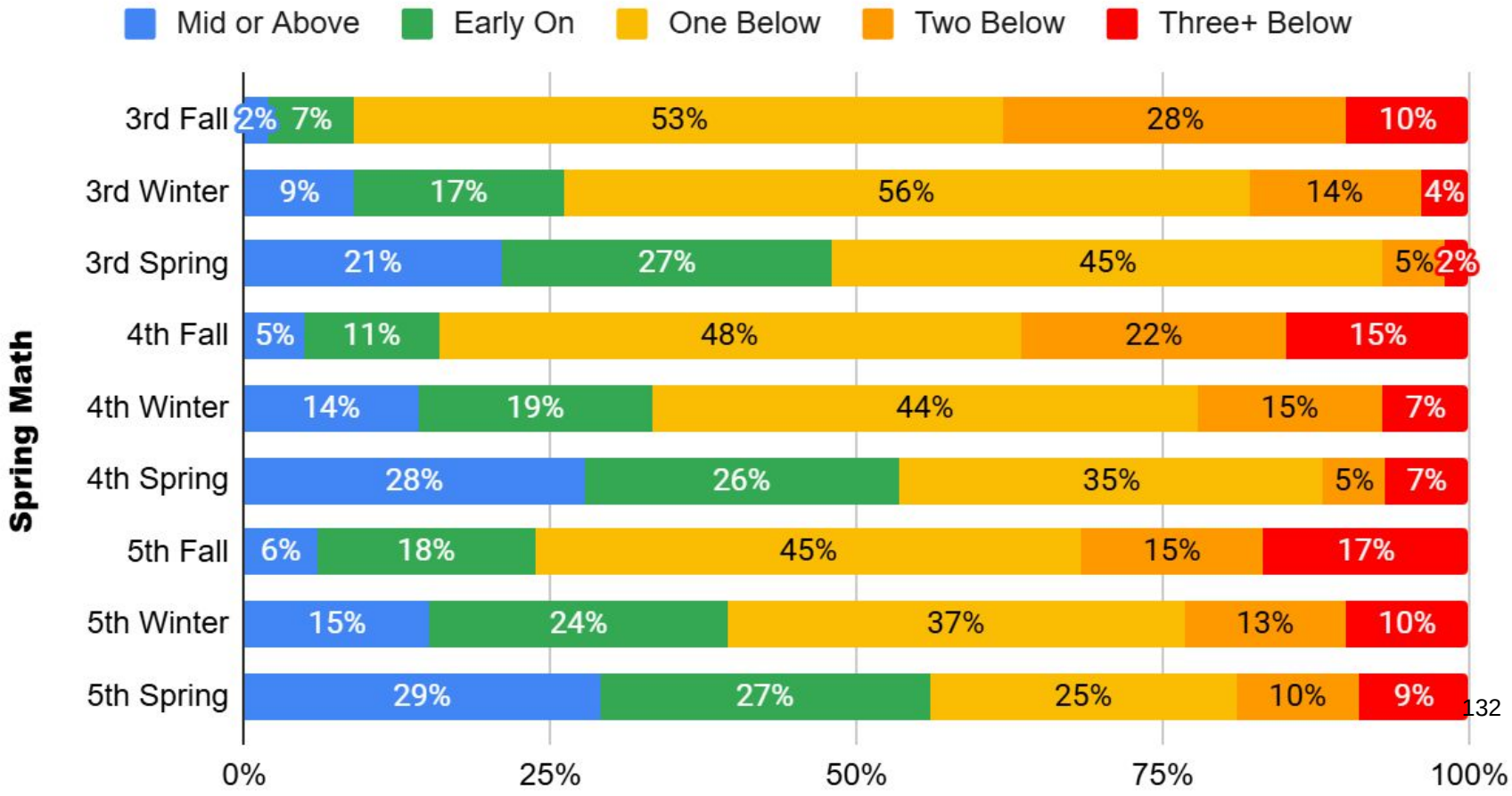
iReady Math by Grade Level



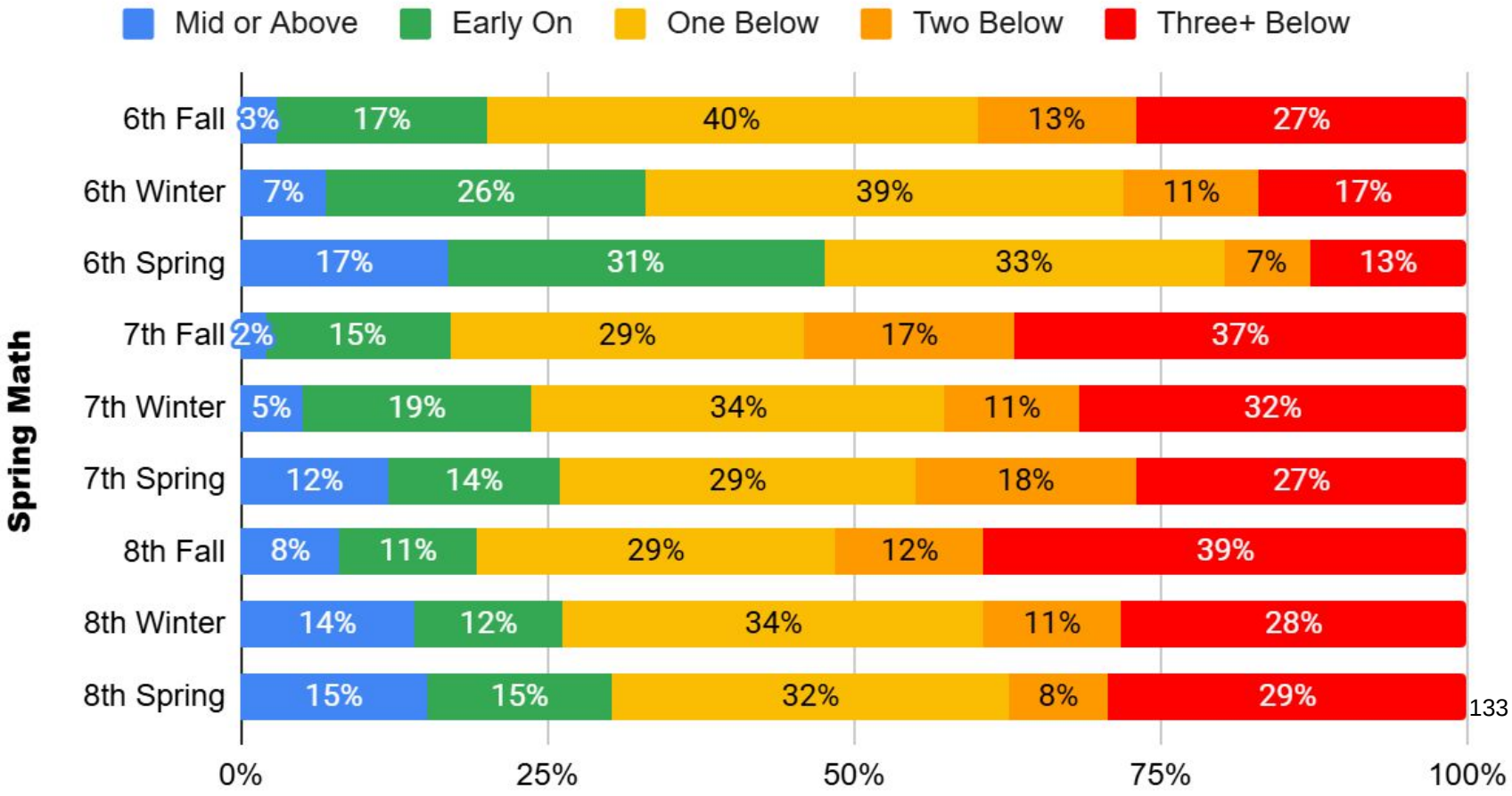
K-2 Achievement Comparison



3-5 Achievement Comparison



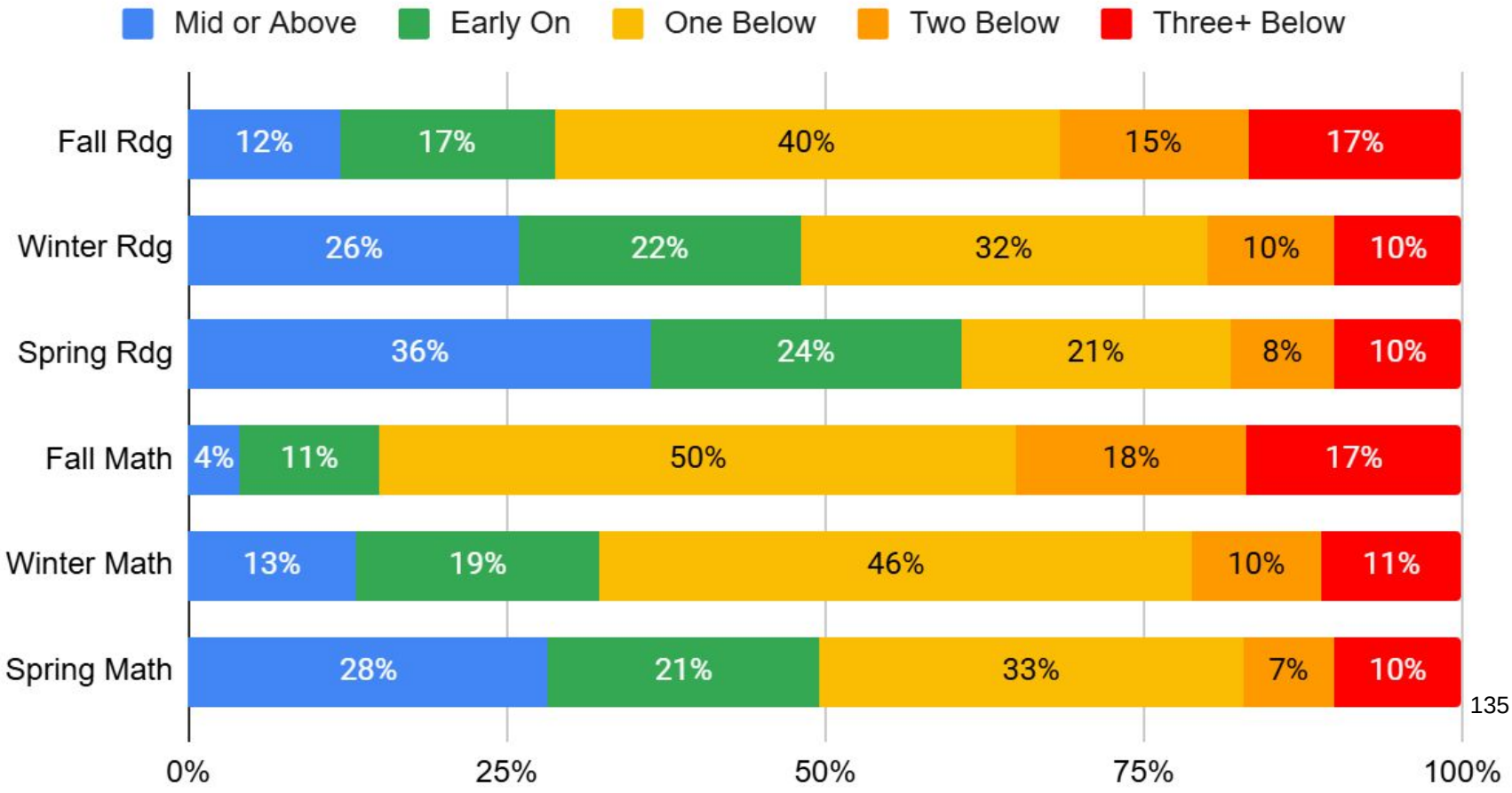
6-8 Achievement Comparison



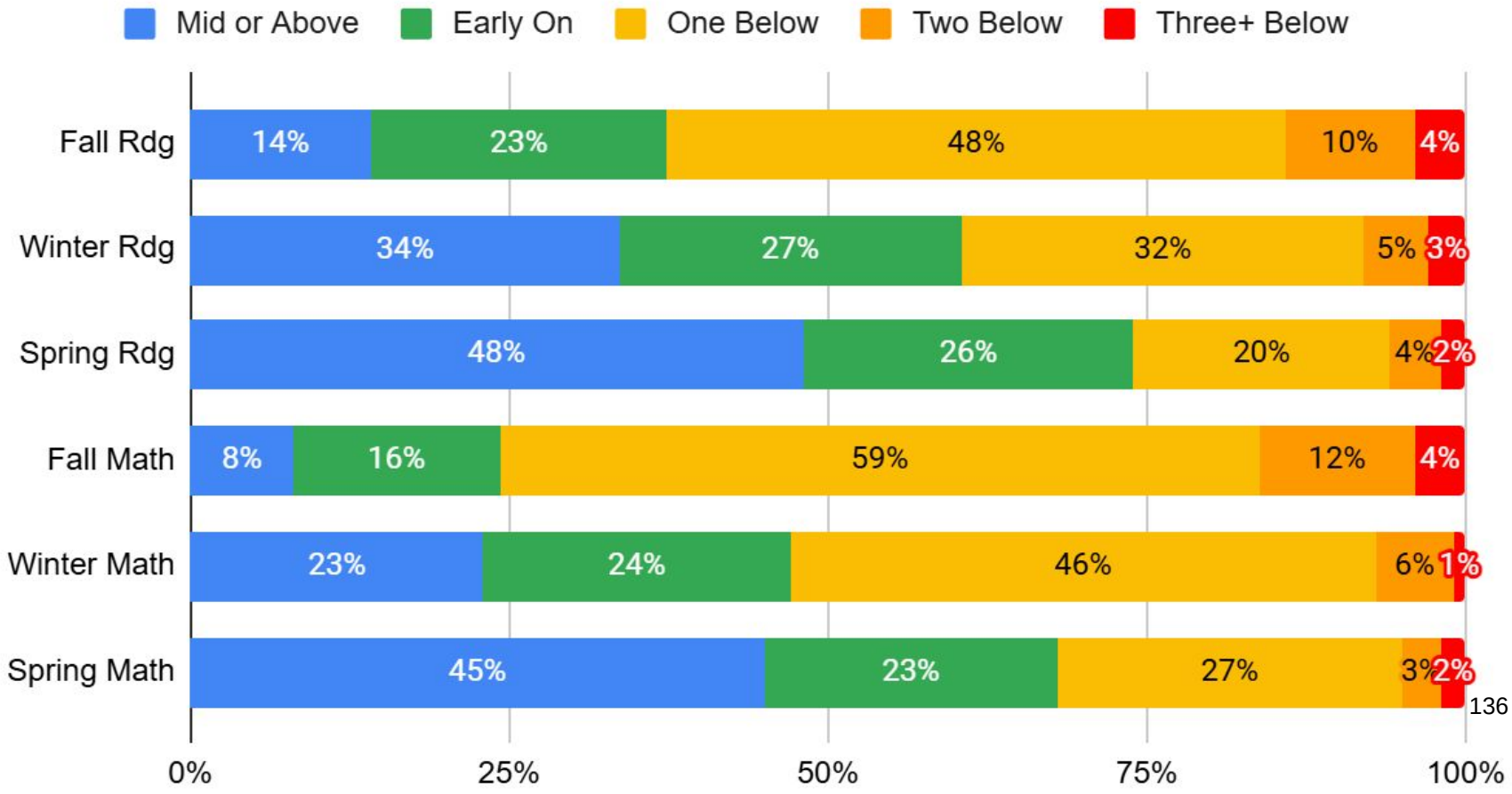
Breakdown by Schools

Spring 2024

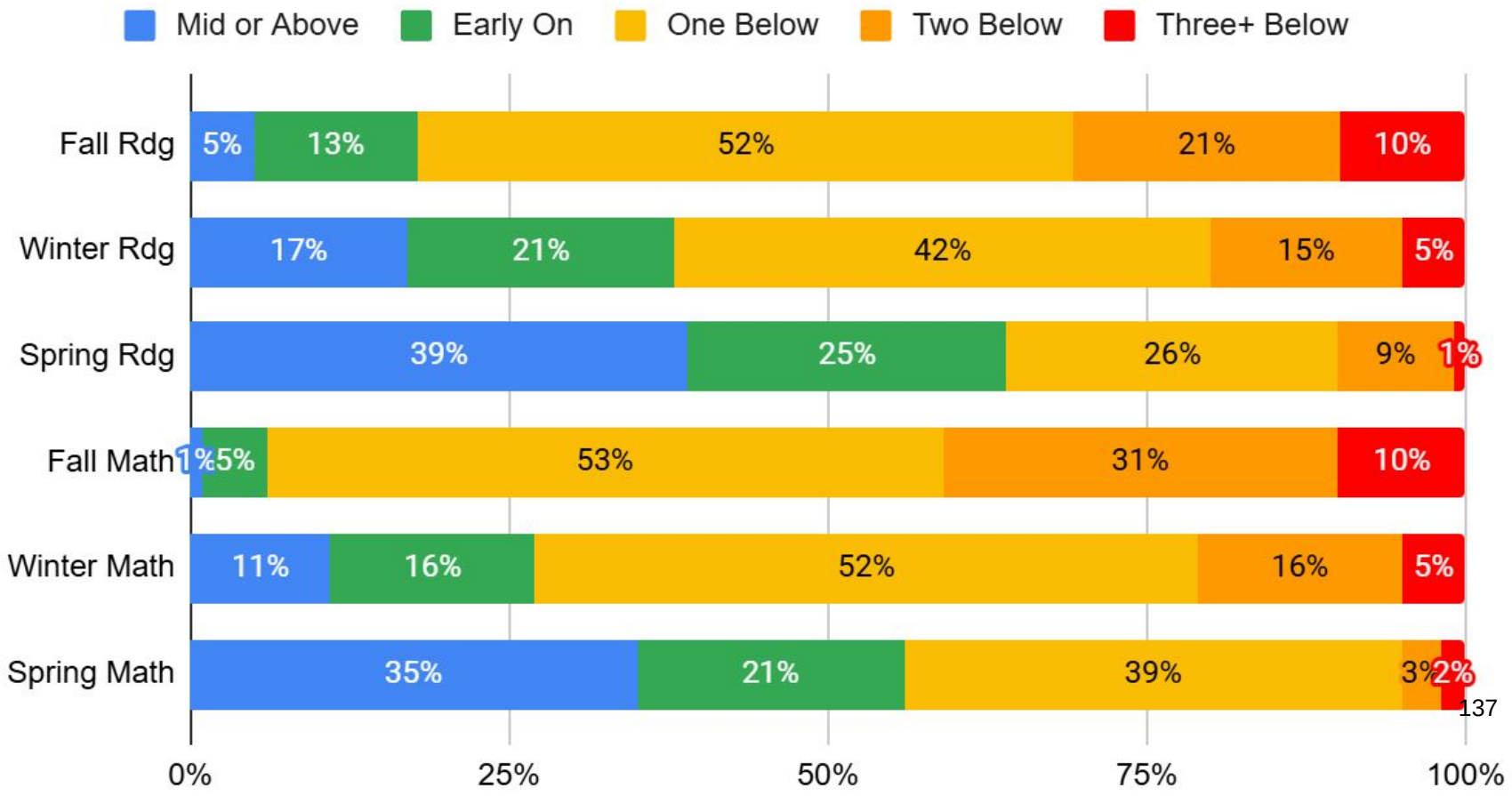
District Achievement Comparison



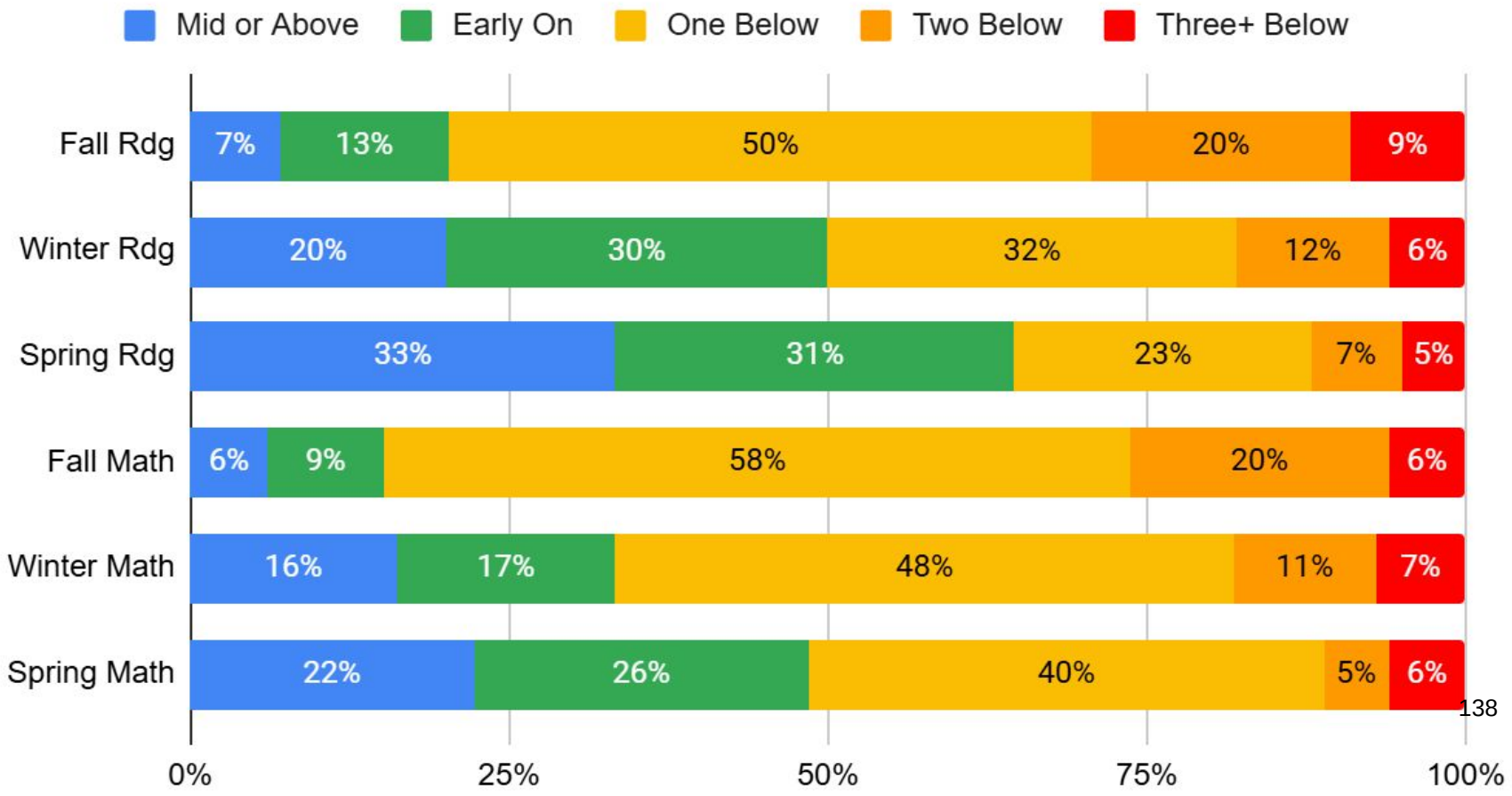
Eisenhower Achievement Comparison



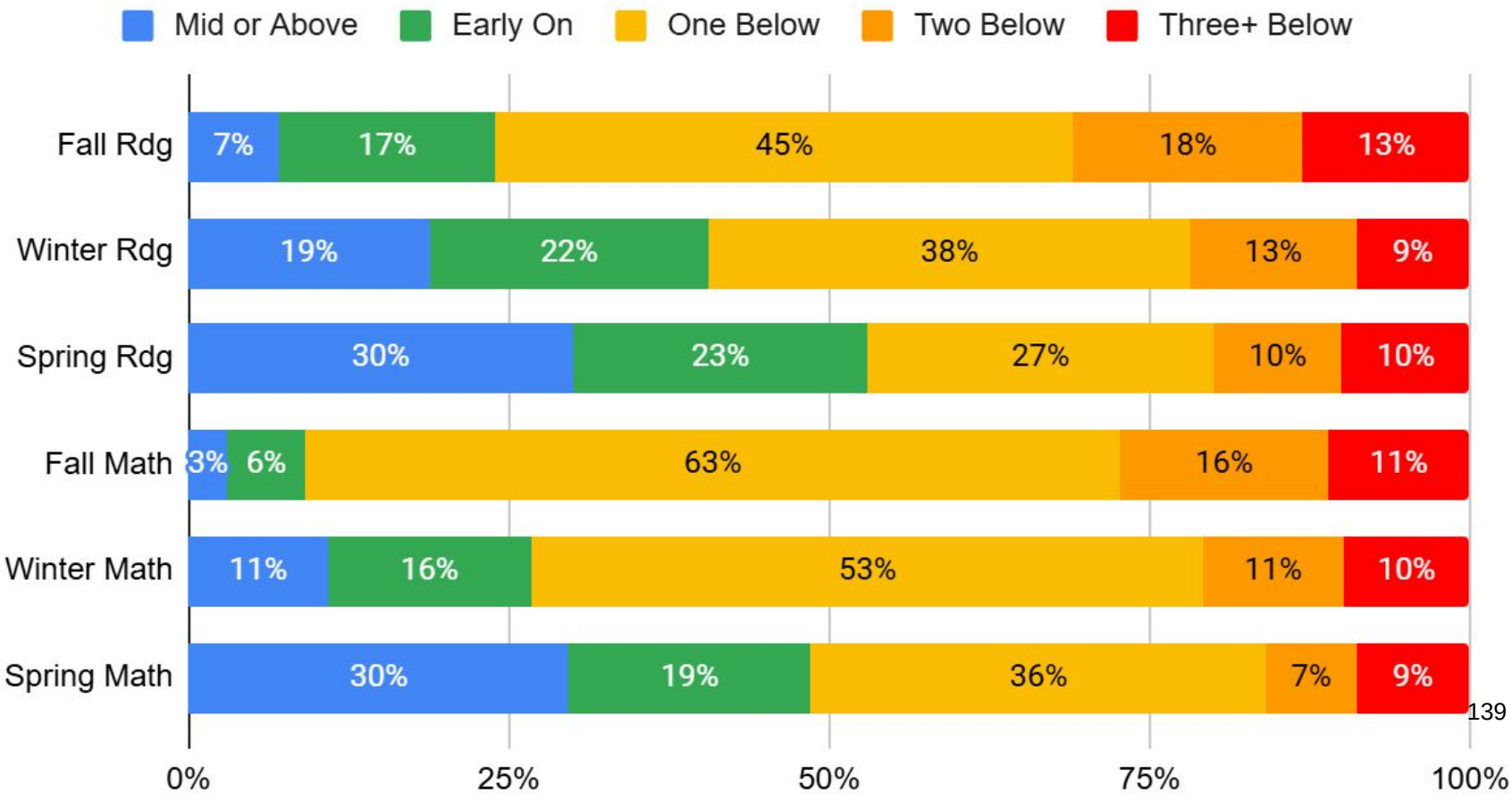
Lincoln Achievement Comparison



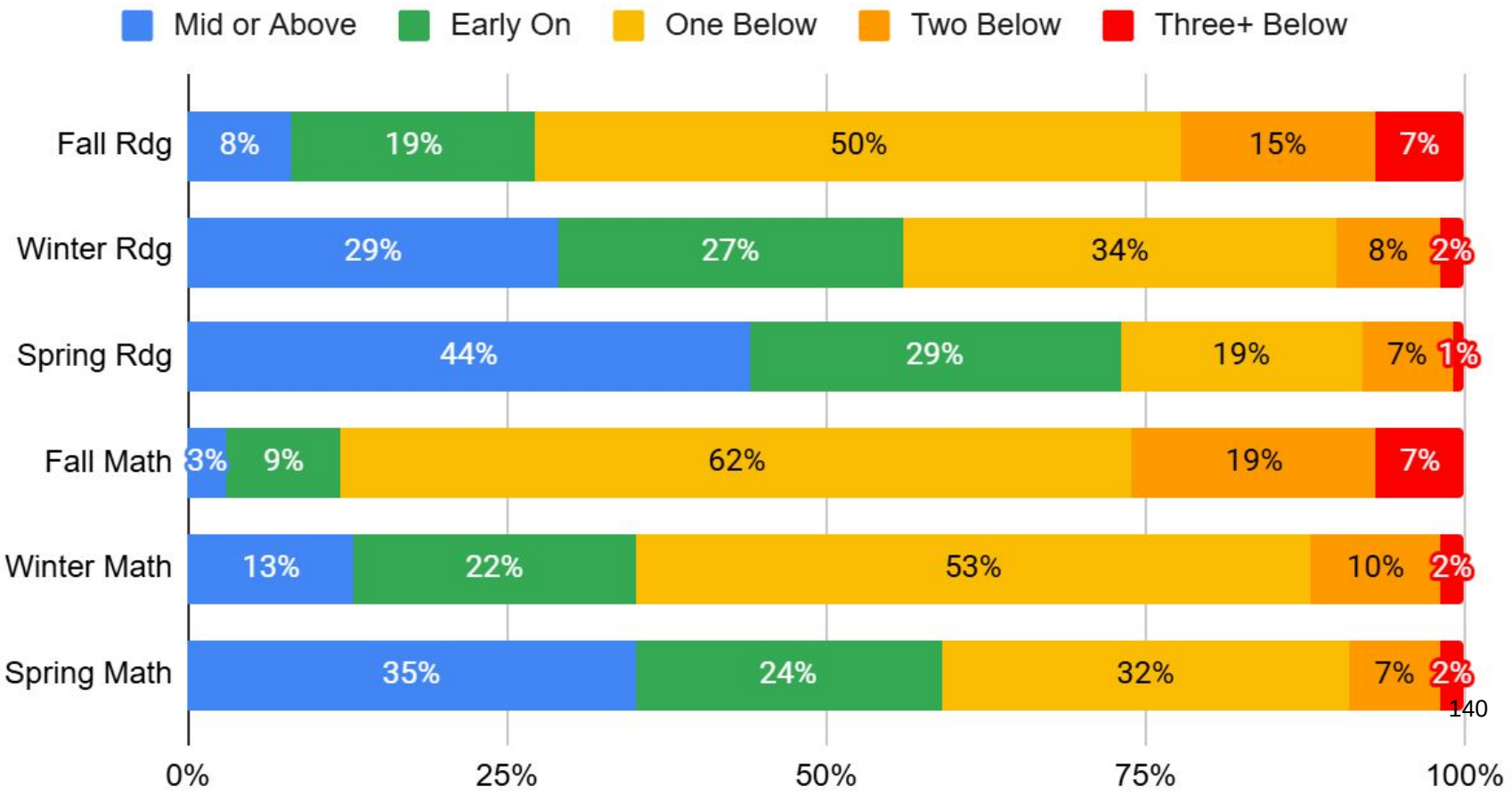
MW Achievement Comparison



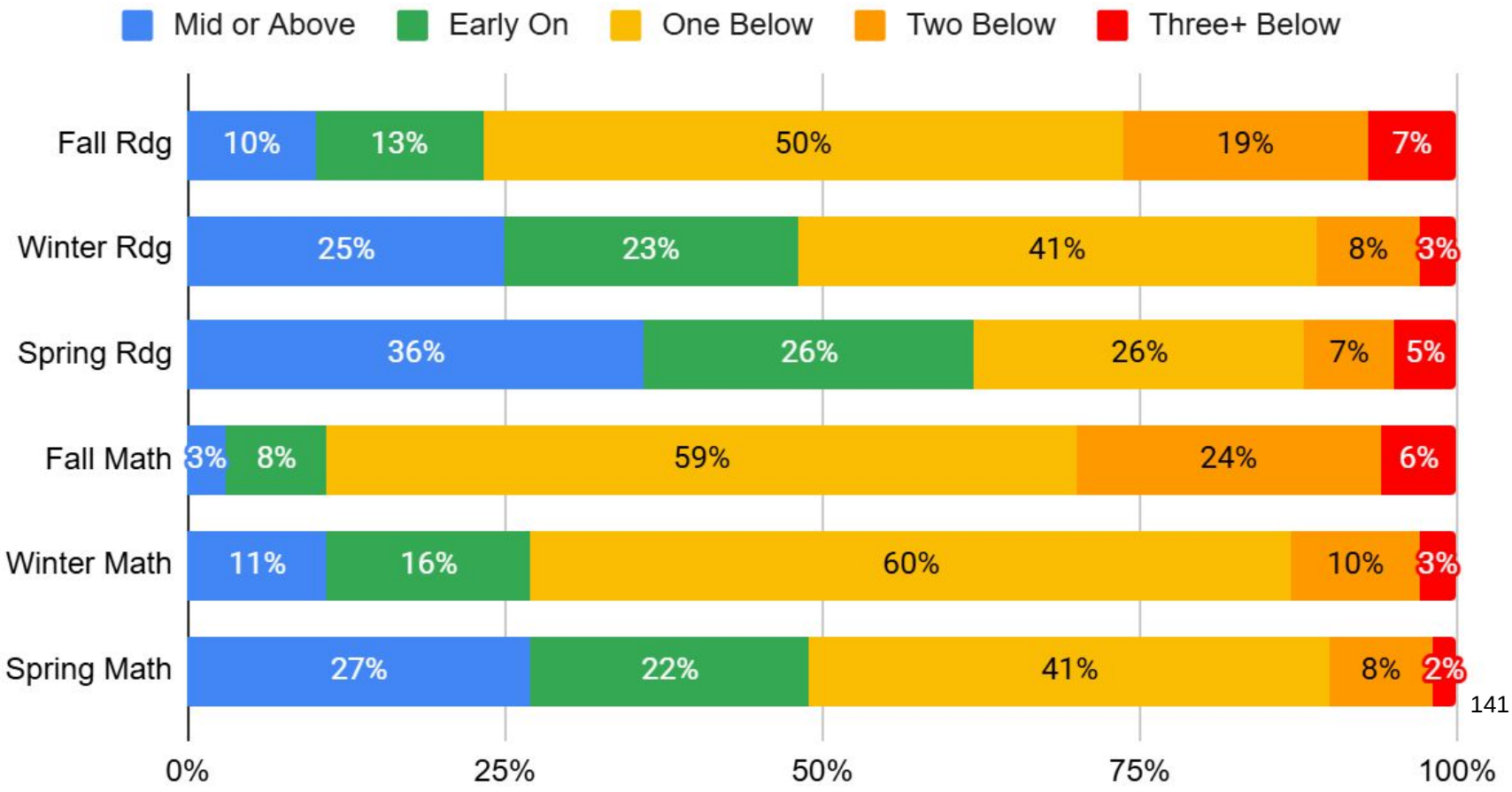
North Achievement Comparison



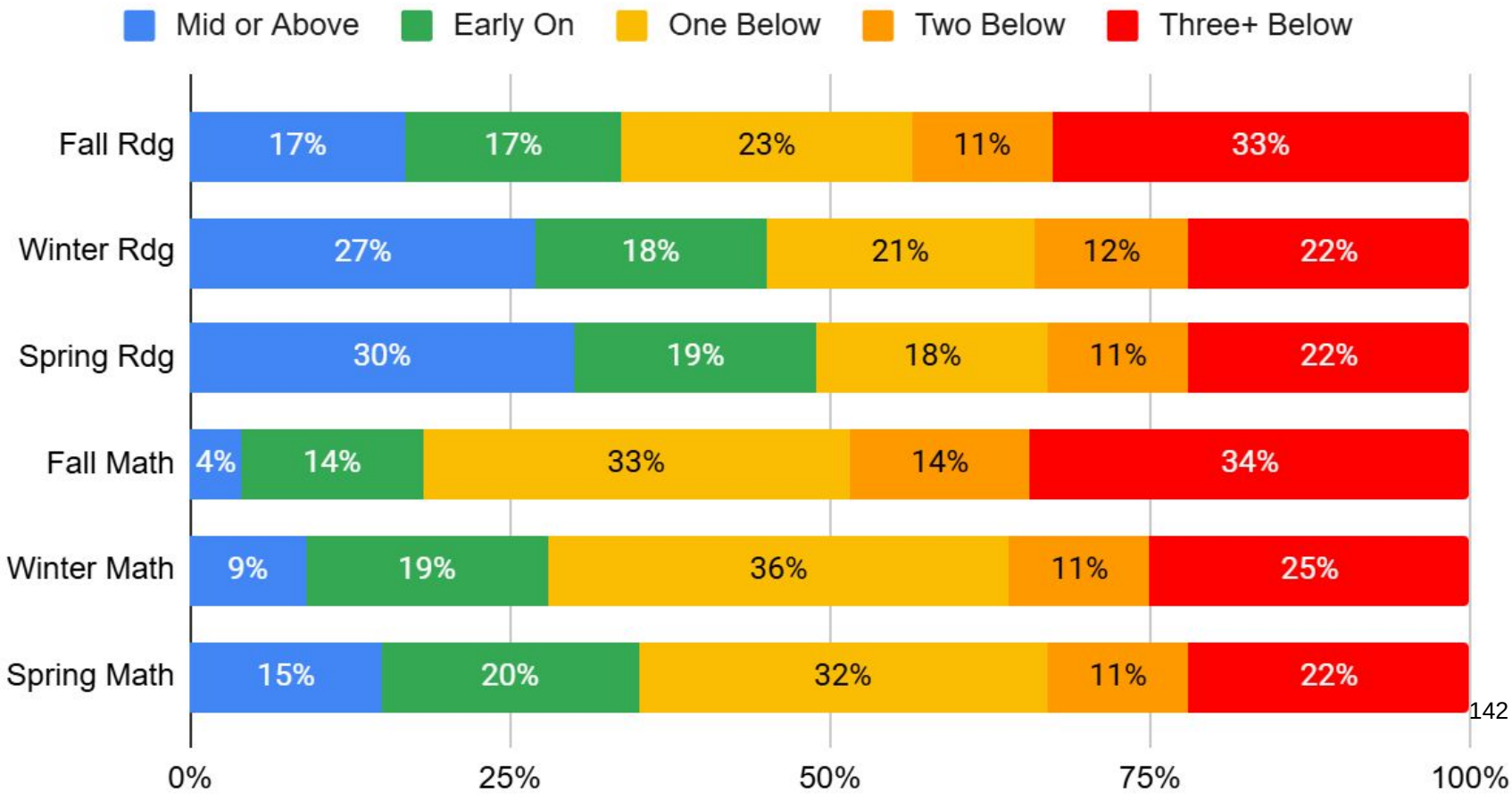
South Achievement Comparison



Washington Achievement Comparison



JMS Achievement Comparison



Enrollment Report

May 2025

Date	K			1st		2nd			3rd		4th		5th		Spec Ed	Total
EISENHOWER																
8/31/2024	22	22	15	26	26	24	24		24	24	24	26	29	28	16	330
5/28/2025	22	20	17	27	26	24	23		23	25	27	26	29	26	16	331
LINCOLN																
8/31/2024	16	16		18	20	15	15		19	22	25	24	20	20	9	239
5/28/2025	17	18		19	19	15	17		20	20	25	23	19	18	8	238
MURRAYVILLE																
8/31/2024	11			16		15			24		11		17		14	108
5/28/2025	12			17		15			24		11		17		15	111
NORTH																
8/31/2024	17			21		20			15		27		20		27	147
5/28/2025	18			21		20			14		27		19		31	150
SOUTH																
8/31/2024	24	23		25	24	20	20	20	24	24	26	26	24	25		305
5/28/2025	22	23		23	26	18	19	18	22	22	24	26	24	24		291
WASHINGTON																
8/31/2024	21	23		23	24	22	21		23	24	19	19	20	19	8	266
5/28/2025	21	21		21	22	22	19		23	20	21	20	21	20	7	258
TOTALS																
8/31/2024	210			223		216			223		227		222		74	1395
5/28/2025	211			221		210			213		230		217		77	1379

Early Years

	Aug-24	May-25
AM	66	77
PM	46	58
AM/PM	86	99
Total	198	234

Middle School

	Aug-24	May-25
6th	231	224
7th	222	209
8th	221	212
Total	674	645

High School

	Aug-24	May-25
9th	246	226
10th	207	201
11th	192	183
12th	186	173
TAP	17	15
Total	848	798

Crossroads Learning Center

	Aug-24	May-25
5th	1	1
6th	0	2
7th	2	1
8th	2	4
9th	2	0
10th	0	0
11th	0	0
12th	0	0
CLC Total	7	8

GRAND TOTAL	
2024-2025	
8/31/2024	3122
5/28/2025	3064
5/24/2024	3126

Special Education Programs
Outside of District 117

Residential Programs

	8/31/2024	5/28/2025
Private Facilities	0	0

Specialized Day Programs

	8/31/2024	5/28/2025
Homebound	1	1
Hope	5	4
Menta Academy	3	3
ISD / ISVI	37	41
Total	46	49

Four Rivers Cooperative Programs

	8/31/2024	5/28/2025
Early Childhood Education	17	30
K - 6th	4	5
7th - 8th	2	4
9th - 12th	11	10
Total	34	49

Out of District Waiver

School From	School To	Families	Grade Level
Chapin	JHS/JMS	1	7,11
Franklin	Washington	1	1
Roodhouse	South	1	4
Waverly	South/JMS/JHS	1	9,6,2
Waverly	Washington	1	2
Winchester	North	1	K
Winchester	JMS	1	8
	Total Familes	7	

In-District Elementary Transfers

School From	School To	Families	Grade Level
Eisenhower	Murrayville	1	5
Eisenhower	North	1	5,5
Eisenhower	South	1	1,4
Eisenhower	Washington	4	K,K,1,4,4,4,5
Lincoln	Washington	7	K,K,2,3,4,4,5
North	Eisenhower	3	2,2,5
South	Eisenhower	1	K
South	Lincoln	1	4
South	Washington	4	K,4,5,5
Washington	Eisenhower	1	K
Washington	North	1	5
	Total Families	25	
	Total Students		27

Totals	8/31/2024		5/28/2025
	3202		3162

Enrollment Report

May 2024

Date	K		1st		2nd		3rd		4th		5th		Spec Ed	Total
EISENHOWER														
8/31/2023	24	23	25	25	25	25	24	26	26	27	24	23	11	308
5/24/2024	25	25	23	25	25	25	23	26	28	29	24	23	13	314
LINCOLN														
8/31/2023	21	20	19	19	23	22	23	24	17	20	19	19	8	254
5/24/2024	22	17	17	16	20	20	22	24	18	18	21	18	11	244
MURRAYVILLE														
8/31/2023	16		16		23		11		19		20		12	117
5/24/2024	17		16		24		11		18		20		14	120
NORTH														
8/31/2023	20		23		19		27		17		27		25	158
5/24/2024	22		22		18		28		17		28		29	164
SOUTH														
8/31/2023	26	27	24	25	22	21	26	26	23	24	21	22		287
5/24/2024	26	25	28	28	24	23	26	23	25	24	22	22		296
WASHINGTON														
8/31/2023	25	24	21	22	28	27	20	19	21	22	18	19	6	272
5/24/2024	29	27	22	23	25	26	20	19	22	22	17	18	7	277
TOTALS														
8/31/2023	226		219		235		226		216		212		62	1396
5/24/2024	235		220		230		222		221		213		74	1415

Early Years

	Aug-23	May-24
AM	69	75
PM	44	59
AM/PM	86	97
Total	199	231

Middle School

	Aug-23	May-24
6th	219	219
7th	228	226
8th	196	197
Total	643	642

High School

	Aug-23	May-24
9th	263	264
10th	197	197
11th	206	192
12th	183	164
TAP	13	12
Total	862	829

Crossroads Learning Center

	Aug-23	May-24
5th	0	0
6th	0	0
7th	4	4
8th	2	3
CLC Total	8	9

	Aug-23	May-24
9th	1	1
10th	1	1
11th	0	0
12th	0	0

GRAND TOTAL

2023-2024	
8/31/2023	3108
5/24/2024	3126
5/22/2023	3132

Special Education Programs
Outside of District 117

Residential Programs

	8/31/2023	5/24/2024
Private Facilities	4	3

Specialized Day Programs

	8/31/2023	5/24/2024
Chaddock	1	1
Homebound	1	1
Hope	6	5
Menta Academy	2	1
ISD / ISVI	33	36
Total	43	44

Four Rivers Cooperative Programs

	8/31/2023	5/24/2024
Early Childhood Education	10	19
K - 6th	6	7
7th - 8th	3	3
9th - 12th	15	13
Total	34	42

Out of District Waiver

School From	School To	Families	Grade Level
Athens	JMS	1	6
Franklin	North	1	4
Franklin	Washington	1	K
Roodhouse	South	1	1
Waverly	South	1	1
	Total Familes	5	

In-District Elementary Transfers

School From	School To	Families	Grade Level
Eisenhower	Murrayville	2	4,4,5
Eisenhower	North	1	4,4
Eisenhower	South	2	K,3,3
Eisenhower	Washington	5	K,K,2,3,3,3,3,4,4
Lincoln	North	1	2
Lincoln	Washington	5	1,1,3,3,3,4
North	Eisenhower	1	K
North	Lincoln	1	3
North	Washington	4	K,2,2,3,4,5,5
South	Eisenhower	1	5
South	Lincoln	1	3,5
South	Murrayville	1	4
South	Washington	3	3,4,5
Washington	Lincoln	1	5
Washington	North	1	1,3,4
	Total Families	30	
	Total Students		44

Totals	8/31/2023		5/24/2024
	3152		3215

Jacksonville School District #117 Discipline Report
2024-2025 Fourth Quarter

	2024-2025						2023-2024						2022-2023					
Race	**Elem**	**Jr High**	**HS**	**CLC**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**
White - W	32	44	17		93	55.03%	34	28	39	1	102	54.55%	29	53	36		118	62.77%
Black - B	6	7	21		34	20.12%	5	15	22	1	43	22.99%	6	15	14		35	18.62%
Multi-Racial - M	23	10	8		41	24.26%	14	17	7		38	20.32%	9	11	10	3	33	17.55%
American Indian - AI					0	0.00%		2			2	1.07%						0.00%
Hispanic - H	1				1	0.59%	1		1		2	1.07%			2		2	1.06%
Asian/Pacifc -AP						0.00%						0.00%						0.00%
Hawaiin/Pacfic - HPI						0.00%						0.00%						0.00%
Asian - A						0.00%						0.00%						0.00%
Total	**62**	**61**	**46**	**0**	**169**	**100.00%**	**54**	**62**	**69**	**2**	**187**	**100.00%**	**44**	**79**	**62**	**3**	**188**	**100.00%**
Gender	**Elem**	**Jr High**	**HS**	**CLC**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**
Male	50	37	20		107	63.31%	41	31	48		120	64.17%	35	49	40	3	127	67.55%
Nonbinary		1	1		2	1.18%												
Female	12	23	25		60	35.50%	13	31	21	2	67	35.83%	9	30	22	0	61	32.45%
Total	**62**	**61**	**46**	**0**	**169**	**100.00%**	**54**	**62**	**69**	**2**	**187**	**100.00%**	**44**	**79**	**62**	**3**	**188**	**100.00%**
Grade	**Elem**	**Jr High**	**HS**	**CLC**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**
K	11				11	6.51%	9				9	4.81%	2				2	1.06%
1	1				1	0.59%	6				6	3.21%	8				8	4.26%
2	4				4	2.37%	12				12	6.42%	7				7	3.72%
3	7				7	4.14%	5				5	2.67%	6				6	3.19%
4	14				14	8.28%	8				8	4.28%	7				7	3.72%
5	25				25	14.79%	14				14	7.49%	14				14	7.45%
6		23			23	13.61%		17			17	9.09%		24			24	12.77%
7		26			26	15.38%		37			37	19.79%		32		3	35	18.62%
8		12			12	7.10%		8		1	9	4.81%		23			23	12.23%
9			33		33	19.53%			42	1	43	22.99%			30		30	15.96%
10			10		10	5.92%			12		12	6.42%			14		14	7.45%
11			1		1	0.59%			3		3	1.60%			10		10	5.32%
12			2		2	1.18%			12		12	6.42%			8		8	4.26%
Total	**62**	**61**	**46**	**0**	**169**	**100.00%**	**54**	**62**	**69**	**2**	**187**	**100.00%**	**44**	**79**	**62**	**3**	**188**	**100.00%**
IEP	**Elem**	**Jr High**	**HS**	**CLC**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**
Yes	18	20	17		55	32.54%	16	14	28	1	59	31.55%	16	22	23	0	61	32.45%
No	44	41	29		114	67.46%	38	48	41	1	128	68.45%	28	57	39	3	127	67.55%
Total	**62**	**61**	**46**	**0**	**169**	**100.00%**	**54**	**62**	**69**	**2**	**187**	**100.00%**	**44**	**79**	**62**	**3**	**188**	**100.00%**
504	**Elem**	**Jr High**	**HS**	**CLC**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**	**Elem**	**Jr High**	**HS**	**CR**	**Incidents**	**%**
Yes	3	4	0	0	7	4.14%	1	5	4	0	10	5.35%	0	2	1	0	3	1.60%
No	59	57	46		162	95.86%	53	57	65	2	177	94.65%	44	77	61	3	185	98.40%
Total	**62**	**61**	**46**	**0**	**169**	**100.00%**	**54**	**62**	**69**	**2**	**187**	**100.00%**	**44**	**79**	**62**	**3**	**188**	**100.00%**

Jacksonville School District #117 Discipline Report
2024-2025 Fourth Quarter

	2024-2025						2023-2024						2022-2023					
Offenses	***Elem***	***Jr High***	***HS***	***CLC***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CR***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CR***	***Incidents***	***%***
Alcohol - 08					0	0.00%			1		1	0.53%						0.00%
Tobacco - 19		4	4		8	4.73%		2	6		8	4.28%		11	5		16	8.51%
Other - 18	25	26	36		87	51.48%	26	41	43	1	111	59.36%	35	52	38	3	128	68.09%
Drug Offenses - 11		2	2		4	2.37%		1	3		4	2.14%		4	7		11	5.85%
Dang. Weapon/Handgun - 12						0.00%						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	1		1		2	1.18%			2		2	1.07%						0.00%
Violence w/Physical Injury - 09	3	5			8	4.73%	2	5		1	8	4.28%	2	1	2		5	2.66%
Violence w/o Physical Injury - 10	33	24	3		60	35.50%	26	13	14		53	28.34%	7	11	10		28	14.89%
Total	**62**	**61**	**46**	**0**	**169**	**100.00%**	**54**	**62**	**69**	**2**	**187**	**100.00%**	**44**	**79**	**62**	**3**	**188**	**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	50	49	43		142	84.02%	48	50	55	2	155	82.89%	44	79	59	3	185	98.40%
Full Pay	12	12	3		27	15.98%	6	12	14		32	17.11%	0	0	3	0	3	1.60%
Total	**62**	**61**	**46**	**0**	**169**	**100.00%**	**54**	**62**	**69**	**3**	**187**	**100.00%**	**44**	**79**	**62**	**3**	**188**	**100.00%**
Expulsions	***Elem***	***Jr High***	***HS***	***CLC***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CR***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CR***	***Incidents***	***%***
Total	**1**	**2**	**0**	**0**	**3**		**0**			**1**	**1**			**3**		**1**	**1**	
%	**33.33%**	**66.66%**	**0.00%**	**0.00%**	**100.00%**		**0**	**0**	**0**	**0**	**100.00%**		**0.00%**	**300.00%**	**0.00%**	**100.00%**	**100.00%**	

Elementary 4th Quarter Discipline Report
2024-2025

Total Suspensions in District	169
Total Incidents Suspended in Building	62

Race	Suspensions	Students Suspended	Building Percentage	District Percentage
White - W	32	25	60.98%	55.03%
Black - B	6	5	12.20%	20.12%
Multi-Racial - M	23	10	24.39%	24.26%
American Indian - AI			0.00%	0.00%
Hispanic - H	1	1	2.44%	0.59%
Asian/Pacifc -AP			0.00%	0.00%
Hawaiin/Pacfic - HPI			0.00%	0.00%
Asian - A			0.00%	0.00%
Total	**62**	**41**	**100.00%**	**100.00%**

Gender	Suspensions	Students Suspended	Building Percentage	District Percentage
Male	50	32	78.05%	63.31%
Nonbinary	0	0	0.00%	1.18%
Female	12	9	21.95%	35.50%
Total	**62**	**41**	**100.00%**	**100.00%**

Grade	Suspensions	Students Suspended	Building Percentage	District Percentage
K	11	5	12.20%	6.51%
1	1	1	2.44%	0.59%
2	4	2	4.88%	2.37%
3	7	5	12.20%	4.14%
4	14	12	29.27%	8.28%
5	25	16	39.02%	14.79%
Total	**62**	**41**	**100.00%**	**36.69%**

IEP	Suspensions	Students Suspended	Building Percentage	District Percentage
Yes	18	13	31.71%	32.54%
No	44	28	68.29%	67.46%
Total	**62**	**41**	**100.00%**	**100.00%**

Offenses	Suspensions	Building Percentage	District Percentage
Alcohol - 08		0.00%	0.00%
Tobacco - 19		0.00%	4.74%
Other - 18	25	40.32%	51.48%
Drug Offenses - 11		0.00%	2.37%
Dangerous Weapons - Other - 17	1	1.61%	1.18%
Violence W/Physical Injury - 09	3	4.84%	4.73%
Violence W/O Physical Injury - 10	33	53.23%	35.50%
Total	**62**	**100.00%**	**100.00%**

SES	Suspensions	Students Suspended	Building Percentage	District Percentage
Free/Reduced/Auto-App	50	32	78.05%	84.02%
Full Pay	12	9	21.95%	15.98%
Total	**62**	**41**	**100.00%**	**100.00%**

Eisenhower 4th Quarter Discipline Report
2024-2025

Total Suspensions in District		169		
Total Incidents Suspended in Building		8		
Race	**Suspensions**	**Students Suspended**	**Building Percentage**	**District Percentage**
White - W	7	5	83.33%	55.03%
Black - B			0.00%	20.12%
Multi-Racial - M	1	1	16.67%	24.26%
American Indian - AI			0.00%	0.00%
Hispanic - H			0.00%	0.59%
Asian/Pacifc -AP			0.00%	0.00%
Hawaiin/Pacfic - HPI			0.00%	0.00%
Asian - A			0.00%	0.00%
Total	**8**	**6**	**100.00%**	**100.00%**
Gender	**Suspensions**	**Students Suspended**	**Building Percentage**	**District Percentage**
Male	7	5	83.33%	63.31%
Nonbinary			0.00%	1.18%
Female	1	1	16.67%	35.50%
Total	**8**	**6**	**100.00%**	**100.00%**
Grade	**Suspensions**	**Students Suspended**	**Building Percentage**	**District Percentage**
K	2	2	33.33%	4.81%
1			0.00%	3.21%
2			0.00%	6.42%
3			0.00%	2.67%
4	2	1	16.67%	4.28%
5	4	3	50.00%	7.49%
Total	**8**	**6**	**100.00%**	**28.88%**
IEP	**Suspensions**	**Students Suspended**	**Building Percentage**	**District Percentage**
Yes	2	1	16.67%	31.55%
No	6	5	83.33%	68.45%
Total	**8**	**6**	**100.00%**	**100.00%**
Offenses		**Suspensions**	**Building Percentage**	**District Percentage**
Alcohol - 08			0.00%	0.53%
Tobacco - 19			0.00%	4.28%
Other - 18		5	62.50%	59.36%
Drug Offenses - 11			0.00%	2.14%
Dangerous Weapons - Other - 17			0.00%	1.07%
Violence W/Physical Injury - 09			0.00%	4.28%
Violence W/O Physical Injury - 10		3	37.50%	28.34%
	Total	**8**	**100.00%**	**100.00%**
SES	**Suspensions**	**Students Suspended**	**Building Percentage**	**District Percentage**
Free/Reduced/Auto-App	6	4	66.67%	84.02%
Full Pay	2	2	33.33%	15.98%
Total	**8**	**6**	**100.00%**	**100.00%**

Lincoln Elementary 4th Quarter Discipline Report
2024-2025

Total Suspensions in District	169
Total Incidents Suspended in Building	15

Race	Suspensions	Students Suspended	Building Percentage	District Percentage
White - W	6	5	41.67%	55.03%
Black - B	2	2	16.67%	20.12%
Multi-Racial - M	6	4	33.33%	24.26%
American Indian - AI			0.00%	0.00%
Hispanic - H	1	1	8.33%	0.59%
Asian/Pacifc -AP			0.00%	0.00%
Hawaiin/Pacfic - HPI			0.00%	0.00%
Asian - A			0.00%	0.00%
Total	**15**	**12**	**100.00%**	**100.00%**

Gender	Suspensions	Students Suspended	Building Percentage	District Percentage
Male	6	7	58.33%	63.31%
Nonbinary			0.00%	1.18%
Female	9	5	41.67%	35.50%
Total	**15**	**12**	**100.00%**	**100.00%**

Grade	Suspensions	Students Suspended	Building Percentage	District Percentage
K			0.00%	4.81%
1			0.00%	3.21%
2	1	1	8.33%	6.42%
3	1	1	8.33%	2.67%
4	2	1	8.33%	4.28%
5	11	9	75.00%	7.49%
Total	**15**	**12**	**100.00%**	**28.88%**

IEP	Suspensions	Students Suspended	Building Percentage	District Percentage
Yes	4	3	25.00%	31.55%
No	11	9	75.00%	68.45%
Total	**15**	**12**	**100.00%**	**100.00%**

Offenses	Suspensions	Building Percentage	District Percentage
Alcohol - 08		0.00%	0.53%
Tobacco - 19		0.00%	4.28%
Other - 18	11	73.33%	59.36%
Drug Offenses - 11		0.00%	2.14%
Dangerous Weapons - Other - 17		0.00%	1.07%
Violence W/Physical Injury - 09		0.00%	4.28%
Violence W/O Physical Injury - 10	4	26.67%	28.34%
Total	**15**	**100.00%**	**100.00%**

SES	Suspensions	Students Suspended	Building Percentage	District Percentage
Free/Reduced/Auto-App.	12	10	83.33%	84.02%
Full Pay	3	2	16.67%	15.98%
Total	**15**	**12**	**100.00%**	**100.00%**

Murrayville-Woodson Elementary 4th Quarter Discipline Report
2024-2025

Total Suspensions in District	169
Total Incidents Suspended in Building	1

Race	Suspensions	Students Suspended	Building Percentage	District Percentage
White - W	1	1	100.00%	55.03%
Black - B			0.00%	20.12%
Multi-Racial - M			0.00%	24.26%
American Indian - AI			0.00%	0.00%
Hispanic - H			0.00%	0.59%
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%**	**100.00%**

Gender	Suspensions	Students Suspended	Building Percentage	District Percentage
Male			0.00%	63.31%
Nonbinary			0.00%	1.18%
Female	1	1	100.00%	35.50%
Total	**1**	**1**	**100.00%**	**100.00%**

Grade	Suspensions	Students Suspended	Building Percentage	District Percentage
K			0.00%	4.81%
1			0.00%	3.21%
2			0.00%	6.42%
3	1	1	100.00%	2.67%
4			0.00%	4.28%
5			0.00%	7.49%
Total	**1**	**1**	**100.00%**	**28.88%**

IEP	Suspensions	Students Suspended	Building Percentage	District Percentage
Yes			0.00%	31.55%
No	1	1	100.00%	68.45%
Total	**1**	**1**	**100.00%**	**100.00%**

Offenses	Suspensions	Building Percentage	District Percentage
Alcohol - 08		0.00%	0.53%
Tobacco - 19		0.00%	4.28%
Other - 18		0.00%	59.36%
Drug Offenses - 11		0.00%	2.14%
Dangerous Weapons - Other - 17		0.00%	1.07%
Violence W/Physical Injury - 09	1	100.00%	4.28%
Violence W/O Physical Injury - 10		0.00%	28.34%
Total	**1**	**100.00%**	**100.00%**

SES	Suspensions	Students Suspended	Building Percentage	District Percentage
Free/Reduced/Auto-App	1	1	100.00%	84.02%
Full Pay			0.00%	15.98%
Total	**1**	**1**	**100.00%**	**100.00%**

North Elementary 4th Quarter Discipline Report
2024-2025

Total Suspensions in District	169
Total Incidents Suspended in Building	3

Race	Suspensions	Students Suspended	Building Percentage	District Percentage
White - W			0.00%	55.03%
Black - B			0.00%	20.12%
Multi-Racial - M	3	1	100.00%	24.26%
American Indian - AI			0.00%	0.00%
Hispanic - H			0.00%	0.59%
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			0.00%	63.31%
Nonbinary			0.00%	1.18%
Female	3	1	100.00%	35.50%
Total	**3**	**1**	**100.00%**	**100.00%**

Grade	Suspensions	Students Suspended	Building Percentage	District Percentage
K	3	1	100.00%	4.81%
1			0.00%	3.21%
2			0.00%	6.42%
3			0.00%	2.67%
4			0.00%	4.28%
5			0.00%	7.49%
Total	**3**	**1**	**100.00%**	**28.88%**

IEP	Suspensions	Students Suspended	Building Percentage	District Percentage
Yes			0.00%	31.55%
No	3	1	100.00%	68.45%
Total	**3**	**1**	**100.00%**	**100.00%**

Offenses	Suspensions	Building Percentage	District Percentage
Alcohol - 08		0.00%	0.53%
Tobacco - 19		0.00%	4.28%
Other - 18	1	33.33%	59.36%
Drug Offenses - 11		0.00%	2.14%
Dangerous Weapons - Other - 17		0.00%	1.07%
Violence W/Physical Injury - 09		0.00%	4.28%
Violence W/O Physical Injury - 10	2	66.67%	28.34%
Total	**3**	**100.00%**	**100.00%**

SES	Suspensions	Students Suspended	Building Percentage	District Percentage
Free/Reduced/Auto-App	3	1	100.00%	84.02%
Full Pay			0.00%	15.98%
Total	**3**	**1**	**100.00%**	**100.00%**

South Elementary 4th Quarter Discipline Report
2024-2025

Total Suspensions in District	169
Total Incidents Suspended in Building	9

Race	Suspensions	Students Suspended	Building Percentage	District Percentage
White - W	9	6	100.00%	55.03%
Black - B			0.00%	20.12%
Multi-Racial - M			0.00%	24.26%
American Indian - AI			0.00%	0.00%
Hispanic - H			0.00%	0.59%
Asian/Pacifc -AP			0.00%	0.00%
Hawaiin/Pacfic - HPI			0.00%	0.00%
Asian - A			0.00%	0.00%
Total	**9**	**6**	**100.00%**	**100.00%**

Gender	Suspensions	Students Suspended	Building Percentage	District Percentage
Male	9	6	100.00%	63.31%
Nonbinary			0.00%	1.18%
Female			0.00%	35.50%
Total	**9**	**6**	**100.00%**	**100.00%**

Grade	Suspensions	Students Suspended	Building Percentage	District Percentage
K	2	1	16.67%	4.81%
1			0.00%	3.21%
2	3	1	16.67%	6.42%
3			0.00%	2.67%
4	3	3	50.00%	4.28%
5	1	1	16.67%	7.49%
Total	**9**	**6**	**100.00%**	**28.88%**

IEP	Suspensions	Students Suspended	Building Percentage	District Percentage
Yes	5	3	50.00%	31.55%
No	4	3	50.00%	68.45%
Total	**9**	**6**	**100.00%**	**100.00%**

Offenses	Suspensions	Building Percentage	District Percentage
Alcohol - 08		0.00%	0.53%
Tobacco - 19		0.00%	4.28%
Other - 18	1	11.11%	59.36%
Drug Offenses - 11		0.00%	2.14%
Dangerous Weapons - Other - 17	1	11.11%	1.07%
Violence W/Physical Injury - 09		0.00%	4.28%
Violence W/O Physical Injury - 10	7	77.78%	28.34%
Total	**9**	**100.00%**	**100.00%**

SES	Suspensions	Students Suspended	Building Percentage	District Percentage
Free/Reduced/Auto-App	7	3	50.00%	84.02%
Full Pay	2	3	50.00%	15.98%
Total	**9**	**6**	**100.00%**	**100.00%**

Washington Elementary 4th Quarter Discipline Report
2024-2025

Total Suspensions in District	169
Total Incidents Suspended in Building	26

Race	Suspensions	Students Suspended	Building Percentage	District Percentage
White - W	9	8	53.33%	55.03%
Black - B	4	3	20.00%	20.12%
Multi-Racial - M	13	4	26.67%	24.26%
American Indian - AI			0.00%	0.00%
Hispanic - H			0.00%	0.59%
Asian/Pacifc -AP			0.00%	0.00%
Hawaiin/Pacfic - HPI			0.00%	0.00%
Asian - A			0.00%	0.00%
Total	**26**	**15**	**100.00%**	**100.00%**

Gender	Suspensions	Students Suspended	Building Percentage	District Percentage
Male	25	14	93.33%	63.31%
Nonbinary			0.00%	1.18%
Female	1	1	6.67%	35.50%
Total	**26**	**15**	**100.00%**	**100.00%**

Grade	Suspensions	Students Suspended	Building Percentage	District Percentage
K	4	1	6.67%	4.81%
1	1	1	6.67%	3.21%
2			0.00%	6.42%
3	5	3	20.00%	2.67%
4	7	7	46.67%	4.28%
5	9	3	20.00%	7.49%
Total	**26**	**15**	**100.00%**	**28.88%**

IEP	Suspensions	Students Suspended	Building Percentage	District Percentage
Yes	7	6	40.00%	31.55%
No	19	9	60.00%	68.45%
Total	**26**	**15**	**100.00%**	**100.00%**

Offenses	Suspensions	Building Percentage	District Percentage
Alcohol - 08		0.00%	0.53%
Tobacco - 19		0.00%	4.28%
Other - 18	7	26.92%	59.36%
Drug Offenses - 11		0.00%	2.14%
Dangerous Weapons - Other - 17		0.00%	1.07%
Violence W/Physical Injury - 09	2	7.69%	4.28%
Violence W/O Physical Injury - 10	17	65.38%	28.34%
Total	**26**	**100.00%**	**100.00%**

SES	Suspensions	Students Suspended	Building Percentage	District Percentage
Free/Reduced/Auto-App	23	13	86.67%	84.02%
Full Pay	3	2	13.33%	15.98%
Total	**26**	**15**	**100.00%**	**100.00%**

Jacksonville Middle School 4th Quarter Discipline Report
2024-2025

Total Suspensions in District	169
Total Incidents Suspended in Building	61

Race	Suspensions	Students Suspended	Building Percentage	District Percentage
White - W	44	36	69.23%	55.03%
Black - B	7	7	13.46%	20.12%
Multi-Racial - M	10	9	17.31%	24.26%
American Indian - AI			0.00%	0.00%
Hispanic - H			0.00%	0.59%
Asian/Pacifc -AP			0.00%	0.00%
Hawaiin/Pacfic - HPI			0.00%	0.00%
Asian - A			0.00%	0.00%
Total	**61**	**52**	**100.00%**	**100.00%**

Gender	Suspensions	Students Suspended	Building Percentage	District Percentage
Male	37	31	59.62%	63.31%
Nonbinary	1	1	1.92%	1.18%
Female	23	20	38.46%	35.50%
Total	**61**	**52**	**100.00%**	**100.00%**

Grade	Suspensions	Students Suspended	Building Percentage	District Percentage
6	23	19	36.54%	13.61%
7	26	22	42.31%	15.38%
8	12	11	21.15%	7.10%
Total	**61**	**52**	**100.00%**	**36.09%**

IEP	Suspensions	Students Suspended	Building Percentage	District Percentage
Yes	20	15	28.85%	31.55%
No	41	37	71.15%	68.45%
Total	**61**	**52**	**100.00%**	**100.00%**

Offenses	Suspensions	Building Percentage	District Percentage
Alcohol - 08		0.00%	0.53%
Tobacco - 19	4	6.56%	4.28%
Other - 18	26	42.62%	59.36%
Drug Offenses - 11	2	3.28%	2.14%
Dangerous Weapons - Other - 17		0.00%	1.07%
Violence W/Physical Injury - 09	5	8.20%	4.28%
Violence W/O Physical Injury - 10	24	39.34%	28.34%
Total	**61**	**100.00%**	**100.00%**

SES	Suspensions	Students Suspended	Building Percentage	District Percentage
Free/Reduced/Auto-App	49	45	86.54%	84.02%
Full Pay	12	7	13.46%	15.98%
Total	**61**	**52**	**100.00%**	**100.00%**

Jacksonville High School 4th Quarter Discipline Report
2024-2025

Total Suspensions in District	169
Total Incidents Suspended in Building	46

Race	Suspensions	Students Suspended	Building Percentage	District Percentage
White - W	17	11	45.83%	55.03%
Black - B	21	6	25.00%	20.12%
Multi-Racial - M	8	7	29.17%	24.26%
American Indian - AI			0.00%	0.00%
Hispanic - H			0.00%	0.59%
Asian/Pacifc -AP			0.00%	0.00%
Hawaiin/Pacfic - HPI			0.00%	0.00%
Asian - A			0.00%	0.00%
Total	**46**	**24**	**100.00%**	**100.00%**

Gender	Suspensions	Students Suspended	Building Percentage	District Percentage
Male	20	13	54.17%	63.31%
Nonbinary	1	1	4.17%	1.18%
Female	25	10	41.67%	35.50%
Total	**46**	**24**	**100.00%**	**100.00%**

Grade	Suspensions	Students Suspended	Building Percentage	District Percentage
9	33	11	45.83%	19.53%
10	10	10	41.67%	5.92%
11	1	1	4.17%	0.59%
12	2	2	8.33%	1.18%
Total	**46**	**24**	**100.00%**	**27.22%**

IEP	Suspensions	Students Suspended	Building Percentage	District Percentage
Yes	17	9	50.00%	31.55%
No	29	15	50.00%	68.45%
Total	**46**	**24**	**100.00%**	**100.00%**

Offenses	Suspensions	Building Percentage	District Percentage
Alcohol - 08		0.00%	0.53%
Tobacco - 19	4	8.70%	4.28%
Other - 18	36	78.26%	59.36%
Drug Offenses - 11	2	4.35%	2.14%
Dangerous Weapons - Other - 17	1	2.17%	1.07%
Violence W/Physical Injury - 09		0.00%	4.28%
Violence W/O Physical Injury - 10	3	6.52%	28.34%
Total	**46**	**100.00%**	**100.0%**

SES	Suspensions	Students Suspended	Building Percentage	District Percentage
Free/Reduced/Auto-Approved	43	21	87.50%	84.02%
Full Pay	3	3	12.50%	15.98%
Total	**46**	**24**	**100.00%**	**100.00%**

Crossroads Learning Center 4th Quarter Discipline Report
2024-2025

Total Suspensions in District	169
Total Incidents Suspended in Building	0

Race	Suspensions	Students Suspended	Building Percentage	District Percentage
White - W			#DIV/0!	55.03%
Black - B			#DIV/0!	20.12%
Multi-Racial - M			#DIV/0!	24.26%
American Indian - AI			#DIV/0!	0.00%
Hispanic - H			#DIV/0!	0.59%
Asian/Pacifc -AP			#DIV/0!	0.00%
Hawaiin/Pacfic - HPI			#DIV/0!	0.00%
Asian - A			#DIV/0!	0.00%
Total	**0**	**0**	**#DIV/0!**	**100.00%**

Gender	Suspensions	Students Suspended	Building Percentage	District Percentage
Male			#DIV/0!	63.31%
Nonbinary			#DIV/0!	1.18%
Female			#DIV/0!	35.50%
Total	**0**	**0**	**#DIV/0!**	**100.00%**

Grade	Suspensions	Students Suspended	Building Percentage	District Percentage
7			#DIV/0!	19.79%
8			#DIV/0!	4.81%
9			#DIV/0!	22.99%
Total	**0**	**0**	**#DIV/0!**	**47.59%**

IEP	Suspensions	Students Suspended	Building Percentage	District Percentage
Yes			#DIV/0!	31.55%
No			#DIV/0!	68.45%
Total	**0**	**0**	**#DIV/0!**	**100.00%**

Offenses	Suspensions	Building Percentage	District Percentage
Alcohol - 08		#DIV/0!	0.53%
Police called-PI		#DIV/0!	0.00%
Tobacco - 19		#DIV/0!	4.28%
Other - 18		#DIV/0!	59.36%
Drug Offenses - 11		#DIV/0!	2.14%
Dangerous Weapons - Other - 17		#DIV/0!	1.07%
Violence W/Physical Injury - 09		#DIV/0!	4.28%
Violence W/O Physical Injury - 10		#DIV/0!	28.34%
Total	**0**	**#DIV/0!**	**100.00%**

SES	Suspensions	Students Suspended	Building Percentage	District Percentage
Free/Reduced/Auto-App			#DIV/0!	84.02%
Full Pay			#DIV/0!	15.98%
Total	**0**	**0**	**#DIV/0!**	**100.00%**

Total Suspensions in District	592			
FOR 2024-2025				
Race	**Suspensions**	**Students Suspended**	**Building Percentage**	**District Percentage**
White - W	349	201	63.01%	58.70%
Black - B	108	52	16.30%	18.12%
Multi-Racial - M	129	60	18.81%	22.19%
American Indian - AI	2	2	0.63%	0.38%
Hispanic - H	3	3	0.94%	0.46%
Asian/Pacifc -AP			0.00%	0.00%
Hawaiin/Pacfic - HPI	1	1	0.31%	0.15%
Asian - A			0.00%	0.00%
Total	**592**	**319**	**100.00%**	**100.00%**
Gender	**Suspensions**	**Students Suspended**	**Building Percentage**	**District Percentage**
Male	374	205	64.26%	63.50%
Nonbinary	3	2		0.49%
Female	215	112	35.11%	36.02%
Total	**592**	**319**	**99.37%**	**100.00%**
Grade	**Suspensions**	**Students Suspended**	**Building Percentage**	**District Percentage**
K	34	11	3.45%	5.85%
1	11	7	2.19%	1.84%
2	15	9	2.82%	2.36%
3	28	13	4.08%	4.61%
4	27	17	5.33%	4.22%
5	67	32	10.03%	10.93%
6	75	42	13.17%	12.74%
7	82	47	14.73%	13.57%
8	73	37	11.60%	12.95%
9	84	32	10.03%	13.71%
10	52	35	10.97%	9.11%
11	23	18	5.64%	4.14%
12	21	19	5.96%	3.98%
Total	**592**	**319**	100.00%	**100.00%**
IEP	**Suspensions**	**Students Suspended**	**Building Percentage**	**District Percentage**
Yes	205	107	33.54%	34.45%
No	387	212	66.46%	65.55%
Total	**592**	**319**	**100.00%**	**100.00%**
Offenses		**Suspensions**	**Building Percentage**	**District Percentage**
Alcohol - 08			0.00%	0.00%
Tobacco - 19		45	7.60%	7.21%
Other - 18		314	53.04%	41.75%
Drug Offenses - 11		7	1.18%	0.97%
Dangerous Weapons - Other - 17		13	2.20%	2.56%
Violence W/Physical Injury - 09		32	5.41%	27.83%

Violence W/O Physical Injury - 10		181	30.57%	19.68%
	Total	**592**	**100.00%**	**100.00%**

SES	Suspensions	Students Suspended	Building Percentage	District Percentage
Free/Reduced/Auto-Approved	488	254	79.62%	81.88%
Full Pay	104	65	20.38%	18.12%
Total	**592**	**319**	**100.00%**	**100.00%**

	4th Quarter						3rd Quarter						2nd Quarter						1st Quarter						Total
Race	***Elem***	***Jr High***	***HS***	***CLC***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CLC***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CR***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CR***	***Incidents***	***%***	
White - W	32	44	17		93	55.03%	22	34	19		75	57.25%	23	34	16	2	75	57.69%	31	48	26		105	64.81%	**58.70%**
Black - B	6	7	21		34	20.12%	1	5	19	2	27	20.61%	5	10	6	1	22	16.92%	7	6	11		24	14.81%	**18.12%**
Multi-Racial - M	23	10	8		41	24.26%	5	5	18		28	21.37%	13	10	8	1	32	24.62%	10	13	7		30	18.52%	**22.19%**
American Indian - AI					0	0.00%		1			1	0.76%		1			1	0.77%						0.00%	**0.38%**
Hispanic - H	1				1	0.59%						0.00%						0.00%		1	1		2	1.23%	**0.46%**
Asian/Pacifc -AP						0.00%						0.00%						0.00%						0.00%	**0.00%**
Hawaiin/Pacfic - HPI						0.00%						0.00%						0.00%			1		1	0.62%	**0.15%**
Asian - A						0.00%						0.00%						0.00%						0.00%	**0.00%**
Total	**62**	**61**	**46**	**0**	**169**	**100.00%**	**28**	**45**	**56**	**2**	**131**	**100.00%**	**41**	**55**	**30**	**0**	**130**	**100.00%**	**48**	**68**	**46**	**0**	**162**	**100.00%**	**100.00%**
Gender	***Elem***	***Jr High***	***HS***	***CLC***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CLC***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CR***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CR***	***Incidents***	***%***	
Male	50	37	20		107	63.31%	24	25	27		76	58.02%	36	30	19	4	89	68.46%	41	32	31		104	64.20%	**63.50%**
Nonbinary		1	1		2	1.18%		1			1	0.76%						0.00%						0.00%	**0.49%**
Female	12	23	25		60	35.50%	4	19	29	2	54	41.22%	5	25	11		41	31.54%	7	36	15		58	35.80%	**36.02%**
Total	**62**	**61**	**46**	**0**	**169**	**100.00%**	**28**	**45**	**56**	**2**	**131**	**100.00%**	**41**	**55**	**30**	**0**	**130**	**100.00%**	**48**	**68**	**46**	**0**	**162**	**100.00%**	**100.00%**
Grade	***Elem***	***Jr High***	***HS***	***CLC***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CLC***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CR***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CR***	***Incidents***	***%***	
K	11				11	6.51%	10				10	7.63%	8				8	6.15%	5				5	3.09%	**5.85%**
1	1				1	0.59%					0	0.00%	4				4	3.08%	6				6	3.70%	**1.84%**
2	4				4	2.37%	1				1	0.76%	1				1	0.77%	9				9	5.56%	**2.36%**
3	7				7	4.14%	7				7	5.34%	6				6	4.62%	7				7	4.32%	**4.61%**
4	14				14	8.28%	3				3	2.29%	5				5	3.85%	4				4	2.47%	**4.22%**
5	25				25	14.79%	7				7	5.34%	17				17	13.08%	17				17	10.49%	**10.93%**
6		23			23	13.61%		14			14	10.69%		21			21	16.15%		17			17	10.49%	**12.74%**
7		26			26	15.38%		14		2	16	12.21%		13			13	10.00%		27			27	16.67%	**13.57%**
8		12			12	7.10%		17			17	12.98%		21		1	22	16.92%		24			24	14.81%	**12.95%**
9			33		33	19.53%			17		17	12.98%			12	1	13	10.00%			20		20	12.35%	**13.71%**
10			10		10	5.92%			20		20	15.27%			11		11	8.46%			11		11	6.79%	**9.11%**
11			1		1	0.59%			11		11	8.40%			1		1	0.77%			11		11	6.79%	**4.14%**
12			2		2	1.18%			8		8	6.11%			6	2	8	6.15%			4		4	2.47%	**3.98%**
Total	**62**	**61**	**46**	**0**	**169**	**100.00%**	**28**	**45**	**56**	**2**	**131**	**100.00%**	**41**	**55**	**30**	**0**	**130**	**100.00%**	**48**	**68**	**46**	**0**	**162**	**100.00%**	**100.00%**
IEP	***Elem***	***Jr High***	***HS***	***CLC***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CLC***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CR***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CR***	***Incidents***	***%***	
Yes	18	20	17		55	32.54%	11	10	19	0	40	30.53%	15	21	16	1	53	40.77%	21	19	15		55	33.95%	**34.45%**
No	44	41	29		114	67.46%	17	35	37	2	91	69.47%	26	34	14	3	77	59.23%	27	49	31		107	66.05%	**65.55%**
Total	**62**	**61**	**46**	**0**	**169**	**100.00%**	**28**	**45**	**56**	**2**	**131**	**100.00%**	**41**	**55**	**30**	**2**	**130**	**100.00%**	**48**	**68**	**46**	**0**	**162**	**100.00%**	**100.00%**
504	***Elem***	***Jr High***	***HS***	***CLC***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CLC***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CR***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CR***	***Incidents***	***%***	**#DIV/0!**
Yes	3	4	0	0	7	4.14%	1	4	1	0	6	4.58%	2	4	0	0	6	4.62%	0	6	1		7	4.32%	**4.41%**
No	59	57	46		162	95.86%	27	41	55	2	125	95.42%	39	51	30	4	124	95.38%	48	62	45		155	95.68%	**95.59%**
Total	**62**	**61**	**46**	**0**	**169**	**100.00%**	**28**	**45**	**56**	**2**	**131**	**100.00%**	**41**	**55**	**30**	**0**	**130**	**100.00%**	**48**	**68**	**46**	**0**	**162**	**100.00%**	**100.00%**
Offenses	***Elem***	***Jr High***	***HS***	***CLC***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CLC***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CR***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CR***	***Incidents***	***%***	
Alcohol - 08					0	0.00%					0	0.00%					0	0.00%						0.00%	**0.00%**
Tobacco - 19		4	4		8	4.73%	1	6	5		12	9.16%	2	7			9	6.92%	3	7	3		13	8.02%	**7.21%**
Other - 18	25	26	36		87	51.48%	14	20	38	2	74	56.49%	19	15	4	1	39	30.00%	14	25	8		47	29.01%	**41.75%**
Drug Offenses - 11		2	2		4	2.37%		2			2	1.53%					0	0.00%						0.00%	**0.97%**
Dang. Weapon/Handgun - 12						0.00%					0	0.00%						0.00%						0.00%	**0.00%**
Dang. Weapon/Shotgun - 13						0.00%					0	0.00%						0.00%						0.00%	**0.00%**
Dang.Weapon/Rifle - 14						0.00%					0	0.00%						0.00%						0.00%	**0.00%**

Dang. Weapon/Firearm Multiple - 15						0.00%					0	0.00%						0.00%						0.00%	**0.00%**
Dang. Weapon/Firearm Other - 16						0.00%					0	0.00%						0.00%						0.00%	**0.00%**
Dang. Weapon/Other - 17	1		1		2	1.18%	1	5			6	4.58%	1	3	1		5	3.85%	1				1	0.62%	**2.56%**
Violence w/Physical Injury - 09	3	5			8	4.73%	1		1		2	1.53%	19	23	22	2	66	50.77%	30	29	29		88	54.32%	**27.84%**
Violence w/o Physical Injury - 10	33	24	3		60	35.50%	11	12	12		35	26.72%		7	3	1	11	8.46%		7	6		13	8.02%	**19.68%**
Total	**62**	**61**	**46**	**0**	**169**	**100.00%**	**28**	**45**	**56**	**2**	**131**	**100.00%**	**41**	**55**	**30**	**4**	**130**	**100.00%**	**48**	**68**	**46**	**0**	**162**	**100.00%**	**100.00%**
SES	***Elem***	***Jr High***	***HS***	***CLC***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CLC***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CR***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CR***	***Incidents***	***%***	
Free/Reduced/Auto-Approved	50	49	43		142	84.02%	23	39	**44**	2	108	82.44%	31	36	26	4	97	74.62%	34	64	42		140	86.42%	**81.88%**
Full Pay	12	12	3		27	15.98%	5	6	12	0	23	17.56%	10	19	4		33	25.38%	14	4	4		22	13.58%	**18.12%**
Total	**62**	**61**	**46**	**0**	**169**	**100.00%**	**28**	**45**	**56**	**2**	**131**	**100.00%**	**41**	**55**	**30**	**0**	**130**	**100.00%**	**48**	**68**	**46**	**0**	**162**	**100.00%**	**100.00%**
Expulsions	***Elem***	***Jr High***	***HS***	***CLC***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CLC***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CR***	***Incidents***	***%***	***Elem***	***Jr High***	***HS***	***CR***	***Incidents***	***%***	
Total	**1**	**2**	**0**	**0**	**3**		**0**	**1**	**0**	**0**	**1**		**0**		**0**	**1**	**1**								
%							**0.00%**	**100.00%**	**0.00%**	**0.00%**	**100.00%**		**0**	**0%**	**0%**	**0**	**0.00%**		**0.00%**	**0.00%**	**0.00%**	**0.00%**	**0.00%**		

K. Certified Vacancy Report

IX. BOARD AND COMMITTEE REPORTS

A. Policy Committee

- Press 119 released in June

B. Four-Rivers Report

C. IASB Reports

X. CONSENT AGENDA 166

CONSENT AGENDA ITEM June 25, 2025

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

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
  - Committee of the Whole and Closed Session minutes for May 21, 2025
  - Regular Meeting minutes for May 21, 2025
- Consideration to approve District building handbooks
- Consideration to approve the adoption of Board policies
- Consideration of Title & School Improvement Plans
- Consideration of/to accept the renewal of Bread Contract with Alpha for 2025-2026
- Consideration of/to accept the Milk Bid from Prairie Farms for 2025-2026
- Consideration of/to accept Breakfast and Lunch prices for FY 2025-2026
- Consideration of/to move Early Years district expenses from District Fund 20 to Fund 10 Early Years Grant
- Consideration of/to accept lease extension on the JHS Postage Machine
- Consideration of/to accept the Fresh Fruits and Vegetable Program Bid for 2025-2026
- Consideration of/to pay the application for Payment #1 to Designed Roofing System for JHS Roof Replacement
- Consideration of/to pay the application for payment #7 to Neff Colvin for JHS Door Replacement and Security Glazing
- Consideration of/to accept the renewal of the Aluminum/Plastics Contract for 2025-2026

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

A. Consideration of Treasurer's Report
B. Consideration of Previous Minutes 168
- Committee of the Whole Meeting on May 21, 2025
- Regular Meeting on May 21, 2025

CONSENT ITEM June 25, 2025

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 Meeting and Closed Session Minutes for May 21, 2025
- Regular Meeting minutes for May 21, 2025

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 to approve District Building Handbooks 170

CONSENT ACTION ITEM June 25, 2025

TO: Board of Education
FROM: Matt Moore
SUBJECT: Approval of Building Handbooks

PROPOSED MOTION BY THE BOARD OF EDUCATION:
That the Board of Education approves the building handbooks for the 2025-2026 school year as presented.

MOVED BY: _____ Seconded: _____

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

Updated Information:
Approving handbooks for:
CLC
Eisenhower Elementary
Lincoln Elementary
Jacksonville Middle School
Jacksonville High School
JHS Extracurricular
Murrayville/Woodson Elementary
North Elementary
South Elementary
Washington Elementary
TAP

Main Updates

1.50 - Equal Educational Opportunities and Sex Equity

- Changes to the language, adds military status, unfavorable military discharge, reproductive health decisions.
- Adds -
    - Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.
    - Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

2.20 - Student Absences

- Language added to second paragraph:
    - attendance at a verified medical or therapeutic appointment (including a victim services provider),
    - For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.

2.100 - Home and Hospital Instruction - language added:

- A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:
    1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
    2. For up to three months after the child's birth or a miscarriage.
    3. When a student must care for his or her ill child if:
        a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
        b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
    4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.
- The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction
- Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

-

3.15 Vandalism added

- The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

5.30 Guidance and Counseling - added to elementary and updated JMS and JHS*

- The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.
- *Under Illinois law. any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

5.80 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence added

-Provides information on how to file a complaint and request support services

6.30 Student Discipline

- Updated section on "sexting"
- Updated definition of "corporal punishment"

6.45 Harassment & Teen Dating Violence Prohibited

- Added Title IX Coordinator to reporting options

Minor Updates

- Changes made to dates, names and format

Student/Guardian Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

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

I understand that the student handbook and school district policies may be amended during the year and that such changes are available in the school office.

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

_____ _____ Student Signature Date

Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the student handbook and school board policy on student behavior. I have read these materials and understand all the rules, responsibilities and expectations.

I understand that the student handbook and school district policies may be amended during the year and that such changes are available on the school district website or in the school office.

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

_____ _____ Guardian Signature Date

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.

<u>School Operations During a Pandemic or Other Health Emergency</u>

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

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 CLC office and arrange an appointment. The office is open Monday through Friday 7:30 A.M. to 3:30 P.M. and the phone number is 243-0065. A staff directory with contact information can be found at clc.jsd117.org.

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.

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 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 are:
Noel Beard, President
Mike Lonergan, Vice-President
Jennifer Lacey, Secretary
Byron Pool, Member
Sherie Trace, Member
Heather Leonard, Member
Brenda Stewart, Member
Teresa Wilson, Member

The School Board has hired the following administrative staff to operate the school:
Steve Ptacek, Superintendent
Matthew Moore, Assistant-Superintendent
Jill Dillard, Principal

The school is located and may be contacted at:
30 N. Central Park Plaza
Jacksonville, IL 62650
217-243-0065

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.

Visitors

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 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 a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

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, 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.

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 "Volunteer Information Form" and be approved by the building 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.

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..

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, late starts or early dismissals. School closings, for any reason, will be announced as soon as possible to accommodate family needs.

Local media sources that receive school closure information include:

WJIL 1550 AM
WLDS 1180 AM
WEAI 107.1
WJVO 105.5
Channel 20 News

Skylert/School Messenger messages will also be used to communicate with parents regarding emergency school closures. Skylert/School Messenger is a school-to-parent notification system service that allows the District to make one phone call, record a detailed voice message, and send it immediately to parents. It is very important that parents keep the school informed of any change in telephone number.

If it becomes necessary to run bus snow routes in the rural areas, the emergency routing will be in effect for both morning and afternoon runs. Parents are urged to be at the emergency stop to pick up their children in the afternoon as drivers are instructed not to let children off unless they live close by or someone is there to pick them up.

Weather related announcements will also be published on the District's web page at www.jsd117.org. To receive these announcements via email or telephone, go to the website and sign up for Notify Me.

If school is dismissed early for an emergency of any reason, all after-school functions are reviewed by the administrative team to determine needed cancellations. Cancellations for after-school events will be sent to the same media sources and parent communication resources listed for school closures.

To secure your child's safety, you are urged to make a family plan in advance with your child(ren) in the event of an early dismissal from school.

Video and Audio Monitoring Systems
A video and/or audio monitoring system may be in use on school buses 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.

Accommodating Individuals with Disabilities
Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Students with Food Allergies
State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 243-0065.

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 may 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.

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.

Accommodating Breastfeeding Students

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

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child, or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

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

Student 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. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. 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 as 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

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.[1]

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.

Food and Wellness
Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the 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.

Sexual Abuse Response and Prevention Resource Guide
The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Free and Reduced-Price Food Services: Meal Charge Notification
The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility
When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

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

Meal Charges for Meals Provided by the District
The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and

Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of $10.00. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

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

Telephone

Students may use the school office phones as determined by school personnel. Parents should use the main school number, 243-0065, to leave messages for their students. Students need to make prior arrangements to be picked up by parents after school and extracurricular events.

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 two types of absences: excused and unexcused.

Student Absences

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Attendance is taken at the beginning of the day and again after lunch.

Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. All other absences are considered unexcused. 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.

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.

Release Time for Religious Instruction and 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

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.

Grading and Promotion

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.

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, discipline, 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 homepage, parents will find a link for Skyward Family Access. Each family has been assigned a unique username 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.

Exemption From PE Requirement

All students are required to participate in physical education unless exempted by a doctor. In order to be excused from participation in physical education, a student must present an appropriate excuse 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 183 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. Excuse from PE in excess of 3 consecutive days requires a doctor's verification.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.301.

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

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

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.

Complaints About Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy. Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

Fees, Fines & Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district 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.

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. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building

Principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally 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.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

School Lunch Program

Lunch is served every school day, except when there is an 11:00 a.m. or earlier dismissal. Students may bring their own lunch. Bringing in outside (fast food type) lunches is not permitted. Energy drinks should not be brought to school.

Bus Transportation

The district provides bus transportation to and from CLC for all students.

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

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.

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

1. Be aware of moving traffic and pay attention to your surroundings.
2. 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.
3. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
4. 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.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. 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
7. 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.
8. 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.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. 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.
11. 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.
12. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on buses 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.

Immunization, Health, Eye & Dental Examination 185

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year1 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.

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 of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Illness and Injuries

If your child is injured or ill, it may be necessary to contact you. Minor first aid may be administered, but school personnel are not qualified to make a medical diagnosis. Please make sure the office has accurate emergency information for your child. You will need to have prior arrangements made to have your child picked up at school in an illness/emergency occurs. All accidents that occur at school must 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.

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 and must be stored and dispensed from the school nurse with proper documentation from a medical professional. 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.

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. 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 must be left in the school office.
2. All medication must 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.

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 Disease

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

1. Parents are required to notify the school 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 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.

Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

General Building Conduct

Students shall not arrive at school before 8:45 a.m. and classes begin at 9:00 a.m. and students are dismissed at 2:50 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

1. CLC will follow all Jacksonville School District #117 policies.
2. Students will turn in all electronic devices and all possessions upon arrival to CLC. Belongings will be stored in locked drawers and will be returned to students after successful completion of their school day.
3. Students will be "wanded" with a hand-held metal detector and searched before entering the school. Students will be required to remove their shoes for the search.
4. Students will be escorted to the restroom and water fountain.
5. Students are allowed to bring unopened water bottles to school.
6. Breakfast and lunch will consist of a school meal or a packed meal brought from home. Food may not be delivered to students during the day.
7. Student interactions will be monitored and generally limited to social skills sessions.
8. The CLC dress code is consistent with that of the student's home school. If students arrive and are not dressed appropriately for school, they will be required to change into something at CLC or spend the day in isolation.

a. Hats and coats are not allowed to be worn in the building.
b. Clothing, jewelry and accessories must be school appropriate.
c. Clothing or accessories that pose a potential health hazard are not allowed.
d. Pants must be worn at waist level.
e Skirts and shorts must be fingertip length or longer.
f. Garments with holes above fingertip length will not be allowed.
g. Shirts must cover the student's torso and shoulders.

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.

Student Behavior

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

- Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using a cellular telephone, smartphone, video recording device, or similar electronic device in any manner, including using the device to take photographs in 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."
3. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
4. 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 or submit to a search.
5. 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.
6. 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.
7. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
8. Engaging in teen dating violence.
9. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
10. Entering school property or a school facility without proper authorization.
11. 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.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
18. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds.

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;
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.
6. On bus or bus stops.

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 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.
12. 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 a student because behavioral interventions, other than a suspension, 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 is prohibited.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

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 lose their CLC placement for a period of not less than one year but not more than 2 calendar years:

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

The 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. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion.

Prevention of and Response to Bullying, Discrimination, 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 from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, parenting status, 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.

Nondiscrimination Coordinator and Complaint Manager: :
Jill Dillard
Principal
217-243-0065
30 N. Central Park Plaza
Jacksonville, IL 62650
jdillard@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]

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Federal and State Agencies
If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to:

https://dhr.illinois.gov/about-us/contact-idhr.html or
call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

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.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

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, 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.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process
Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement
Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

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.

Computer Usage
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.

Loitering
Take care of school business and quickly move to where you belong. School ends at 2:50 p.m. on a regular attendance day. Students should leave school grounds at the end of the instructional day. Rides should arrive no later than 3:10 p.m.

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 includes 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 193
The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. 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;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. 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;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks 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 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.
5. Do not use the networks in any way that would disrupt its use by other users.
6. 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.

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 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.
3. 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.
4. 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.
5. 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.

Students must not distribute material 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 the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
4. Is reasonably viewed as promoting illegal drug use;
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;1 or
6. 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.

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 Illinois 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. 195

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 and 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

Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.
AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP).Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.
In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

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.

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.

A student's refusal to submit to a search would be deemed a violation of an administrative directive.

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:
Barbie Davidsmeyer
217-243-7402

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.

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.

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

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

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

Request to Access Classroom or Personnel for Special Education Evaluation or Observation 197

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.

PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.You may also contact the following District employee for assistance: 1

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.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,2 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
7. 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.
8. 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.3 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.
9. 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.
10. 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
Cross-Reference: PRESS 7:340, Student Records

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.

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.

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If you would like to receive any of this information, please contact the school office.

Standardized Testing
Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: Illinois Assessment of Readiness, Illinois Science Assessment, iReady.

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 to 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 during 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.

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:

Kelly Zoellner, District Homeless Liaison 243-9411 ext. 1119

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
The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the school office at 217-243-0065.

Mandated Reporter
All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Unsafe School Choice Option
The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: **(1)** All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and **(2)** Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

Student Privacy
The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Sex Offender Notification Law
State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.

2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.

3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – 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.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQ

Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

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

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.
5.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:202

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 ww.jsd117.org[3]

IV. Parent & Family Engagement Compact[4]

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 under certain circumstances. For additional information, see handbook procedure 12:100.[5]

VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.[6]

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. For additional information, see handbook procedure 12:60.[7]

Elementary Student Handbook

2024-2025



Eisenhower Elementary

1901 W Lafayette Avenue

Jacksonville, Illinois 62650

(217) 245-5107

www.eisenhower.jsd117.org

August 2025

Dear Eisenhower Elementary Parents/Guardians,

Welcome to a new school year at Eisenhower Elementary School!

Once again this year, members of our faculty, staff, and administration are committed to setting the conditions to create a collaborative learning environment in which each child has the opportunity to reach their full potential.

One way we ask you partner with us to review and discuss with students the salient 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 our work is to become active partners with us in the education of your student. There are multiple ways to become involved in the school: please consider joining us for our quarterly Parent Teacher Advisory Council (PTAC) meetings, volunteering for school events (via certification from Secure Volunteer), and staying attuned to your child's midterm and quarterly grade reports. Look for your child's teacher to also elicit communication with you via email and other electronic modes.

Here's the bottom line: we want to partner with you, because you are your child's first and foremost teacher. Any time you might have a question, please do not hesitate to contact the school. We look forward to joining with you to provide a great education for your child!

Eagle Pride,



Tim Chipman
Principal

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CHAPTER 1 – Introductory Information & General Notices

1.00 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.

1.30 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 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 statement including current address
- Current homeowners/renter's insurance policy
- 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.

1.40 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 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.

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.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

1.50 Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, 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.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

1.60 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.

1.70 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.

1.80 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.

1.85 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.

1.90 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.

1.95 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.

1.100 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.

1.110 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.

1.120 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.

1.130 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.

1.140 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.

1.160 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.

1.170 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.

1.180 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)

1.185 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.

1.190 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.

1.200 Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

1.210 Free and Reduced-Price Food Services; Meal Charge Notifications

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services,* and 4:140, *Waiver of Student Fees*. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

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

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt*, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits* to determine if the student qualifies for such benefits under Board policy 4:130, *Free and*

Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [*or insert lower amount*]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable

1.215 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.

CHAPTER 2 – Attendance and Promotion

2.10 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.

2.20 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), attendance at a verified medical or therapeutic appointment (including a victim services provider), 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 TAPS1, attend a civic event,2 or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. 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.

2.30 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.

2.40 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.

2.50 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.

2.55 Tardiness

Students are considered tardy if, **for any reason**, they are not in their assigned classrooms by 8:05 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 via telephone before 8:15 a.m. An email/electronic message to the secretary and/or teacher does not replace an actual phone call to the school. When you call by 8:15 a.m., in order for us to place our lunch order, we will need to know the student's plan for lunch.

Excessive tardiness may be reported to the truant officer by the principal.

2.60 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.

2.65 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.

2.70 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.

2.80 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.

2.100 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 or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
    a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
    b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

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

For information on home or hospital instruction, contact: Special Services (217) 243-7402.

2.130 Complaints About Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

CHAPTER 3 – Student Fees and Meal Costs

3.10 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.

3.15 Vandalism

The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

3.20 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 $1.75 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 $2.75 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.

CHAPTER 4 – Transportation

4.10 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.

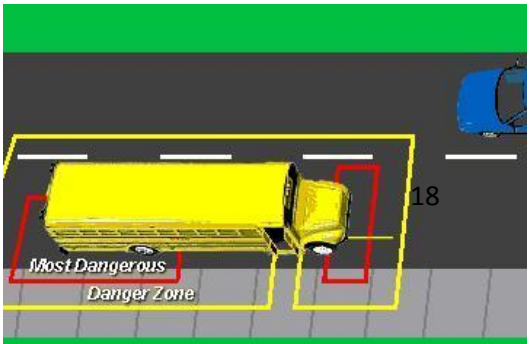
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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.

4.15 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.

4.20 Drop-Off/Pick-up, Traffic Pattern, and Parking

Students Who Are Transported by Family Vehicle

Please communicate these expectations to your child, and help him/her know what vehicle to look for at end-of-day dismissal.

Arrival:

- Drivers should enter the Eisenhower drop-off lane (heading westbound) from either Clarke Dr. or Crabtree Rd.
- Vehicles form single file line alongside the curb (covered sidewalk and do not release students until all cars are stopped and an alert for exit is given)
- Pull forward as far as you can
- Students should exit vehicle toward the sidewalk, not into the lane
- Do not enter staff parking lot
- Drivers in this lane may not exit vehicles
- Should your student require extra assistance or you wish to walk him/her to the door, park your vehicle in the parking lot and walk your child across the crosswalk toward the front doors
- Parents/drivers will not enter the building
- Front doors open at 7:30 a.m.
- All students enter through front doors
- Students report either to the gymnasium or, if eating breakfast, to the cafeteria
- Drivers exit onto Lafayette Ave.

Dismissal:

STEP 2:10 p.m.

- Drivers should pull into the staff parking lot, forming a single westward facing line
- Exit towards Lafayette Ave.

Kindergarten 2:25 p.m.

- Drivers should park along Lafayette Ave. or the west side of Crabtree Rd. and walk toward the east lawn of school where teachers will deliver students to guardians from their respective classrooms

Bus/Daycare 2:30 p.m.

- Most students will exit from the gymnasium to their respective vehicles lined in front of the school (school buses have right of way along the sidewalk side of the lane)

Walkers/Riders 2:35 p.m.

- Drivers should enter the Eisenhower drop-off lane (heading westbound) from either Clark Dr. or Crabtree Rd.
- Vehicles form three parallel lines, facing west: Lane 1, Lane 2, and Lane 3
- Drivers/family should not exit vehicles
- Once all cars in the zone are stopped, students will load
- Once all students are loaded, personnel will dismiss each lane at a time
- Do not enter staff parking lot

Other:

- Students who walk to school should use sidewalks, crossings, and designated lines and avoid criss-crossing through the parking lot.
- Students who ride bicycles or scooters should walk their vehicles on school grounds and across crossing areas. They should not ride on sidewalks and should also avoid criss-crossing across the parking lot. Riders should obey traffic signs and go with the flow of traffic. Bicycles should be parked in an orderly manner in the racks provided on the east side of the building. Locks should be used and will not be provided. Skateboards, rollerblades, and hoverboards should not be brought to school.
- Visitors to Eisenhower should park in the school parking lot. Visitor parking is not permitted in the smaller staff lot or along the front covered sidewalk.

CHAPTER 5 – Health and Safety

5.10 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.

5.20 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/or self-administer diabetic testing supplies, equipment, 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/or 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.

5.30 Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Under Illinois law. any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

5.40 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.

5.50 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.

5.60 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.

5.70 Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

5.80 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Retaliation Prohibited
Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

CHAPTER 6 – Discipline and Conduct

6.10 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.

6.20 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.

6.30 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. 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.
24. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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 prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes 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 permitted by State law.

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 a likes" 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.

6.40 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 from ~~the~~ military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, parenting status, 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.

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.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

6.42 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform
Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;

2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement
Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.
Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited
Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.
Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.45 Sexual Harassment & Teen Dating Violence Prohibited

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; physical appearance; socioeconomic status; academic status; 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.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

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, Title IX 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/Title IX 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

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process
Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement
Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.
Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited
Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.
Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.50 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.

6.60 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.

6.70 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.

6.80 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.

CHAPTER 7 – Internet, Technology, & Publications

7.10 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 network 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.

7.20 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.

7.27 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.

7.40 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

7.50 Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

CHAPTER 8 – Search and Seizure

8.10 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.

CHAPTER 9 – Extracurricular and Athletic Activities

Extracurricular and athletic activities are offered at the middle and high school level.

CHAPTER 10 – Special Education

10.10 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

10.20 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.

10.30 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.

10.50 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.

10.60 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.

10.70 PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.
IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental
disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.

You may also contact the following District employee for assistance: Barbie Davidsmeyer, 217-243-7402

CHAPTER 11 – Student Records

11.10 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.

<u>11.20 Student Records</u>
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

11.30 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.

CHAPTER 12 – Parental Right Notifications

12.10 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.

12.20 Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: IAR (Grades 3-5) and the Illinois 5 Essentials Survey (Grade 5).

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

12.30 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.

For information on supports and services available to homeless students, please call the Homeless Liaison at 217-243-9411.

12.40 Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, 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.

12.60 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 Director of Curriculum at (217) 243-9411.

12.70 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.

12.80 Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Matt Swift
Director of Buildings and Grounds
217-243-9411

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

12.90 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.

12.100 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.

12.105 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.

12.110 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 – 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.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQ

12.130 Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

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

a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
b. The teacher is teaching under emergency or other provisional status.
c. The teacher is teaching in the field of discipline of the certification of the teacher.
d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20.

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 aggregated 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.

IV. Parent & Family Engagement Compact

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 under certain circumstances. For additional information, see handbook procedure 12:100.

Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

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

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

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

_____ _____

Student Signature Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

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

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

_____ _____

Parent/Guardian Signature Date

JACKSONVILLE HIGH SCHOOL

1211 North Diamond
Jacksonville, Illinois Phone:
(217)243-4384
Fax: (217)291-0904
JHS.JSD117.ORG



WELCOME

The mission of Jacksonville School District 117 is to provide an educational environment that promotes excellence and values every student. To do that, the faculty, staff and administration of Jacksonville High School will work in partnership with parents, the community and Central Office to provide a rigorous curriculum, a positive, supportive and safe atmosphere, an open and collaborative setting and an inviting facility as well as to promote the use of technology.

This agenda is provided to students to acquaint them and their families with the procedures, expectations and other relevant information necessary to maximize student learning and academic success. Students are expected to BE RED; respectful, engaged and dedicated. Students must meet these expectations at all school functions, activities and extracurricular activities as well as on the way to and from school. The Crimson Pride Program Matrix is detailed on the next page.

CRIMSON PRIDE MATRIX

Be RED	Respectful	Engaged	Dedicated
Classroom	Communicate positively Share classroom time with everyone Show tolerance toward others and respect ideas	Be an active learner Maintain focus on the lesson Participate and ask questions Recognize the importance of education for yourself and others	Be prepared for class Complete assignments with your best effort Work cooperatively with others Understand others learning needs Use academic supports to your advantage
Cafeteria	Keep your area clean Wait patiently in line Push in your chairs Use good manners	Make healthy food choices Recognize social differences Have your money ready when you get in line	Consider any mess your own
Commons/Hallway	Use appropriate language Stay on task - go straight to class Keep hallways clean Refrain from public displays of affection Remove hats and hoods upon entering the building	Report to class on time Walk to class	Move at an appropriate pace Keep the noise level down
Media Center	Keep food and drink outside the Media Center Use computers properly and use ear buds if you are listening to something Place backpacks along the bookshelves away from the entrance to the computer labs	Enter quietly Stay focused on work	Use the Media Center effectively and quietly Remain in work area while waiting for dismissal Remain quiet so students can concentrate on work
Restroom	Keep area clean Flush Wash hands	Return to class in a timely fashion	Use the restroom during non-instructional time
School-Wide	Use appropriate language Follow the dress code Respect the opinions of others Handle conflict appropriately Treat all people fairly	Keep your I.D. and agenda with you at all times Use school resources to succeed Contribute to the well-being of others at JHS Plan for your future college and/or career	Be involved Work cooperatively with others
Community	Follow the law Respect property	Be a positive community member	Contribute to the well-being of the community reviewed 6.11.2025

CRIMSON PRIDE PROGRAM RUBRIC		
Red Level	**Blue Level**	**OFF Level**
EXPECTATIONS	**EXPECTATIONS**	**EXPECTATIONS**
Passing All Classes 3.5 GPA or Higher Quarterly GPA	Passing 5 or more classes	Passing 4 or fewer classes
Earned Benefits	**Earned Benefits**	
Free Admission to Home Events	Extracurricular Privilege	
Extracurricular Privilege	Extracurricular Participation	
Hall Pass Privilege	Hall Pass Privilege	
Early Out once per quarter - (Must be on Red Level the previous quarter)		
Social Probation - The behavioral component to the level system that includes tardies, absences and referrals		
Levels will be based on the performance from the previous quarter. **The first quarter's level is based on performance from the fourth quarter.** **Failure to be on level results in loss of all benefits for the next quarter.** **Students unable to produce a current stamped level will be considered to be off level.** **This program is subject to change as deemed necessary by administration.**		

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CHAPTER 1 - Introductory Information & General Notices

1.00 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.

1.20 Student/Parent Handbook Acknowledgment and Pledge

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

252

_____

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 Signature

_____
Date

****This form was signed during the registration process****

1.30 General School Information

All Jacksonville High School doors will be locked daily from 8:10 to 3:10 for student and staff safety. Anyone caught tampering with the locked doors, propping them open, or letting outsiders in will be subject to disciplinary consequences.

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 https://www.jsd117.org/ or at the Board office, located at: 211 West State Street, Jacksonville, IL 62650

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

Noel Beard, President
Mike Lonergan, Vice-President
Teresa Wilson,, Secretary
Byron Pool, Member
Sherie Trace, Member
Heather Leonard, Member
Brenda Stewart, Member

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

Steve Ptacek, Superintendent
Matthew Moore, Assistant-Superintendent
Richard Cunningham, Chief Financial Officer
Kelly Zoellner, Director of Curriculum, Instruction and Assessments
Lindsay Wayne, Director of Early Years
Joyce Hiler, Director of Food Service
Matt Swift, Director of Building and Grounds
Barbie Davidsmeyer, Director of Special Services and Special Education
Holly O'Neil, Assistant Director of Special Services and Special Education
Nick Guidish, Director of Technology
Brent Dunn, Director of Transportation

The school is located and may be contacted at:

Joey Dion, Principal
Dan Scott, Assistant Principal
Ian English, Assistant Principal
Ryan Van Aken, Assistant Principal
Mark Grounds, Dean of Students
Craig Wright, School Resource Officer

JHS Contact List

SCHOOL COUNSELORS: Audrey Brown (students last name A-F) Morgan Hansell (Students last name G-O) Elise Black (students last name P-Z)	 Ext 2239 Ext 2242 Ext 2240
SCHOOL NURSE: Lynn Riordan	Ext 2244
DEAN OF STUDENTS: Mark Grounds	Ext 2262
ASSISTANT PRINCIPAL FOR STUDENT SERVICES: Dan Scott	Ext 2139
ASSISTANT PRINCIPAL FOR ATTENDANCE & DISCIPLINE: Ian English	Ext 2268
ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR: Ryan Van Aken	Ext 2246
SCHOOL RESOURCE OFFICER: Craig Wright	Ext 2280
PRINCIPAL: Joey Dion	Ext 2232

DEPARTMENT PHONE EXTENSIONS

Art	2221
Athletic Office	2223
Attendance Office	2237
Band	2122
Business	2206
Choir	2118
Discipline Office	2261
Drivers Education	2718
English	2204
Family & Consumer Science	2409
Foreign Language	2802
Student Services Office	2243
Main Office	2238
Math	2817
P.E.	2230
Science	2625
Social Studies	2602
Special Ed.	2901
Vocational	2706

FOR INFORMATION CALL THE FOLLOWING EXTENSIONS

MAIN OFFICE	2238
STUDENT SERVICES OFFICE	2243
ATTENDANCE OFFICE	2237
DISCIPLINE OFFICE	2261
ATHLETIC OFFICE	2223

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OTHER PHONE NUMBERS AND WEBPAGES	
BUS GARAGE	217-245-6624
DISTRICT OFFICE	217-243-9411
DISTRICT WEBPAGE	www.jsd117.org
JHS WEBPAGE	www.jhs.jsd117.org

1.35 Chain of of Command: If you have questions or concerns, please contact the following in order:

Athletics	Coach Asst. Principal- Athletic Director Principal
Attendance/Discipline	Dean of Students Asst. Principal-Attendance & Discipline
College/Career Guidance	Student's Counselor Asst. Principal-Student Services
Concerns with Class or Grades	Teacher Department Chair Student's Counselor Asst. Principal-Student Services
Curriculum/Content	Teacher Department Chair Asst. Principal-Student Services
Facilities	Asst. Principal-Attendance & Discipline Principal
Personal Counseling	Student's Counselor Asst. Principal-Student Services
Safety Issues	School Resource Officer Dean of Students Asst. Principal-Attendance & Discipline Principal
Schedules	Student's Counselor Asst. Principal-Student Services

1.40 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 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.

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 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 a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

1.50 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 the district Title IX Coordinator.

1.60 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.

1.70 School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the building 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.

1.80 Invitations and 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 using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

1.85 Treats and Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

1.90 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, late starts or early dismissals. School closings, for any reason, will be announced as soon as possible to accommodate family needs.

Local media sources that receive school closure information include:

WJIL 1550 AM
WLDS 1180 AM
WEAI 107.1
WJVO 105.5
Channel 20 News

Skylert/School Messenger messages will also be used to communicate with parents regarding emergency school closures. Skylert/School Messenger is a school-to-parent notification system service that allows the District to make one phone call, record a detailed voice message, and send it immediately to parents. It is very important that parents keep the school informed of any change in telephone number.

If it becomes necessary to run bus snow routes in the rural areas, the emergency routing will be in effect for both morning and afternoon runs. Parents are urged to be at the emergency stop to pick up their children in the afternoon as drivers are instructed not to let children off unless they live close by or someone is there to pick them up.

Weather related announcements will also be published on the District's web page at www.jsd117.org. To receive these announcements via email or telephone, go to the website and sign up for Notify Me.

If school is dismissed early for an emergency of any reason, all after-school functions are reviewed by the administrative team to determine needed cancellations. Cancellations for after-school events will be sent to the same media sources and parent communication resources listed for school closures.

To 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.

1.100 Video and Audio Monitoring Systems
A video and/or audio monitoring system may be in use on school buses 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.

1.110 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.

1.120 Students with Food Allergies
State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 243-4384.

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

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

1.130 Care of Students with Diabetes
Students with a diagnosis of diabetes, asthma, seizures, life-threatening allergies or other long-term health concerns including mental health illnesses.

Parents/guardians need to contact their building nurse at the beginning of each school year. The building nurse will collaborate with the parent/guardian to develop an individual health care plan for the student.

If your child has diabetes, asthma, seizure disorder or a life threatening allergy, an individual health care plan must be developed. This written plan identifies the specific health care actions your child may need during school hours. It is cooperatively developed by the building nurse, parent/guardian, student and doctor. Parents/guardians are responsible for and must:

Cooperatively develop a plan with the building nurse. This will require either a meeting or phone conversation with the nurse, in addition to signatures and/or completion of individual health care plan forms.

Obtain physician instructions and/or signatures as needed

Inform the school in a timely manner of any change which needs to be made to the Care Plan on file with the school for their child.

Inform the school in a timely manner of any changes to a parent's/guardian's contact numbers or emergency contact numbers.

May be required to grant consent for and authorize designated School District representatives to communicate directly with healthcare providers involved in the child's health care.

For further information, please contact the school nurse or the principal. Parents providing accurate and timely information to the school will allow the school district to review all available resources to best serve the student's needs.

1.140 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.

1.150 Accommodating Breastfeeding Students

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

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.
7.

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

1.160 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.

1.170 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. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

1.180 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 as 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)

1.185 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.[1]

1.190 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.

1.195 Food and Wellness

In accordance with the Jacksonville School District 117 Wellness Policy, healthy food options should be made available to promote student, staff, and community wellness. Examples of nutritious foods and beverages that are consistent with the Dietary Guidelines are listed below.

- Raw vegetables sticks/slices with low-fat dressing or yogurt dip.
- Fresh fruit wedges-cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
- Slicedfruit-nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruitsalad
- Cerealandlow-fat milk
- 100%fruitor vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Driedfruits—raisins, cranberries, apples and apricots
- Singleserving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trailmix(dried fruits and nuts)
- Dryroasted peanuts, tree nuts and soy nuts
- Lean meats and reduced fat cheese sandwiches
- Partymix
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip
- Low-fat muffins, granola bars, graham crackers, fig bars
- Minibagels with whipped light or fat-free cream cheese
- PastaSalad
- Breadsticks with marinara
- Fat-free or low-fat flavored yogurt and fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single serving cottage cheese, or cheese cubes)
- Pure ice cold water

*This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices. Not all food and beverage items on this list will necessarily meet district nutrient standards as items vary in sugar, fat, and calorie content from brand to brand. However, all of the items in the list are believed to be consistent with the intent of the wellness policy to promote student health and reduce childhood obesity

1.200 Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

1.210 Free and Reduced-Price Food Services: Meal Charge Notification

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

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

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [or insert lower amount]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

1.215 School Facility Usage

The use of school facilities is not automatically extended to any person or group. Approval of facility usage is at the discretion of the administration. The School District reserves the right to limit or refuse use of facilities and to require cash deposits or certificates of insurance from any individual or organization with respect to rental or use of any school facility.

1.230 Lost and Found

Items that have been found should be taken to the Attendance Office immediately. These items may be claimed if the owner can give sufficient identification. Personal belongings left in the hallways will be taken to the Attendance Office. Repeat offenders will have disciplinary consequences. JHS is not responsible for lost or stolen items.

CHAPTER 2 - Attendance, Promotion, & Graduation

2.10 Attendance

The regular school day at Jacksonville High School consists of eight periods. Students may choose to enroll in an early bird course. The school day for those students may end at the conclusion of seventh period. These students are responsible for their transportation to and from school. The doors to Jacksonville High School will open at 7:45am for students not enrolled in early bird courses. No student should arrive at school more than 20 minutes prior to their first class and they must leave campus at the conclusion of their academic day.

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.

2.20 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[1], attend a civic event[2], 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.

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.[3] All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 217-243-4384 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.[4]

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.[5]

2.25 Other Attendance Practices

Pre-arranged Absences

Families should use the pre-arranged absence process in the event an absence from school can be predicted. This process helps with communication regarding assignments and make-up work. Forms are available in the school office. Upon completion of the form, the Assistant Principal will review the purpose of the pre-arranged absence. The purpose will be evaluated in accordance with the definitions for excused and unexcused absences.

Absences Due to Illness

Many studies show that successful performance in school is dependent upon regular student attendance and participation. Successful performance in school can directly impact the choices available to students later in life. Because of the magnitude of this impact, school officials are required to monitor student attendance. One piece of this monitoring includes the oversight of student health needs in relationship to their attendance and scholastic advancement.

It is the practice of District 117 to require that if a student is continually sick and repeatedly absent from school due to illness that said student must be under the supervision of a physician in order to receive an excuse from attendance. The diagnosis of the licensed medical professional is used to support the parent in parenting and to support the school with the delivery of services. Without the support of the medical professional, valuable time and resources could be misdirected.

It is the practice of District 117 to require a doctor's excuse after 10 days of excused absence (within an academic year) based on communications from the parent or guardian that their child is ill. All absences after the 10-day mark are recorded as unexcused unless a remedy is established between the school and the family. In the event a student has a chronic or documented health condition, parents should readily communicate this to school officials for documentation in the student file. This communication will secure that all resources can be reviewed to support the child and family in the school setting.

Students and families who abuse the approved and excused absences policy will be considered to have committed academic dishonesty. Examples of abuse include falsifying an illness or family emergency, falsely claiming that attendance at the event is required, falsely claiming to have attended an event, or falsely claiming that an absence is approved. If a school official determines that a student/family is guilty of falsifying attendance information, consequences are outlined in the Behavior Consequence chart at the end of this handbook

The State Board of Education has directed all schools, on days interrupted for inclement weather causing dismissal before 1:45 p.m., to record students that attend school for any time "less" than the full time school is in session, on the interrupted day, absent for the entire day.

Mandated Absences due to Illness

There are times a student cannot attend school due to illness. Mandatory absences for District 117 Schools include a body temperature of 100.4 degrees or higher, repeatedly vomiting, frequent episodes of diarrhea, a draining wound that cannot be contained within a dressing, a communicable skin infection (such as ringworm, conjunctivitis, impetigo, scabies) until it has been treated with antibiotic/antifungal for 12 hours, reportable communicable diseases or if there is documentation from the doctor that mandates a student cannot attend. There may be additional situations in which the building nurse may use nursing judgment to deem it necessary for the student to not be in attendance. In non-mandatory situations, the decision to send a student home ill from school is based on the nurse's assessment of the situation and in collaboration with the parent/guardian.

Notification of the School

In the event of any absence, the student's parent or guardian is required to notify the school before 8:00 a.m. to explain the reason for the absence. If notification has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will document a call to the parent or guardian to inquire why the student is not at school. In the event that communication does not occur between the parent/guardian and the school, the student will be required to submit a signed note within 48 hours of the recorded absence. The note should include: student name, parent name, date of absence, reason for absence, and parent signature. Failure to do so shall result in an unexcused absence.

1. Students must be in their classrooms by the last tone of the bell.
2. Students who are more than 5 minutes late to class must sign in at the Attendance Office and get a pass before going to class.
3. Jacksonville High School is a closed campus. Students are not excused to leave campus except in extreme cases, and only with prior approval of an administrator and notification of a parent. Students who gain permission from an administrator may leave campus AFTER signing out in the Attendance Office or with the school nurse. Excuses such as going home to change clothes, getting homework, books, lunch money or any other excuses deemed unnecessary by the administration will be denied with or without consent of the parent.

2.30 Release Time for Religious Instruction and 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

2.40 Make-Up Work

It is the belief at Jacksonville High School that the best learning takes place when students are present. When make up work is provided, it is expected that students understand the urgency to complete it so that they stay current in their learning. There isn't a substitute for instruction that takes place during class. While some form of work may be given, it is not the same as the quality of education that takes place in the classroom. Students will have one (1) school day for every day absent to make up their work when excused.

The Educational Departments at JHS have written policies that vary, regarding make-up work. Students are expected to follow the policies. Teachers have the option to reduce the grade or not accept the work after the outlined time period. Students on external suspension must make arrangements to have someone pick up make-up work in the Attendance Office. The Attendance Office can collect make-up work for any student who is absent three or more days with a valid excuse. Therefore, it is important to be in attendance at school.

Daily Instructional Practice during Extended Absences

Teachers shall not be expected to provide detailed classroom work and daily practice assignments for students who are away for extended periods of time as a result of family-or parent-initiated absences. Parents may use the communication sources listed above to acquire the needed information. Depending on the nature of the time period and the timing of the school year, assignments will be made available before or after the absence.

For absences due to extended illness, parents may contact the Attendance Office at ext. 2237 to discuss available options.

2.50 Truancy

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

Truant- Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant.

Chronic Truant- Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action.

Truancy Calendar - Any period of the past 180 days of school attendance in which a student is enrolled in school. This calculation could result in the overlapping of 2 academic school years.

Parents will receive notice of truancy after 4, 7, and 9 days of unexcused absence. Upon the 6th unexcused absence or tardy, a truancy packet is completed and sent to the Truant Officer at the Regional Office of Education.

It is the policy of this District that no punitive action, including out-of-school suspensions, expulsions, or court action is taken against a student who is a chronic or habitual truant solely for such truancy unless available supportive services and school resources have been offered to the student and he/she has failed, within a reasonable time, to correct the behavior. Law supports that a student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

Parents who are negligent of their child's right to a free public education will be referred to the Truant Officer at the Regional Office of Education for possible prosecution by the Morgan County State's Attorney. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to $1500.

Tardy Policy
Jacksonville High School believes that success in school is dependent upon punctual, regular attendance. We also believe tardiness has a direct correlation to poor student performance and is detrimental to the total learning environment. Recognizing that classroom attendance cannot be substituted, students who habitually continue to accumulate tardies will receive progressive discipline. The tardy policy is cumulative from all classes and will start new each quarter.

2.55 Schedule Changes
Students are encouraged to register for subjects they want and need before the master schedule is finalized at the end of the school year. The course description guide should help you determine what to expect in advance as well as information pertaining to course offerings that align with post-secondary goals.

A schedule change request can be made within the first five school days of the fall semester. Schedule changes will be made for the following reasons:

1. Successful completion of a summer school course
2. Not meeting a prerequisite course requirement
3. Master schedule conflicts
4. Courses needed to meet graduation requirements
5. A missing requirement for university admissions or post-secondary plan
6. Incomplete schedule

Once second semester has begun, students may request one schedule change for second semester under the following parameters:

Students may replace a yearlong course with a semester-long class with administrative approval if the first semester was not completed successfully because the course material was beyond the scope of the student's ability level.

Students currently enrolled in a study hall second semester may enroll in a second semester class.

Students enrolled in a course where multiple levels of the course exist may request a level change within the first six days of the semester. Level changes will be a team decision with the teacher, counselor, student, and parent. This decision will be based upon past class performance and post-secondary goals.

2.60 Grading and Promotion
Student grades may be accessed by logging into a student's Skyward account. 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.

Sophomore: minimum of 5 credits. Student must have completed at least one completed year of high school

Junior: minimum of 9.5 credits. Student must have completed at least two completed years of high school

Senior: minimum of 14.5 credits. Student must have completed at least three completed years of high school

Honor Roll and High Honors

A 3.000 GPA is required for honor roll and a 4.000 GPA is required for high honors.

National Honor Society

Juniors and seniors who have a cumulative GPA of 3.800 are academically eligible for membership in the NHS. Those students will then be asked to complete a student activity form. They must show evidence of service, leadership, and character. The faculty will then issue invitations for membership to students who meet all criteria.

Latin Honors

Jacksonville High School honors seniors who demonstrate exemplary academic achievement by using the Latin Honors system at graduation. The Latin Honors system allows Jacksonville High School to recognize students who attain GPA requirements for various tiers.

There are three tiers to the Latin Honors system: Cum Laude, Magna Cum Laude, and Summa Cum Laude.

- Cum Laude: Students earning a GPA of at least 3.8 but less than 4.1
- Magna Cum Laude: Students earning a GPA of at least 4.1 but less than 4.4
- Summa Cum Laude: Students earning a GPA of at least 4.4

Grade Point Average (GPA)

Except for accelerated courses, the GPA at Jacksonville High School is based on the following scale:

A=4 points B=3 points C=2 points D=1 point F=0 points

Honors courses are figured on the following scale:

A=5 points B=4 points C=3 points D=1 point F=0 points

Advanced Placement courses are figured on the following scale:

A=5.5 points B= 4.5 points C=3.5 points D=1.5 point F=0 points

Report Cards

A report card is available at the end of each mid-term and quarter on Pac Family Access showing the quality of the student's work in each course. Parents are encouraged to make an appointment with teachers, counselors, or administrators whenever there is a concern.

PaC SKYWARD FAMILY ACCESS™

Parents of students in grades 3 through 12 are able to access student information online. Jacksonville School District 117 utilizes a web-based service that allows parents and authorized family members to view attendance records, schedules, assignments, progress reports, and basic health information. JHS and Turner parents can also access food service account information. The site contains email links to provide parents direct communication with staff members. PaCFamilyAccess™ assures each family's privacy with secure logins and passwords.

To access this service, parents must have Internet access and be using the most recent version of Internet Explorer or Firefox. If you go to the District home page (www.jsd117.org/) there is a login link for PaCFamilyAccess™. A direct link to the site may also be found on the JHS web site. (jhs.jsd117.org)

If you need assistance, contact the Student Services Office at 243-4384 ext. 2243.

2.70 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.[1]

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.[2]

2.80-HS Physical Education

All students are expected to dress for PE unless they have a doctor's excuse. Each student's grade will be based on attendance, dress, participation, skill, written and fitness tests, behavior and observation of health and safety rules. A student must pass four of the six activity units each semester by complying with the above requirements and passing the written test for each unit. Each student is responsible for any work missed and must make arrangements with the teacher for completing the work. Make-up work for all missed classes must be arranged with the PE teacher. The key to successful completion of PE is participation.

Exemption From PE Requirement [HS] (Regular Education)

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

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

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.1

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

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

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.3

2.85 Driver Education

As per Illinois State Code, students must have passed a total of 8 classes the two previous semesters and must be at least 15 years of age by the following cutoff days to take Driver education; 1st semester – November 30th, 2nd semester – March 31st, summer – July 31st. In accordance with action taken by the District 117 Board of Education, a $250 fee ($100 for classroom and $150 for behind-the-wheel) is to be assessed for each student enrolled in Driver Education. This fee will be collected at registration. Any student who is eligible for a waiver of fees for textbooks during the regular school year will be eligible for a waiver of this fee. There is also a $20.00 fee paid to the Secretary of State for the instruction permit. Jacksonville High School does not accept out-of-district tuition students in the Driver Education program other than Routt and Westfair students.

Students cannot receive credit in the driver education classroom phase if they have missed more than two classes. However, it is possible that students may miss more times due to an illness, death in the family, etc., and the absence would not be their fault. In a case such as this, students can make up as many as three classes in the after-school classroom. Therefore, students who miss no more than five days can make up the time; if students miss more than five days they will be dropped from Driver Education.

2.90 Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement

Credit for Non-District Experiences

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

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

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

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.3

Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Substitutions for Required Courses[4,5]

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

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

Registered apprenticeship program.[6] A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Accelerated Placement[7]

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

By the fall of 2023, for each student who meets or exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science. [8, 9]

2.95 Distance Learning Courses, Including Virtual and Online Courses

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

1. The course is offered by an institution approved by the Superintendent or designee;
2. The student has an alternate placement plan or needs to recover credits;
3. Students using the on-line courses for credit recovery will use the local registration fee process outline annually by the company providing the service;
4. The student assumes responsibility for all fees if using the course for the purpose of early graduation or a course outside the realm of the local curriculum (including tuition and textbooks); and
5. The Building Principal or designee approves the course in advance.

Students earning credits for early graduation or coursework outside of the local curriculum will be allowed to earn 3 credits (6 classes) using the virtual or online course programming. Grades earned in approved distance learning courses count toward a student's completion of a course. The District may grant for expelled students the opportunity to take virtual or online courses in alternative settings.

2.100 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: __Jacksonville High School Student Services, 217-243-4384_.

2.110 Early Graduation [HS]

The Mission of Jacksonville High School speaks of a "community of learners" whose charge is to "develop college and career ready individuals." We at JHS firmly believe that the best path for students to achieve college and career readiness is to complete eight semesters of high school. To that end, consideration of so-called Early Graduation should not be approached lightly or without serious discernment. According to policy, a student may apply to "graduate" at the end of his/her seventh semester, based on the following criteria:

1. Submit paperwork, signed by student and parent(s), within the established deadlines (due within the first 5 days of the fall semester of the student's senior year)
2. Attain 20.5 credits by the last day of student attendance of the sixth semester and fulfill all of the Illinois School Code and local graduation requirements (usually the end of May);
3. Provide letter of employment, military enlistment, internship, or enrollment to a post-secondary institution, or proof of familial move out of the district.

No more than three correspondence courses (i.e., APEX) will be accepted for "early graduation." Additionally, students finishing after seven semesters will not be eligible to participate in Spring Sports, extra-curricular activities, or attend exclusive school events, such as Prom, unless as the guest of a current JHS student. Students will receive diplomas at commencement in May. A student considering high school completion in seven semesters should make an appointment to meet with his/her school counselor.

2.120 High School Graduation Requirements [HS]

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

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

State Mandated Graduation Requirements

1. Four years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
4. Two years of science.
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.
6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f).
7. One semester of health education.
8. Physical education classes.3
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
10. Nine weeks of consumer education.

11. For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

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

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.

2. File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

2.130 Complaints About Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy. Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

2.140 Crimson Time

Crimson Time is a designated period during the school day where students will receive tiered academic and social interventions. This time is intended to meet a wide range of individual student needs through general education services. The goal of Crimson Time is to support all students with the help they need to be successful as early as possible in their school career.

We recognize that students at JHS have a varying range of needs. While students may be in different educational settings, the following expectations apply:

Crimson Time Student Expectations

- Students will attend Crimson Time daily, as scheduled.
- Students will use the restroom either before or after Crimson Time.
- Students will remain in their assigned area for the entirety of Crimson Time.

- Students will be actively engaged in school work.
- Students who have completed daily assignments are expected to read outside material.
- Students will refrain from using cell phones and/or headphones during Crimson Time.

Crimson Time Teacher Expectations

- Teachers will enforce the overall student expectations.
- Teachers will hold students accountable for intervention expectations.
- Teachers will remain current on Skyward for assigned students.
- Teachers will foster an academic environment.
- SPED teachers will determine the level of intervention for each student in the assigned caseload.

CHAPTER 3 - Student Fees and Meal Costs

3.10 Fees, Fines & Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district 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.

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. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally 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.3

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

3.20 School Lunch Program

Jacksonville High School participates in the USDA sponsored school lunch/breakfast program. Please complete an application annually to ascertain whether your child qualifies for free or reduced breakfast/lunch per the guidelines established by the USDA.

Jacksonville High School uses a computerized debit point of sale system. A Biometric Finger ID system is used to identify students at Jacksonville High School and Jacksonville Middle School. For your student to use this system, the parent/guardian needs to sign and return a consent form which authorizes District 117 to scan your student's finger. If the student is enrolled in the Biometric Finger ID system at Jacksonville Middle School, their information is transferred to Jacksonville High School upon graduation. Skyward Family Access allows you to monitor your student's account and make payments using Credit/Debit cards. A convenience fee is charged for this service. Payments can be made by check or money order in the Main Office at JHS or in the Cafeteria during meal service.

1. Jacksonville High School is a "closed campus." Students may not leave campus for lunch except with the permission of administration.
2. Lunch options include sack lunch, school hot lunch, or school snack line.
3. All students must remain in the cafeteria at lunch.
4. Students are responsible for clearing their own table. All trays and silverware must be returned to the window.
5. Food may not be ordered or brought in from an off-campus restaurant for or by students.
6. Food or drink in general is not allowed in the hallway or classroom after 8:05 a.m. Water is allowed during the school day.

CHAPTER 4 - Transportation & Parking

4.10 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.

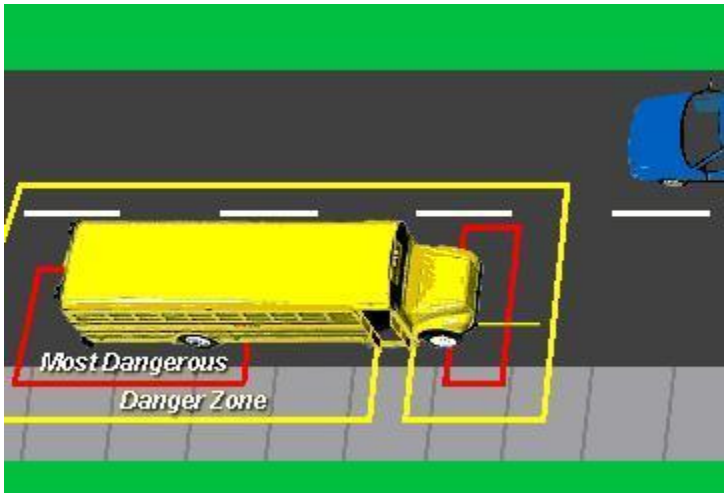
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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: 245-6624.

For questions regarding school transportation issues, contact: Bus Garage (217) 245-6624.

4.15 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.

4.20-HS Parking

Students desiring to park on campus will have to purchase a $25.00 parking permit in the JHS Main Office. Replacement permits cost $10.00.

Parking permits are non-transferable. If your parking privileges are revoked, you will not be issued a refund. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

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

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

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

Students park in the north lot and should enter and exit the lot by the north drive. Driving behind the school is prohibited.
The south parking lot is reserved for faculty, staff, and visitors. Vehicles must fit in one space only and must be parked front first.

Applications for parking are available in the attendance office and notification of vehicle changes should be reported there.

All students must agree to the prescribed rules and sign a parking regulations form. Students who park in unauthorized areas will be asked to move their vehicles. Vehicles should be driven safely and must yield to pedestrians. Chronic offenses may result in forfeiture of parking privileges, towing at the owner's expense, and/or discipline consequences.

The parking lot is off-limits during the school day. No student will be allowed to go to the parking lot during a class period.

Jacksonville High School is not responsible for damage to vehicles or loss of personal possessions.

Jacksonville High School is not responsible for providing parking. We encourage you to use bus transportation.

CHAPTER 5 - Health and Safety

5.00 Health Center Guidelines
The nurse's office, located in the Student Services Department, is open daily from 7:45AM to 3:45PM. If a student becomes ill while at school, he/she should ask the teacher for a pass to the nurse's office.

The student also has the option to sign up using the student entry screen via a computer located on the counter within the Student Services Department. The student would enter their student ID and the reason that they need to see the nurse. All information is kept confidential. The nurse will triage student requests and a pass will be sent for the student as soon as possible. Only one student will be allowed in the nurse's office at a time.

All students who are ill must report to the nurse. DO NOT CALL OR TEXT HOME IF YOU ARE ILL. The nurse must speak with the parent/guardian before a student can go home. Please remember, the nurse will always call the parent/guardian if the student requests to talk to them. Students who leave school due to illness without verification from the nurse will be given an unexcused absence and a disciplinary consequence.

Students who have a fever of 100 degrees or higher, who are repeatedly vomiting, or who have an infectious illness such as impetigo, pinkeye or scabies will be required to go home. For all other health issues, the nurse will assess the student and after conferring with the student and possibly a parent/guardian, a decision will be made regarding the student going home. The nurse will provide comfort measures as available but all students need to remember just because you don't feel "great", does not mean a student cannot be in attendance and participate in school.

Please refrain from going to the nurse for problems that should be taken care of at home or in a physician's office. The nurse's office is intended for care of students with acute illness or for students who have first aid needs.

5.10 Immunization, Health, Eye & Dental Examination
Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

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 of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

5.20 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 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.

5.30-HS Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

5.40 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.

- Fire Alarms: Go to the nearest exit with your class. Follow directions given by your teacher.
- Tornado Alert: Stay in the room unless directed to move to a specific inner wall location. Cover your head. Listen for directions.

5.50 Communicable Disease

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.

5.60 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.

5.70 Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all. For further information, please contact the Building Principal.

CHAPTER 6 - Discipline and Conduct

6.10 General Building Conduct

Students shall not arrive at school before 7:45 a.m. and classes begin at 8:05 a.m. and students are dismissed at 3:07 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.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

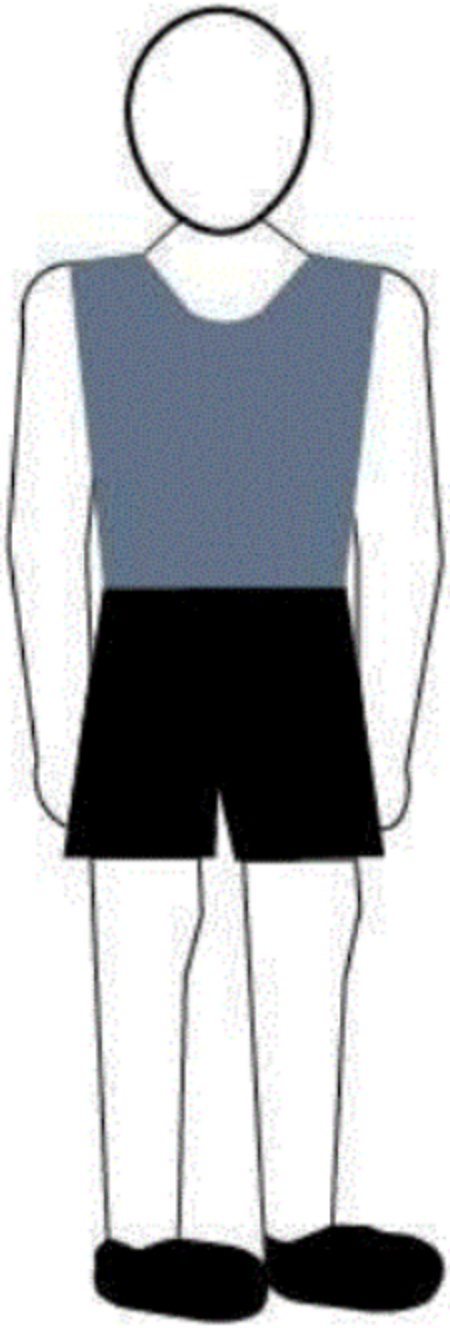
6.20 School Dress Code & Student Appearance

Part of the mission at JHS is to prepare students to be career ready. Therefore, students should dress for success. Students at Jacksonville High School are expected to be dressed appropriately. It should not interfere with, disrupt, or distract from the educational environment. Violation of the guidelines will result in the student surrendering the item, being sent home to change and/or assignment of a disciplinary consequence. The time missed to go home to change or to wait for someone to bring clothes is unexcused. Teachers reserve the right to incorporate rules for safety that apply to their classroom circumstances. **Administration reserves the right to decide what is considered inappropriate.**

1. Students should be easily identifiable. No clothing, accessories, or make-up should obscure your identifiable features.
    a. Hats, hoods, bandanas, head coverings, du-rags, and sunglasses are not to be worn in the building without principal permission.
    b. Safety glasses are not to be worn outside of the classes that require them.
    c. Face painting, unless authorized by the administration, is prohibited.
2. Students should wear appropriate hard sole shoes at all times for safety.
3. Students should wear clothing items that completely cover any undergarments.See-through material needs to have appropriate clothing underneath.
    a. Students should wear shirts that completely cover the torso, including the stomach, chest, and back. Shirts should have appropriate support on both shoulders.
    b. Students should wear shorts, skirts, and dresses that do not expose undergarments and do not interfere with the normal activities of a school environment.
    c. Blankets and inappropriate accessories are not acceptable (i.e. stuffed animals, pillows, etc.).
4. Apparel that identifies a student as a member of a gang or a secret society or interferes with the ability of others to identify the student will not be permitted.
5. Students should wear clothes, jewelry, and other accessories that are free of designs/inscriptions/markings which may be interpreted as being vulgar, inflammatory or suggestive. A student's appearance should not promote the idea of substance use or abuse, sexual behavior, or other vulgar or suggestive symbols. Pocket chains, necklaces, piercings or spiked jewelry may be considered a physical danger to the student or to other students and may be confiscated.

Jacksonville High School Dress Code

Jacksonville High School's Dress Code is a key component for preparing students for college and career readiness. Adherence to a dress code is an important part of the workplace to promote professionalism, safety and security



Torso: Clothing must cover stomachs, backs, chests. Undergarments must be covered

Legs: Shorts, skirts and dresses must be longer than mid-thigh. Undergarments must be covered.

Feet: Footwear must be worn at all times appropriate to the activity.

The shaded portion of this figure represents the front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.

6.30 Student Behavior

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:
    - 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).
    - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of

medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.

- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging 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.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. 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.
18. 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.
19. 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.

SOCIAL PROBATION: The behavioral component to the level system will be addressed through Social Probation. Students that continually defy behavioral and attendance expectations will be placed on Social Probation. These behaviors will affect their levels. Administration will monitor and determine student Social Probation based on factors such as; tardies, referrals, and attendance to school. Social Probation at any level, prevents certain privileges for the student regardless of their academic standing.

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 is 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 United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.
3. Mace or pepper spray
4. 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.

6.40 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 from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, parenting status, 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.

Nondiscrimination Coordinator:
Ian English
Name
1211 North Diamond
Address
217-243-4384
Phone Number
ienglish@jsd117.org
Email Address
Complaint Managers:
Dan Scott & Mark Grounds
Name
1211 North Diamond St.
Address
217-243-4384
Phone Number Phone Number
dscott2@jsd117.org or mgrounds@jsd117.org
Email Address

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]

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

6.42 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited
Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process
Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's

Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful
discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to:

https://dhr.illinois.gov/about-us/contact-idhr.html or
call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.45 Sexual Harassment & Teen Dating Violence Prohibited

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; 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; physical appearance; socioeconomic status; academic status; 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.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

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:

Name: Ian English

Address: 1211 North Diamond Street

Phone Number: 217-243-4384

Email Address : ienglish@jsd117.org

Complaint Managers:[1]

Name: Dan Scott

Address: 1211 North Diamond Street

Phone Number: 217-243-4384

Email Address: dscott2@jsd117.org

Name: Mark Grounds

Address: 1211 North Diamond Street

Phone Number: 217-243-4384

Email Address: mgrounds@jsd117.org

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

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Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.50 Cafeteria Rules and Lunch Rules

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

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food or drinks.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

6.60 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.

6.70 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.

6.80 Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. This privilege may be revoked at any time. 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 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. 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.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, during passing periods and during the student's lunch period.

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:[4]

1. **1st Offense**- Confiscated for the remainder of the day.
2. **2nd Offense**- Confiscated for the remainder of the day and the student will be given lunch detention.
3. **3rd Offense**- Confiscated from the student. The parent/Guardian must come pick up the phone. The phone will NOT be released to the student or anyone not on the student's contact list.
4. **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 lunch detention or further disciplinary action.
5. If a student refuses to turn in their phone when this policy is violated, further disciplinary action can be taken.

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.

Headphones are not allowed during the school day - the only exception is during the lunch period exclusively in the cafeteria.

Any student who refuses to surrender will incur further disciplinary consequences.

6.90 Lockers

1. Student lockers are school property. JHS is not responsible for theft from hall lockers or P.E. lockers. Please do not store money or valuables in any locker. Valuables may be stored in the Main Office safe. Lockers must be used only for storage of school-related items such as books, paper, and lunches.
2. School officials, with reasonable suspicion, have a right to inspect a locker with or without the student's knowledge or consent.
3. Students are responsible for their assigned lockers. Lockers must be kept clean and undamaged inside and out. Students are not permitted to share lockers. Students should keep lockers locked at all times.
4. Student lockers are available upon request.
5. Tampering with another student's lock or locker may be considered vandalism and/or theft.

CHAPTER 7 - Internet, Technology & Publications

7.10 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 includes 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:

1. 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;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. 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;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks 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 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.
5. Do not use the networks in any way that would disrupt its use by other users.
6. 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.

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 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.
3. 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.
4. 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.
5. 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.

7.20 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 determined 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.

Students must not distribute material 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 the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
4. Is reasonably viewed as promoting illegal drug use;
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;1 or
6. 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 287 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.

7.25 Guidelines for School-Sponsored Publications, Productions and Websites [HS]

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Building Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.

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

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School, District or an expression of Board policy.

7.27 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.

7.40 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 Illinois 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 and 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

7.50 Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP).Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.
In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

7.60 Media Center

The media center, which is open from 7:45 A.M. to 4:00 P.M., provides books, magazines, newspapers, computers, and a staff that is willing to help. Students may come to the media center before school, after school, during lunch hour, or anytime during the school day with a pass from a teacher.

Two computer labs are located in the media center for student and staff use. Any student using a computer must have an acceptable use policy on file in the media center. Media center procedures and rules of conduct should be observed while in the media center and computer labs.

Books may be checked out for two weeks and renewed twice. If a book is lost or damaged, the student will be required to pay the current cost of replacement for that book.

CHAPTER 8 - Search and Seizure

8.10 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.

CHAPTER 9 - Extracurricular and Athletic Activities

9.10 Extracurricular and Athletic Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities

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

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."2
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.3
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy;4 and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Illinois High School Association

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must be passing all of their classes on a weekly basis. Any student failing to meet academic requirements will be suspended from the sport or activity until all academic requirements are met.

Absence from School on Day of Extracurricular or Athletic Activity

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student must be present for five clock hours in order to participate in any extracurricular activity that day unless authorized by the athletic director and or principal. (Exemption: Exempt absences are not included.)

Exempt Absences: Students will receive an exempt absence, which will not count toward possible reduction of daily activity:
1. Medical/dental related appointments (when notification of reason for absence is made by parent AND verified with written confirmation from the doctor/hospital/dentist). Confirmation/excuse must be received by the attendance office.
2. Court appearance (when verified by note from court official). Verification must be received by the office within one week of the court appearance.
3. Death of immediate family member (up to three days)
4. Funeral (when verified by a note/phone call from parent regarding reason for absence)
5. Quarantine
6. Religious holiday
7. College visits. One day will be allowed during a student's junior year and two days will be allowed

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities by a coach or sponsor with administrative approval.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.[8] 291

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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 detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
    a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
        - A specified period of time or percentage of performances, activities or competitions;
        - The remainder of the season or for the next season; or
        - The remainder of the student's school career.
    b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

First violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

Drug and Alcohol Testing Program[9]

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Consent to Participate in Extracurricular Drug and Alcohol Testing Program" form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Chain of Command

The Jacksonville School District takes pride in its communication efforts with all stakeholders of the District. To ensure that parent concerns or issues are heard by the appropriate individual who can resolve the issue at the point of origin and provide a direct response, the Board of Education asks that parents follow the District's Chain of Command outlined below. It is the intent of the Chain of Command to resolve concerns and issues during the earliest steps with the individual (s) directly involved with the concerns.

Step 1) In the event of a concern, a parent or community member should contact the teacher, supervisor, coach, or staff member who is directly involved with the concern or situation.

Step 2) If a parent or community member has completed Step 1 and feels that the issue/concerns were not remedied, they should contact a building administrator, director of the program, or the athletic director.

Step 3) If a parent or community member has completed Step 1 and Step 2, and feels that the issue/concern warrants yet further discussion, the parent or community member should then contact the Central Office.

Step 4) If the issue/concern of the parent or community member still remains after the completion of Steps 1, 2, and 3, the parent or community member should contact a Board of Education member. The Board of Education member in consultation with the Board of Education President and Superintendent will redirect the individual back to the appropriate level or request that the concern be placed on the Board of Education agenda for full Board discussion.

9.20 Attendance at School-Sponsored Dances
Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. Guests must be at least grade 9 or no older than 20 years of age. Any guest who is older than 20 years of age must be approved by the Principal. The administration reserves the right to deny any non-JHS student attendance at any school function.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

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

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

CHAPTER 10 - Special Education

10.10 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 the Assistant Principal for Student Services.

10.20 Discipline of Students with Disabilities*
The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

The District's regular suspension procedures shall be used to suspend a student with disabilities for a cumulative period generally not to exceed 10 days in any school year. Exceptions to this procedure would include acts involving weapons, drugs, or aggressive/violent behavior.

In the event of a suspension beyond 10 days or expulsion, the District shall promptly notify the student's parent(s)/guardian(s) of disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to this notice. This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:

i. That the multi-disciplinary conference (MDC) team shall meet as soon as possible but at least 10 calendar days after this notice was sent, unless such 10-day notice is waived by the parent(s)/guardian(s), to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct; and

ii. That the student's parent(s)/guardian(s) are requested to attend the multidisciplinary team meeting and the date, time and location of the meeting.

The MDC team may determine that the cause of the student's disobedience or misconduct is not related to the student's disabling condition. In that case, the student may be disciplined under the District's discipline policy for regular education students by measures up to and including expulsion. If the Board imposes expulsion or other disciplinary measures altering the student's special education program, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.

The Board may not suspend or expel a disabled student if the MDC team determines that the student's gross disobedience or misconduct is causally related to the student's disabling condition. The MDC team is responsible to address placement changes which may be appropriate in light of misconduct found to be disability-related.

Parent(s)/guardian(s) may object to a proposed change in their child's educational placement. If so, if the Superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the student or to others, the Superintendent is authorized to seek a court order to change the placement or to suspend the student for more than 10 days.

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. The use of prone restraint is prohibited.

10.30 Exemption From PE Requirement

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

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

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

10.40 Certificate of High School Completion [HS]

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

10.50 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.

10.60 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.

10.70 PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.You may also contact the following District employee for assistance: 1

CHAPTER 11 - Student Records & Privacy

11.10 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 a 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.

The school expects to administer the following surveys that request personal student information on the following approximate dates:

_____
_____
_____

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

11.20 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.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
7. 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.
8. 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.
9. 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.
10. 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
Cross-Reference: PRESS 7:340, Student Records

11.30 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.

11.40 Military Recruiters & Institutions of Higher Learning [HS]

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

CHAPTER 12 - Parental Right Notifications

12.10 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.

12.20 Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: PreACT9, PreACT, ACT

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 to 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 during 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.

12.30 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 are available to homeless children. These resources are provided through Title I funding. To learn more about these resources, parents should contact the following:

Dan Scott, JHS Homeless Liaison	243-4384 ext. 2139
Kelly Zoellner, District Homeless Liaison	243-9411 ext. 1119

12.40 Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, 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.[1]

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

12.60 English Learners

Jacksonville School District 117 offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student achievement standards that all children expect to attain. The District instructional model maintains the following program components:

1. Opportunities for academic achievement that include English proficiency and participation in school activities.
2. Appropriate identification system for students with limited-English speaking and comprehension skills.
3. Compliance with State law regulating a Transitional Program of Instruction.

4. Compliance with State and Federal requirements for the receipt of grant funding.
5. Determine appropriate instructional programming.
6. Annual assessment of ELL student skills to determine instructional levels.

12.70 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.

12.80 Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

_____

12.90 Mandated Reporter

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: **(1)** All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and **(2)** Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

12.105 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.

12.110 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.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:
Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer
Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer
Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

12.120 Sex Offender & Violent Offender Community Notification Laws

Date:

To: Parent(s)/Guardian(s)

Re: 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 Illinois Department 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

12.130 Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

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

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:202

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 _____.[3]

IV. Parent & Family Engagement Compact[4]

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 under certain circumstances. For additional information, see handbook procedure 12:100.[5]

VI. Student Privacy
Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.[6]

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. For additional information, see handbook procedure 12:60.[7]

VIII. Homeless Students
For information on supports and services available to homeless students, see handbook procedure 12:30.[8]

For further information on any of the above matters, please contact the building principal.

JACKSONVILLE REFERRAL SOURCES

ADOPTION/FOSTER CARE

Catholic Charities	245-2521
Children & Family Services	245-9588
Child/Abuse & Neglect.	800-252-2873

ALCOHOLISM

Alcoholics Anonymous	243-2862
The Wells Center	243-1871

CHILD ABUSE

Children & Family Serv.	245-9688 Hotline 1-800-252-2873

CLOTHING

Goodwill	243-7400
Red Cross (fire, disasters)	243-6641
Salvation Army	245-7124

COUNSELING

Child/Abuse & Neg.	1-800-252-2873
Community Counseling	245-6126
Crisis Pregnancy Center	245-9340
The Wells Center	243-1871
Crisis Center	243-4357
Crisis Center (TTY)	245-6816
Nationl Suicide Prevention Lifeline	988
Midwest Youth Services	245-6000

CRISIS/INTERVENTION

Crisis Text line:	Text HOME to 741741 844-4-SAFE, IL,

DRUG ABUSE

Gateway	217-529-9266

EMPLOYMENT

JTPA	243-5846
Job Service	245-5148

HEALTH CARE

Health Dept.	245-5111
Passavant Hospital	245-9541

NUTRITION

Food Center	243-1122
Salvation Army	245-7124
Soup Kitchen	243-6851
WIC Program	245-7812

YOUTH SERVICES/RECREATION

Big Brother/Big Sister	243-3821
Boys Scouts	546-5570
Extension (4-H)	243-7424
Girl Scouts	245-4075
Salvation Army	245-7124
YMCA	245-2141

DRUG ABUSE

Gateway	217-529-9266

EMPLOYMENT

JTPA	243-5846
Job Service	245-5148

DOMESTIC VIOLENCE

Crisis Center	217-243-4357

2025-2026

Extra-Curricular Handbook

JACKSONVILLE HIGH SCHOOL
1211 NORTH DIAMOND STREET

Phone: 217-243-4384 Ext: 2223
Fax: 217-245-6684

Jacksonville High School

1211 North Diamond Street
Jacksonville, Illinois 62650
Telephone: (217) 243-4384
Fax: (217) 245-0445

Joey Dion, *Principal*
Dan Scott, *Assistant Principal*
Ian English, *Assistant Principal*
Ryan Van Aken, *Asst. Principal/AD*
Mark Grounds, *Dean of Students*

JACKSONVILLE HIGH SCHOOL
EXTRA-CURRICULAR POLICY HANDBOOK

This handbook was written for the students at Jacksonville High School who participate in Illinois High School Association sanctioned activities in order that students and their parents may be better informed of the rules and policies.

Regardless of how complete a handbook may be; it cannot anticipate all of the different situations that may occur. It is meant rather as a guide to point out the direction of Jacksonville High School. The penalties noted herein shall be considered minimal and in no way imply that more severe action cannot be taken.

Student participation in extra-curricular activities at Jacksonville High School distinguishes you as an individual with exceptional opportunities. By being a participant, you will have many worthwhile experiences and associations which non-participants will not have. We offer this program as a privilege and strongly encourage your 100% cooperation in any activity in which you wish to participate.

Jacksonville High School presently has an enrollment of approximately 900 students. The school colors are scarlet and white, and the teams are nicknamed **CRIMSONS**.

The **CRIMSONS** are a member of the Central State 8 Conference which also includes Chatham Glenwood, Decatur Eisenhower, Decatur MacArthur, Lincoln, Rochester, Springfield, Springfield Lanphier, Springfield Sacred Heart-Griffin, Springfield Southeast and University High School.

Sports included in the Athletic Department are football, boys'/girls' basketball, wrestling, baseball, boys'/girls' track, boys'/girls' golf, boys'/girls' cross country, boys'/girls' soccer, boys'/girls' swimming, boys'/girls' tennis, girls' volleyball, girls' softball, cheerleading, and J'ettes poms.

The activities that JHS offers will provide students the ability to appreciate the value of discipline and dedication. The activities provide a means of teaching desired values and goals that can aid in developing individuals in to positive citizens in society. The different activities will allow students at all levels to participate against opponents of similar age, size and ability.

The activities provide a positive arena to narrow the gap between promise and reality by offering an opportunity for an individual to search for his or her identity. It is hoped that each student at Jacksonville High School will develop positive attitudes and traits from the program that is offered.

Mr. Ryan Van Aken
Assistant Principal, Athletic Director

Jacksonville High School

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Mark Grounds, *Dean of Students*

Jacksonville Crimsons Athletics, Expectations:

1. OBEY THE LAW – This includes school policies/rules and actual laws. Make good decisions and choices.

2. BE A GOOD STUDENT – Come to school, do all your homework, turn in all your assignments, pay attention in class, and maintain a good relationship with your teachers and staff.

3. BE RESPECTFUL – Give your teachers and all school personnel the proper respect. Give respect and you're likely to get it back

4. BE ON TIME – Never be late to school or functions. Being on time is a habit, so is being late. Always try to be at least 5 minutes early for all scheduled activities.

5. DO NOT MISS SCHOOL – It is extremely important that you be at school every single day. We like school, so be here!

6. TAKE CARE OF SCHOOL PROPERTY – This is your building, take pride in it.

7. BE A GOOD STUDENT AND FRIEND – Strive to be a good student and friend with every member of the school. Encourage each other and be positive, leave the criticism out of the school. Do your best in the role you are given. Keep lines of communication open with your teachers.

8. DISPLAY CLASS – Display dignity, class and be gracious and humble. Respect the staff and their decisions. Make our school and the community we represent proud to call us theirs.

9. THE STANDARD IS THE STANDARD – Many have given their time and effort to establish this institution. The standard has been set……be a champion and play along. Strive to give your best effort every time you step in this building. That is what we expect of you as a member of the Crimson family. Implement this into your daily life and the results will be positive.

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INTRODUCTION

A number of organizations, activities, and athletics are available. These include, but are not be limited to: Football, boys'/girls' Basketball, Wrestling, Baseball, boys'/girls' Track, boys'/girls' Golf, boys'/girls' Cross Country, boys'/girls' Soccer, boys'/girls' Swimming, boys'/girls' Tennis, girls' Volleyball, girls' Softball, Cheerleading, and J'ettes Poms, Freshman class, Sophomore class, Junior class, Senior class, Academic Challenge Team,DECCA, Art Club, Band, Choir, Computer/Math Club, Crimson Times, Fall Play, Fellowship of Christian Athletes, FFA, Flag Squad/Winter Guard, Geography Club, German Club, Homecoming, Intramurals, JAM, Key Club, National Honor Society, Nation English Honor Society, National Spanish Honor Society, National German Honor Society, Orchestra, Prom, Scholastic Bowl, Science Club, Spanish Club, Spring Musical, Students for Christ, Student Government, Yearbook, CVE, Planetarium.

Each of these offers opportunities for students to gain experience in working together on problems of mutual interest outside the regular curriculum. Students must abide by the guidelines that follow if they wish to participate in extra-curricular activities.

We, the coaches, the faculty, and the Jacksonville School District Board of Education, believe that extra-curricular activities belong in the public schools and are an integral part of the school's programs. We encourage all students to take advantage of the opportunity provided to participate in one or more of the extra-curricular activities sponsored by the Jacksonville school system. We firmly believe that through participation in extra-curricular activities young people may gain experiences which will give each and every one of them the opportunity to develop the skills and values needed to become a productive citizen within a democratic society.

May we personally welcome all students and their parents/guardians to the Jacksonville School District's extra-curricular programs and wish each individual a successful year. The coaches/sponsors are here to prepare you for success. You must be willing to dedicate the time, energy, and effort for success.

Parents are a very important part of any extra-curricular program, and we encourage you to actively support your son/daughter's interest. Your support could best be shown to your young person by encouraging him/her to follow the rules and regulations of the coach/sponsors, by your attendance at events, and by having a positive attitude toward the overall extra-curricular programs.

This handbook has been prepared to better explain the extra-curricular program to both parents and students. If you have any questions or misunderstandings, please contact us; and we will attempt to clarify. Working together we believe the school and the parents can develop successful extra-curricular programs. This is our goal, and we hope it is the goal of all parents. We want the communities represented by Jacksonville High School, the Jacksonville High School students, and the Jacksonville School Board to be proud of their extra-curricular programs and, most importantly, the students who participate in the programs.

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PHILOSOPHY

We believe that interscholastic athletics/extra-curricular activities are an integral part of the school's total program.

We believe that participation in a sound extra-curricular program contributes to the development of health and happiness, physical skills, emotional maturity, social competence and moral values.

We believe that a sound extra-curricular program teaches the participants the value of cooperation, as well as the spirit of competition that is important to our society. The student learns how to work with others for the achievement of group goals.

We believe that the spirit of play and the will to win are valuable to the development of a healthy mind. We believe that extra-curricular activities are a wholesome equalizer because individuals are judged for what they can do, not on the basis of social, ethnic or economic group to which their families belong.

RESPONSIBILITIES

The privilege of participating in our extra-curricular program is extended to all students providing they are willing to assume certain responsibilities.

A student's greatest responsibility is to be a credit to their parents, school and community. Therefore, they should:

1. Display a high standard of social behavior.
2. Display outstanding sportsmanship.
3. Display proper respect for those in authority, including teachers, coaches, sponsors and officials.
4. Display a real spirit of cooperation.
5. Dress with special care when attending a contest away from home.
6. Use language which is socially acceptable. Profanity or vulgar talk will not be tolerated.

A student's involvement in extra-curricular activities is for the entire school year, whether they are currently in an activity or not. The extra-curricular policy and rules apply to that student for the entire year, not just the time the activity is in season.

ATHLETIC EQUIPMENT

One of the values of athletics is to teach responsibility, and this should apply to the care of athletic equipment as well as school property. Every athlete is expected to take pride in the fine facilities provided.

The school attempts to provide the best and safest equipment money can buy. Each athlete is expected to take excellent care of this equipment.

The original equipment issued must be returned by each athlete at the close of the season. If equipment needs repair or is not the right size, the coach will make the change.

Each student athlete is held financially responsible for any lost, damaged or misplaced equipment. Students cannot participate in extra-curricular activities if they owe an athletic participation fee to Jacksonville High School. No Student athlete will receive an award until all equipment is returned.

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ATHLETIC INJURIES AND THEIR CARE

All student athletes in any athletic program MUST be covered by insurance before they are permitted to practice.

Parents or legal guardians are responsible for informing the athletic department or school nurse of any special medical problem of a student athlete.

Any school connected injury that requires medical attention shall be reported to the coach. The coach is to fill out an accident form.

Injuries should not be neglected under any circumstance, regardless of how minor. Proper reporting of injuries to the coach, teacher or supervisor is necessary for proper care. In addition, the student is obligated to report all injuries to the school nurse or athletic office as soon as possible for insurance purposes.

CHANGE OF SPORT

Except in isolated and unusual cases, students will not be permitted to change sports during the season. Athletes should make every effort to participate in the sport in which they have a genuine interest. If, for some reason, the student athlete should feel it is desirable to change sports the matter should be discussed immediately with the present coach. This change must be done before the first contest of the sport in which the student wishes to participate.

PHYSICALS, INSURANCE WAIVER, PARENTAL PERMISSION

All students who participate in the athletic programs sponsored by Jacksonville High School are required to have a physical examination completed before they can begin practice. Coaches will enforce this rule. Sports physicals will be turned over to the Nurse or Athletic Office.

It is recommended that each athlete take out the insurance policy available to all students enrolled in school. If the athlete does not choose to buy the insurance policy, parents are required to sign a waiver which states that their student is covered by insurance and releases the school from all responsibility for athletic injuries. The insurance program is offered by the school as a “service” only and is administered by the insurance company.

Any athlete out for any sport is covered to participate in that sport if he/she purchases the school insurance. They need to complete the applications available at registration in August.

ACADEMIC ELIGIBILITY

Jacksonville High school students must be passing all subjects in which they are currently enrolled with a current cumulative semester grade of D or higher. The IHSA bylaws require that academic eligibility be checked each week. Eligibility runs from Monday through the following Sunday. Any student failing to meet this weekly academic requirement will be suspended from all extra-curricular activities for seven (7) calendar days.

As per IHSA rules, a student must have passed and received credit toward graduation for 5 classes and/or 2 ½ credits of high school work for the entire previous semester to be eligible at all during the ensuing semester.

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EXTRA-CURRICULAR CODE OF CONDUCT

THIS CODE OF CONDUCT IS IN EFFECT YEAR ROUND

RULES ARE A MATTER OF SELF DISCIPLINE. The best performance the individual is capable of producing comes only after the body and mind have been conditioned through sound training routines.

The Board of Education believes in the value of extra-curricular activities for students, but subscribes to the principle that participation in such activities is a privilege rather than a right.

There shall be no discrimination in administration of these policies on the basis of race, color, creed or sex.

Participation in extra-curricular activities carries with it certain responsibilities which include, but are not limited to, the following:

1. Compliance with all Illinois High School Association Rules and regulations.
2. Compliance with written training rules and regulations as established by the coach/sponsor of the activity in which the student is participating.
3. Compliance with the rules and regulations established and communicated in the Jacksonville High School Handbook.

SOCIAL PROBATION:

The behavioral component to the level system will be addressed through Social Probation. Students that continually defy behavioral and attendance expectations will be placed on Social Probation. These behaviors will affect their levels. Administration will monitor and determine student Social Probation based on factors such as; tardies, referrals, and attendance to school. Social Probation at any level, prevents certain privileges for the student regardless of their academic standing.

ATHLETIC RULES AND REGULATIONS

All student athletes are subject to the rules and regulations regarding eligibility and conduct established by the following organizations who have as their major responsibilities the welfare of the student athlete, the enforcement of the rules and regulations associated with any sport, and the maintaining of the ideals and values which have become part of school sports in America.

1. The National Federation of State High School Associations establishes rules and guidelines for various sports. State associations utilize these rules for conducting sport activities.
2. The Illinois High School Association is our state representative for the National Federation. They establish eligibility rules, practice guidelines, establish championship series, and they are responsible for supervision of all athletic programs in the state. If you have any questions, please contact the athletic director.

JACKSONVILLE HIGH SCHOOL DISTRICT EXTRA-CURRICULAR POLICY

The Jacksonville High School District's Athletic Department shall be responsible for the implementation of the policy and has developed rules and regulations setting forth the procedures to be followed and the penalties to be assigned in the event a student fails to accept his/her responsibilities.

The students who participate in extra-curricular activities through Jacksonville High School must conduct themselves at home and on school trips in such a manner that they are a credit to the team, the school, and the community. Individual coaches/sponsors have the right to administer reasonable and just rules and regulations not specifically covered below for minor offenses such as discipline, horseplay, or any other behavior which does not contribute to the efficient and/or effective operation of the program.

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The coaches/sponsors at Jacksonville believe that drugs and alcohol have no place in high school extra-curricular activities. Thus the Jacksonville High School will encourage students and parents who are having problems in this area to seek assistance as well as discipline students who abuse chemicals and/or drugs.

If and/or when an investigation is necessary, the building principal or their designee will conduct the preliminary investigation of any reported violation of the Extra-Curricular Handbook.

Pending a conference, any student found in violation of one or more of the rules contained in the Extra-Curricular Handbook will be immediately suspended from competition in all interscholastic contests. The Principal or his designee shall conduct a hearing with the student and mail a suspension form to the student's parent(s)/guardian(s) informing them of the suspension. The parents and student at that time may enact the appeal process included in the athletic code handbook.

If the student athlete receives a school consequence for their actions, the athletic code consequence will be enacted at the conclusion of the school consequence served in its entirety (consequences will not be served concurrently). The suspension of contests will run concurrently once the school consequence is complete.

A student will be considered to be in violation of the athletic code rules if the student: A) admits to, B) is witnessed and/or verified by school district officials, C) is reported by his/her parents or D) incriminating evidence is presented for any violation of the Extra-Curricular Handbook. If there is sufficient evidence, a student will be subject to consequences as outlined in the Jacksonville Athletic Code handbook.

All participants, managers, statisticians, etc. must ride to and from the contest on the bus. In the event of multiple school sponsored activities that cause transportation conflicts, permission may be given by the high school administration for the student to ride to an event with the parent(s) of the student. A student is required to ride district transportation home unless the parent/guardian signs their student out at the contest. Proper identification may be required.

Parents or guardians are permitted to authorize their child to be transported from certain school events and/or extra-curricular activities by persons the parents have approved in writing with respect to that event.

Participants will be expected to exhibit exemplary student behavior in regard to attendance. Whenever possible, contests will be scheduled so as not to conflict with classes. A student must be present for five clock hours in order to participate in any extra-curricular activity that day unless authorized by the Athletic Director and/or the Principal. (Exception: Exempt absences are not included.)

Exempt Absences: Students will receive an exempt absence, which will not count toward possible reduction of daily activity:

1. Medical/dental related appointments (when notification of reason for absence is made by parent AND verified with written confirmation from the doctor/hospital/dentist). Confirmation/excuse must be received by the attendance office.
2. Court appearance (when verified by note from court official). Verification must be received by the office within one week of the court appearance.
3. Death of immediate family member (up to three days)
4. Funeral (when verified by a note/phone call from parent regarding reason for absence)
5. Quarantine
6. Religious holiday
7. College visits. One day will be allowed during a student's junior year and two days will be allowed during a student's senior year. These days must be approved in advance by the guidance counselor.

The head coach, teacher or sponsor will insist upon attendance in all academic classes. Any missed class work should be made up immediately after returning to the class.

Any penalty received by an eighth grade student will, if applicable, be carried over into their Freshman year.

Academically ineligible students will be expected to participate in practice and during extra-curricular events will be expected to be involved with the team, but not in uniform.

If a student is on external school suspension, he/she may not practice nor compete in JHS extra-curricular activities during that suspension.

If a student is on internal school suspension, he or she may practice and/or compete in JHS extra-curricular activities.

If a student is suspended from one activity, then the student may not participate in another activity for the length of their suspension.

If a student cannot attend school and/or participate in P.E. for medical reasons, the student cannot participate in extra-curricular activities.

In order for a student to realize their full potential he/she must commit to a lifestyle which promotes physical and mental fitness. Therefore, the following activities code has been established to guide students who represent Jacksonville High School in extra-curricular activities, clubs, and organizations.

Once a student begins participation in any extra-curricular activity he/she is subject to the Activities Code for the remainder of their years at Jacksonville High School. This code is in force through all 12 months of the year. An activities participant shall be disciplined if he/she commits any of the following violations regardless of the time of year or whether they are on or off school grounds:

1. Use, possession, or distribution of alcohol, marijuana, or any illicit drug, or abuse of prescription drugs.

2. Use or possession of, any tobacco product.

3. Theft or vandalism of any school or personal property.

4. Acts of inappropriate conduct in which the student is involved such as attending or participating in a fight, cheating, physical or verbal abuse of students, school personnel, contest officials, contests, coaches or sponsors.

5. Knowingly being in the presence of the illegal use of drugs, alcohol or illegal activity.

6. Participation in or being present during any activity that may detract from the image and standards of Jacksonville High School may result in a penalty. Example: involvement in a criminal or immoral activity as determined by police or certified school personnel.

An activity code violation to the above six areas will be substantiated by reports from District staff, reports from law enforcement officials, or as a result of self-admission. If a violation appears to have occurred from the information received, the student will be questioned by the Principal or Assistant Principal/Athletic Director. A meeting may also be scheduled with the student, his/her parents or guardians, and Principal and/or Assistant Principal/Athletic Director. In either instance, the information received will be revealed to the student and he/she will be asked to make a statement as to the accuracy of this information. If an activities code violation has been committed in the opinion of the Administration; the outlined consequence of the code will be the result for the violation.

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Parents or guardians are asked to assume the responsibility of insisting that their child be honest and accept the consequences for their actions if they have been improper. Parental support is vital in seeing that their child accepts responsibility for their actions regardless of how other students have acted or been disciplined in the past.

ADDITIONAL OFFENSES and PROVISIONS:

Should a student receive a major suspension of 5 or more days this will be considered an Extra-Curricular Code violation.

Inappropriate pictures posted on the web or produced in a hard copy format will be investigated by the appropriate individuals at JHS. Upon completion of the investigation, a decision will be made if the pictures constitute a violation of the Code.

Truth Provision: If a student's denial of an offense is found to be false, all consequences will be doubled.

Conduct Unbecoming an Athlete: Athletes will not display behavior on or off the playing field which, in the opinion of the coaching staff, is considered insubordinate or inappropriate to standards of conduct, attitude or sportsmanship.

Penalties

A. FIRST VIOLATION

Fall Sports	*Total Allowable IHSA Contests*	*Suspension*
Boys Soccer	25 Contests	5 Contests
Cross Country	15 Contests	3 Contests
Football	9 Contests	2 Contests
Football Cheer	9 Contests	2 Contests
Girls Swim	14 Contests	3 Contests
Girls Tennis	20 Contests	4 Contests
Golf	18 Contests	4 Contests
Volleyball	35 Contests	7 Contests

Winter Sports	*Total Allowable IHSA Contests*	*Suspension*
Boys Basketball	31 Contests	6 Contests
Boys Swim	14 Contests	3 Contests
Cheerleading	37 Contests	7 Contests
Girls Basketball	31 Contests	6 Contests
J'ettes	20 Contests	4 Contests
Wrestling	18 Contests	4 Contests

Spring Sports	*Total Allowable IHSA Contests*	*Suspension*
Baseball	35 Contests	7 Contests
Boys Tennis	20 Contests	4 Contests

Boys Track	18 Contests	4 Contests
Girls Soccer	25 Contests	5 Contests
Girls Track	18 Contests	4 Contests
Softball	35 Contests	7 Contests

If the suspension is unable to be completed during the season in which the infraction occurred, the number of games remaining on the suspension will carry over into next sport in which the student athlete has previously participated. Furthermore, the suspension must take place at the student-athletes highest level of prior participation. The student athlete may not participate at any level until the suspension is complete.

Second Offense: After a second offense against the Behavior Code, the student will be immediately dismissed from the team for the remainder of the current season and will forfeit all awards he/she is eligible to receive. If the offense occurs with less than 50 % of the current season remaining, the student-athlete will miss 50% of the next season he/she participates. If the second offense against the Behavior Code happens prior to the start of the season, the student will be suspended for the entirety of the next season the student participates.

Before resumption of competition, the student and his/her parent/guardian must contact the Head Coach or teacher, Athletic Director or JHS Administration to arrange a conference. The purpose of the conference is to review the facts and circumstances surrounding the rules infraction, the present situation and the future implications.

Third Offense (in-season/out-of-season): After the third offense in-season/out-of-season, the student is declared ineligible for one 1 calendar year. After one year, the student may petition in writing the Appeal Process to hear any evidence to be considered for reinstatement to participation at Jacksonville High School.

Reporting Violations

Every Jacksonville High School District coach, sponsor or teacher has the authority and responsibility to report or charge a violation of the extra-curricular regulations to the athletic director. The head coach/sponsor of the activity in which the student is participating or the head coach/sponsor first affected by the student's violation and the athletic director shall review the evidence. The athletic director shall report the violation to the principal.

Voluntary Admissions

It is the objective of Jacksonville High School District extra-curricular program to make the student aware of the important role good health and fitness habits play in life. Therefore, the Extra-Curricular Code is primarily an instrument to educate and not to punish. It is hoped that each student and his/her family will decide to follow the rules and regulations. If any student or parent voluntarily requests help from either school staff or a board approved assessing agency before being reported in the violation of the Extra-Curricular Code, the person will be offered assistance without penalties. THIS PROVISION APPLIES TO A FIRST VIOLATION ONLY.

Parent Support

It is of considerable importance for parents to encourage the student in all phases of extra-curricular competition. Parents should help the student set up procedures for following training rules and controlling study habits.

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The policies outlined in this booklet are preventive in design. Certainly not punitive. With parent support and cooperation, we believe that penalty assessments will be held to an absolute minimum. On the other hand, without parent support and cooperation, the policies will be difficult to implement.

JACKSONVILLE HIGH SCHOOL APPEAL/REVIEW PROCESS

Participation in extra-curricular organizations is voluntary and a privilege that is not a right guaranteed to the student. However, a student participant may appeal a ruling that results in a consequence or penalty under the Extra-Curricular Student Handbook by following the procedures listed below (Penalties remain in force during the appeal process):

1. The student, or the student's parent/guardian, must submit an appeal in writing to the Principal within three (3) school days of the notification of the violation. The written appeal must state the reason or basis for the appeal including why the student disagrees with the consequence imposed.
2. The appeal will be submitted to the Extra-Curricular Appeals Committee for a hearing. The Committee shall convene as soon as possible upon receipt of the appeal (recommendation is within three (3) school days if possible). The JHS Athletic Director or Principal will present the school's ruling and evidence to the Committee and the student will be given the opportunity to testify and present evidence on his or her behalf.
3. The Committee can decide to affirm or dismiss the violation and/or consequence imposed. The student and parent/guardian will be informed verbally of the Committee's ruling with 3 school days of the meeting and a written copy of the ruling will be mailed to the parent/guardian.
4. The findings of the Committee shall be final and binding upon all parties concerned.

The Extra-Curricular Appeals Committee will consist of an administrator (not the Principal), an out-of-season coach or sponsor of another organization, and a teacher who does not coach or sponsor another organization.

Chain of Command, Athletic Flow Chart

Board of Education

Superintendent

Principal

Athletic Director

Head Coach

Assistant Coach

The flow chart represents the preferred chain of command one should follow when trying to solve a problem with one of our programs. Learning to deal with conflict is a life-long skill for all students. Therefore, it is important that the student talk with their coach/advisor/director regarding any issue. If the student is not satisfied after this conversation, the next step will be for the student, parent, coach and AD to meet. Again if

satisfaction is not reached at that level, move up the chain to the next person. Continue up the chain as you see fit.

Keep in mind that if you jump steps, you will possibly find the people you talk to may not be informed of the situation. This could lead to decisions made that are not totally fact based and not beneficial to our programs.

Please keep in mind that our coaches are very willing to converse with you about our programs. We ask that you pick an appropriate time to do so. To run up to or confront a coach just before, during or right after a game or tournament is very inconsiderate. We ask that you please refrain from doing so. The more appropriate process would involve calling the coach at a later, more relaxed time so the situation can be discussed with full attention.

APPENDIX

GUIDELINES FOR EXTRACURRICULAR ACTIVITIES

1. Avoiding Schedule Conflicts Between Extracurricular Activities.
   Every effort should be made to avoid schedule conflicts between the various extracurricular activities during the initial scheduling of the calendar. However, when conflicts do arise, the principal and involved staff (coaches, advisors, etc.) shall meet to determine how the conflicts can best be resolved.

   The following basic guidelines shall be used in resolving schedule conflicts:
   A. Generally, events shall take precedence in the following order: state events, conference events, local events, and practices.
   B. A previously scheduled event on the official school calendar shall generally take precedence over a calendar addition or a rescheduled event.
   C. In most cases, the above guidelines and/or consultations between staff members should result in a satisfactory solution. Any conflicts that cannot be resolved in this manner should be settled by the principal.

2. Practice Scheduling
   A. No practices or games will be held on Sundays, Thanksgiving, Christmas or Easter without the permission of the principal.
   B. There will be no school events, practices, or open gyms on days when school is dismissed early due to severe winter weather.
   C. On days when school is not held due to severe winter weather, all school events or practices will ordinarily be canceled. However, should the weather later improve such that, in the principal's judgment, no safety hazard exists, the principal may allow some or all of these activities or practices to be held.

3. Communications with Student Participants and Their Parents
   Each coach/advisor who supervises an extracurricular activity will have a general meeting with the student participants and their parents before the student may begin practice or participate in the activity. At this meeting all policies and rules for the team or activity should be discussed in detail. Copies of these policies and rules shall be given to each participant and his/her parents.

4. Summer Activity Camps
   In accordance with IHSA rules, students may have a maximum of 25 days of contact per sport with persons who coach that sport at the school they attend during the same time period. A day of contact is defined as any date on which any coaching or instruction in the skills and techniques of any sport takes place. These limitations apply to all sports except Baseball and Softball.

Jacksonville High School

1211 North Diamond Street
Jacksonville, Illinois 62650
Telephone: (217) 243-4384
Fax: (217) 245-0445

Joey Dion, *Principal*
Dan Scott, *Assistant Principal*
Ian English, *Assistant Principal*
Ryan Van Aken, *Asst. Principal/AD*
Mark Grounds, *Dean of Students*

5. Uniform Guidelines

All Uniforms will follow the guidelines established by the National Federation of State High Schools Association and the Illinois High School Association.

Jacksonville School District 117 allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

JACKSONVILLE LOYALTY SONG

1. We're loyal to you, Jacksonville
   We'll ever be true, Jacksonville
   We'll back you to stand 'gainst the best in the land –
   For we know you have sand – Jacksonville Rah! Rah!

2. So crack out that ball, Jacksonville
   We're backing you all, Jacksonville
   Our team is our fame protector
   On boys, for we expect a victory from you Jacksonville Rah! Rah!
   Cha-hee, Cha-ha, cha-ha-ha-ha, Go J'ville, Go!
   Cha-hee, Cha-ha, cha-ha-ha-ha, Go J'ville, Go!
   Jacksonville, Jacksonville – Rah, Rah, Rah!

3. Bring out that dear old flag of crimson and white,
   Lead on you sons and daughters, fighting for right,
   Like men of old or giants, placing reliance, shouting defiance –
   Oske-wah-wah

4. Among the broad green plains that nourish our land,
   For honest labor and for learning we stand
   And to thee we pledge our heart and hands,
   Dear Alma Mater, Jacksonville!

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Mark Grounds, *Dean of Students*

SUMMARY OF ATHLETIC AWARDS -

First Freshman Award	- Numerals
Other Freshman Awards	- Certificate
All Sophomore Awards	- Certificate
All Junior Awards	- Certificate & Pin
First Varsity Award	- Varsity "J" letter & Pin (first varsity sport)
All Other Varsity Awards	- Varsity Certificate & Pin
Senior Varsity Award	- Plaque

Participation in Athletic/Competitive Activities

_____ _____

Student Name (Please print) **Grade**

PARENTAL / GUARDIAN CONSENT

I hereby give my permission for _____ to participate in athletic/competitive activities at Jacksonville High School. In giving this consent I do so with the full understanding that Jacksonville High School assumes no responsibility for any accident or injury to a student which may occur as a result of participation.

_____ _____

Parent / Guardian Signature Date

AUTHORIZATION FOR MEDICAL SERVICES

Student Name_____ Age_____

As a legal guardian for the student indicated above, I give my permission for necessary medical services to be administered to the student in case of illness or accident.

_____ _____

Parent / Guardian Signature Date

Jacksonville High School

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Mark Grounds, *Dean of Students*

Address:_____

Phone:(home)_____ (work/cell)_____

Student's Physician:_____ Office Phone:_____

Insurance Carrier:_____ Policy Number:_____

Allergies or Special Concerns:_____

_____

ATHLETIC CODE OF CONDUCT

I have read the Athletic Code of Conduct. I understand and accept the rules and responsibilities involved.

_____ _____

Parent / Guardian Signature Date

I will do my best to represent the school with the highest expectations as a leader, student, and member of the team. I have read the rules and responsibilities as stated in the Athletic Code of Conduct and promise to do my best to fulfill them.

_____ _____

Student Signature Date

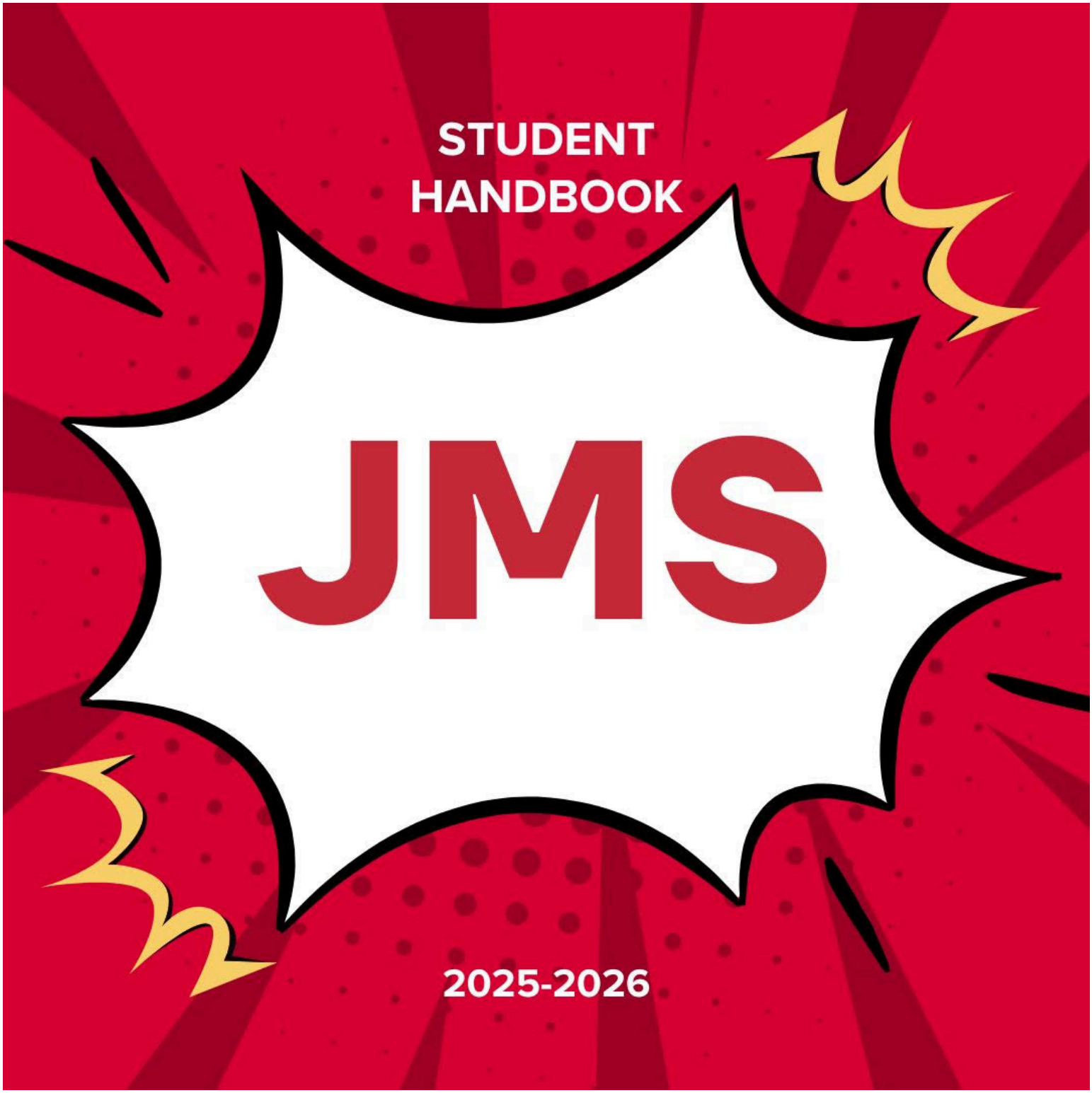

STUDENT
HANDBOOK
JMS
2025-2026

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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.

CHAPTER 1 - Introductory Information & General Notices

1.00 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.

1.20 Student/Parent Handbook Acknowledgment and Pledge

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.

1.25 Agenda and Advisory Committee 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

The district has established and maintains a parent/teacher advisory committee to assist in the development of policy guidelines on student discipline, including without limitation, bullying and school searches. The guidelines lead to a policy addressing temporary classroom exclusion of disruptive students by the teacher.

1.30 General School Information

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. 326

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.

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 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 are:
Noel Beard, President
Mike Lonergan, Vice-President
Jennifer Lacey, Secretary
Byron Pool, Member
Sherie Trace, Member
Heather Leonard, Member
Brenda Stewart, Member
Teresa Wilson, Member

The School Board has hired the following administrative staff to operate the school:
Steve Ptacek, Superintendent
Matthew Moore, Assistant-Superintendent
Celeste Lashmett, Principal
Charity Karr, Assistant-Principal for Curriculum
Tim Roberts, Assistant-Principal for Discipline and Attendance
Janean Mays, Assistant-Principal for Athletics and Discipline
Stephanie Davidsmeyer and Katie Soer, School Counselor

The school is located and may be contacted at:
664 W. Lincoln Ave.
Jacksonville, IL 62650
217-243-3383

1.35 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.

1.40 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 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.

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 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 a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

1.50 Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, 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.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

1.60 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.

1.70 School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the building 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.

1.80 Invitations and Gifts [K-8]

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 using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

1.85 Treats and Snacks [K-8]

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.

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.

1.90 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, late starts or early dismissals. School closings, for any reason, will be announced as soon as possible to accommodate family needs.

Local media sources that receive school closure information include:

WJIL 1550 AM
WLDS 1180 AM
WEAI 107.1
WJVO 105.5
Channel 20 News

Skylert/School Messenger messages will also be used to communicate with parents regarding emergency school closures. Skylert/School Messenger is a school-to-parent notification system service that allows the District to make one phone call, record a detailed voice message, and send it immediately to parents. It is very important that parents keep the school informed of any change in telephone number.

If it becomes necessary to run bus snow routes in the rural areas, the emergency routing will be in effect for both morning and afternoon runs. Parents are urged to be at the emergency stop to pick up their children in the afternoon as drivers are instructed not to let children off unless they live close by or someone is there to pick them up.

Weather related announcements will also be published on the District's web page at www.jsd117.org. To receive these announcements via email or telephone, go to the website and sign up for Notify Me.

If school is dismissed early for an emergency of any reason, all after-school functions are reviewed by the administrative team to determine needed cancellations. Cancellations for after-school events will be sent to the same media sources and parent communication resources listed for school closures.

To secure your child's safety, you are urged to make a family plan in advance with your child(ren) in the event of an early dismissal from school.

1.100 Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

It is the practice of Jacksonville School District 117 to allow only school personnel overseeing the video monitoring system to view video/audio tapes. This practice is to secure the safety and privacy rights of all children.

1.110 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.

1.120 Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 243-3383.

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 may 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.

1.130 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 school nurse.

1.140 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.

1.150 Accommodating Breastfeeding Students

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

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child, or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

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

1.160 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.

1.170 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. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

1.180 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 as 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)

1.185 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.[1]

1.190 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.

1.195 Food and 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.

1.200 Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

1.210 Free and Reduced-Price Food Services: Meal Charge Notification

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

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

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of $10.00. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may result in the

District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

1.220 School Facility Usage
The use of school facilities is not automatically extended to any person or group. Approval of facility usage is at the discretion of the administration. The School District reserves the right to limit or refuse use of facilities and to require cash deposits or certificates of insurance from any individual or organization with respect to rental or use of any school facility.

1.230 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 or placed in the lost and found bin.

1.2 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

1.25 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 students. Students need to make prior arrangements to be picked up by parents after school and extracurricular events.

CHAPTER 2 - Attendance & Promotion

2.10 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.

2.20 Student Absences
There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

In the elementary setting, attendance is taken at the beginning of the day and again after lunch. In the 6th-12th grade setting attendance is taken at the beginning of the day as well as each period/class of the day.

Attendance Definitions: There are two types of absences: excused and unexcused.

Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attendance at a verified medical or therapeutic appointment (including a victim services provider), attending a military honors funeral to sound TAPS, or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. All other absences are considered unexcused. 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.

2.30 Release Time for Religious Instruction and 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

2.40 Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will be allowed to make up missed work, including homework and tests, for equivalent academic credit upon teacher/administration discretion.

2.50 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.

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.

2.60 Grading and Promotion

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.

AWARDS

Eighth grade students are eligible to earn the department awards at the end of the year. In addition, 8th graders who maintain straight A's for three academic years will be recognized at an awards ceremony.

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, discipline, 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 homepage, parents will find a link for Skyward Family Access. Each family has been assigned a unique username 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.

2.70 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.[1]

Each student will keep a record of daily assignments in their agenda. Students are expected to be responsible for completing lessons at school and at home as homework if necessary.

Students who are absent from school may make up missed homework in a reasonable timeframe.[2]

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 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 Problem Solving team, uses the insight and expertise of several different school staff members. Problem Solving team members contribute in different ways to the RtI process: offering suggestions, gathering data, and communicating with other staff and or parents. The Problem Solving team 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.

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.

2.80-K8 Exemption From PE Requirement [K8] (Regular Education)

All students are required to participate in physical education unless exempted by a doctor. In order to be excused from participation in physical education, a student must present an appropriate excuse 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. Excuse from PE in excess of 3 consecutive days requires a doctor's verification.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.301.

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

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

Student's who do not participate in Physical Education class, may not participate in extracurricular athletic activities that same day.

2.90 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. Advanced courses will be offered in Math and English/Language Arts for students in grade 6-8. Criteria will be used to determine qualifications for these advanced courses including; State test scores, course grades, benchmark scores, etc.

2.100 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 or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
    a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
    b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

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

For information on home or hospital instruction, contact: Special Services (217) 243-7402.

2.130 Complaints About Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy. Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

CHAPTER 3 - Student Fees and Meal Costs

3.10 Fees, Fines & Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district 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.

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. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally 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.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

3.15 Vandalism

The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

3.20 School Lunch Program

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.

Free and Reduced Food Services

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

CHAPTER 4 - Transportation & Parking

4.10 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. Notes must be provided to the office from each student's parent/guardian.

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. Be aware of moving traffic and pay attention to your surroundings.
2. 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.
3. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
4. 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.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. 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
7. 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.

8. 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.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. 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.
11. 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.
12. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on buses 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.

4.15 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.

4.20-K8 Parking

Those dropping off and picking up children should use the circle drive off of Lincoln Ave. starting at 7:45 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.

4.40 Bicycles and 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.

CHAPTER 5 - Health and Safety

5.10 Immunization, Health, Eye & Dental Examination

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year1 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.

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 of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

5.15 Illness and Injuries
If your child is injured or ill, it may be necessary to contact you. Minor first aid may be administered, but school personnel are not qualified to make a medical diagnosis. Please make sure the office has accurate emergency information for your child. You will need to have prior arrangements made to have your child picked up at school in an illness/emergency occurs. All accidents that occur at school must 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.

5.20 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 and must be stored and dispensed from the school nurse with proper documentation from a medical professional. 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/or self-administer diabetic testing supplies, equipment, 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/or 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.

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 must 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 must 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

5.30-K8 Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

5.40 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.

5.50 Communicable Disease

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.

5.60 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.

5.70 Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

5.80 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Retaliation Prohibited
Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

CHAPTER 6 - Discipline and Conduct

6.10 General Building Conduct
Students shall not arrive at school before 7:45 a.m. and classes begin at 8:15 a.m. and students are dismissed at 2:52 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats, hoods, 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.
- Skateboards are not permitted in the school.
- Water guns, play guns, and/or real guns are not permitted at school.
- Electronic devices are permitted without permission from the principal.

Crimson Pride
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.

6.15 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.

6.20 School Dress Code & Student Appearance
Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, tobacco, vape, 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 or could be deemed unsafe. Costumes are not permitted.
- Body graffiti is not allowed at school.
- Hats, coats, hoods, bandannas, 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.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- Tops that are see-through, mesh, or ripped, low cut, too tight, too short, or expose back chest or shoulder are not permitted.
- Pants with holes or rips higher than fingertips extended at the student's side or have excessive holes/rips.
- The length of shorts or skirts must extend beyond the student's fingertips extended at the side and stay at the waist.
- Appropriate footwear must be worn at all times including no slippers.

- Pajama pants or boxer shorts are not permitted.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

6.30 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!

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.

Student Behavior

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:
    - 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).
    - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
    - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
    - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
    - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. 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 (a) use of the device is provided in a student's individualized education program (IEP); or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging 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.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. 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.
18. 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.
19. 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.
20. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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.
6. On bus or bus stops.

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 is prohibited.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

Weapons Prohibition

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

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Gang & 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.

6.40 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 from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, parenting status, 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.

Nondiscrimination Coordinator:
Celeste Lashmett
JMS Principal
217-243-3383
664 W. Lincoln Ave.
Jacksonville, IL 62650
clashmett@jsd117.org

Complaint Managers:
Tim Roberts and Janean Mays
JMS Assistant Principals
217-243-3383
664 W. Lincoln Ave
Jacksonville, IL 62650
troberts2@jsd117.org
Jmays@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]

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

6.42 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process
Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's

Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to:

https://dhr.illinois.gov/about-us/contact-idhr.html or
call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.45 Sexual Harassment & Teen Dating Violence Prohibited

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; physical appearance; socioeconomic status; academic status; 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.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

Making a Report or Complaint

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, Title IX 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/Title IX Coordinator:
Mr. Matt Moore, Assistant Superintendent
211 W. State Street
Jacksonville, IL 62650
(217) 243-6411
mmoore@jsd117.org

Nondiscrimination Coordinator:
Celeste Lashmett
JMS Principal
217-243-3383
664 W. Lincoln Ave.
Jacksonville, IL 62650
clashmett@jsd117.org

Complaint Managers:
Tim Roberts and Janean Mays
JMS Assistant Principals
217-243-3383
664 W. Lincoln Ave
Jacksonville, IL 62650
troberts2@jsd117.org
Jmays@jsd117.org

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.50-K8 Cafeteria Rules

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except with permission.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

6.60 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.

6.70 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.

6.80 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, smart watch 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,**-(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), recording students without their permission, or recording altercations among students.

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.
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 discipline 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 meet with administration to pick up the device. The student will also face consequences for insubordination.

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

If a student refuses to turn in their electronic device when this policy is violated, further disciplinary action can be taken.

COMPUTER USAGE

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.

6.90 Lockers Lockers will be assigned to each student upon request. They will be assigned to them based on their homebase location. Locker issues should be reported to the homebase 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.

6.100 Loitering Take care of school business and quickly move to where you belong. School ends at 2:52 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.

CHAPTER 7 - Internet, Technology & Publications

7.10 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 includes 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:

1. 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;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. 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;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks 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 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.
5. Do not use the networks in any way that would disrupt its use by other users.
6. 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.

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 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.
3. 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.
4. 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.
5. 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.

7.20 - 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 determined 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.

Students must not distribute material 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 the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
4. Is reasonably viewed as promoting illegal drug use;
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;1 or
6. 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.

7.25 Guidelines for School-Sponsored Publications, Productions and Website

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Building Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.

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

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School, District or an expression of Board policy.

7.27 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 students1; 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.

7.30 BYOT Program

Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

Our school allows students to participate in a curriculum-based Bring Your Own Technology (BYOT) Program. A Parent/Guardian must authorize their student's participation in the program by completing the Participation in Bring Your Own Technology (BYOT) Program Responsible Use and Conduct Agreement. Your student must also sign the Internet Acceptable Use agreement to participate in the program. The violation of any laws, school board policies or student handbook procedures while participating in the program may result in the loss of your student's privilege to participate in the program and other discipline. Remember that you are legally responsible for your student's actions.

The teacher's role is that of instructor in your student's classroom. Teachers cannot spend time fixing technical difficulties with BYOT devices. Parents/guardians and their students share the responsibility for technical support and providing a properly charged BYOT device. If a BYOT device has technical difficulties: **(1)** a school-owned device may be provided, if available, or **(2)** students may be asked to partner with another student who has a functioning BYOT device during a lesson. The school also expects you and your student to keep the BYOT device free from viruses, malware, and/or any other harmful programs that could damage the school district's electronic network. Finally, the right to privacy in your student's BYOT device is limited while it is on any school property.

7.40 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 Illinois 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 and 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

7.50 Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP).Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

7.60 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.

CHAPTER 8 - Search and Seizure

8.10 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.

A student's refusal to submit to a search would be deemed a violation of an administrative directive.

CHAPTER 9 - Extracurricular and Athletic Activities

9.00 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 any 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 a full school day to participate in a practice or competition/activity after school. If a student is not present at school on Friday they are unable to participate in competitions on Saturdays. Administration has the right to approve these absences on a case by case basis.

9.10 Extracurricular and Athletic Activities 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.
This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file (forms are located with registration on Skyward) in the school office before being allowed to participate in any athletic activity including tryouts and open gyms:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."

2. Proof the student is covered by medical insurance and authorization for medical services.
3. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.

4. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.
5. Athletic and Extracurricular Code of Conduct
6. Signed Consent to Participate in athletic and competitive activities by the student's parent/guardian.

Illinois Elementary School Association

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IESA and this Code, the most stringent rule will be enforced.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain passing grades in all courses for the current term (ie. M1, T1, etc.). Any student failing to meet academic requirements will not be able to participate in a contest until declared eligible on the next eligibility list. Eligibility runs Sunday through Sunday.

Absence from School on Day of Extracurricular or Athletic Activity
A student who is absent from school is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by administration for justifiable reasons, including: **1)** a pre-arranged medical absence; **2)** a death in the student's family; or **3)** a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the administration.

Travel
All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued to administration upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid

Code of Conduct
This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.[8]

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:
1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes); or marajuana/ THC.
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine, vapes or e-cigarettes in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;

10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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 detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
    a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
        - A specified period of time or percentage of performances, activities or competitions;
        - The remainder of the season or for the next season; or
        - The remainder of the student's school career.
    b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

First offense: After the first offense against the Behavior Code, a student will be suspended immediately for a minimum of 1/9 of the competitions, which will include at least one contest. After returning to school from a suspension, the student will be allowed to practice with the team during their suspension from competitions. If the violation occurs out-of-season, the student's suspension will begin on the Monday before his/her first interscholastic competition of the new season. Before the resumption of competition, the student and the Head Coach will arrange a conference for reintegration. The purpose of the conference is to review the facts and circumstances surrounding the infraction, the present situation, and the future implications.

Second Offense: After a second offense against the Behavior Code, the student will be immediately dismissed from the team for the remainder of the season and will forfeit all awards he/she is eligible to receive. If the second violation occurs out-of-season, the student will not be considered to resume participation in practices or events at Jacksonville Middle School until a conference with the student, parents/guardians, coach, and administration takes place.

Third Offense (in-season/out-of-season): After the third offense in-season/out-of-season, the student is declared ineligible for one (1) calendar year. After one year, the student may petition in writing the Appeal Process to hear any evidence to be considered for reinstatement to participation at Jacksonville Middle School.

All students remain subject to all the School District's policies and the school's student/parent handbook.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

9.20 Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

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Only students who attend the school may attend school-sponsored dances.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

9.30 Student Athlete Concussions and Head Injuries
Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any tryouts, open gyms, athletic activity, including practice or competition.

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

CHAPTER 10 - Special Education

10.10 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:
Barbie Davidsmeyer
217-243-7402

10.20 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 ineffective 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. The use of prone restraint is prohibited.

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.

10.30 Exemption From PE Requirement

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

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

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

10.50 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.

10.60 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.

10.70 PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.You may also contact the following District employee for assistance: 1

CHAPTER 11 - Student Records & Privacy

11.10 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.

The school expects to administer the following surveys that request personal student information on the following approximate dates:
5 Essential Survey (Winter)
JMS Student Needs Assessment (Fall/Winter)

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

11.20 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.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,2 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
7. 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.

8. 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.3 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.
9. 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.
10. 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
Cross-Reference: PRESS 7:340, Student Records

11.30 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.

CHAPTER 12 - Parental Right Notifications

12.10 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.

12.20 Standardized Testing
Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: Illinois Assessment of Readiness, Illinois Science Assessment, iReady.

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 to 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 during 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.

12.30 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:

Adrienne VanBebber, School Social Worker, (building Homeless Liaison) 243-3383, Kelly Zoellner, District Homeless Liaison 243-9411 ext. 1119

12.40 Family Life & 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.

12.60 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) 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.

12.70 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.

12.80 Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the school office at 217-243-3383

12.90 Mandated Reporter

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: **(1)** All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and **(2)** Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

12.105 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.

12.110 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 – 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.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQ

12.130 Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

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

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.
5.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:202

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 ww.jsd117.org[3]

IV. Parent & Family Engagement Compact[4]

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 under certain circumstances. For additional information, see handbook procedure 12:100.[5]

VI. Student Privacy
Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.[6]

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. For additional information, see handbook procedure 12:60.[7]

VIII. Homeless Students
For information on supports and services available to homeless students, see handbook procedure 12:30.[8]

For further information on any of the above matters, please contact the building principal.

Elementary Student Handbook

2025-2026



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 24-25 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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CHAPTER 1 – Introductory Information & General Notices

1.00 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.

1.30 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

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 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 statement with current address
- Current homeowners/renter's insurance policy
- 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.

1.40 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 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.

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 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 a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

1.50 Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, 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.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

1.60 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.

1.70 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.

1.80 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.

1.85 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.

1.90 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.

1.95 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, the 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.

1.100 Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses 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.

1.110 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.

1.120 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.

1.130 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.

1.140 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.

1.160 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.

1.170 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.

1.180 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)

1.185 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.

1.190 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.

1.200 Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

1.210 Free and Reduced-Price Food Services; Meal Charge Notifications

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services,* and 4:140, *Waiver of Student Fees*. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

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

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt*, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits* to determine if the student qualifies for such benefits under Board policy 4:130, *Free and Reduced-Price Food Services*. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [*or insert lower amount*]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Il. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

1.215 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.

CHAPTER 2 – Attendance and Promotion

2.10 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.

2.20 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), attendance at a verified medical or therapeutic appointment (including a victim services provider), 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 TAPS1, attend a civic event,2 or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. 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. Anyone 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.

2.30 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.

2.40 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.

2.50 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.

2.55 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.

2.60 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.

2.65 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.

2.70 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.

2.80 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.

2.100 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 or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
    a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
    b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

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

For information on home or hospital instruction, contact: Special Services (217) 243-7402.

2.130 Complaints About Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

CHAPTER 3 – Student Fees and Meal Costs

3.10 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.

3.15 Vandalism

The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

3.20 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 $2.75 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.

CHAPTER 4 – Transportation

4.10 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.

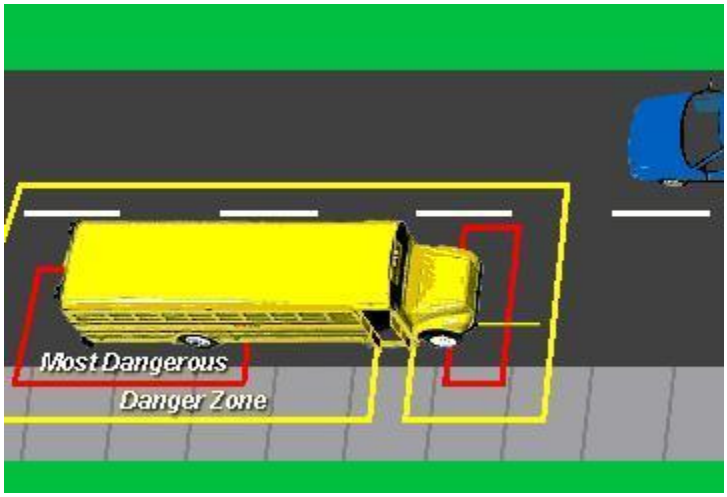
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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 a 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 buses 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.

4.15 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.

4.20 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 "crisscross"
- 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.

CHAPTER 5 – Health and Safety

5.10 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 of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

5.20 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 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/or self-administer diabetic testing supplies, equipment, 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/or 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.

5.30 Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Under Illinois law. any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

5.40 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.

5.50 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.

5.60 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.

5.70 Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

5.80 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

CHAPTER 6 – Discipline and Conduct

6.10 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.

6.20 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.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

6.30 Student Behavior
Copies of all School District's policies on student behavior are available online through the School District's website 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 or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
    e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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. 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.
24. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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 is prohibited.

Corporal Punishment
Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes 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 permitted by State law.

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

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look a like" 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.

6.40 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.

pregnancy, parenting status, 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.
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.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

6.42 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited
Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and

School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform
Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.
Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.
Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.45 Sexual Harassment & Teen Dating Violence Prohibited

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; physical appearance; socioeconomic status; academic status; 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.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

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, Title IX 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/Title IX 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

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.
Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.50 Cafeteria Rules

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.
12. Soda and other caffeinated beverages are not allowed in the cafeteria without permission from the building principal.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

6.60 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.

6.70 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.

6.80 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.

CHAPTER 7 – Internet, Technology, & Publications

7.10 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 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.

7.20 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.

7.27 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.

7.40 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 Il. 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

7.50 Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

CHAPTER 8 – Search and Seizure

8.10 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.

CHAPTER 9 – Extracurricular and Athletic Activities

Extracurricular and athletic activities are offered at the middle and high school level.

CHAPTER 10 – Special Education

10.10 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

10.20 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 ineffective 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.

10.30 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.

10.50 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.

10.60 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.

10.70 PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental
disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.

You may also contact the following District employee for assistance: Barbie Davidsmeyer, 217-243-7402

CHAPTER 11 – Student Records

11.10 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 a 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.

11.20 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

11.30 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.

CHAPTER 12 – Parental Right Notifications

12.10 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.

12.20 Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: IAR (Grades 3-5) and the Illinois 5 Essentials Survey (Grade 5).

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

12.30 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.

For information on supports and services available to homeless students, please call the Homeless Liaison at 217-243-9411.

12.40 Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, 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.

12.60 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 Director of Curriculum at (217) 243-9411.

12.70 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.

12.80 Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Matt Swift
Director of Buildings and Grounds
217-243-9411

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

12.90 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.

12.100 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.

12.105 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.

12.110 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 – 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.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQ

12.130 Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

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

a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
b. The teacher is teaching under emergency or other provisional status.
c. The teacher is teaching in the field of discipline of the certification of the teacher.
d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20.

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 aggregated 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.

IV. Parent & Family Engagement Compact

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 under certain circumstances. For additional information, see handbook procedure 12:100.

Student/Parent Handbook Acknowledgement and Pledge

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

Elementary Student Handbook

2024-2025



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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CHAPTER 1 – Introductory Information & General Notices

1.00 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.

1.130 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 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 statement with current address
- Current homeowners/renter's insurance policy
- 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.

1.40 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 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.

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.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

1.50 Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection

status, military status, unfavorable military discharge, reproductive health decisions, 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.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

1.60 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.

1.70 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.

1.80 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.

1.85 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.

1.90 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.

1.95 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, the 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.

1.100 Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses 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.

1.110 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.

1.120 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.

1.130 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.

1.140 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.

1.160 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.

1.170 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.

1.180 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)

1.185 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.

1.190 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.

1.200 Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

1.210 Free and Reduced-Price Food Services; Meal Charge Notifications

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services,* and 4:140, *Waiver of Student Fees*. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

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

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt*, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits* to determine if the student qualifies for such benefits under Board policy 4:130, *Free and Reduced-Price Food Services*. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable

1.215 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.

CHAPTER 2 – Attendance and Promotion

2.10 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.

2.20 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), attendance at a verified medical or therapeutic appointment (including a victim services provider), 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 TAPS1, attend a civic event,2 or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. 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.

2.30 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.

2.40 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.

2.50 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.

2.55 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.

2.60 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.

2.65 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.

2.70 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.

2.80 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.

2.100 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 or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
    a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
    b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

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

For information on home or hospital instruction, contact: Special Services (217) 243-7402.

2.130 Complaints About Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

CHAPTER 3 – Student Fees and Meal Costs

3.10 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.

3.15 Vandalism

The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

3.20 School Breakfast & Lunch Program

Murrayville Woodson Elementary School is participating in the National School Lunch and School Breakfast Programs known as the Community Eligibility Option (CEO) and provides healthy breakfasts and lunches each day at NO CHARGE for ALL students enrolled during the 2025-2026 school year.

Breakfast is served every school day from 7:30 a.m. to 7:50 a.m. 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 $2.75 and/or milk for $.40. **Soda and energy drinks are not permitted**. School lunches are ordered by 8:00 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.

CHAPTER 4 – Transportation

4.10 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.

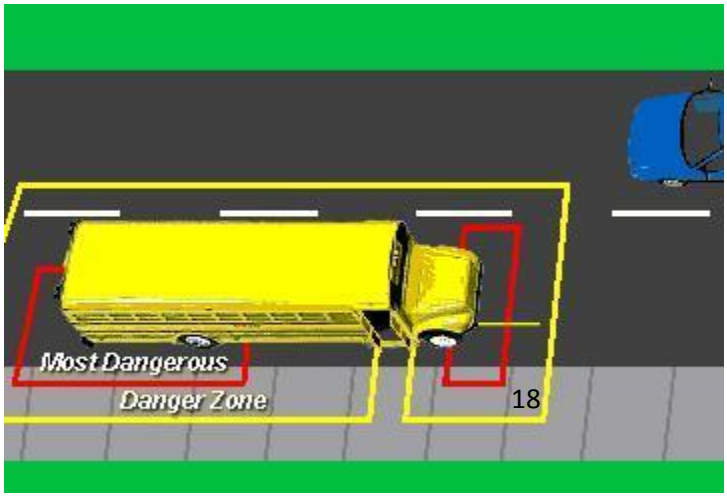
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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 buses 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.

4.15 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.

4.20 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.

CHAPTER 5 – Health and Safety

5.10 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.

5.20 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/or self-administer diabetic testing supplies, equipment, 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/or 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.

5.30 Guidance & Counseling
The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Under Illinois law. any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

5.40 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.

5.50 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.

5.60 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.

5.70 Targeted School Violence Prevention Program
Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

5.80 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

CHAPTER 6 – Discipline and Conduct

6.10 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.

6.20 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.

6.30 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. 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.
24. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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 is prohibited.

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes 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 permitted by State law.

Weapons Prohibition

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

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look a like" 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.

6.40 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 from ~~the~~ military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, parenting status, 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.
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.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

6.42 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct
Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular

activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform
Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.
Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.
Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.45 Sexual Harassment & Teen Dating Violence Prohibited

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; physical appearance; socioeconomic status; academic status; 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.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

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, Title IX 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/Title IX 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

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process
Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement
Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.
Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.
Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.50 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.

6.60 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.

6.70 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.

6.80 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.

CHAPTER 7 – Internet, Technology, & Publications

7.10 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 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.

7.20 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.

7.27 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.

7.40 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

7.50 Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

CHAPTER 8 – Search and Seizure

8.10 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.

CHAPTER 9 – Extracurricular and Athletic Activities

Extracurricular and athletic activities are offered at the middle and high school level.

CHAPTER 10 – Special Education

10.10 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

10.20 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.

10.30 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.

10.50 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.

10.60 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.

10.70 PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.

You may also contact the following District employee for assistance: Barbie Davidsmeyer, 217-243-7402

CHAPTER 11 – Student Records

11.10 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.

11.20 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.

6. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**
Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the 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.

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

8. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**
   The name and address of the Office that administers FERPA is:
   U.S. Department of Education
   Student Privacy Policy Office
   400 Maryland Avenue, SW
   Washington DC 20202-8520

11.30 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.

CHAPTER 12 – Parental Right Notifications

12.10 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.

12.20 Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: IAR (Grades 3-5) and the Illinois 5 Essentials Survey (Grade 5).

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

12.30 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.

For information on supports and services available to homeless students, please call the Homeless Liaison at 217-243-9411.

12.40 Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life

instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, 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.

12.60 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 Director of Curriculum at (217) 243-9411.

12.70 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.

12.80 Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Matt Swift
Director of Buildings and Grounds
217-243-9411

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

12.90 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.

12.100 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.

12.105 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.

12.110 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 – 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.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQ

12.130 Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

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

a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
b. The teacher is teaching under emergency or other provisional status.
c. The teacher is teaching in the field of discipline of the certification of the teacher.
d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20.

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 aggregated 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.

IV. Parent & Family Engagement Compact

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 under certain circumstances. For additional information, see handbook procedure 12:100.

Student/Parent Handbook Acknowledgement and Pledge

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

5

Elementary Student Handbook

2024-2025

North Elementary

1626 State Highway 78 N

Jacksonville, Illinois 62650

(217) 245-4084

www.jsd117.org

The First Full Attendance Day is August 14th, 2024 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 North Community,

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.

Please do not hesitate to reach out at any time— our school cannot demonstrate the desired success without open and honest communication. I look forward to working in partnership with all stakeholders as we strive to achieve our mission of supporting all learners in realizing their fullest potential.

Here's to a wonderful school year!

Mrs. Bobbie Mills

Principal of North Elementary School

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CHAPTER 1 – Introductory Information & General Notices

1.00 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.

1.30 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. 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 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 statement with current address
- Current homeowners/renter's insurance policy
- 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.

1.40 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 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.

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.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

1.50 Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, 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.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

1.60 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.

1.70 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.

1.80 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.

1.85 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.

1.90 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.

1.95 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.

1.100 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.

1.110 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.

1.120 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.

1.130 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.

1.140 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.

1.160 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 members meet 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 AWARDS: 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 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!

1.170 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.

1.180 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)

1.185 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.

1.190 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.

1.200 Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

1.210 Free and Reduced-Price Food Services; Meal Charge Notifications

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services,* and 4:140, *Waiver of Student Fees*. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

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

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt*, including repeated contacts to collect the amounts and, when necessary, requesting that the student's*

parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, *Free and Reduced-Price Food Services*. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [*or insert lower amount*]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

1.215 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.

CHAPTER 2 – Attendance and Promotion

2.10 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.

2.20 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), attendance at a verified medical or therapeutic appointment (including a victim services provider), 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 TAPS1, attend a civic event,2 or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. 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.

2.30 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.

2.40 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.

2.50 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.

2.55 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.

2.60 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.

2.65 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.

2.70 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.

2.80 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.

2.100 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 or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
    a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
    b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

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

For information on home or hospital instruction, contact: Special Services (217) 243-7402.

2.130 Complaints About Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

CHAPTER 3 – Student Fees and Meal Costs

3.10 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.

3.15 Vandalism

The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

3.20 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 $2.75 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.

Chapter 4 – Transportation

4.10 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.

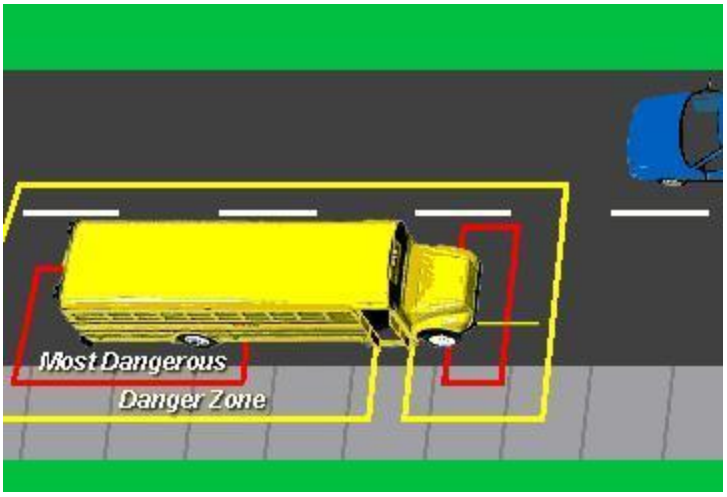
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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.

4.15 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.

4.20 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.

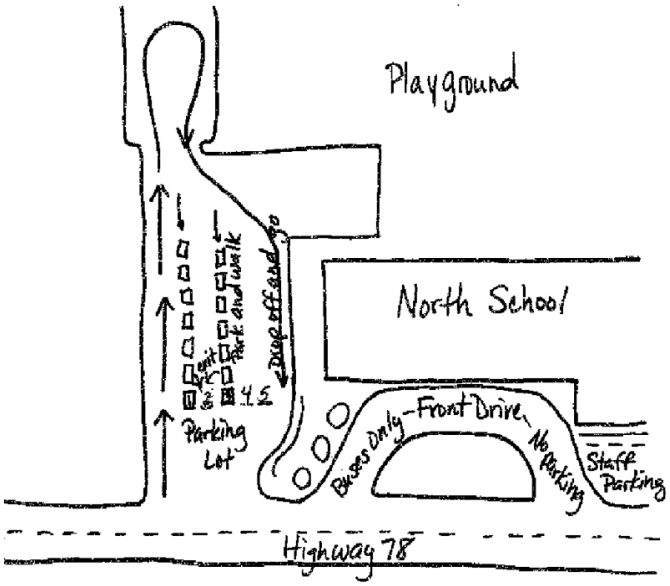
Arrival by car:

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.



CHAPTER 5 – Health and Safety

5.10 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.

5.20 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/or self-administer diabetic testing supplies, equipment, 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/or 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.

5.30 Guidance & Counseling
The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Under Illinois law. any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

5.40 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.

5.50 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.

5.60 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.

5.70 Targeted School Violence Prevention Program
Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

5.80 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

CHAPTER 6 – Discipline and Conduct

6.10 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.

6.20 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.

6.30 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. 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.
24. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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 prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes 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 permitted by State law.

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 a likes" 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.

6.40 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 from ~~the~~ military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, parenting status, 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.
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.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

6.42 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's

actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform
Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.
Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.
Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.45 Sexual Harassment & Teen Dating Violence Prohibited

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; physical appearance; socioeconomic status; academic status; 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.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

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, Title IX 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/Title IX 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

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process
Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement
Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.
Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.50 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.

6.60 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.

6.70 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.

6.80 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

7.10 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.

7.20 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.

7.27 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.

7.40 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

7.50 Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Section 8 – Search and Seizure

8.10 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.

CHAPTER 9 – Extracurricular and Athletic Activities

Extracurricular and athletic activities are offered at the middle and high school level.

CHAPTER 10 – Special Education

10.10 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

10.20 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.

10.30 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.

10.50 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.

10.60 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.

10.70 PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental
disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.

You may also contact the following District employee for assistance: Barbie Davidsmeyer, 217-243-7402

Section 11 – Student Records

11.10 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.

11.20 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

11.30 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 12 – Parental Right Notifications

12.10 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.

12.20 Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: IAR (Grades 3-5) and the Illinois 5 Essentials Survey (Grade 5).

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

12.30 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.

For information on supports and services available to homeless students, please call the Homeless Liaison at 217-243-9411.

12.40 Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, 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.

12.60 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 Director of Curriculum at (217) 243-9411.

12.70 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.

12.80 Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Matt Swift
Director of Buildings and Grounds
217-243-9411

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

12.90 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.

12.100 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.

12.105 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.

12.110 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 – 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.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQ

~~**12.120 Sex Offender & Violent Offender Community Notification Laws**~~

~~To: Parent(s)/Guardian(s)~~

~~Re: Offender Community Notification Laws~~

12.130 Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

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

a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
b. The teacher is teaching under emergency or other provisional status.
c. The teacher is teaching in the field of discipline of the certification of the teacher.
d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20.

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 aggregated 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.

IV. Parent & Family Engagement Compact

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 under certain circumstances. For additional information, see handbook procedure 12:100.

Student/Parent Handbook Acknowledgement and Pledge

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

Elementary Student Handbook

2024-2025



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!

Mr. Braxton Stewart
Mr. Braxton Stewart, Principal

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CHAPTER 1 – Introductory Information & General Notices

1.00 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.

1.30 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. 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 South 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 statement with current address
- Current homeowners/renter's insurance policy
- 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.

1.40 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 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.

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.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

1.50 Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, 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.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

1.60 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.

1.70 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.

1.80 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.

1.85 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.

1.90 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.

1.95 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.

1.100 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.

1.110 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.

1.120 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.

1.130 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.

1.140 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.

1.160 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.

1.170 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.

1.180 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)

1.185 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.

1.190 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.

1.200 Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

1.210 Free and Reduced-Price Food Services; Meal Charge Notifications

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services,* and 4:140, *Waiver of Student Fees*. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

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

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt*, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits* to determine if the student qualifies for such benefits under Board policy 4:130, *Free and Reduced-Price Food Services*. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [*or insert lower amount*]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

1.215 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.

CHAPTER 2 – Attendance and Promotion

2.10 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.

2.20 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), attendance at a verified medical or therapeutic appointment (including a victim services provider), 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 TAPS1, attend a civic event,2 or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. 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.

2.30 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.

2.40 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.

2.50 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.

2.55 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.

2.60 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.

2.65 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.

2.70 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.

2.80 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.

2.100 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 or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
    a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
    b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

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

For information on home or hospital instruction, contact: Special Services (217) 243-7402.

2.130 Complaints About Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

CHAPTER 3 – Student Fees and Meal Costs

3.10 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.

3.15 Vandalism

The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

3.20 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 $2.75 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

4.10 Bus Transportation

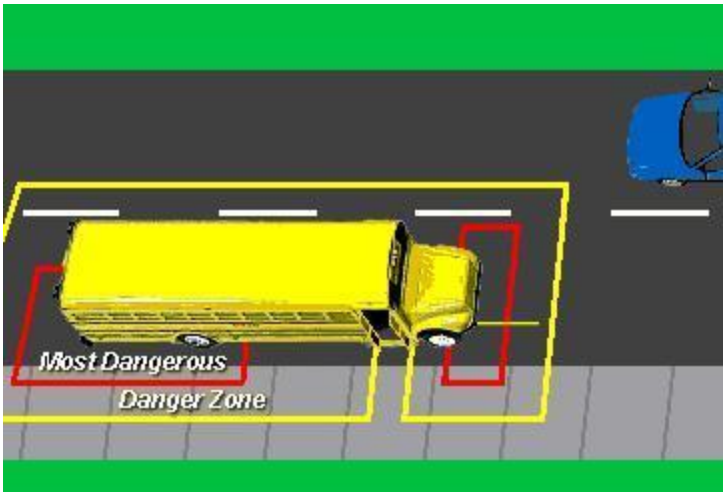
The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which 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.

4.15 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.

4.20 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 "crisscross"
- 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.

CHAPTER 5 – Health and Safety

5.10 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.

5.20 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/or self-administer diabetic testing supplies, equipment, 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/or 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.

5.30 Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Under Illinois law. any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

5.40 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.

5.50 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.

5.60 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.

5.70 Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

5.80 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

CHAPTER 6 – Discipline and Conduct

6.10 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.

6.20 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.

6.30 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. 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.
24. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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 prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes 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 permitted by State law.

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 a likes" 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.

6.40 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 from ~~the~~ military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, parenting status, 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.
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.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

6.42 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform
Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.
Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.
Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.45 Sexual Harassment & Teen Dating Violence Prohibited

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; physical appearance; socioeconomic status; academic status; 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.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

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, Title IX 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/Title IX 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

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process
Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement
Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.
Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited
Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.
Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.50 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.

6.60 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.

6.70 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.

6.80 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.

CHAPTER 7 – Internet, Technology, & Publications

7.10 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.

7.20 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.

7.27 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.

7.40 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

7.50 Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

CHAPTER 8 – Search and Seizure

8.10 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.

CHAPTER 9 – Extracurricular and Athletic Activities

Extracurricular and athletic activities are offered at the middle and high school level.

CHAPTER 10 – Special Education

10.10 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

10.20 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.

10.30 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.

10.50 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.

10.60 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.

10.70 PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians
The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.
IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental
disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.

You may also contact the following District employee for assistance: Barbie Davidsmeyer, 217-243-7402

CHAPTER 11 – Student Records

11.10 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.

11.20 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>11.30 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.

CHAPTER 12 – Parental Right Notifications

12.10 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.

12.20 Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: IAR (Grades 3-5) and the Illinois 5 Essentials Survey (Grade 5).
Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests.
Parents/Guardians can assist their students to 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 during 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.

12.30 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.

For information on supports and services available to homeless students, please call the Homeless Liaison at 217-243-9411.

12.40 Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, 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.

12.60 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 Director of Curriculum at (217) 243-9411.

12.70 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.

12.80 Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Matt Swift
Director of Buildings and Grounds
217-243-9411

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

12.90 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.

12.100 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.

12.105 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.

12.110 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 – 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.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQ

12.130 Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

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

a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
b. The teacher is teaching under emergency or other provisional status.
c. The teacher is teaching in the field of discipline of the certification of the teacher.
d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20.

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 aggregated 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.

IV. Parent & Family Engagement Compact

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 under certain circumstances. For additional information, see handbook procedure 12:100.

Student/Parent Handbook Acknowledgement and Pledge

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

Elementary Student Handbook

2025-2026



Washington Elementary

524 S Kosciusko St.

Jacksonville, Illinois 62650

(217) 243-6711

www.jsd117.org

Message from the Principal and Staff

Welcome to the 2025-26 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 safe environment for all students to succeed and learn at high levels while empowering students to be leaders.

Washington Elementary School's Mission:

Washington Elementary: Educating Tomorrow's Leaders

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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CHAPTER 1 – Introductory Information & General Notices

1.00 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.

1.30 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. Tracy Thrasher, Dean of Students

The school is located and may be contacted at:

524 S Kosciusko
Jacksonville, IL 62650
217-243-6711
www.washington.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 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 statement with current address
- Current homeowners/renter's insurance policy
- 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.

1.40 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 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.

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.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

1.50 Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, 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.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

1.60 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.

1.70 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.

1.80 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.

1.85 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.

1.90 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.

1.95 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.

1.100 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.

1.110 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.

1.120 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.

1.130 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.

1.140 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.

1.60 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.

1.70 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.

1.180 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)

1.185 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.

1.190 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.

1.200 Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

1.210 Free and Reduced-Price Food Services; Meal Charge Notifications

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services,* and 4:140, *Waiver of Student Fees*. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

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

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt*, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits* to determine if the student qualifies for such benefits under Board policy 4:130, *Free and Reduced-Price Food Services*. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [*or insert lower amount*]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

1.215 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.

CHAPTER 2 – Attendance and Promotion

2.10 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.

2.20 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), attendance at a verified medical or therapeutic appointment (including a victim services provider), 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 TAPS1, attend a civic event,2 or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. 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.

2.30 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.

2.40 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.

2.50 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.

2.55 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.

2.60 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.

2.65 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.

2.70 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.

2.80 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.

2.100 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 or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
    a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
    b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

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

For information on home or hospital instruction, contact: Special Services (217) 243-7402.

2.130 Complaints About Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

CHAPTER 3 – Student Fees and Meal Costs

3.10 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.

3.15 Vandalism

The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

3.20 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 $2.75 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.

CHAPTER 4 – Transportation

4.10 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.

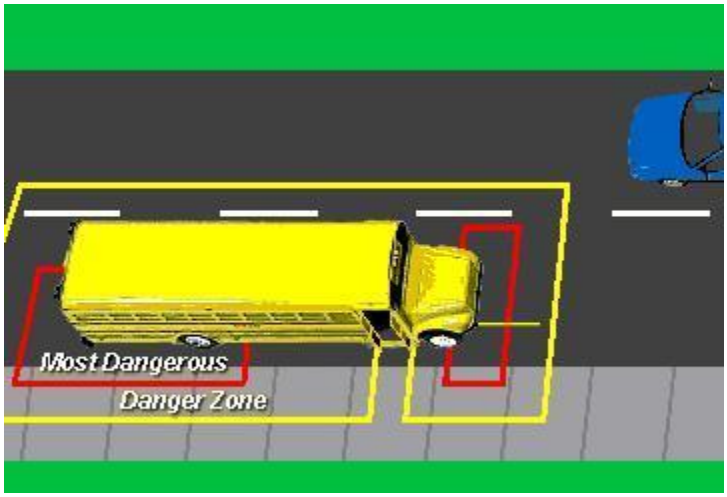
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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.

4.15 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.

4.20 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 2:25 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.

CHAPTER 5 – Health and Safety

5.10 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>5.20 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/or self-administer diabetic testing supplies, equipment, 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/or 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.

5.30 Guidance & Counseling
The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Under Illinois law. any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

5.40 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.

5.50 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.

5.60 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.

5.70 Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

5.80 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

CHAPTER 6 – Discipline and Conduct

6.10 General Building Conduct

Students shall not arrive at school before 7:30 a.m. Classes begin at 8:00 a.m.; students are dismissed at 2:30 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways, nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.

- Chewing 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.

6.20 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.

6.30 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. 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.
24. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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 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 prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for

others. It includes 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 permitted by State law.

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 a likes" 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.

6.40 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 from ~~the~~ military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, parenting status, 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.
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.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

6.42 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited
Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and

School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform
Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.
Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.
Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.45 Sexual Harassment & Teen Dating Violence Prohibited

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; physical appearance; socioeconomic status; academic status; 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.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

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, Title IX 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/Title IX 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

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.
Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.50 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.

6.60 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.

6.70 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.

6.80 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.

CHAPTER 7 – Internet, Technology, & Publications

7.10 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.

7.20 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.

7.27 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.

7.40 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

7.50 Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

CHAPTER 8 – Search and Seizure

8.10 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.

CHAPTER 9 – Extracurricular and Athletic Activities

Extracurricular and athletic activities are offered at the middle and high school level.

CHAPTER 10 – Special Education

10.10 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

10.20 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.

10.30 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.

10.50 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.

10.60 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.

10.70 PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental
disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.

You may also contact the following District employee for assistance: Barbie Davidsmeyer, 217-243-7402

CHAPTER 11 – Students and Family Privacy Rights

11.10 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.

11.20 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

11.30 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.

CHAPTER 12 – Parental Right Notifications

12.10 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.

12.20 Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: IAR (Grades 3-5) and the Illinois 5 Essentials Survey (Grade 5).

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

12.30 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.

For information on supports and services available to homeless students, please call the Homeless Liaison at 217-243-9411.

12.40 Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, 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.

12.60 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 Director of Curriculum at (217) 243-9411.

12.70 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.

12.80 Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Matt Swift
Director of Buildings and Grounds
217-243-9411

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

12.90 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.

12.100 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.

12.105 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.

12.110 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 – 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.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQ

12.130 Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

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

a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
b. The teacher is teaching under emergency or other provisional status.
c. The teacher is teaching in the field of discipline of the certification of the teacher.
d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20.

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 aggregated 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.

IV. Parent & Family Engagement Compact

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 under certain circumstances. For additional information, see handbook procedure 12:100.

Student/Parent Handbook Acknowledgement and Pledge

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

TAP Student Employee Handbook

2025-2026



Transitional Adult Program

30 North Central Park Plaza
Jacksonville, IL 62650
217-243-0065 x 1501

TAP Teachers

Bailey Brammeier- x 1502 **bbrammeier@jsd117.org**
Meredith Blevins- x1503 **mblevins@jsd117.org**

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Goal

- **At TAP our goal is to maintain and improve independence through real life learning and experiences. We focus on functional life and vocational skills so that student employees can become as independent as possible. Our ultimate goal is for student employees to gain the skills needed to obtain meaningful employment. We also hope to instill a better understanding of what type of environment would be appropriate for them to live, when they are ready to move on from their current living situation.**

Attendance

- **Daily attendance is expected and crucial at TAP. TAP follows all district and state attendance requirements. Chronic absenteeism can result in removal from the program. If a student employee is not going to be at TAP they or their guardian need to call or email before 8am. Absences must be reported by:**

  calling the TAP phone at 217-243-0065 x 1501
  or
  emailing TAP staff at tap@jsd117.org

Dress Code/ Hygiene

- **Good hygiene and appropriate dress are areas of focus at TAP. Student employees should shower, brush teeth, groom hair, and put on clean clothes daily. We have a shower at TAP, if a student employee comes to TAP with unacceptable hygiene they may be required to shower. Each day student employees should come dressed to interact with the public. Pajamas, tight fitting clothing, inappropriate logos, and sagging pants are not permitted. Leggings must be worn with a shirt that is fingertip length and dresses must be to the knee or longer. Comfortable shoes are required due to our active programming. If a student employee is dressed in clothing deemed inappropriate by TAP staff, staff will talk with the student employee and parent/guardian if needed. It is noted that as students gain community employment experiences they may be required to wear specific attire for the placement. Community job placement dress requirements will be communicated as needed. Multiple infractions against the dress code could result in disciplinary measures.**

Behavior

- **Student employees at TAP must demonstrate appropriate workplace behavior. Lying, cheating, stealing, and bullying will not be tolerated. Inappropriate behaviors will be handled on a case by case basis with involvement of appropriate administration. Consequences will be assigned according to the severity of the offense. Multiple offenses or a severe offense could result in removal from TAP with possible placement at JHS, if the student employee would like to continue their education.**

Grading

- **At TAP we utilize pass/fail grading. Grades are posted at the end of every quarter. Student employees earn a passing grade by maintaining consistent attendance and trying their best. If a student employee is exhibiting behaviors that would warrant a failing grade, it will be communicated to both the student employee and the parent/guardian with sufficient time to improve the grade.Two failing quarters will result in removal from the program with possible placement at JHS, if the student employee would like to continue their education.**

Community Outings

- **At TAP we take frequent outings in order to get real life experiences in our community. We are also fortunate to be located on The Square in downtown Jacksonville which lends itself to multiple opportunities to walk to different businesses when the want/need arises. Due to the nature of our program sometimes these outings are spur of the moment. At the back of this handbook are multiple release forms. One of these is a community outing release. This form is good for one year and allows the student employee to attend all community outings throughout that year. Some community outings may require money to be provided by the student employee/ family. If assistance is needed in order to fund these occasions please contact TAP staff.**

Cell Phones

- **Student employee cell phone use will be limited to their 30 minute lunch break and on community outings for safety reasons. Cell phones will be checked in upon arrival in the morning and kept in a safe location for the duration of the day with the exception of their 30 minute lunch period. Student employees are responsible for remembering to retrieve their phones at the end of the work day. Feel free to contact TAP staff in the event that a message needs to be passed on to a student employee during the work day.**

Media

- **The success of our business greatly depends on media releases and social media advertisement. We love to feature our student employees and allow them to be the face of our business. A media release is included at the end of this handbook in order for us to be able to use student employee photographs and first names in advertisements and media publications.**

Lunch

- **Student employees are provided a school lunch daily at the established rates set by the school district (free/reduced paperwork available upon request). Student employees are allowed to bring their lunch, but it needs to be either cold or require less than 5 minutes microwave time.**

Extra Hours

- **We try on occasion to have our business, The Crimson Corner, open for after school hours. These special hours often coincide with events that are happening on The Square. This provides customers who normally would not be able to visit during regular business hours the opportunity to support us. Although these hours are not required, they are strongly encouraged. Extra hours will be announced as far in advance as possible. Transportation will not be provided for hours outside of the regular school day. TAP afterhours opportunities will be limited to 2-5 students. Workers will be chosen based on behavior, attendance, permission form turn in, and overall daily performance.**

Student Employee and Parent/Guardian Handbook Acknowledgement

By signing below I acknowledge that I have received and reviewed the TAP student employee handbook. I understand and will uphold the handbook's contents. If I have any questions or concerns those can be directed to TAP staff.

Student Employee Signature:_____Date:_____

Parent/Guardian Signature:_____Date:_____

Community Outing Release

By signing below I grant permission for myself/my child to attend community outings as part of the programming at TAP. This includes both bus and walking trips.

Student Employee Signature:_____Date:_____

Parent/Guardian Signature:_____Date:_____

Media Release

By signing below I give permission for my/my child's picture and first name to be used on social media and local media outlets for advertising and publication purposes.

Student Employee Signature:_____Date:_____

Parent/Guardian Signature:_____Date:_____

How to report an absence to TAP

Option # 1

Send an email to:

tap@jsd117.org

Include your name, the date, and the reason for your absence

Option #2

Call:

217-243-0065 x1501

Leave a message stating your name, the date, and the reason for your absence

Reminders:

- You must call or email before 8am the day of the absence in order for it to be excused
- TAP students can call themselves in. This is GREAT practice for work.
- Texting or calling Bailey or Meredith is helpful, but you will also need to do option #1 or option #2



**** Remove this page and keep it handy to refer to when reporting an absence*

D. Consideration to approve the adoption of Board policies 600

CONSENT AGENDA ITEM June 25, 2025

TO: Board of Education
FROM: Noel Beard/Steve Ptacek
SUBJECT: Consideration for approval of the adoption of Board policies

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PROPOSED MOTION BY THE BOARD OF EDUCATION:

That the Board of Education approves the adoption of the following Board policies as presented:

- 2:260 Uniform Grievance Procedure
- 2:265 Title IX Grievance Procedure
- 4:15 Identity Protection
- 4:80 Accounting and Audits
- 5:20 Workplace Harassment Prohibited
- 5:100 Staff Development Program
- 6:150 Home and Hospital Instruction
- 6:235 Access to Electronic Devices
- 7:10 Equal Educational Opportunities
- 7:20 Harassment of Students Prohibited
- 7:60 Residence
- 7:62 District Staff Requests for Nonresident Student Admission
- 7:70 Attendance and Truancy
- 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
- 7:185 Teen Dating Violence Prohibited
- 7:190 Student Behavior
- 7:200 Suspension Procedures
- 7:210 Expulsion Procedures
- 7:250 Student Support Services
- 7:255 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence
- 7:270 Administering Medicines to Students
- 7:310 Restrictions on Publications; Elementary Schools
- 7:315 Restrictions on Publications; High Schools

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

CONSENT ITEM June 25, 2025

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

PROPOSED MOTION BY THE BOARD OF EDUCATION:
That the Board of Education approve Elementary and JMS Title & School Improvement Plans for the 2025-2026 school year as presented.

MOVED BY: _____ Seconded: _____

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

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:	46 -069 -1170 -22 -2001		
Principal:	Tim Chipman		
Address:	1901 W. Lafayette Avenue		
City, ZIP code:	Jacksonville, IL 62650		
Telephone:	217-245-5107		
Email address:	tchipman@jsd117.org		
Planning Year:	**Poverty Rate at Board Approval:**	**40% Waiver: Y/N**	**Local Board of Ed. approval date:**
2025-2026			

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
Alyson Karsgaard	Dean of Students
Emily Bumgarner	EL Teacher
Jill Alexander	Title 1 Reading Teacher
Melissa Bourne	Primary Teacher
Shanon Keller	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:

- Eisenhower School Family Survey (May 2025)*
- Eisenhower School Faculty/Staff Survey (May 2025)*

*Copies submitted via Title 1 Crate.

Needs Assessments

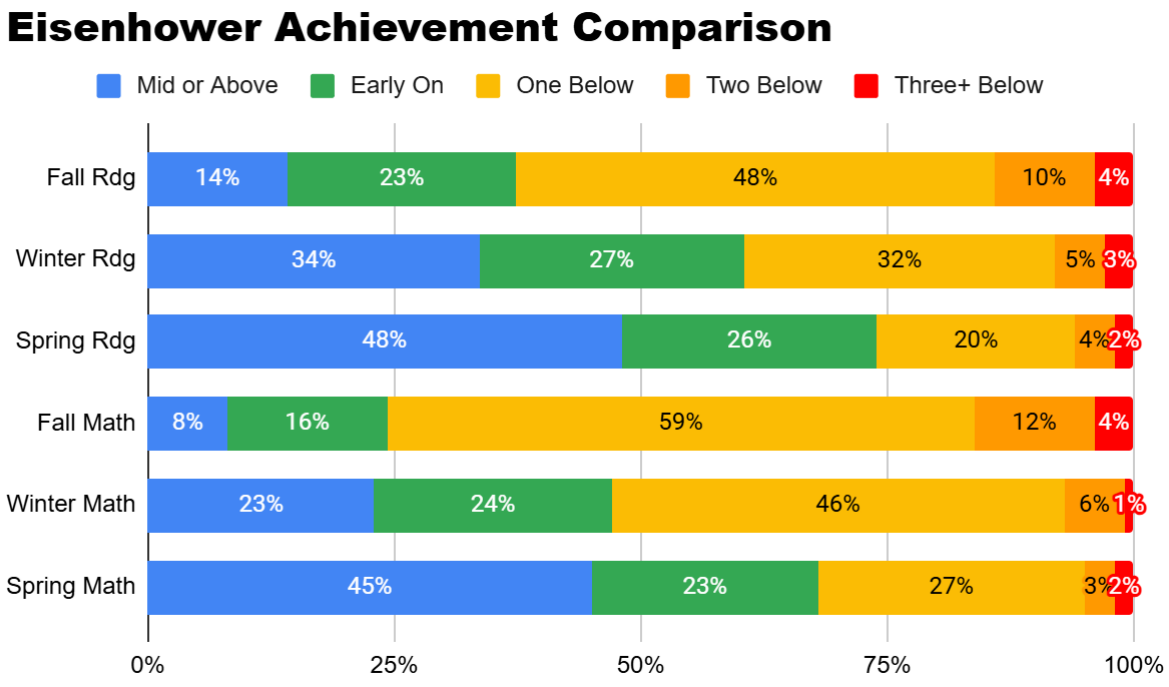
Based on the school's End of Year Parent Survey (45 responding families), 84% of families Strongly Agree they feel welcome at Eisenhower School; 16% of families Agree they feel welcome at the school. When asked about their student(s) feeling prepared for the next grade level, 96% indicated they do feel their student(s) is prepared. When asked if the work at their student's(s') school is challenging, 89% agreed that work is appropriately challenging.

The Eisenhower Parent Teacher Advisory Council (PTAC) held quarterly meetings throughout the 2024-2025 school year.

Academic Data

Data shared in Title 1 Crate: see Eisenhower Benchmark Data 24/25

i-Ready Data:



Year	White (%)	Black (%)	Hispanic (%)	Asian (%)	American Indian (%)	Pacific Islander (%)	Two or More Races (%)
2025	81.4	6.2	5.6	3.6	0	0	3.3
2024	83.3	6.2	4.6	n/a	n/a	n/a	3.3

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

2024-2025:

EISENHOWER SCHOOL GOALS 2024-2025

"CAST THE VISION"

STRENGTHENING THE ACADEMIC CORE (TIER 1)

- Weekly Teacher Team meetings (stated and built into schedule)
  - Common agenda
  - Common emphasis on Priority Learning Standards
  - Adoption of Magnetic ELA Curriculum
- Progress Monitoring and Collection to establish baseline
  - In Grades K-2: iReady (Reading and Math), Literably
  - In Grades 3-5: iReady (Reading and Math), Literably

STRENGTHENING THE SOCIAL/EMOTIONAL CORE (TIER 1)

- Common Expectations
- Common Language
- Common Data Collection

2025-2026:

EISENHOWER SCHOOL GOALS 2025-2026

"MAKE IT COUNT"

STRENGTHENING THE NUMERACY CORE (TIER 1)

- Assessment: Math proficiency in i-Ready in the mid-above range will increase from baseline EOY25 45% to EOY26 65%
  - Tier 1 Best Practices: e.g. student engagement, explaining rationale, classroom visit tools
  - Instruction: development of common math language, per Envision series
  - Professional Development: training from Envision representation

STRENGTHENING THE LITERACY CORE (TIER 1)

- Assessment: growth in ELA i-Ready scores from baseline EOY25 48% Mid-Above to EOY26 60% Mid-Above
- Tiered Reteaching: establish quarterly baseline of those students requiring reteaching (ie, Tier II)
  - Tier 1 Best Practices: e.g. student engagement, explaining rationale, classroom visit tools
  - Instruction: development of common ELA language, per Magnetic series
  - Professional Development: training from Magnetic representation

STRENGTHENING THE CULTURAL CORE (TIER 1)

- Attendance: reduction of number of 10+ tardy families from 27 to 22 (20%)
  Attendance: reduction of number of 4-9 tardy families from 7 to 5 (25%)
  - Family Engagement: introducing the Let Grow initiative
  - Communication: targeted family intervention, encouragement

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.

Eisenhower 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, two Special Education Resource teachers, a shared EL teacher, one and a half Speech Pathologists, 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. Grade levels are partnered to ensure technology instruction reaches all grade levels.

Teachers meet with school personnel, including the Principal, on a weekly basis. 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 Eisenhower 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.

Eisenhower Elementary is fortunate to collaborate with the Jacksonville Pilot Club as business partner, which 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.

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, Eisenhower Elementary utilizes field trips to provide experiences to our students. Teachers frequently have parents come in and give presentations to students about their careers. 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, Eisenhower 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 motto 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.

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 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.

Eisenhower 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, Eisenhower also participates in Early Childhood Transition IEP meetings and invites the middle school to IEP/504 meetings for our exiting fifth graders.

BEHAVIOR REPORT

2024-2025:

Total Referrals 325

2023-2024:

Total Referrals 273

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. Common end-of-year tests were also edited and proctored for the fourth year in a row. Eisenhower in particular, our Guiding Coalition (leadership team), concluded a yearlong book study of Susie Wise's *Design for Belonging.*

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.

The building 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. The principal has also served as an administrator mentor for fellow administrators through the Illinois Principals Association.

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 a number of students who will attend Eisenhower 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.

Eisenhower Elementary also provides information to families via the school website and PTAC 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.

School Improvement Plan

School:	Jacksonville Middle School
Year:	2025-2026
Date Completed:	6/5/2025
Local Board Approval Date:	6/25/25

School Improvement Planning Team	
Name	**Title/Role**
Celeste Lashmett-Principal, Charity Karr- Asst. Principal, Tim Roberts- Asst. Principal, Janean Mays- Asst. Principal	School Administrators
Kristen Shepard- 8th Math, Cathy Gibson- 8th Science, Aji Croft -7th ELA, Mark Holaway -6th SS	Grade Level/Content Area Representation
Doris Peterson -Paraprofessional Building Rep	TA/Paraprofessional Representation
Lesley Dillard-Spec Ed Dept Chair, Adrienne VanBebber -School Social Worker, Karen Werries -Sped Teacher, Sara Watret -Sped Teacher	Special Populations Staff Representation
Darla Hamilton- 6th Math, JEA Co-President	Teacher's Union Representation
Devon Lovell MGT Rep, Tabitha Schweer Asst. Director of Curriculum	Other

Identifying Needs
After the root cause analysis, identify the needs to be addressed in the school improvement plan.
List the data sources (e.g., IAR, local assessments, attendance, 5Essentials, Illinois Quality Framework and Supporting Rubric) the team analyzed to identify the root cause.
IAR, iReady, 5Essentials, IQFSR, EOY Assessments
Based on the root cause analysis, what priorities should be addressed in this school improvement plan?
Priority 1: JMS will increase the percentage of students meeting their typical growth goal on IReady Reading from 61% to 80% for all students and 51% to 80% for CWD as reflected in the Spring 2025 IReady Diagnostic Results report.
Priority 2:JMS will increase the percentage of students meeting their typical growth goal on IReady Math from 55% to 80% for all students and 49% to 80% for CWD as reflected in the Spring 2025 IReady Diagnostic Results report.

District-level Supports
Explain how the DISTRICT will modify its practices and policies to provide operational flexibility that enables full and effective implementation of school improvement plans.
District will support JMS in planning with learning partner and ISBE.
Explain how the DISTRICT will support the school leadership team and ensure that the school is on target in implementing the school improvement plan.
District staff will support JMS in planning and progress monitoring of our SIP plan with learning partner and ISBE.

Implementation
SMART goals are student-centric, and the Key Activities are adult-centric. There should be one SMART goal for English language arts and mathematics. When determining Key Activities, refer to the data and the problem to address.

Cont-School-Imp-Model.pdf

SMART GOAL #1
JMS will increase the percentage of students meeting their typical growth goal on IReady Reading from 61% to 80% for all students and 51% to 80% for CWD as reflected in the Spring 2025 IReady Diagnostic Results report.
What is the evidence-based practice identified to address the root cause?
Tier 1 teaching strategies to increase student engagement.

Action Plan

Key Activities: Focus on adult practice building staff competency and the infrastructure to implement with fidelity.	**Person Responsible**	**Timeline**	**Measure (Data Source)**	**Frequency of Measure**
1. Staff will formatively assess student progress towards priority learning standards.	Admin (walkthroughs)	25-26 school year	Walkthrough checklist (google form)	Weekly
2. Staff will *learn* research based strategies to increase student engagement in regular ed, co-taught, and self-contained classes . (GC will help to create definition of what student engagement is, looks, like, etc. so whole staff knows what we are looking for.)	MGT and Admin	25-26 school year SIP days Utilizing small groups	Staff feedback surveys (sem 2 add to walkthroughs)	SIP Days
3. Staff will *use* tier 1 strategies to improve student engagement in regular ed, co-taught, and self-contained classes.	Admin	Ready for 2nd semester walkthroughs	Walkthrough data	Each leveling term (every 4 week)
4. Special Ed ELA teachers will receive coaching on effective research based teaching strategies in all classroom settings.	MGT and Admin	Monthly 1:1 coaching w/ MGT and Admin, classroom visits, and ELA	PLC Dashboard	3 times year (benchmarking)

Cont-School-Imp-Model.pdf

		department meetings w/ MGT during planning period.		

What resources do you already have to support executing these key activities?
SIP schedule, learning partner relationship, benchmark testing, crimson pride leveling periods

What resources do you need to implement the Key Activities?	
Associated Expense (Budget Detail)	**Possible Funding Source to Support Expenses (e.g., IDEA, Title II, Title I, Title I Part A Section 1003)**
Create staff feedback survey for SIP engagement strategy	free
Create walkthrough forms for admin to utilize	free
PD on research based strategies to increase student engagement	Contract with MGT

SMART GOAL #2				
JMS will increase the percentage of students meeting their typical growth goal on IReady Math from 55% to 80% for all students and 49% to 80% for CWD as reflected in the Spring 2025 IReady Diagnostic Results report.				
What is the evidence-based practice identified to address the root cause?				
Tier 1 teaching strategies to increase student engagement.				
Action Plan				
Key Activities: Focus on adult practice building staff competency and the infrastructure to implement with fidelity.	**Person Responsible**	**Timeline**	**Measure (Data Source)**	**Frequency of Measure**
1. Staff will formatively assess student progress towards priority learning standards.	Admin (walkthroughs)	25-26 school year	Walkthrough checklist (google form)	Weekly
2. Staff will *learn* research based strategies to increase student engagement in regular ed, co-taught, and self-contained classes . (GC will help to create definition of what student engagement is, looks, like, etc. so whole staff knows what we are looking for.)	MGT and Admin	25-26 school year SIP days Utilizing small groups	Staff feedback surveys (sem 2 add to walkthroughs)	SIP Days
3. Staff will *use* tier 1 strategies to improve student engagement in regular ed, co-taught, and self-contained classes.	Admin	Ready for 2nd semester walkthroughs	Walkthrough Data	Each leveling term (every 4 week)
4. Special Ed Math teachers will receive coaching on effective research based	MGT	Monthly 1:1 coaching w/ MGT and Admin, classroom visits,	PLC Dashboard	3 times year (benchmarking)

Cont-School-Imp-Model.pdf

teaching strategies in all classroom settings.		and ELA department meetings w/ MGT during planning period		

What resources do you already have to support executing these key activities?
Common planning periods, SIP schedule, learning partner relationship, benchmark testing, crimson pride leveling periods

What resources do you need to implement the Key Activities?	
Associated Expense (Budget Detail)	**Possible Funding Source to Support Expenses (e.g., IDEA, Title II, Title I, Title I, Part A, Section 1003)**
Create staff feedback survey for SIP engagement strategy	free
Create walkthrough forms for admin to utilize	free
PD on research based strategies to increase student engagement	Contract with MGT

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:**
2024-2025	**51%**		

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 Administrator
Charity Karr	Building Administrator
Janean Mays	Building Administrator
Kelly Zoellner	Curriculum Director
Rachel Weber	Title I Teacher
Raymond Barnett	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.

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

Summary of Needs Assessments:

Professional Learning Survey

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;

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 follow 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 (iReady test, 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 Problem Solving meetings 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 Literably, Pioneer Valley Books,as well as additional intervention materials to best support the needs of the students. Math intervention 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 use 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. This year, PLS aligned formative and summative assessments were updated with standards.

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. iReady tests 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; and

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. Our 7th grade teachers have also worked this year to also implement some of the engineering standards into their curriculum.

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 iReady scores. 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. 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), Scholastic Bowl, Yearbook Club, and Rainbow Revalution Club.

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, Cheerleading, and Dance teams, Football, Softball, Baseball, and Scholastic Bowl.

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 follow 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 (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 Literably, Pioneer Valley Books, 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: RENEW (Rehabilitation for Empowerment, Natural Supports, Education, and Work) process, and more frequent sessions with the school counselor or social worker. SEL lessons are run by the school

counselors. Students struggling with grades meet with a counselor before school and during lunch, where they address study skills and social-emotional skills and also provide time 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.

This year, JMS worked directly with the Boys and Girls Club to build an afterschool program that supports struggling students. We first identified students that needed additional academic support 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 small groups of identified students through our school-wide needs assessment (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 relatively low-key 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 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 23-24 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.

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. These online forms of professional development are offered through The Master Teacher Online. 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. Many of our staff took part in “RTI at Work” training that helped expose many of them to the different supports/opportunities offered to students to help them be successful. This training also focused 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 Guided Coalition meets to discuss what areas of professional development are needed. The JMS MTSS 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

Lincoln Elementary School

School Based Strategic Planning SY2526

The Lincoln Mission: ***The Lincoln Elementary School Staff supports ALL students, ensuring academic, social, and emotional success at high levels in a safe and loving environment.***

TEAM & COLLABORATION INFORMATION

Success Equation Team - *ILT, Team that will present mid year with you (should be compiled with a variety of stakeholders)*							
Sue Lovdahl Principal	Dean	Jon Zang - PE	Steph Noel Special Ed	Title	Jess Brown -1st Karen Fezler - K Allyson Maul -K	Sam Gregory - 2nd Jody Haskell - 3rd	District Admin Kelly Zoellner Tabitha Schweer

Criteria for Success of the Plan

- Plan is written clearly and specifically so that it is actionable/measurable in nature
- Plan is focused, so that no more than 3 priorities are executed on for the school year
- Plan covers key components of running a successful school – Academic/SEL/Adult Culture strategy that will drive outcomes for your specific school
- Plan is written realistically accounting for the resources (i.e. people, time, and money) required to execute on it
- Plan meets the criteria/guidance designated for each section
- Those responsible for executing parts of the plan have seen it and are bought in prior to submission

SCHOOL VISION and PLANNING OVERVIEW

Principal:	School:
Vision for the school & Student Experience: ● Everyone in our school community feels seen, heard, included, and that their presence matters. ● Students know they belong and that being at school means contributing to something meaningful. ● We support academic and emotional growth by encouraging personal best each day.	

- We take shared responsibility for meeting student needs through teamwork and support.
- We partner with families through open communication and keep students at the center of all decisions.

Theory of Action of the Priorities: (how they all connect) If we _____, then we will see _____.	
High Level Priorities (area of focus)	Outcomes: School Goals *(metrics that show the outcomes you expect to*
Priority 1: All students feel like they BELONG at Lincoln Elementary School.	**Outcome 1:** Decrease chronic absenteeism from **31%** to **less than 20%.**
Priority 2: Students can explain and justify their mathematical thinking in written and oral responses.	**Outcome 2:** Increase the overall proficiency on Math iReady from **35%** of students **ranked mid or above** to **50%** of students ranked mid or above.
Priority 3: Students provide text evidence to support their ideas and use topic or text-specific language in written and oral responses.	**Outcome 3:** Increase the overall proficiency on Reading iReady from **39%** of students **ranked mid or above** to **55%** of students ranked mid or above.

Outcome 1: If students feel like they belong at Lincoln Elementary School, then we will decrease chronic absenteeism from 31% to less than 20%					
Area of Emphasis	Strategic Statements Clarity on how a team is going to achieve measurable improvement using evidence-based practices. • *Begin each statement with "**teachers/Staff will...**" (and/or which specific group of teacher and staff).* • *Use an **action verb of observable behavior** which must be done.* • *Write clear, concise statements that describe what you intend to accomplish. (Be specific.)* • *Make sure each teacher/staff strategy addresses the issues and connects back to the measurable priority.*	Metrics • *What are the quantitative outcomes that are associated with achievement of this strategic statement? (They may be an interim measure or directly related to a school goal measure)*	System for Monitoring • *How will your team know that you're making progress?* • *How and what evidence/data will be collected to measure growth towards meeting that priority?* • *How will your team respond if it isn't moving?* • *How will your team respond if it is moving?*	Person Responsible *What person(s) will be responsible for executing?*	Completion Date *By when will you expect the action to be complete? If ongoing, indicate the frequency.*
School Culture	Staff will greet students as they come into the building and/or classroom each day. Staff will proactively communicate with students to reinforce expectations,	Increase in percentage of students responding positively to the survey item " I feel	Student Belonging Survey will be administered in fall (October) and Spring (April), results will be	Dean of Students, Principal	Action will be completed by May, 2026

	encourage effort, and support emotional well-being. Staff will create positive, consistent rules for each area of the building (classroom, bathroom, hallway, cafe, etc.) These will be posted in the appropriate areas, and explicitly teach those expectations to students at the beginning of the year and review them monthly.	welcome at school from fall to spring. Decrease in behavior incidents occurring during arrival time and breakfast, as tracked in office discipline referrals. 100% of classrooms and common areas have posted expectations by August 14th, 2025. All grade levels complete teaching of schoolwide expectations during the first two days of school, review them monthly, and reteach them at the beginning of the second semester.	reviewed by the Guided Coalition team and shared with staff. Office Discipline Data will be reviewed monthly by the Dean of Students to track patterns during arrival time. The Guided Coalition Team will review both data sources to monitor progress and adjust strategies as needed. Building walk-throughs will be conducted by the principal/Dean of Students every five weeks to confirm that expectations are posted and visible in all areas. Grade level teams will complete a simple checklist after initial teaching, monthly reviews, and January reteaching to confirm	Dean of Students/Principal	Action will be complete in May of 2026..

	Principal will do a 5 week cycle of observation and feedback on the Culture of Learning as it relates to belonging.		delivery of expectation lessons.		
Tracking Attendance	Lincoln Elementary will reduce chronic absenteeism by building strong connections with students and families, monitoring attendance closely, and providing consistent outreach and support to improve attendance habits.	Chronic absenteeism will decrease from 31% to below 20% by the end of the school year. Teachers will enter daily attendance into Skyward with 100% accuracy. The school secretary will maintain a log of all absences, including parent-reported reasons and whether contact was made. All unverified absences will receive a same-day phone call from the office, and the outcome will be documented in the log. Students reported absent due to illness will receive a	Daily attendance is recorded by teachers in Skyward and tracked in a handwritten log by the school secretary. The principal and dean of students review the secretary's attendance log daily to verify contact has been made and to identify trends. Weekly Skyward reports are generated to monitor attendance patterns and flag students nearing or exceeding chronic absenteeism (10% or more). Students with five or more absences are flagged for Tier 2 intervention and monitored through	Principal, Dean of Students, Secretary, Nurse, Assigned Staff members	Action will be complete in May of 2026

		follow-up phone call from the school nurse to confirm symptoms and assess health concerns. A photocopy of the daily attendance log will be shared with the principal and dean of students to support follow-up and ensure transparency. Students with five or more absences will be flagged for Tier 2. An attendance intervention flowchart will be followed to guide Tier 1, Tier 2, and Tier 3 responses. All Tier 2 and Tier 3 interventions will be documented and reviewed regularly.	the school's attendance flowchart. Students in Tier 2 and Tier 3 are documented in the MTSS system, with notes on attendance interventions and parent outreach. The Guided Coalition Team will review monthly attendance data, monitor progress toward the goal, and adjust intervention strategies.		
Family Engagement	Staff and school leaders will partner with families to form a Parent-Teacher Organization in the fall of 2026 to strengthen school-home communication,	A list of interested parents is collected at Open House and/or through follow-up	Principal and designated staff liaison will maintain a record of parent interest collected at	Principal and all staff members.	Action will be complete in May of 2026.

	increase family involvement, and support a positive school climate.	communications by September 15th, 2025. A planning meeting with staff and interested parents is held by October 1, 2026. Bylaws,officers, and a shared calendar of meetings are established and shared with the school community by November 1, 2026. At least two PTO Meetings are held by the end of the 2026 school year. Parent and staff feedback is collected at the end of the year to evaluate the effectiveness and impact of the PTO. At Open House, all families will receive printed information highlighting the importance of	Open House and follow-up outreach. Meeting agendas, sign-in sheets, and minutes from planning official PTO meetings will be collected and stored in a shared school drive. Bylaws, officer list, and meeting calendar will be submitted to the principal and shared with the school community by November 1st, 2026. Participation logs and event feedback forms will be used to track engagement and inform end-of-year reflection. Guided Coalition team will review progress in winter and spring to assess sustainability and plan next steps.		

		regular attendance and how they can support at home.			
Diverse Learners	Lincoln Elementary will monitor attendance among diverse learners, including students with IEPs, 504 plans, English Learners, and students from all racial and cultural backgrounds and ensure they feel connected and supported through inclusive practices and strong family partnerships.	Attendance data will be disaggregated monthly by subgroup (IEP, 504, ELL, race/ethnicity) and reviewed by the Guided Coalition Team. School events, (Open House, conferences) will include accessible communication (translated materials, interpreters) for ELL families. Staff will participate in a book study related to culturally responsive practices or inclusive school culture.	Attendance data will be disaggregated by subgroups and reviewed monthly by the Guided Coalition Team. Students with frequent absences will be flagged and discussed during Problem Solving Meetings. Staff participation in professional learning will be tracked to ensure support strategies are implemented consistently.	Principal and all staff members	Action will be completed in May of 2026.

Resources: *What resources (i.e. coaching, materials, PD time, etc. will be required to support this priority)?*

1. *Teachers need training around learning acceleration.*
2. *Teachers need training around learning acceleration.*

Fostering Resilient Learners by Kristin Souersand Pete Hall will support staff in using trauma-informed strategies to strengthen student relationships and belonging. Through a school wide book study, teachers will explore how adversity affects behavior and attendance, and learn practical ways to create safe, supportive classrooms.

Outcome 2: If students can explain and justify their answers in math, then there will be an increase in achievement scores on Math iReady from 35% of students ranked mid or above to 50% of students ranked mid or above.					
Area of Emphasis	Strategic Statements Clarity on how a team is going to achieve measurable improvement using evidence based practices. • *Begin each statement with "teachers/Staff will..." (and/or which specific group of teacher and staff).* • *Use an action verb of observable behavior which must be done.* • *Write clear, concise statements that describe what you intend to accomplish. (Be specific.)* • *Make sure each teacher/staff strategy addresses the issues and connects back to the measurable priority*	Metrics • *What are the quantitative outcomes that are associated with achievement of this strategic statement? (The may be an interim measure of directly related to a school goal measure)*	System for Monitoring • *How will your team know that you're making progress?* • *How and what evidence/data will be collected to measure growth towards meeting that priority?* • *How will your team respond if it isn't moving?* • *How will your team respond if it is moving?*	Person Responsible *What person(s) will be responsible for executing?*	Completion Date *By when will you expect the action to be complete? If ongoing, indicate the frequency.*
	The master schedule will be designed to protect core math instruction, ensuring students are not pulled for services during lessons focused on priority math standards.	The master schedule reflects uninterrupted math blocks for 100% of classrooms, finalized before the first day of school. Support schedules are aligned to avoid core math instruction time in 100% of grade levels by August 14th, 2025. Teacher feedback collected in fall indicates that core math instruction time is being consistently preserved.			

	Teachers will analyze student math writing samples and oral responses during PLCs every 4-6 weeks to identify patterns in reasoning, adjust instruction and provide targeted support.	PLC meeting schedules are submitted to the principal by September 15th and include a minimum of one math data discussion every 4-6 weeks. Student math writing samples are collected and reviewed at least every 4-6 weeks, with notes or summaries shared in a team folder of planning documents. Adjustments to instruction or grouping based on analysis are documented in PLC notes or planning forms. By the end of the semester 80% of teams used student work to inform instructional decisions.	The principal will create a building-wide PLC schedule and include it on the academic calendar at the start of the year. PLC meetings will take place on a designated day each week, preferably when teachers have a 50 minute planning period. The first PLC meeting of each month will include Title 1 staff, with substitute coverage arranged as needed. The third PLC meeting of the month will include resource teachers. The principal will attend PLC meetings on the designated day to support collaboration and instructional planning. Math writing samples and analysis notes will be stored in a shared team drive or folder for review by principal during scheduled check-ins.		

	Teachers will provide regular opportunities for students to explain and justify their mathematical thinking using sentence stems, visual models, and structured discussion protocols.	Each grade level will identify and post math sentence stems in classrooms by September 15th, 2025. ("I solved this by. . . . . .I agree/disagree because. . . . . .") Walkthroughs show evidence of students engaging in math talk or justification in at least 80% of observed classrooms. Teachers include discussion or justification protocols in math lesson plans and PLC discussions Student work samples demonstrate increasing use of reasoning language and visual models throughout the year.	Walkthroughs and conversations will include follow-up on how PLC insights are informing instruction. The Guided Coalition team will review PLC documentation at the end of each semester to ensure that data analysis is leading to responsive instructional planning. Principal walkthroughs focused on evidence of students explaining and justifying their thinking. Student work samples collected during PLC cycles will be reviewed to track growth in use of reasoning language. The Guided Coalition Team will review progress each semester and provide feedback or additional support as needed.		

Family Engagement	We'll help families support their child's math learning by sharing simple tools and student work that show how kids explain their thinking. Families will be included in activities and conversations that make math feel more clear and connected to home.	At least 90% of families will receive communication explaining how students are learning to justify their thinking in math. Math explanation sheets such as "Ask Me About My Math Thinking"will be sent home at least once per quarter. Student math work that includes written or verbal justification will be shared with families during parent-teacher conferences. A family math event (Math Night) will be held to engage families in understanding and supporting mathematical thinking. Feedback from families (short surveys) will show increased comfort in	Teachers will document when math sheets are sent home through Class DoJo. Parent -teacher conference forms/sign-in sheets, will include a section noting whether student math work was shared and discussed. Attendance at family math events (Math Night) will be tracked to monitor engagement levels. Informal feedback will be gathered from families through quick surveys, exit slips, or conversation notes to assess conference and understanding. The Guided Coalition team will review samples of classroom-family communication each quarter to ensure consistency and		

		supporting math learning at home.	alignment with the goal.		
Diverse Learners	Teachers will support diverse learners in explaining their math thinking by using strategies that match their individual learning needs and giving them multiple ways to show what they know	Teachers will consistently use differentiated strategies during math instruction to help diverse learners explain their thinking , as reflected in lesson plans, student work, or PLC discussions.	Lesson plans and instructional materials will be reviewed periodically to ensure differentiated supports (sentence starters, visuals, manipulatives) are used to help diverse learners explain their math thinking. Student work samples from IEP, 504, and ELL students will be collected and reviewed each quarter to look for evidence of explanation and justification.		
	IEP case managers and ELL teachers will collaborate with classroom teachers to align math supports with student learning plans.	Meeting notes will show that 100% of IEP case managers and ELL teachers meet with classroom teachers at least once per month to align math supports with student learning plans.	The principal will review month collaboration notes to ensure IEP case managers and ELL teachers are regularly aligning math supports with classroom instruction. Follow-up will occur if needed.		

Resources: *What resources (i.e. coaching, materials, PD time, etc. will be required to support this priority)?*

3. *Teachers need training around learning acceleration.*
4. *Teachers need training around learning acceleration.*

Teachers may need support and professional development focused on helping students explain and justify their mathematical thinking. Possible training with Envision could strengthen staff confidence and instructional practices in this area.

Outcome 3: If students can provide text evidence to support their ideas and use topic or text-specific language in written and oral responses, then there will be an increase in achievement scores on Reading iReady from 39% of students ranked mid or above to 55% of students ranked mid or above.

Area of Emphasis	Strategic Statements Clarity on how a team is going to achieve measurable improvement using evidence based practices. • *Begin each statement with "teachers/Staff will..." (and/or which specific group of teacher and staff).* • *Use an action verb of observable behavior which must be done.* • *Write clear, concise statements that describe what you intend to accomplish. (Be specific.)* • *Make sure each teacher/staff strategy addresses the issues and connects back to the measurable priority*	Metrics • *What are the quantitative outcomes that are associated with achievement of this strategic statement? (The may be an interim measure of directly related to a school goal measure)*	System for Monitoring • *How will your team know that you're making progress?* • *How and what evidence/data will be collected to measure growth towards meeting that priority?* • *How will your team respond if it isn't moving?* • *How will your team respond if it is moving?*	Person Responsible *What person(s) will be responsible for executing?*	Completion Date *By when will you expect the action to be complete? If ongoing, indicate the frequency.*
	Teachers will model and provide guided practice in using text evidence and topic-or-text specific vocabulary, and will provide regular opportunities for students to apply these skills in both written and oral responses	By January, 90% of classrooms will demonstrate evidence of teacher modeling and guided practice in using text evidence and academic vocabulary, as observed through classroom walk-throughs and instructional artifacts	The system for monitoring will include monthly classroom walkthroughs using a common observation tool, collection of instructional artifacts during grade level collaboration or lesson plan	Principal Teachers	Action will be completed in May of 2026.

		such as anchor charts, students writing samples, lesson plans, and graphic organizers.	reviews, and student work analysis during data meetings. Results will be shared quarterly with the Guided Coalition Team to inform ongoing support and professional development.		
	Teachers will implement a common, schoolwide rubric to assess students' use of text evidence and academic vocabulary in written responses, and will collaboratively analyze student work to inform instruction.	By January, 100% of grade-level teams will be using a common school-wide rubric to assess written responses, and 80% of students will score a 3 or higher (proficient) on at least one grade-level written response to reading.	Student writing scored with the common rubric will be collected and reviewed during grade-level meetings. Teams will discuss results and ensure they are using the rubric consistently.	Principal Teachers	Action will be completed May, 2026.
Family Engagement	Staff will provide accessible strategies for families to support reading at home , such as ways to discuss text evidence and vocabulary through Class DoJo, conferences, or take home materials prepared by support staff.	By January, at least 90% of families will receive reading support materials through Class DoJo, conferences, or take home packets, and grade level teams will document at least one method of family outreach related to reading strategies.	Teachers will log when reading support materials are sent home or shared with families using a simple shared tracker. The Guided Coalition Team will review the tracker	Principal Teachers Support Staff	Action will be completed May, 2026.

			quarterly to monitor progress.		
Diverse Learners	Teachers will use differentiated supports such as sentence frames, guided practice, and visuals, to help diverse learners cite text evidence and use academic vocabulary in both written and oral responses.	By January, teachers will use differentiated supports for diverse learners, as seen in walkthroughs and student work. At least 70% of diverse learners will show growth in using text evidence and academic vocabulary, based on a common rubric.	Principal will monitor use of supports during classroom walkthroughs, and teachers will bring student writing samples to PLC meetings to review progress using the common rubric.	Principal Teachers	Action will be completed by May, 2026

Resources: *What resources (i.e. coaching, materials, PD time, etc. will be required to support this priority)?*

5. *Teachers need training to determine what grade-appropriate content is.*
6. *Teachers need training around learning acceleration.*

Lincoln's Learning Partner will support the development and delivery of professional learning aligned to outcome number three, including strategies for teaching students to cite text evidence and use academic vocabulary in written and oral responses.

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

2025-2026/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:**
2023-24	86.1%	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
	Dean of Students
Karen Fezler Allyson Maul	Kindergarten team
Tiffany Rogers Emily Hudson	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
Logyn Little	Resource
Steph Noel	Resource
Kristain Wainman	Self-Contained ID
Madeline Boyd	Social Worker
Rebecca Erickson	Psychologist
Dorothy Fernandes	Speech and Language
Stacy 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

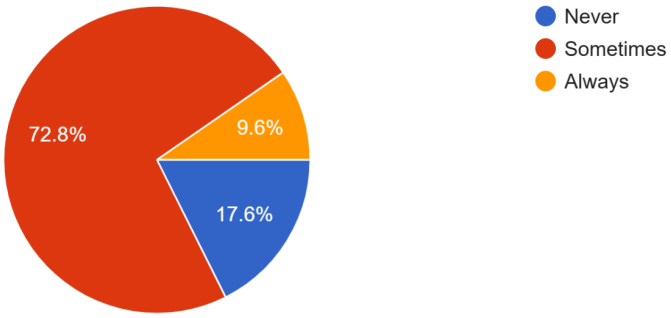
1. 80% of parents feel teachers have good communication.
2. 80% of parents feel satisfied with the level of academic support from Lincoln.
3. 80% of parents feel satisfied with the level of emotional support from Lincoln.
4. 80% of parents feel discipline is handled effectively.

5. 85.7% of parents feel welcome at Lincoln.

Student Needs Assessment Survey (Appendix ___):

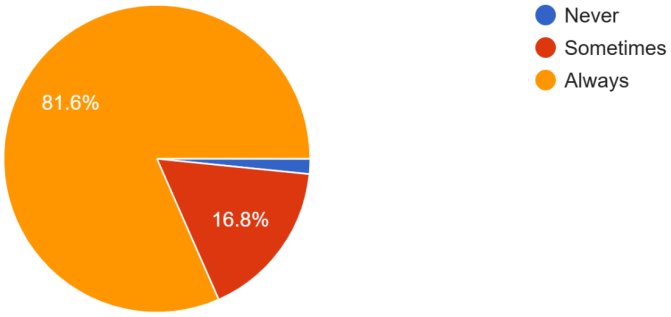
Do you feel that your learning time is being disrupted?

125 responses



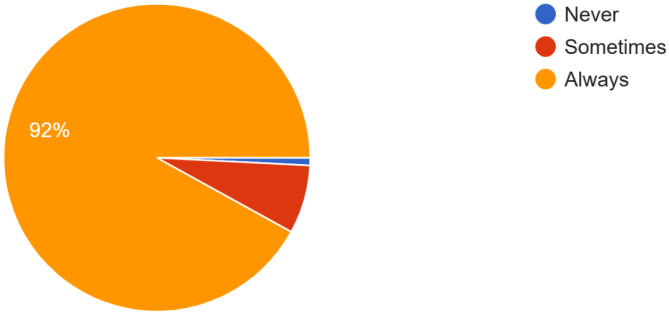
Adults at my school treat students with respect...

125 responses



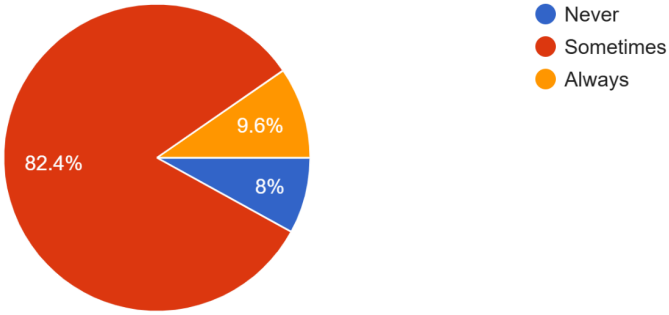
My teacher really cares about me...

125 responses



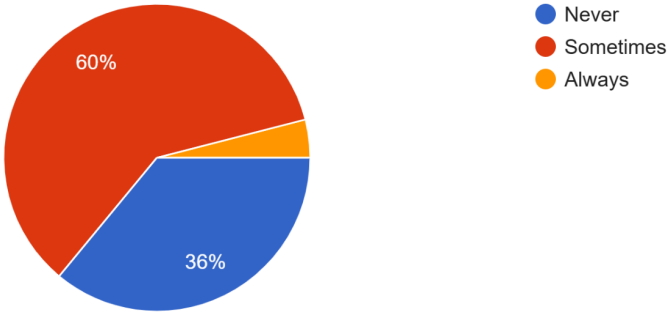
Most students in my school can work out disagreements with each other...

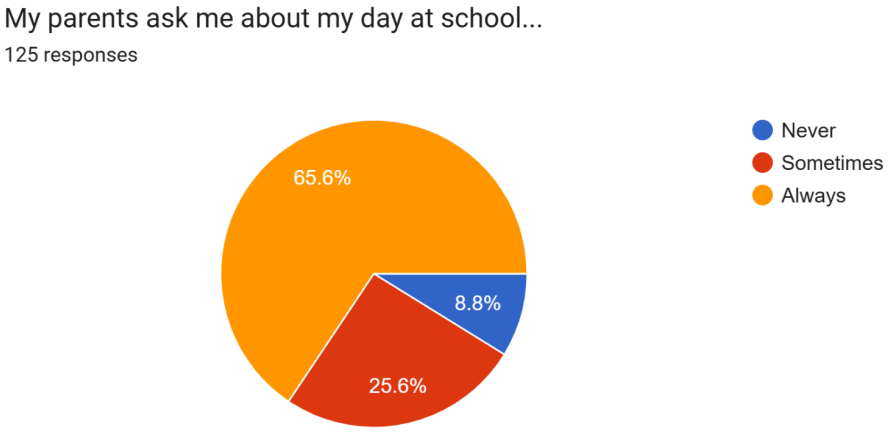
125 responses



Students at my school are often teased or picked on...

125 responses





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 249 students. Data from SKYWARD show that the racial/ethnic background of our student population is 50% White, 22.8% Black, 5.2% 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 25%. Four percent of students are categorized as English Language Learners. Finally, Lincoln has a mobility rate of 16% and 5% 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 31%. 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. In 2025 - 2026, Lincoln staff will participate in a book study of *Fostering Resilient Learners* to support trauma informed practices and student belonging. TNTP will provide professional development aligned to our SIP goals in reading and math. The district will continue training in Magnetic Reading, with possible support in ENvision Math as needed.
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:** In 2025 - 2026, Lincoln will strengthen family and community partnerships through culturally responsive outreach and collaboration with local organizations. We'll begin the year with an open house focused on helping families support learning at home, host a family math night, and send home materials to reinforce reading response and mathematical thinking.
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 2023-2024 and 2024-2025 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 will be a building-wide goal.

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 3 days a week. She sees students with IEP (Individualized Education Plans) social work minutes as the first priority. The school social worker saw approximately 40 students (IEP and non-IEP) on a weekly basis during the 2024-2025 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.

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 2024-25 school year, 5 SASS calls were made. One call to 911 for the mental hospitalization of a student. Ten threat assessments and 8 suicide risk assessments with subsequent parent contacts to follow-up were also made.

- In response, for the 2025 school year, we plan to use the dean position proactively to support student behavior through meaningful interventions such as structured breaks, social-emotional groups, and a

consistent presence throughout the building to prevent escalations before they occur. The dean will also be trained to de-escalate situations early, using strategies that help students regulate and return to learning more quickly.This work will be done in close collaboration with teachers and families to ensure students receive consistent support across settings.

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/social studies curriculum for the 2025-2026 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. At the end of the year, the fourth grade students also research careers and have a career day to present various careers to the class.

At Lincoln Elementary, the staff holds students to high academic and behavioral expectations. By the end of the year, these expectations are connected to future life goals for our students by having a STEAM/career themed day during the final week of school. Students explore activities utilizing various science, technology, engineering, art, and math skills they have been learning all year. Students are taught to be mindful of ways those skills will prepare them for future careers and success as adults.

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 2024-2025 school year we had an average of

83.7% of our students who remained referral free per quarter. Referral free students are rewarded on a weekly, monthly, and quarterly basis. Referral free recognition will continue during the 2025 - 2026 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. The psychologist at Lincoln would like to build a student mediation team to assist the school community in conflict resolution skills.

Tier 2

Continuous data from the 2024-2025 school year provided us with weekly, monthly, and quarterly information on our students, showing that on average, 83.75% of our students remain referral free per quarter. For the other 16.25% 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 2025-2026 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 2025-2026 school year

Looking ahead, the following needs have been identified for the 2025-2026 school year. Continued professional development training is needed on improving classroom management and the use of Social Emotional Learning strategies, activities, and lessons.

To support the social-emotional needs of students and address at-risk behaviors, Lincoln Elementary plans to use Title I funding to create a dedicated space that will function as both a sensory room and an SEL room. This space will provide students with access to calming tools, structured breaks, and opportunities to reflect on their behavior and emotions. It will also be used to teach self-regulation, coping strategies, and emotional awareness in a supportive environment, helping students return to the classroom ready to learn. The Dean of Students will also be located in this room.

In 2025-2026, Lincoln Elementary will strengthen family and community engagement by sending home learning strategies, attendance information, and updates on student progress in reading and math. The school also plans to re-establish a PTO with a sign up opportunity at Open House.

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 2025-2026 school year will continue to focus on classroom management and the implementation of SEL with the addition of refining the MTSS process at Lincoln. Improving classroom management and the use of SEL will assist in boosting Tier 1 instruction along with enhancing the response to intervention. Lincoln will use Second Steps as an SEL curriculum which will include training and support materials to ensure proper implementation. Lincoln plans to implement monthly character traits as a school wide focus. Each month, teachers will recognize one student who consistently demonstrates the trait, and those students will be honored with an award at the end of the month.

Our learning partner, TNTP, will support professional development by helping refine our PLC process, guiding teachers in instructing students to explain their mathematical thinking and response to reading, and assisting with student work analysis. TNTP will also help facilitate guided coalition team meetings to monitor the effectiveness of our academic systems, all with the goal of improving student achievement.

IReady and Magnetic Reading will be implemented with fidelity across the district beginning in the fall of the 2025-2026 school year. Professional development has already been provided and will continue throughout the next school year.

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 2025-2026, 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

- A possible Title I budget item includes the purchase of a mobile promethean board to support small group instruction and intervention led by the Title 1 teacher.
- Increased parent involvement money in order to continue the monthly parent book club.
- The Assistant Director of Special Education and the Occupational Therapy Specialist compiled a list of recommended items for a sensory room. Title 1 funds could be used to purchase many of these resources to help create a dedicated SEL and sensory space that supports students' regulation and emotional needs.
- PBIS rewards to assist with behavior management, truancy, culture, and climate.

Murrayville Woodson School Improvement Plan

2025-2026 School Year



Study

At the end of the 2024-2025 school year, the Murrayville-Woodson Staff was able to come together to look at the data from this school year. The big challenges from this year included a new reading series and following both the reading and math programs with fidelity. Data points that we reviewed included iReady testing results from the winter and spring testing sessions, Literably data, teacher survey results, Title I parent survey results, and behavior data collected in the form of office referrals. The following is a summary of the discussions.

Title I School-Wide Plan Review

- Reading – 64% of students are scoring at grade level on the iReady benchmark testing. This is up 3% from last year. Vocabulary and Informational Text Comprehension continue to be the two lowest domains. This is consistent with previous testing. The teachers were impressed with the growth in phonics and overall liked the reading portion of the new series. There is some concern with the writing, and language portion of the program. We will watch to see if those areas need to be supplemented in future years.
- Math – 49% of students are scoring at grade level or above on the iReady benchmark testing. This is up 5% from the previous year. Numbers and Operations and Geometry are still the two lowest domain areas. Numbers and Operations will be targeted next year as an area of improvement. Geometry is not a priority standard in all grade levels and there was not as much of a concern in this domain.
- MTSS process – The meetings went well this year with a more targeted focus on Tier III students during the meetings. The teachers were comfortable with bringing the data needed to the table. A similar meeting set up will be used next year.
- Social Emotional Skills – Second Step was the Tier I program for SEL time this year. In addition to Second Step, the building used the framework provided by the Random Acts of Kindness organization for the “soft skills” that were identified last year as being an opportunity for growth in our students. Overall, the teachers liked the lessons presented and the students were able to identify the core tenents of the program – kindness, caring, inclusivity, etc.

Parent Survey (84 responses)

- 99% of families feel welcome at our school
- 97% felt their child was prepared for the next grade level.
- 94% stated that the work their child was doing was challenging.
- 97.6% of families stated that the teachers were available if a student needed help.
- 100% of students reported feeling safe at school.
- Families continue to appreciate receiving information by text message, newsletters, and phone. Text messages are preferred by 90% of the respondents.

Behavior Tracking Information

- Behaviors were tracked on classroom correction and office referral sheets this year. There were 226 incidents tracked involving 51 students.
- Classroom corrections accounted for 155 incidents. Office Referrals totaled 71 incidents. 12 students accounted for 161 of the write ups which is 71% of the total.
- The 12 students met weekly with the dean and over the course of the year ____ saw a decrease in the number of write ups they were receiving.
- Problem solving and conflict resolution programming would benefit the students
- Quarterly incentives were offered to students this year with participation being tied to behavior
    - 1st Quarter - 13 students were unable to participate
    - 2nd Quarter - 11 Students were unable to participate
    - 3rd Quarter - 12 students were unable to participate
    - 4th Quarter - 8 students were unable to participate

Teacher Survey

- The Utopia Activity was done once this year. Thirteen certified staff members filled out the survey on the daily activities of the school, curriculum, and climate of the building.
- Reading – The teachers feel good about the reading portion of the iReady series that was adopted this year. The group was a bit more apprehensive about the other components of the program. Specifically, there were questions on the vertical alignment of the writing and the grammar portion of the program.
- Math – Number Sense continues to be the lowest area in iReady testing. The group felt that more work was needed in word problems. Fact fluency was another area that the teachers would like to see more success. The group was interested in potentially tying this skill into the quarterly rewards that the school sets up.

Other

- Teachers were concerned about giving up novels in the upper grades. Discussion of a "Book Club" in the mornings to keep kids engaged in reading novels.
- Crazy 8's will be a cost share program next year. The team feels like this is a worthy program and would like to go ahead with the program.
- The team would like to look at a program that would highlight respect and other character traits that are not being hit as effectively with Second Step

Act

In reviewing the data points from the 2024-2025 school year, the following areas will be focused on during the 2025-2026 school year. These are general areas that are mutually agreed upon for improvement. More specific goals will be developed based on the Fall testing data

- Improvement in reading scores
- Improvement in math scores
- Continuing to improve the MTSS process at a building level
- Align the Illinois Social Science and Science Standards with grade level STEAM room activities
- Continue to build “soft skills” with the students using both Second Step and Random Acts of Kindness curriculum.



The following are the building level goals for the 2024-2025 school year. The Murrayville Woodson community will work to help each other achieve these goals.

Academic Goals - POTENTIAL

- Increase the number of students that are scoring at grade level in reading from 61% to 65%
- Increase the number of students scoring at grade level in math from 44% to 50%

Other Goals

- MTSS – Tier II monitoring and strengthen the transition to Tier III
- Look for SEL programming that will target interpersonal skills for students
- STEAM - To provide opportunities for more problem based learning opportunities in STEAM.



The following are activities planned for the 2025-2026 school year that will help move the school in a cycle of continuous improvement.

Area for Improvement	Data Source	Potential Plan
Improve Reading Skills Current % at grade level: 64 Goal: 65	Evaluation of test scores (iReady, IAR) in the past 4 years.	• Target the grades with the highest percentage of students not reading at grade level (as determined by iReady and Literably) • Monitor the fidelity of the interventions provided during advancement time to ensure consistent monitoring of student learning. • Continue Goal Setting techniques that are more meaningful to the students. • Professional Development – iReady training focusing on Vocabulary and Nonfiction Comprehension teaching techniques
Improve Math Skills Current % at grade level: 49 Goal: 55	Evaluation of test scores (iReady, IAR) in the past 4 years.	• Focus on math during advancement time. • Focus on hand-on math lessons STEAM Lab time. • Monitor the fidelity of the interventions provided during advancement time to ensure consistent monitoring of student learning. • Continue Crazy 8's recreational Math club K-5 • Professional Development - Envision training

Improve MTSS system	Evaluation of test scores (iReady, IAR) in the past 4 years. Teacher Survey	• Reboot the RTI program with an overview at the beginning of the year. • Continue Tier II progress monitoring support and improve transition to Tier III • Schedule additional time in the master schedule to add consistent Tier II/ Tier III time for students
Improve Interpersonal skills in the school community	Behavior data from 2023-2024	• Continue with Random Acts of Kindness to explicitly teach "soft skills" • Add Antecedent information to the classroom correction and office referral forms. • Develop a schedule for the Dean to help teach Tier I whole group lessons based on areas of need shown in the behavior data. One lesson per semester in each classroom. If one per quarter can be managed that would be best. • Student leadership roles for the 2025-2026 school year will be increased. • Professional Development: Ukeru Brain/Trauma training

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:**
2025		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
Erica Helmich	Teacher
Grace Jackson	Teacher
Rebecca Bourn	Teacher
Carrie Decker	Teacher
Amy Pieper	Teacher
Rebecca Leahr	Teacher
Emily Schwalb	Teacher
Abby Parks	Teacher
Amanda Alred	Teacher
Sharon Donovan- Besterfeld	Teacher
Rex Williams	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 the positives and improvements needed anonymously. Below are various responses that were given:

1. Arrival- I like having a morning meeting in the gym as a whole school. I think it is a great way to boost morale. Parents need to follow drop off procedures.
2. Breakfast- I like that breakfast is available for everyone. I think it would be beneficial to have a short training for the cafeteria staff related to procedures and behavior.
3. Lunch- I like that they get to socialize with others. Give out stickers on the spot and verbal praise. Golden spoon award for best behaved.
4. Master Schedule- Appreciated the changes made this year to the music/ art schedule. I loke that the schedule was already made before the year started.
5. Dismissal- bus riders in the cafeteria is going well. We need to make sure parents understand that communication about transportation changes needs to go through the office. I like that bus kids are accounted for.
6. Reading Programs- phonics built in is a plus, text complexity is very high, need to reevaluate the spelling piece and need more grammar activities.
7. Math Programs- My students love the game day activities at the end of each chapter, I would like something to help improve math fact fluency in addition to EnVision
8. Family Nights- having 2 nights was good, parents need more opportunities to be in the building. Try to get guest readers like local high school athletes or honors groups.
9. Music Program- I love all the different things they do and experience.
10. Behavior Expectations- Increase the percentage for each reward period. I like the rewards and how they are a mix of things. It may be beneficial to have more clear guidelines on Tier 2 behavior interventions to prevent staff frustration
11. PBIS Rewards- We had great ideas and lots of fun this year. Maybe give a reward the following week so that there is more time to contact parents and nail down who is going (communication to parents) I liked the cart activities.
12. Professional Development- The Anxious Generation", ADHD or Autism
13. Title I Plan- I would like to see fifth grade have access more
14. Behavior Rewards/ Plans- more opportunities for buddy class/ mentoring activities, I think these were a great way to book morale. Run the 1:30 schedule on reward days. More outdoor lunches.
15. Accelerated Reader- might want to change some of the incentives they earned. Maybe add a bi-weekly or monthly announcement in the morning about kids who reached a new AR point club.
16. Teacher Teams- I would prefer to have the same teacher team for the entire year. I'm getting better with knowing expectations
17. PST/ MTSS Meetings- I feel these meetings run very smoothly. I love knowing what to have ready for it and the goals for the meeting. Keep them timed, it helps stay on schedule.
18. Computer programs- My laptop dies very quickly. More online math support for students.
19. Communication- Weekly email is good. Also having access to the monthly calendar is good. Loving the GroupMe app discussion for the staff.
20. Staff Meetings- they run smoothly, and I always find them helpful. I like the agenda and the re-cap in email.

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. 44 surveys were returned. Below are the percentile totals of that survey.

1. My family feels welcome at North Elementary School.
   81.8% marked strongly agree /agree, 13.6% neutral, and 4.6% disagree/ strongly disagree.
2. At the end of the school year, I feel that my child is prepared for the next grade level.
   86.3% marked strongly agree/ agree, 6.8% neutral, and 6.8% disagree.
3. The work at my child's school is challenging.
   63.6% marked strongly agree/ agree, 27.3% neutral, and 9.1% disagree/ strongly disagree.
4. The report cards and standardized testing results are easy to understand.
   79.6% marked strongly agree/ agree, 18.2% neutral, and 2.3% disagree.
5. The teachers are available if my child needs help.
   88.6% marked strongly agree/agree, 6.8% neutral, and 4.5% disagree.
6. My child is excited about coming to school.
   68.2% marked strongly agree/ agree, 22.7% neutral, and 9.1% disagree.
7. My child feels safe at school.
   93.2% marked strongly agree/ agree, 2.3% neutral, and 4.5% disagree.
8. My child has gained social skills with social emotional learning at school.
   86.3% marked strongly agree/ agree, 6.8% neutral, and 6.8% disagree.
9. My child has access to support services if needed.
   84.1% marked strongly agree/agree, 9.1% neutral, and 6.8% disagree/ strongly disagree.
10. My child has access to technology.
    100% marked strongly agree/ agree.

Parents prefer text messages, phone calls, and dojo messages in the form of communication about upcoming events. Positives about North School included: the environment is good and positive for the most part. Teachers and staff are welcoming and very supportive. Great school and great teachers. All staff care about their students and their well-being. Great environment for my child. Suggestions for improvement of our school: Everything is good, keep it up. The school is so difficult to navigate the administrative rules of North. Teachers need to be teaching and not in meetings. Better morning drop off procedures. Keeping the school clean. Not all staff members have the level of understanding his teacher does about special education. I suggest trainings each year to support growth in this area.

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

Subgroup- White students

The scores are from the 2023-2024 IAR assessment and include IEP students from our cross-categorical classrooms. In Summary of Grades 3-5, 19% of white students met/ exceeded expectations on ELA and 15% on Math, 40% approached expectations on ELA and 47% on Math, 19% partially met expectations on ELA and 19% on Math, and 22% did not meet expectations on ELA and 16% 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 dedicated Tier 2 and Tier 3 time scheduled within the master schedule.

Subgroup- Female Students

The scores are from the 2023- 2024 IAR assessment and include IEP students from our cross-categorical classrooms. In Summary of Grades 3-5, 24% of female students met/ exceeded expectations, 34% approached expectations, 16% partially met expectations, and 26% did not meet expectations on the ELA portion of the IAR assessment. 24% of female students met/ exceeded expectations, 37% approached expectations, 21% partially met expectations, and 18% 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 outperforming male students. On the ELA assessment, 24% of females met/ exceeded expectations, and only 16% of males met/ exceeded expectations. On the Math assessment, 24% of females met/exceeded expectations, and only 18% 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 dedicated Tier 2 and Tier 3 time scheduled within the master schedule.

Schoolwide Assessment

To determine the appropriate methods and instructional strategies needed to strengthen the academic programming, a variety of assessments must first be utilized to analyze student strengths and needs. North Elementary School utilizes a variety of student academic assessments, such as iReady. This assessment can be described as a screening diagnostic and a classroom-based instructional assessment. 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 determining 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 nationally norm-referenced. Upon receiving their students' scores, teachers can analyze which standards in reading and math the students have mastered and which represent 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.

Spring 2025 iReady assessment provides each student with the distribution of progress throughout the year and provides the percentage of students who met their typical growth in order to show they are mastering grade level standards. The iReady data does include IEP students from our cross-categorical classrooms. In Reading, Kindergarten had 48%, Grade 1 46%, Grade 2 54%, Grade 3 53%, Grade 4 54%, and Grade 5 29% met their individualized growth targets. In Math, Kindergarten had 62%, Grade 1 39%, Grade 2 64%, Grade 3 47%, Grade 4 46%, and Grade 5 52% met.

Teacher Teams have weekly 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 student invention plan is created using SMART goals. The document is modified when needed to provide prescriptive planning information on all students to track progress through the process.

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

North School continues to grow in its use of data to guide instruction. Continuous improvement is fostered through on-ongoing 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 several 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 foundational skills, decodable phonics, guided reading, comprehension focus groups, and standards instruction. Students may be involved in a focus group intervention and a guided reading group all on the same day. Students are initially selected for participation in these groups based on the iReady and Literably 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, and root causes before setting 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. 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. Additionally, Kiwanis members also mentor at-risk students and mentor students who have social-emotional needs.

Programs and Educational Services

North Elementary School uses the iReady diagnostic screener to begin to identify students in need of Title I services. Students who fall below the percentile norm for their grade level are listed as possible candidates for services. Additional screenings are also conducted using Literably. 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, those 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 groups with targeted skill instruction. For students in 3-5 grades, we offer guided reading, standards instruction, and comprehension focus groups to drive instruction. Our students who 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 who are in the 21-49%ile receive tier 2 focus groups daily for 25 minutes in addition to the classroom teacher's 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. After each screening or assessment, data is analyzed to see how students are progressing and if there are students who are no longer in need of services or if there are students who need to be added for services. Parents are kept up to date about the data on their students 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 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, the North Elementary administration and teachers analyze student assessment data to strategically and prescriptively adjust and develop supportive programming for the upcoming school year. Per the North School Improvement Plan on a Page for 2025-2026, "through the greater use of data analysis, planning, and collaboration, coaching, and the use of differentiation methods of instruction, 60% of all students in each grade level will meet their annual typical growth goal by May 2026 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 all students in each grade level to reach their individualized goals.

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 to develop and modify the school action plan to enrich and accelerate the curriculum and include research-based programs and initiatives. Staff share

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 ELA scores showed a need for a consistent curriculum between Kindergarten through 5th grade. The implementation of Magnetic Reading as the district-wide curriculum started this past school year. As a staff, we gave consistent delivery of this curriculum with standards-based instruction is very important.

The teaching staff will continue with prescriptive planning for reading instruction with the Title teacher for intensive focus on targeted students. Explicit phonics instruction and the 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 experts in an area with dog tags, leaderboards, locker tags, and classroom recognition. iReady and Literably will be used for Tier 2 and Tier 3 students to progress monitor student growth. Teacher Teams, including specialists, will have weekly meetings to review progress and plan for the 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 2025- 2026

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 the greater use of data analysis, planning, collaboration, coaching, and differentiated instruction methods, 60% of all students in each grade level will meet their annual typical growth goal by May 2026, as measured by the iReady assessment in Reading and Math.	● Problem-solving meetings with parents to develop whole-child plans ● The Teacher Team meets weekly to focus on Tier 1 standards and Tier 2 student needs ● Progress monitoring for Tier 2 students monthly and Tier 3 students bi-weekly ● Explicit phonics/ decodable reading strategies for all K-2 students ● Incentives for mastering standards and becoming an expert in an area with brag tags, leader boards, reading recognition, locker tags, and classroom recognition ● Subitizing in K-1 to increase number concepts ● Use of iReady MyPath ● Dedicated Tier 2 time to reteach priority standards ● Dedicated Tier 3 time for interventions ● STEAM Night for families ● Breakout Edu or STEM Activities on SIP Days each month to increase problem-solving skills ● K-1 Enrichment groups for students exceeding priority standards

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 the social-emotional development, safety, and well-being of children who are taught in the classrooms daily.

- 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 time 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 plan bi-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 time to reflect 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 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 building wide behavior 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 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 which 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 agriculture information, 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.

- 5th grade student council provide mentoring to younger students in the building. 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 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 acknowledgments for students who demonstrate these expectations. A team is also in place that conducts and evaluates the success of the interventions that are put in place to support students who have not responded positively to the universal system. Team meetings are intended to design systems of interventions and 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 who might be crucial to the process. The team meets to determine a student's needs, possible intervention, and root causes to set goals for student success. The team meets every 6 weeks to help establish pathways for student success, review data, and monitor progress toward individualized goals.

- SAIG- A Social Academic Instructional Group that 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 the social-emotional development, safety, and well-being of children who are taught in the classrooms daily.

- 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 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 their 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- 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 changes in student behavior. Behavioral intervention 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 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 evaluating 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 who demonstrate positive academic and social behaviors.

- Red and White Award- A quarterly award given to students who have no office referrals and display a positive attitude toward learning.

- Tribe Award- An end-of-the-year award given to students who have no office referrals and display a positive attitude toward 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.

District Training

- Teacher Institute days- The beginning of the year institute days are 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 ongoing 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.

Building Level Training

- 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.

- Teacher Teams- Grade-level teachers meet weekly to guide standards-based learning and coordinate Tier 1 planning and Tier 2 interventions for students that need reteaching.

- Book Study- Each year the staff picks a focus area/ need in the building to study and discuss.

Four Rivers Special Education District/ Council for Exceptional Children-

- 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:	Braxton Stewart (Dan Scott incoming)		
Address:	1700 S. West St.		
City, ZIP code:	Jacksonville, IL 62650		
Telephone:	217-245-5514		
Email address:	bstewart3@jsd117.org		
Planning Year:	**Poverty Rate at Board Approval:**	**40% Waiver: Y/N**	**Local Board of Ed. approval date:**
2024-2025		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
Braxton Stewart	Principal
Anita Hayes	Dean of Students
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 (Resource)
   2. Title 1
   3. ELL 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 2025)
- Teacher Feedback 2024-2025 (May 2025)

- 5Essentials Survey

Needs Assessments

South Teacher Feedback 2024-2025 Survey (responses linked)

5Essentials Survey report URL:

- file:///H:/5E%20%E2%80%94%20Full%20Report%20%E2%80%94%20South%20Jacksonville%20Elem%20School%20%E2%80%94%202024.pdf

The South Parent Teacher Organization (PTO) held monthly meetings throughout the 2024-2025 school year.

Academic Data

Data shared in Title 1 Crate: see South ELA Benchmarking Dada 24-25 and South Math Benchmarking Data 24-25

Enrollment Information

290 students
Low-income: 51 percent
Demographics

- 80.3 percent white
- 10.7 percent two or more
- 4.2 percent Hispanic
- 4.5 percent black

With IEPS: 14 percent

Year	White (%)	Black (%)	Hispanic (%)	Asian (%)	American Indian (%)	Pacific Islander (%)	Two or More Races (%)
2023	80.3	4.2	4.9	0	0	0	10
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.

2025-2026:

Meaningful Use of Data:
Reading: Using three data points (BOY, MOY, EOY): iReady percentiles will be tracked and triangulated with Literably scores and progress in/toward grade-level Priority Learning Standards (PLSs).

Math: Using three data points (BOY, MOY, EOY): iReady percentiles will be tracked along with progress in/toward grade-level PLSs.

Data for each content area– ELA and Math– will be collected on grade-level PLSs tracking sheets for each class. iReady percentiles will be used in reference to individual student progress in/toward PLSs to determine student preparedness in grade-level standards. This data will be discussed during monthly SpEd and Title

teacher team meetings, as well as in MTSS meetings to determine potential tier 2/3 supports for individual students, as needed.

Specialists will be used as math interventionists to help bolster school-wide math facts fluency, which is an identified area of weakness in the school through analysis of the data.

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)

Common Plan Time: Same grade-level teachers have the same planning period in order to collaborate on lesson planning in relation to Priority Learning Standards.

Professional Development:
Monthly roundtable focused on Hattie's research and effect sizes.

Monthly SIP days– building-led and district-led, depending on the month. During building-led days, school needs will be determined in order to discuss appropriate topics– using our EL staff to present on ELL programming for all staff, for example. SIP days will also be used to perform regular reviews of grade-level data– focusing on progress in the grade-level priority learning standards as teachers track them.

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, 60 minutes of Math, 30 minutes of Social Studies and Science, 30 minutes of RtI time, 15 minutes of SEL, 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 two Title I Reading interventionists, two Special Education Resource teachers, a shared ELL teacher, one full time Speech Pathologist, and a part time Social Worker for students. We also have a full-time dean of students and a shared school psychologist.

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 Promethean Boards. 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. There are also monthly meetings with the SpEd resource teachers.

Tracking all students in reference to district PLSs– all grade levels/teachers utilize this shared document for each student–allows us to easily identify students who are at risk of falling below grade level. Using this data in conjunction with iReady and Literably data gives us multiple data points to consider, ensuring that we do not base decisions one one point of data.

This year, we moved to a more inclusionary model for 3-5 resource students so that they have more opportunity to be exposed to grade-level priority learning standards– not being pulled out during this time. We plan to extend this model to the K-2 level for this upcoming school year.

Additionally, as a result of the review of academic data, specials teachers will be used to support students in developing fact fluency for math.

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. There are also times of the year that we ask her to push in and do classroom lessons for the entire school. Additionally, she sees students referred through the MTSS process as she is able– she frequently hosts lunch groups for these students. Our school psychologist also supports the SSW in these lunch groups and makes herself available to see at-risk students when appropriate.

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.

Additionally, some of our staff has attended the Ron Clark Academy in Atlanta two years in a row, with us increasing the number of staff going this second year. In an attempt to address behavioral/climate needs, we are implementing and expanding the House System in our upper elementary grades– this expanded to 4th grade this year and will be extended into 3rd grade this upcoming year.

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. 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 full-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. She also led an intervention group with students and served as the point person for the majority of students on behavior interventions.

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. Additionally, we will be entering our second year of implementing the House System started and espoused by the Ron Clark Academy in Atlanta, Georgia. We will be expanding this program from 5th grade to 4th grade, and we doubled the number of staff who attended the multi-day professional development opportunity this school year with pans to continue attending in the coming years.

BEHAVIOR REPORT

2024-2025

466 Total Referrals

107 major referrals

359 minor referrals

2023-2024

413 Total Referrals

184 Major Referrals (109 1st semester, 75 2nd semester)

229 (99 1st semester, 130 2nd semester)

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)

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. Common end-of-year tests were also edited and proctored for the third 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. We also focused on our newly-selected ELA curriculum, Magnetic Reading, during our last two district SIP days for the year. There is also the additional opportunity present to all certified staff to attend RTI at Work professional development training during the summer at our Central Office.

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.

The principal, dean of students, and both 4th and 5th grade teachers all also attended professional development at the Ron Clark Academy in Atlanta, Georgia focused on high-quality instructional practices and how to create and maintain a climate and culture of high expectations for all students.

In addition to continuing these past practices, we leveraged building expertise for professional development opportunities for staff. For example, we had ELL staff present of ELL programming and our speech pathologist and social worker present on trauma-informed practices.

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.

Additionally, we host incoming South pre-K student visits in the month of May. This differs from the kindergarten preview night, which students attend with their parents in the evening. During student visits, the pre-k students who will attend South for kindergarten come with Early Years staff members to visit a kindergarten classroom to gain some exposure to kindergarten routines. They participate in some activities alongside our current kindergarten students and get to tour the building.

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.

Washington School Improvement Plan

School:	Washington Elementary School
Year:	2025-26
Date Completed:	May 29, 2025
Local Board Approval Date:	

School Improvement Planning Team	
Name, Title (Role)	**Name, Title (Role)**
Mary Camerer, Principal	Cathy Tobin, 2nd Grade Teacher
Tracy Thrasher, Dean of Students	Jacob Massey, Special Education Teacher
Heather Smith, Title I Teachers	Emilee Secrist, Title I Teacher
Kaylie Lashmett, Kindergarten Teacher	
Mallory Martin-Beddingfield, 5th Grade Teacher	

Criteria for Success of the Plan:

- Plan is written clearly and specifically so that it is actionable/measurable in nature
- Plan is focused, so that no more than 3 priorities are executed on for the school year
- Plan covers key components of running a successful school – Academic/SEL/Adult Culture strategy that will drive outcomes for your specific school
- Plan is written realistically accounting for the resources (i.e. people, time, and money) required to execute on it
- Plan meets the criteria/guidance designated for each section
- Those responsible for executing parts of the plan have seen it and are bought in prior to 8/1 submission

Cont-School-Imp-Model.pdf

Identifying Needs
After the root cause analysis, identify the needs to be addressed in the school improvement plan.
List the data sources (e.g., IAR, local assessments, attendance, 5Essentials, Illinois Quality Framework and Supporting Rubric) the team analyzed to identify the root cause.
IAR, iReady, 5Essentials, Behavior Data
Based on the root cause analysis, what priorities should be addressed in this school improvement plan?
Priority 1: Washington Elementary will improve Tier I instruction to raise student typical growth percentage as reported by the iReady Diagnostic results report for Math. Our buildings annual typical growth was 54% in 2024-25. Our students meeting typical growth in Math will increase from 54% to 80%.
Priority 2:Washington Elementary will improve Tier I instruction to raise student typical growth percentage as reported by the iReady Diagnostic results report for Reading. Our buildings annual typical growth was 68% in 2024-25. Our students meeting typical growth in Reading will increase from 68% to 80%.
Priority 3: Washington Elementary will improve Tier 1 behavior to increase the percentage of students meeting behavioral expectations as measured by the school-wide PBIS data, reducing office discipline referrals by 10% by the end of the 2025-26 school year. The total number of office referrals as of 2024-25 was 605. Reducing our number of referrals by 10% or 545 office referrals and using Tier 1 behavior strategies will improve instruction.

Cont-School-Imp-Model.pdf

Implementation
SMART goals are student-centric, and the Key Activities are adult-centric. There should be one SMART goal for English language arts and mathematics. When determining Key Activities, refer to the data and the problem to address.
SMART GOAL #1
Washington Elementary will improve Tier I instruction to raise student typical growth percentage from 54% to 80% as reported by the iReady Diagnostic results report for Math.
What is the evidence-based practice identified to address the root cause?
Data use, high leverage practice, student engagement

Action Plan

Key Activities: Focus on adult practice building staff competency and the infrastructure to implement with fidelity.	**Person Responsible**	**Timeline**	**Measure (Data Source)**	**Frequency of Measure**
1. Implement teacher teams consistently to create a collaborative environment.	Classroom Teacher, Principal, Dean, Title Teachers , Special Education Teachers	Teachers: weekly Principal: monthly Dean: monthly Title:monthly Special Ed. Teachers: monthly	Teacher Team Forms: Attendance for teacher teams form PLS Plan #1 PLS Plan #2 Notes: Title will need to be the week before problem solving. Create a calendar at the beginning of the year. Sped will be after school for 3-5 and needs to be put	Fall, Winter and Spring

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			on the calendar for teachers	
2. Professional Learning will be provided to improve teacher knowledge and implementation of RTI at Work.	Tabitha Schweer & Kelly Zoellner	August 7, 2025	• Complete the RTI Triangle and the steps to follow that triangle • Triangle check-ins • Day 1 (two sessions and time to unpack)	Fall, Winter, Spring
3. Teachers can identify students' proficiency in priority learning standards.	Classroom Teachers	As priority standards are taught	• Team Meetings • Guided Coalition comes up with a tracking plan. • Formative Assessments • Unit Assessments • EOY Assessments (this can look different per grade level).	Monthly
4. RTI time will focus on reteaching priority learning standards.	Classroom Teachers	Weekly	• Team Meetings	Weekly

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			• Guided Comes up With a Tracking Plan • Formative Assessments • Unit Assessments • EOY Assessments • Discussion of when to do Math RTI (Tuesday teacher team days)	

What resources do you already have to support executing these key activities?	
We have the Teacher Team Forms already created. The RTI at Work materials and presenters are prepared. The assessments are created.	
What resources do you need to implement the Key Activities? Create the calendar for the year. Create a tracking plan that the Guided Coalition will use to make sure teacher tasks are completed.	
Associated Expense (Budget Detail)	**Possible Funding Source to Support Expenses (e.g., IDEA, Title II, Title I, Title I, Part A, Section 1003)**
Money to Pay Guided Coalition Team for time to meet outside of the regular school day if needed.	Title I
Possible Envision Training	

Cont-School-Imp-Model.pdf

District-level Supports
Explain how the DISTRICT will modify its practices and policies to provide operational flexibility that enables full and effective implementation of school improvement plans.
This will not need to occur.
Explain how the DISTRICT will support the school leadership team and ensure that the school is on target in implementing the school improvement plan.
Meet with the principal and/or the Guided Coalition Team to check progress on the goals and activities.

Implementation
SMART goals are student-centric, and the Key Activities are adult-centric. There should be one SMART goal for English language arts and mathematics. When determining Key Activities, refer to the data and the problem to address.
SMART GOAL #2
Washington Elementary will improve Tier I instruction to raise student typical growth percentage from 68% to 80% as reported by the iReady Diagnostic results report for Reading.
What is the evidence-based practice identified to address the root cause?
Data use, high leverage practice, student engagement
Action Plan

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Key Activities: Focus on adult practice building staff competency and the infrastructure to implement with fidelity.	Person Responsible	Timeline	Measure (Data Source)	Frequency of Measure
1. Implement teacher teams consistently to create a collaborative environment.	Teachers Principal Dean Title Special Ed. Teachers	Teachers meet weekly. Principal, Dean, Title and Special Ed. Teachers meets with Teachers monthly.	Teacher Teams Form: ● Attendance for teachers form ● PLS Plan #1 ● PLS Plan #2 Notes: Title will need to be the week before Problem Solving Meetings. Create a calendar at the the beginning of the year. Sped will meet after school for 3-5th and needs to be put on the calendar for teachers.	Fall, Winter and Spring
2. Professional Learning will be provided to improve teacher knowledge and implementation of RTI at Work.	Tabitha Schweer & Kelly Zoellner	August 7, 2025	● RTI Triangle and the steps to follow that Triangle ● Triangle Check-ins Notes:	Fall, Winter and Spring

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			• Get this scheduled ASAP • Day 1 (two sessions and time to unpack)	
3. Teachers can identify students' proficiency in priority standards.	Classroom Teachers	As priority standards are taught.	• Team Meetings • Guided Coalition comes up with a tracking way-needs to be. • Formative Assessments • Unit Assessments • EOY Assessments Notes: This can look different per grade levels	Monthly
4. RTI time will focus on reteaching priority learning standards.	Classroom Teachers	Weekly	• Team Meetings • Guided Coalition comes up	Weekly

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			with a way to track ● Formative Assessments ● Unit Assessments ● EOY Assessments	

What resources do you already have to support executing these key activities?	
We have the Teacher Team Forms already created. The RTI at Work materials and presenters are prepared. The assessments are created.	
What resources do you need to implement the Key Activities? Create the calendar for the year. Create a tracking plan that the Guided Coalition will use to make sure teacher tasks are completed.	
Associated Expense (Budget Detail)	**Possible Funding Source to Support Expenses (e.g., IDEA, Title II, Title I, Title I, Part A, Section 1003)**
Money to Pay Guided Coalition Team for time to meet outside of the regular school day if needed.	Title I
Magnetic Training	
District-level Supports	
Explain how the DISTRICT will modify its practices and policies to provide operational flexibility that enables full and effective implementation of school improvement plans.	
This will not need to occur.	

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Explain how the DISTRICT will support the school leadership team and ensure that the school is on target in implementing the school improvement plan.
Meet with the principal and/or the Guided Coalition Team to check progress on the goals and activities.

Implementation

SMART goals are student-centric, and the Key Activities are adult-centric. There should be one SMART goal for English language arts and mathematics. When determining Key Activities, refer to the data and the problem to address.

SMART GOAL #3

Washington Elementary will improve Tier 1 behavior to increase the percentage of students meeting behavioral expectations as measured by the school-wide PBIS data, reducing office discipline referrals by 10%, from 605 in 2024-25 school year, to 545 by the end of the 2025-26 school year.

What is the evidence-based practice identified to address the root cause?

The root cause of inconsistent implementation of behavioral expectations and lack of student engagement in positive behavior systems can be remedied by explicit teaching and reinforcement of behavioral expectations. By consistently teaching, modeling, and reinforcing school-wide behavioral expectations in all settings (classroom, hallway, cafeteria, etc.). It helps to address inconsistent adult responses and student understanding of expectations.

Action Plan

Key Activities: Focus on adult practice building staff competency and the infrastructure to implement with fidelity.	Person Responsible	Timeline	Measure (Data Source)	Frequency of Measure
1. Classroom Management Professional Development (Trauma Training, Brain Research, Book Study *Fostering Resilient Learners* by Kristin Souers and Pete Hall)	• Dean of Students • Principal	Monthly	• ODR percentage	Monthly

Commented [1]: In the areas of what...like what are the indicators that you guys score and where students pop out? Where were your high ones last year? Maybe that's your focus.

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	• School Psychologist • Kelsey Mierzwa, School Social Worker • Special Services		• Observe peers/mentor teachers • ODR expectations • Guidelines for writing ODR's • Logical Consequences	
2. Regular Data Reviews	All Staff	• Monthly for first Quarter • Quarterly after first Quarter	• ODR percentage • Hold monthly meetings to assess data, identify trends, and adjust strategies accordingly.	Quarterly
3. Targeted Intervention Groups	• Teachers • Social Worker	Monthly	ODR Percentage	Monthly
4. Expectations specifically explained to adults and taught to students • Teach expectations regularly (use lesson plans to teach behavior expectations -respect, responsibility, safety) across the environments. • Model and Practice - Staff model expected behaviors and give students opportunities to practice them.	• Principal • Dean • Teachers • Social Worker • Psychologist	Quarterly	• Expectations explained to staff • Expectations explained to students • building walk through where	

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• Positive Reinforcement System - using Class Dojo for acknowledging positive behavior. • Data Driven Decisions - Use PBIS Data to identify behavior trends and adjust instruction or supports. • Consistent Consequences - Ensure consistent application of consequences (positive and corrective) schoolwide. This builds a predictable and positive school environment and promotes consistency among staff and clarity for students.			students are explained expectations at each area (hallway, restrooms, cafeteria, etc.) • Expectations posted in hallways and classrooms	

What resources do you already have to support executing these key activities?
Data Tracking for Behaviors already in place, personnel already in place, Special Services will provide PD,

What resources do you need to implement the Key Activities? Purchase books for book study *Fostering Resilient Learners* by Kristin Souersand Pete Hall

Associated Expense (Budget Detail)	**Possible Funding Source to Support Expenses (e.g., IDEA, Title II, Title I, Title I, Part A, Section 1003)**
Guided Coalition Meetings possibly paying members outside of contract time	Targeted funding
Purchase the books: *Fostering Resilient Learners* by Kristin Souers and Pete Hall which will support staff in using truma-informed strategies to strengthen student relationships and belonging.	Title I Funds (purchased on 6/17/25 out of Title I funds)

Commented [2]: In the areas of what...like what are the indicators that you guys score and where students pop out? Where were your high ones last year? Maybe that's your focus.

Commented [3]: In the areas of what...like what are the indicators that you guys score and where students pop out? Where were your high ones last year? Maybe that's your focus.

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District-level Supports
Explain how the DISTRICT will modify its practices and policies to provide operational flexibility that enables full and effective implementation of school improvement plans.
This will not need to occur.
Explain how the DISTRICT will support the school leadership team and ensure that the school is on target in implementing the school improvement plan.
Meet with the principal and/or the Guided Coalition Team to check progress on the goals and activities.

Cont-School-Imp-Model.pdf

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:	Washington Elementary		
RCDT:	010691170220000		
Principal:	Mary Camerer		
Address:	524 S. Kosciusko Street		
City, ZIP code:	Jacksonville, IL 62650		
Telephone:	217-243-6711		
Email address:	mcamerer@jsd117.org		
Planning Year:	**Poverty Rate at Board Approval:**	**40% Waiver: Y/N**	**Local Board of Ed. approval date:**
2025-26			

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
Mary Camerer	Principal
Tracy Thrasher	Dean of Students
Jenn Nebel, Kaylie Lashmett	Kindergarten Teachers
Emily Maul, Linda Hansell	1st Grade Teachers
Cathy Tobin, Chrissie Todd	2nd Grade Teachers
Jerika White, Samantha Tallman	3rd Grade Teachers
Karmen Birdsell, Regina Lowe	4th Grade Teachers
Anna Chumley, Mallory Beddingfield	5th Grade Teacher
Jacob Massey, Molly Schmidt, Madison McClenning	Special Ed. Teachers
Heather Smith, Emilee Secrist	Title I Teachers
Abby Cathers, Kelsey Mierzwa	School Psychologist, School Social Worker
Sarah Bruce	EL Teacher
Jessica Howard	Parent

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 Services
   3. EL Services
   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.

1. Washington Family Survey (April 2025)
2. 5 Essentials Survey (See Title Crate)

Question 1: My family feels welcome at Washington.
% Strongly Agree 88%
% Agree 10%
% Disagree 1%
% Strongly Disagree 0%
% Not Sure 1%

Question 2: I feel that my child is prepared for the next grade level at the end of the year.
% Strongly Agree: 62%
% Agree 34%
% Disagree 2%
% Strongly Disagree 0%
% Not Sure 2%

Question 3: The school work at my child's school is challenging.
% Strongly Agree: 36%
% Agree 62%
% Disagree 1%
% Strongly Disagree 0%
% Not Sure 1%

Question 4: The report cards and standardized testing results are easy to understand.
% Strongly Agree: 42%
% Agree 55%
% Disagree 2%
% Strongly Disagree 0%
% Not Sure 1%

Question 5: The teachers are available if my child needs help.
% Strongly Agree: 62%
% Agree 34%
% Disagree 2%
% Strongly Disagree 0%
% Not Sure 2%

Question 6: My child likes coming to school.
% Strongly Agree: 61%
% Agree 37%
% Disagree 1%
% Strongly Disagree 0%
% Not Sure 1%

Question 7: My child feels safe at school.
% Strongly Agree: 53%
% Agree 47%
% Disagree 0%
% Strongly Disagree 0%
% Not Sure 0%

Question 8: My child has gained social-emotional skills this year.
% Strongly Agree: 52%
% Agree 45%
% Disagree 0%
% Strongly Disagree 0%
% Not Sure 3%

Question 9: My child has access to support services if needed
% Strongly Agree: 39%
% Agree 56%
% Disagree 0%
% Strongly Disagree 0%
% Not Sure 5%

Question 10: My child has access to technology.
% Strongly Agree: 39%
% Agree 57%
% Disagree 1%
% Strongly Disagree 0%
% Not Sure 3%

Total Responses: 167
% Strongly Agree 53%
% Agree 44%
% Disagree 1%
% Strongly Disagree 0%
% Not Sure 2%

2025-2026

Priority 1: Washington Elementary will improve Tier I instruction to raise student typical growth percentage as reported by the iReady Diagnostic results report for Math. Our buildings annual typical growth was 54% in 2024-25. Our students meeting typical growth in Math will increase from 54% to 80%.
Priority 2: Washington Elementary will improve Tier I instruction to raise student typical growth percentage as reported by the iReady Diagnostic results report for Reading. Our buildings annual typical growth was 68% in 2024-25. Our students meeting typical growth in Reading will increase from 68% to 80%.
Priority 3: Washington Elementary will improve Tier 1 behavior to increase the percentage of students meeting behavioral expectations as measured by the school-wide PBIS data, reducing office discipline referrals by 10% by the end of the 2025-26 school year. The total number of office referrals as of 2024-25 was 605. Reducing our number of referrals by 10% or 545 office referrals and using Tier 1 behavior strategies will improve instruction.

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.

Washington Elementary School will implement the following reform strategies during the 2025-2026 school year to provide opportunities for all students to meet the Common Core Standards while educating the whole child.

Washington Teachers have common planning times as a grade level and analyze data from student assessments to determine what interventions to put in place if needed.

The reform strategies begin with Tier One. Our District Priority Standards guide our Tier One Instruction. We will use Magnetic Reading and Handwriting without Tears 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 students. 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. 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 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 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 during RTI time. 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.

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 are provided 5 days a week at Washington. The social worker sees students with IEP's (Individualized Education Plans) social work minutes as the first priority. The social worker sees students in small groups or one-on-one depending on the need. She will push in to classrooms when needed to address classroom social work needs. The school social worker saw approximately 37 students (IEP and non-IEP) on a weekly basis during the 2024-25 school year. The data collected from the MTSS Process shows that social work services will remain the same if not grow slightly for next year. We use SASS/CARES/Mobile Crisis Unit at Washington when a student threatens harm to themselves or others. The SASS worker may offer services for 3 months after the initial contact, if needed. SASS and CARES calls are frequently made. In the 2024-25 school year, 18 risk assessments were made and 8 CARES calls were made. Parent contacts were made frequently as follow-up and students were reported to be receiving services outside of the school. The school psychologist also supports the SSW and makes her self available to see at risk students when needed.

MTSS Intervention supports are implemented for students who have been referred for academic or behavioral needs. Data is collected regarding the effectiveness of the intervention supports for the students. The interventions and results are planned and reviewed in a team format between the school staff and the student's parent. Typically, the interventions are implemented by the classroom teacher and the Title I Teacher. Washington has 3 fulltime Special Needs Teachers (2 Learning Disability Teachers and 1 Emotionally Disability Classroom Teacher). In addition, Washington had 10 Special Needs Paraprofessionals. We have a Speech Therapist that services Washington Students 4 days a week. In addition, we use outside services to assist our students when inside resources are not meeting their needs. We use SAS, the CARES Hotline, and the Mobile Crisis Unit to assist students in crisis.

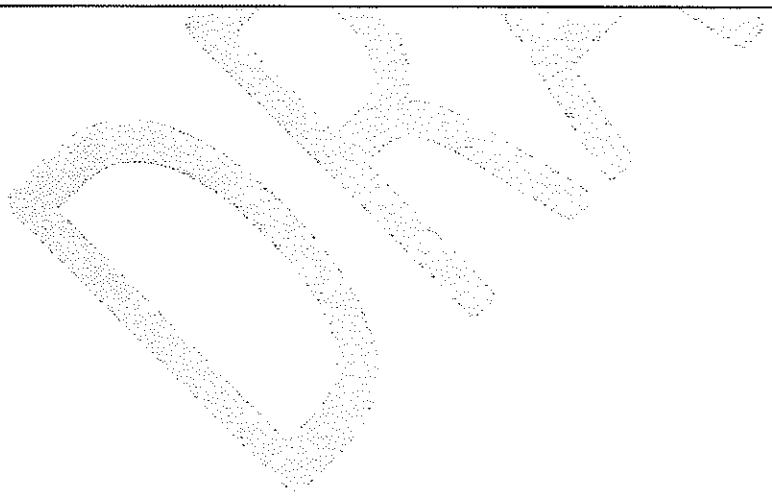
In addition, we have Crossroads Learning Center which is an alternative setting that can be utilized for students who meet the three school-day suspension threshold. By using CLC, it allows students to continue to receive educational services and are able to complete classroom work.

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).

Washington Elementary School provides opportunities for each teacher to invite community leaders in various occupations to come to their class and do presentations on their occupations. We invite a mixture of occupations where some employees have a college education and some have trade school experience. The occupations include doctors, attorneys, firemen, policemen, nurses, farmers, mail carriers, dentists, engineers, electricians, construction workers and many more. The students have questions prepared for the visitors prior to their arrival.

We also have field trips to places like the Children's Museum in Springfield where students have the opportunity to play roles in a career. The University of Illinois Extension Office provides AG in the classroom for all 4th grade students in the district where students get to learn about agriculture and all of the aspects surrounding it. This monthly program culminates with a field trip at the end of the year where students can get hands-on experience. The younger grades use the U of Illinois Extension Office to provide a program called "Where Food Comes From."

Years ago, we had a job shadowing program where our intermediate grades would get to go out into the community and shadow bank, newspaper and hospital personnel, just a few of the employers in our town. It would be beneficial to bring this opportunity back for students.



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.).

At Washington Elementary School we use an MTSS Team that consists of the principal, who coordinates and leads the meetings, sends out invitations and assures that the proper documentation occurs. The classroom teacher, a special education teacher along with the speech teacher if needed, the school social worker and psychologist attend these meetings. Parents are also invited and made aware of their student's progress.

In our district we have tried to streamline our MTSS System. We have a Data-Based Functional Assessment Problem Solving system, which is a universal process used to determine why a student or group of students are not responding to instruction or are struggling behaviorally. In the problem-solving process, we examine individual student data, as well as, whole classroom data to determine if it is a system issue or an individual student comprehension issue.

During the MTSS Process, we define the learning issue to determine why a student is not making academic or behavioral progress. Secondly, we develop and implement an intervention plan that includes specific goals, interventions, evaluation strategies and decision criteria after analyzing data to determine if the problem has been resolved or if the student is responding to the interventions. If not, we make adjustments to instruction and the interventions.

Washington has a code of conduct booklet that is written in kid-friendly terms. Students are given a copy of this booklet and one is sent home to parents. Expectations and procedures for a successful and positive educational experience are presented in the Code of Conduct as well as the student handbook that all parents receive. At the beginning of the year, teachers go over the Code of Conduct for all areas of the building then walk the students around the building to better explain the expectations.

We also have character traits of the month that we focus on each month. Teachers pick a student who successfully displays the character trait and that student gets an award at the end of the month. All teachers use Second Steps for ten minutes a day to provide Social Emotional Learning for all students. Teachers use the strategies daily to learn to identify and manage their emotions.

The use of the school social worker and psychologist is also helpful at times to make sure that the student receives additional services at the time of need. The social worker and psychologists will meet with students in small groups and individually if needed.

We use conflict resolution, check-in check-out, rewards and incentives. We also use discipline when needed such as detentions, in-school suspensions, out of school suspensions, and Crossroads Learning Center. Some staff members at Washington are Crisis Prevention Institute CPI trained and certified, as well as, Ukeru trained to assist students with non-violent crisis interventions and de-escalation techniques.

In addition, Washington also participates in Early Childhood Transition IEP meetings and invites the middle school to IEP/504 meetings for exiting fifth graders. In addition, the Pre-K students visit our Kindergarten Classrooms and our 5th grade students go to the middle school for a visit at the end of the year.

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.

- PD's focusing on:
    - RTI at Work – August 7, 2024 – 8:30 – 3:00 p.m.
    - Trauma Training aligned with the Ukeru Training Philosophy
    - 25-26 Global PD's online that focus on the areas that the team has identified.

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 to evaluate student progress. In addition, classroom teachers will meet as a grade to discuss and 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.

Paraprofessionals and Secretaries are also provided trainings throughout the year that are specifically aligned with their job duties. Trainings are provided by Four Rivers Special Education, the Regional Office of Education, Jacksonville School District and Jacksonville School District Special Services Department.

At the district level, professional development opportunities provide teachers in the past with prioritizing ELA and Math standards and the district-generated EOY Assessments, as well as, training pertaining to the new ELA Magnetic Reading Series.

Paraprofessionals take professional development through Master Teacher and Public School Works to assist in feeling more confident in working with the individual needs of students.

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.

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

Washington Elementary School works with the local preschools and parents to familiarize them with Washington and the transition from Pre-K to Kindergarten. Each year we have a Kindergarten Preview Night held in May. Kindergarten students and their parents get to tour the school, meet the teachers and learn what to expect when students come to Washington. We also have a Meet the Teacher Night/Open House prior to school starting where parents and students come and meet their teacher and bring their classroom supplies. Our district Kindergarten Teachers meet with our district pre-K teachers at least three times a year to discuss transitions, goals, standards, etc. Our district kindergarten teachers gather information to prepare for the upcoming year by meeting regularly. They have created a checklist of skills children should have as they enter kindergarten. The 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 we have 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 and what services may need to be provided.

As a district we have worked to broaden our communication with the daycares and preschools in our community. By doing this we are hoping to broaden the communication gap so that parents can learn more about the Kindergarten that their child will attend the upcoming year. In addition, as a district we have created a plan for pre-school and Kindergarten teachers to visit each other's classrooms and also bring Kindergarten students to visit the Kindergarten classroom at the end of the school year prior to pre-k students arriving. In addition, it is really beneficial for the pre-K parents to be able to meet and become more familiar with the Kindergarten teachers and principal. A strong relationship encourages trust and a partnership. The district administrators have discussed having supports in place for the first month of school to ease the students into the transition. Additional staff, subs, paras, social workers or psychologists could help students who struggle with environmental changes. We continue to teach Second Steps and provide other SEL supports, however, we feel that the more support, the better.

Parent communication is typically strong at Washington. The teachers use Class Dojo to communicate with parents, along with notes home, phone calls and face to face conversations when the parents come to pick up their students at the end of the day. The teachers use the student portfolio on class dojo to share student work and progress. Washington returned to our newly renovated building in 2023-24, where we hosted parent and community tours, open house/meet the teacher night, parent-teacher conferences and many activities where parents were welcomed into our building. In 2024-25, we will continue parent involvement activities.

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.

DRAFT

F. Consideration of/to accept the renewal for Bread Contract with Alpha for 2025-2026 730

CONSENT AGENDA ITEM June 25, 2025

TO: Board of Education
FROM: Richard Cunningham
SUBJECT: Consideration of/to accept the renewal for Bread Contract with Alpha for 2025-2026

PROPOSED MOTION BY THE BOARD OF EDUCATION:

"I recommend that the Board of Education accept the renewal for Bread Contract with Alpha for 2025-2026."

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

BAKERY BID - RENEWAL FOR 2025 - 2026

BID ITEM	ITEM	EST. USAGE	Alpha	Alpha EXT	GFS	GFS EXT	Kohl	Kohl EXT	Alpha 16-17	Alpha 17-18	Alpha 18-19	Alpha 19-20	Alpha 20-21	Alpha 21-22	Alpha 22-23	RENEWAL Alpha 23-24	RENEWAL Alpha 24-25	RENEWAL Alpha 25-26
1	Hamburger, WGR	50,000	0.2274089	11,370.45		0.00		0.00	1.32/12	1.32/12	1.32/12	1.34/12	1.34/12	1.374/12	1.79/12	2.32/12	2.61/12	2.73/12
2	Sandwich Bread 100% Whole Wheat	2,000	0.144007	288.01		0.00		0.00	1.466/24	1.51/24	1.56/24	1.59/24	1.59/24	1.64/24	2.48/28	3.10/28	3.47/24	3.47/24
3	Hot Dog, WGR	2,000	0.225223	450.45		0.00		0.00	1.32/12	1.32/12	1.32/12	1.34/12	1.34/12	1.374/12	1.79/12	2.32/12	2.61/12	2.73/12
	TOTALS WGR			$12,108.91		$0.00		$0.00										

100% WW = 100% Whole Wheat

WGR = Whole Grain Rich (at least 50% Whole Grains)

Alpha = Fresh Bread
Hamburger, WGR = 2 Grain
Sand Bread, 100% WW = 1 Grain
Hot Dog, WGR = 2 Grain

Kohl = Frozen Bread
Hamburger, WGR = 2 Grain
Sand Bread, WGR= 1 Grain
Hot Dog, WGR = 2 Grain

GFS = Frozen Bread
Hamburger, WGR = 2 Grain
Sand Bread, 100% WW = 1 Grain
Hot Dog, WGR = 2 Grain

Grain servings based on Nutritional Information supplied by each bidder.

Healthy, Hunger-Free Kids Act of 2010
All grains offered during week must be whole-grain rich in NSLP & SBP beginning 2014-2015

G. Consideration of/to accept the Milk Bid from Prairie Farms for 2025-2026 733

CONSENT AGENDA ITEM June 25, 2025

TO: Board of Education
FROM: Richard Cunningham
SUBJECT: Consideration of/to accept the Milk Bid from Prairie Farms for 2025-2026

PROPOSED MOTION BY THE BOARD OF EDUCATION:

"I recommend that the Board of Education accept the Milk Bid from Prairie Farms of $118,660 for 2025-2026."

MOVED BY: _____ Seconded: _____

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

Background Information:
The bid includes the option of four one-year renewals.

MILK BID
2025-2026

BID #	ITEM	USAGE	PF FLUC	FLUC EXT	18-19 Fluc	4/30/19 Price	19-20 Fluc	4/27/20 Price	20-21 Fluc	4/27/21 Price	21-22 Fluc	4/29/22 Price	22-23 Fluc	4/29/23 Price	23-24 Fluc	4/30/24 Price	24-25 Fluc	4/30/25 Price	25-26 Fluc
1	1% WHITE	75,000	0.30	22,500.00	0.26	0.267	0.27	0.274	0.26	0.27	0.27	0.291	0.3	0.272	0.28	0.284	0.28	0.29	0.30
2	1% CHOC	300,500	0.32	96,160.00	0.27	0.276	0.29	0.297	0.28	0.292	0.29	0.312	0.32	0.292	0.3	0.296	0.29	0.297	0.32
	TOTAL FOR MILK PRODUCTS			118,660.00															

Healthy, Hunger-Free Kids Act of 2010
Nutrition Standards in the National School Lunch and School Breakfast Program proposed rules regarding milk:
Only offer Fat-free (flavored or unflavored) and Low-fat (unflavored) milk. Two types must be offered.

May 1, 2017, Sonny Purdue directed the USDA to begin the regulatory process for schools to serve 1% flavored milk through school nutrition programs.
Beginning 2018-19 schools could offer 1% flavored or unflavored milk and skim flavored or unflavored milk. Two types that meet this criteria must be offered.

H. Consideration of/to accept Breakfast and Lunch prices for FY 2025-2026 736

CONSENT ITEM June 25, 2025

TO: Board of Education
FROM: Richard Cunningham
SUBJECT: Consideration of/to Accept Breakfast and Lunch Prices for FY 2025-2026.

PROPOSED MOTION BY THE BOARD OF EDUCATION:
"I recommend that the Board of Education approve a $0.10 increase of the lunch prices, with no increase to breakfast prices, at all schools for the FY 2025-2026 school year."

MOVED BY: _____ Seconded: _____

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

Background Information:
Prices 2025-2026
Lunch
Elementary/Middle School Paid Lunch: $2.85
High School Paid Lunch: $3.40
Reduced Lunch: $0.40

Breakfast:
Elementary/Middle & High School: $1.75
Reduced Breakfast: $0.30

SFA NAME: [TYPE SFA NAME HERE] JS0117

The prices are based on adjusting SY 2024-25 price requirement by the 2% rate increase plus the Consumer Price Index (6.03%).

SY 2025-26 Weighted Average Price Requirement	
Requirement to the nearest cent	Requirement ROUNDED DOWN to the nearest 5 cents
$ 3.31	$ 3.30

SY 2025-26 Price Raise Calculator

Step 1

If the SY 2024-25 Weighted Average Price is equal to or above the target price of $4.01 then the SFA is compliant for SY 2025-26.

SY 2024-25 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for October 2024.

	Number of Paid Lunches	Paid Lunch Prices	Monthly Revenue	Weighted Average Price for SY 2024-25
1	1,436	$ 2.75	$ 3,949.00	
2	3,318	$ 3.30	$ 10,949.40	
3			$ -	
4			$ -	
5			$ -	
6			$ -	
7			$ -	
8			$ -	
9			$ -	
10			$ -	
Total	**4,754**		**$ 14,898.40**	**$ 3.13**

Step 2

Shortfall or Credit
Enter any shortfall or credit carried forward from SY 2024-25
$ (0.81)

Overview of the Calculations

Total Price Increase for SY 2025-26 (Based on the requirement rounded down to the nearest 5 cents)
$ 0.98
Required Weighted Average Price for SY 2025-26 (Increase with the 10 cents cap)
$ 3.23
Remaining Shortfall to Meet the Total Price Increase for SY 2025-26 (Based on establishing the price with the 10 cents cap)
$ 0.88
Credit From the Total Price Increase for SY 2025-26 (Based on a greater price in SY 24-25 and/or credit from the previous year)
$ -

(Optional Step)

Pricing Estimation Calculator

Below is a tool allowing users to manipulate prices to achieve the required weighted average price for SY 2025-26.

	Number of Paid Lunches	Paid Lunch Prices	Monthly Revenue	Weighted Average Price for SY 2025-26
1	1,436	$ 2.85	$ 4,092.60	
2	3,318	$ 3.40	$ 11,281.20	
3			$ -	
4			$ -	
5			$ -	
6			$ -	
7			$ -	
8			$ -	
9			$ -	
10			$ -	
Total	**4,754**		**$ 15,373.80**	**$ 3.23**

Step 3

SY 25-26 Report

To review the instructions for the SY 25-26 Price Raise Calculator:

Instructions

Attention: Users should only enter information in the cells highlighted in green. Modifications should not be made to the tool as changes can cause an incorrect new average price to be calculated which will impact future calculations.

May 2025

I. Consideration of/to move Early Years district expenses from District Fund 20 to Fund 10 Early Years Grant 739

CONSENT AGENDA ITEM June 25, 2025

TO: Board of Education

FROM: Richard Cunningham

SUBJECT: Consideration of/to Move Early Years District Expenses From Fund 20 to Fund 10 Early Grant.

PROPOSED MOTION BY THE BOARD OF EDUCATION:

"I recommend that the Board of Education accept the move the Early Years Expenses of $19,579.07 from the District Fund 20 to Fund 10 Early Years Grant."

MOVED BY: _____ Seconded: _____

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

Background Information:

Revised 6/20/25

Journal Entry Request Form

Move From (credit)		Move To (Debit)		
Full Account Number	**Amount**	**Full Account Number**	**Amount**	**Reason for the Move**
20E550 2540 4660 00	$6,603.00	10E551 2540 4___ 00 250000	$6,603.00	Able to cover with Early Childhood Grant
20E550 2540 3210 00	$1,382.21	10E552 2540 3___ 00 250000	$1,382.21	Able to cover with Early Childhood Grant
20E550 2540 3230 00	$1,066.17	10E552 2540 3___ 00 250000	$1,066.17	Able to cover with Early Childhood Grant
20E550 2540 3400 00	$129.32	10E552 2540 3___ 00 250000	$129.32	Able to cover with Early Childhood Grant
20E550 2540 3700 00	$2,480.67	10E552 2540 3___ 00 250000	$2,480.67	Able to cover with Early Childhood Grant
20E550 2540 4110 00	$1,334.55	10E552 2540 4___ 00 250000	$1,334.55	Able to cover with Early Childhood Grant
20E550 2540 4650 00	$6,583.15	10E552 2540 4___ 00 250000	$6,583.15	Able to cover with Early Childhood Grant
	19,579.07		19,579.07	

J. Consideration of/to accept lease extension on the JHS Postage Machine 742

CONSENT ITEM June 25, 2025

TO: Board of Education
FROM: Richard Cunningham
SUBJECT: Consideration of/to Accept Lease Extension on the JHS Postage Machine.

PROPOSED MOTION BY THE BOARD OF EDUCATION:
"I recommend that the Board of Education approve the lease of the JHS Postage Machine from Pitney Bowes for 60 months at a yearly cost of $3,161.76."

MOVED BY: _____ Seconded: _____

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

Background Information:

CONSENT ITEM June 25, 2025

TO: Board of Education
FROM: Richard Cunningham
SUBJECT: Consideration of/to accept bid from Kohl Wholesale Inc.

PROPOSED MOTION BY THE BOARD OF EDUCATION:

I recommend that the Board of Education accept the bid from Kohl Wholesale Inc.

MOVED BY: _____ Seconded: _____

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

Background Information: See attached for a break down. Prices for fresh items vary from week to week so the total is not usually listed.

FFVP BID SUMMARY & EXTENSION 2025-26 for All Items

#	ITEM	U/M	Use/Yr	Kohl	Kohl Ext	*Pack if different*	MJK	MJK Ext	*Pack if different*	Garden	GardenExt	*Pack if different*
1	Apple, Fuji - 113/125 ct	cs	16	31.40	502.40			0.00	No Bid	32.79000	524.64	
2	Apple, Gala - 113/125 ct	cs	8	29.40	235.20		47.98	383.84	100 ct - S/O	35.64200	285.14	
3	Apple, Golden Delicious - 125 ct	cs	14	32.40	453.60		38.94	545.16	100ct	35.64300	499.00	
4	Apple, Granny Smith - 138 ct	cs	12	31.40	376.80	113ct	38.43	461.16	100ct	35.64250	427.71	
5	Apple, Honeycrisp - 72/88 ct	cs	9	48.15	433.35	113ct	62.28	560.52	88ct - S/O	69.92900	629.36	
6	Apple, Jonathan - 113/125 ct	cs	8	21.20	169.60	138ct		0.00	No Bid		0.00	No Bid
7	Apple, Red Delicious - 125 ct	cs	16	27.40	438.40		29.10	465.60		32.78550	524.57	
8	Bananas, 40#	cs	32	27.05	865.60		23.69	758.08		28.04270	897.37	
9	Blackberries - 12/.5 pint/cs	cs	13	30.40	395.20		25.77	335.01	S/O	28.80000	374.40	
10	Blueberries - 12/.5 pint/case	cs	13	32.35	420.55		26.27	341.51	S/O	26.90000	349.70	
11	Clementines - 10/3#	cs	16	41.15	658.40		41.96	671.36		42.14300	674.29	
12	Nectarines - 110 ct	cs	9	24.50	220.50	26# 48-50ct	20.96	188.64	56ct - S/O	54.10000	486.90	
13	Orange, Fancy - 138 ct	cs	12	33.35	400.20		27.91	334.92		45.71400	548.57	
14	Peach - 56-70 ct	cs	16	33.50	536.00	49#	38.89	622.24	18-20# - S/O	76.67150	1226.74	
15	Pear, Bartlett - 90-110 ct	cs	9	48.40	435.60		40.23	362.07	90ct - S/O	64.21000	577.89	110-135ct
16	Pear, Red - 50 ct	cs	18	40.55	729.90	35-40ct	40.91	736.38	20# - S/O	37.07190	667.29	
17	Peppers, Mini Sweet - 12/1#/cs	cs	18	22.85	411.30		23.18	417.24	2./5# -S/O	38.91450	700.46	
18	Plum - 80 ct	cs	12	36.90	442.80		66.16	793.92	S/O	43.57200	522.86	
19	Raspberries - 12/pints/cs	cs	13	34.40	447.20	12/6z	30.82	400.66	12/6z - S/O	37.42850	486.57	
20	Strawberries - 8/1# or 4/2#	cs	33	26.40	871.20		22.23	733.59		20.64266	681.21	
	CUT, FRESH											
21	Cantaloupe, Chunks - 5#/cs	5#	82	18.80	1541.60	S/O	20.10	1648.20	S/O	15.64280	1282.71	S/O
22	Honey Dew, Chunks or Sliced- 5#	5#	44	18.55	816.20	S/O	20.10	884.40	S/O	15.81430	695.83	S/O
23	Pineapple, Spears or Chunks - 5#	5#	200	16.15	3230.00	S/O	16.67	3334.00	S/O	16.51430	3302.86	S/O
24	Watermelon, Chunks - 5#/cs	5#	176	14.30	2516.80	S/O	13.38	2354.88	S/O	15.00000	2640.00	
	PACKAGED, FRESH											
25	Apple, Sliced - 2 oz pkg	ea	20	28.55	571.00	100/2z		0.00	100/2z	37.35000	747.00	100/2z

TOTALS	18119.40	17333.38	19753.07
TOTALS minus line 1 & 6 & 25	16876.40	17333.38	18481.43
(only Kohl bid 1 & 6 and MJK missing 25)			

CONSENT AGENDA ITEM June 25, 2025

TO: Board of Education

FROM: Richard Cunningham

SUBJECT: Consideration of/to pay the Application for Payment No. 1 to Designed Roofing Systems for JHS Roof Replacement

---

PROPOSED MOTION BY THE BOARD OF EDUCATION:

"I recommend that the Board of Education pay the Application for Payment No. 1 to Designed Roofing System for the JHS Roof Replacement in the amount of $218,367.90."

MOVED BY: _____ Seconded: _____

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

Background Information:

See Attached.

GRAHAM AND HYDE
ARCHITECTS, INC.

June 10, 2025

Mr. Rick Cunningham
Chief Financial Officer
Jacksonville School District #117
211 West State Street
Jacksonville, IL 62650

Re: **Maintenance Area Roof Replacement**
Jacksonville High School
1211 North Diamond Street
Jacksonville, Illinois
Pay Application No. 1
G&H #0511-108

Dear Rick:

Enclosed is Application for Payment No. 1 in the amount $218,367.90 as prepared by Designed Roofing Systems, Inc. along Partial Waiver of Lien in the same amount.

If you are in agreement, payment should be made directly to Designed Roofing Systems, Inc. in the amount of $218,367.90.

Should you have any questions or need any additional information, please contact me.

Sincerely,



James C. Cosgriff, AIA

JCC:bg
Enclosure

217-787-9380 • fax: 217-793-6465 • www.GrahamandHyde.com • 1010 Clocktower Drive, Springfield, Illinois 62704

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702 PAGE ONE OF 01 PAGES

TO OWNER:
Jacksonville CUSD #117
211 W State St
Jacksonville, IL 62650

PROJECT:
Jacksonville High School Maintenance
Roof Replacement

Pay App 1

Distribution to:
[ ] OWNER
[xx] ARCHITECT
[ ] CONTRACTOR
[ ]
[ ]

PERIOD TO: 6/9/2025

FROM CONTRACTOR:
Designed Roofing Systems, Inc.
4850 Jeffory Street
Springfield, IL 62703

Architect:
Graham and Hyde
1010 Clocktower Dr.
Springfield, IL 62704

PROJECT #: G&H #0511-108

CONTRACTOR FOR:

CONTRACT DATE: 3/19/2025

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM		$ 428,813.00
2. Net change by Change Orders		$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)		$ 428,813.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)		$ 242,631.00
5. RETAINAGE:		
a. 10 % of Completed Work (Column D + E on G703)	$ 24,263.10	
b. ____ % of Stored Material (Column F on G703)	$ 0	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)		$ 24,263.10
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)		$ 218,367.90
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$ 0.00
8. CURRENT PAYMENT DUE		$ **218,367.90**
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$	210,445.10

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	$0.00	$0.00
NET CHANGES by Change Order	$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Designed Roofing Systems, Inc.

By: _____ Date: X 6/9/25

State of: Illinois County of: Sangamon
Subscribed and sworn to before me this 9th day of June 2025
Notary Public: Melinda A Crawford
My Commission expires: 03/28/27

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED . . . . . $ 218,367.90

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and onthe Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: James C Cosgriff Date: 6.15.25

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA DOCUMENT G702 · APPLICATION AND CERTIFICATION FOR PAYMENT · 1992 EDITION · AIA® · © 1992 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292
Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Pay App 1

APPLICATION DATE: 6/9/2025
PERIOD TO: 6/8/2025
ARCHITECT'S PROJECT NO: G&H #0511-108

Jacksonville High School Maintenance

ITEM	B DESCRIPTION OF WORK	C SCHEDULED VALUE	Roof Replacement WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	G % (G ÷ C)	H BALANCE 6/9/2025 (C - G)	I RETAINAGE (IF VARIABLE RATE)
First Mid	Bonds	$4,631.00	$0.00	$4,631.00	$0.00	$4,631.00	100.00%	$0.00	$463.10
Designed Roofing Systems	Mobilization (L)	$30,000.00	$0.00	$15,000.00	$0.00	$15,000.00	50.00%	$15,000.00	$1,500.00
Designed Roofing Systems	Tear Off (L)	$65,500.00	$0.00	$26,200.00	$0.00	$26,200.00	40.00%	$39,300.00	$2,620.00
Designed Roofing Systems	Roofing Insulation (L)	$67,000.00	$0.00	$26,800.00	$0.00	$26,800.00	40.00%	$40,200.00	$2,680.00
Crown C	Roofing Insulation (M)	$70,000.00	$0.00	$70,000.00	$0.00	$70,000.00	100.00%	$0.00	$7,000.00
Designed Roofing Systems	EPDM (L)	$50,000.00	$0.00	$20,000.00	$0.00	$20,000.00	40.00%	$30,000.00	$2,000.00
Richards	EPDM (M)	$80,000.00	$0.00	$80,000.00	$0.00	$80,000.00	100.00%	$0.00	$8,000.00
Designed Roofing Systems	Sheet Metal (L)	$29,432.00	$0.00	$0.00	$0.00	$0.00	0.00%	$29,432.00	$0.00
Crown C	Sheet Metal (M)	$27,500.00	$0.00	$0.00	$0.00	$0.00	0.00%	$27,500.00	$0.00
Jones Plastering	EIFS (L)	$4,450.00	$0.00	$0.00	$0.00	$0.00	0.00%	$4,450.00	$0.00
DRS Stock	EIFS (M)	$300.00	$0.00	$0.00	$0.00	$0.00	0.00%	$300.00	$0.00
		$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
		$0.00	$0.00	$0.00	$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
		$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	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	$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	$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	$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	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
	GRAND TOTALS	$428,813.00	$0.00	$242,631.00	$0.00	$242,631.00		$186,182.00	$24,263.10

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

PARTIAL RELEASE
OF LIEN

State of *Illinois*

County of *Sangamon* *Date: June 09, 2025*

To all whom it may concern:

Whereas, the undersigned *Designed Roofing Systems, Inc.* has been employed by *Board of Education, Jacksonville CUSD #117 to furnish Material/Labor for the building known as Jacksonville High School Maintenance.*

Project #: *G&H #0511-108*
Contract #:

located in the city of Jacksonville, IL county of Morgan State of *Illinois.*

Now therefore, *Designed Roofing Systems, Inc.,* the undersigned, for and in consideration of the sum of *Two hundred eighteen thousand three hundred sixty seven dollars and 90/100 ($218,367.90)* and other goods and valuable considerations, the receipt whereof is hereby acknowledged, do hereby waive and release any and all lien, or claim or right to lien on said above described building and premises under the statute of the state of *Illinois* relating the Mechanics Liens, on account of labor or materials, or both, furnished up to this date, by the undersigned to or on account of the said *Jacksonville High School Wood Shop* or said building premises.

Given under our hand and seal this 9th day of June 2025.

Subcontractor/Contractor/Supplier Authorized Signature

(Corporations Only) Attest by Corp. Secretary

(SEAL)

CONSENT AGENDA ITEM June 25, 2025

TO: Board of Education

FROM: Richard Cunningham

SUBJECT: Consideration of/to pay the Application for Payment No. 7 to Neff Colvin for JHS Door Replacement and Security Glazing

---

PROPOSED MOTION BY THE BOARD OF EDUCATION:

"I recommend that the Board of Education pay the Application for Payment No. 7 to Neff Colvin for the JHS Door Replacement and Security Glazing in the amount of $59,933.70."

MOVED BY: _____ Seconded: _____

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

Background Information:

See Attached.

GRAHAM AND HYDE
ARCHITECTS, INC.

June 17, 2025

Mr. Rick Cunningham
Chief Financial Officer
Jacksonville School District #117
211 West State Street
Jacksonville, IL 62650

Re: **Door Replacement & Security Film Installation**
Jacksonville High School
1211 North Diamond Street
Jacksonville, IL
Pay Application No. 7
G&H #0511-103

Dear Rick:

Enclosed is Application for Payment No. 7 in the amount $59,933.70 as prepared by Neff-Colvin, Inc., along Partial Waiver of Lien in the same amount.

If you are in agreement, payment should be made directly to Neff-Colvin, Inc. in the amount of $59,933.70.

Should you have any questions or need any additional information, please contact me.

Sincerely,

James C. Cosgriff, AIA

JCC:bg
Enclosure

217-787-9380 • fax: 217-793-6465 • www.GrahamandHyde.com • 1010 Clocktower Drive, Springfield, Illinois 62704

AIA® Document G702™ – 1992

Application and Certificate for Payment

TO OWNER: JACKSONVILLE SCHOOL DIST #117
211 WEST STATE STREET
JACKSONVILLE, IL 62650

PROJECT: JACKSONVILLE SCHOOL DIST. 117
JACKSONVILLE HIGH SCHOOL
DISTRICT SECURITY DOORS

APPLICATION NO: 7
PERIOD TO: 6/16/25
CONTRACT FOR: General Construction
CONTRACT DATE:
PROJECT NOS: G&H 0511-103
PO NUMBER:

Distribution to:
OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
FIELD ☐
OTHER ☐

FROM CONTRACTOR:
Neff-Colvin, Inc.
106 B ANKROM CT.
JACKSONVILLE, IL 62650

VIA ARCHITECT: GRAHAM & HYDE ARCHITECTS, INC.

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM		$ 637,722.00
2. NET CHANGE BY CHANGE ORDERS		$ 0.00
3. CONTRACT SUM TO DATE *(Line 1 ± 2)*		$ 637,722.00
4. TOTAL COMPLETED & STORED TO DATE *(Column G on G703)*		$ 609,287.00
5. RETAINAGE:		
a. 10.0 % of Completed Work *(Columns D + E on G703)*	$ 60,928.70	
b. 10.0 % of Stored Material *(Column F on G703)*	$ 0.00	
Total Retainage *(Lines 5a + 5b, or Total in Column I of G703)*		$ 60,928.70
6. TOTAL EARNED LESS RETAINAGE *(Line 4 minus Line 5 Total)*		$ 548,358.30
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT *(Line 6 from prior Certificate)*		$ 488,424.60
8. CURRENT PAYMENT DUE		$ 59,933.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE *(Line 3 minus Line 6)*	$ 89,363.70	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$ 0.00	$ 0.00
Total approved this month	$ 0.00	$ 0.00
TOTAL	$ 0.00	$ 0.00
NET CHANGES by Change Order	$ 0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Neff-Colvin, Inc.
By: [signature] Date: June 16 2025
State of: Illinois
County of: Morgan
Subscribed and sworn to before me this 16th day of June 2025
Notary Public: Joe B. Hall
My commission expires: December 15, 2025

OFFICIAL SEAL
JOSEPH B HALL
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES: 12/15/2025

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $ 59,933.70
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
By: James C Cosgriff Date: 6.17.25

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G702™ – 1992. Copyright © 1953, 1963, 1965, 1971, 1978, 1983 and 1992 by The American Institute of Architects. **All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.** Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.
010711ACD44

From: Neff-Colvin, Inc.
JobId: J2405 JACKSONVILLE SCHOOL DIST. 117
JACKSONVILLE HIGH SCHOOL
DISTRICT SECURITY DOORS

Page no: 2
Application no: 7
Application date: 6/16/25
Period to: 6/30/25
Architect's Project No: G&H 0511-103

A	B	C	D	E	F	G		H	I
			Work Completed						
Item No.	Description of Work	Scheduled Value	Previous Application	This Period	Materials Stored (not in D or E)	Total Completed and Stored to Date (D+E+F)	% (G/C)	Balance to Finish (C-G)	Retainage
1	INSTALL DOORS & HARDWARE NEFF-COLVIN, INC.	126,327.00	82,331.00	32,997.00	0.00	115,328.00	91	10,999.00	11,532.80
2	DOORS, FRAMES & HARDWARE S&S BUILDERS HARDWA	230,000.00	230,000.00	0.00	0.00	230,000.00	100	0.00	23,000.00
3	HARDWARE FOR ALUM. DOORS S&S BUILDERS HARDWA	42,000.00	42,000.00	0.00	0.00	42,000.00	100	0.00	4,200.00
4	ELECTRICAL GANO ELECTRIC	7,000.00	7,000.00	0.00	0.00	7,000.00	100	0.00	700.00
5	CONTROL WIRING HEART	14,627.00	9,576.00	3,026.00	0.00	12,602.00	86	2,025.00	1,260.20
6	ALUMINUM STOREFRONT GARDNER GLASS	90,520.00	90,520.00	0.00	0.00	90,520.00	100	0.00	9,052.00
7	SECURITY FILM J&J INC.	39,878.00	29,909.00	7,976.00	0.00	37,885.00	95	1,993.00	3,788.50
8	PAINTING TIM POWELL EXPERT PAINTING	15,540.00	7,770.00	0.00	0.00	7,770.00	50	7,770.00	777.00
9	BOND	9,068.00	9,068.00	0.00	0.00	9,068.00	100	0.00	906.80
10	OHP	62,762.00	34,520.00	22,594.00	0.00	57,114.00	91	5,648.00	5,711.40
	Totals	637,722.00	542,694.00	66,593.00	0.00	609,287.00	96	28,435.00	60,928.70

Partial RELEASE OF LIEN

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, for and in consideration of the payment of the sum of $ 59,933.70 , paid by Neff-Colvin, Inc. , receipt of which is hereby acknowledged, hereby releases and quit claims to the said party its successors and assigns, JACKSONVILLE SCHOOL DIST #117 the owner, all liens, lien rights, claims or demands of any kind whatsoever, which the undersigned now has or might have against the building on premises legally described as:

JACKSONVILLE SCHOOL DIST. 117
JACKSONVILLE HIGH SCHOOL
DISTRICT SECURITY DOORS

on account of labor performed and/or material furnished for the construction of any improvements theron. That all labor and materials used by the undersigned in the erection of said improvements have been fully paid for.

Nature of work: Materials & Misc. as per NEFF-COLVIN, INC. Invoices.

IN WITNESS WHEREOF,

I have hereunto set my hand this 16 day of June , 2025

NEFF-COLVIN, INC.

By: Doug Neff

Sworn to and subscribed before me this 16th day of June , 2025.

My Commission expires:

December 15, 2025

Joe B Hall
Notary Signature

OFFICIAL SEAL
JOSEPH B HALL
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES: 12/15/2025

N. Consideration of/to accept the renewal of the Aluminum/Plastics Contract for 2025-2026 759

CONSENT AGENDA ITEM June 25, 2025

TO: Board of Education
FROM: Richard Cunningham
SUBJECT: Consideration of/to accept the renewal for Aluminum/Plastics Contract for 2025-2026

PROPOSED MOTION BY THE BOARD OF EDUCATION:

"I recommend that the Board of Education accept the renewal for Aluminum/Plastics Contract with Durable and BradyPlus for 2025-2026."

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

BID RENEWAL SUMMARY DISPOSABLE PRODUCTS (ALUMINUM/PLASTIC) FALL 2025

ITEM #	SPEC	USE	DURABLE	DURABLE EXT
FOIL				
1	PIZZA	40	157.82	6,312.80
2	HAMB	200	160.86	32,172.00
3	HOT DOG	10	161.12	1,611.20
				40,096.00

ITEM #	SPEC	USE	BRADY +	BRADY + EXT
PLAS				
4	1 CMPT	40	65.28	2,611.20
5	2 CMPT-HAM	200	72.87	14,574.00
6	3 CMPT	10	70.49	704.90
				17,890.10

BID RENEWAL DISPOSABLE PRODUCTS (ALUMINUM/PLASTIC) FALL 2025

ITEM#	SPEC	USE	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	EXT
FOIL																					**DURABLE**
1	PIZZA	40	157.82	137.23	137.2	137.2	78.44	74.41	74.41	75.42	67.19	65.74	63.89	63.84	58.12	58.13	63.92	58.24	50.26	59.96	6,312.80
2	HAMB	200	160.86	139.88	139.9	139.9	80.95	81.26	81.26	81.43	73.99	72.74	70.87	72.97	63.52	63.53	68.89	58.79	50.67	65.80	32,172.00
3	HOT DOG	10	161.12	140.10	140.10	140.1	82.77	154.2	154.2	84.31	75.47	74.67	69.89	69.93	67.69	67.67	73.52	68.56	60.17	70.44	1,611.20
																					40,096.00
PLAS																					**BRADYPLUS**
4	1 CMPT	40	65.28	65.28	60.50	60.28	61.50	56.14	56.14	41.94	41.04	40.44	40.47	42.24	39.44	39.44	39.43	33.60	38.96	39.97	2,611.20
5	2 CMPT HAM	200	72.87	72.87	67.87	67.86	53.25	50.09	50.09	41.94	41.04	40.44	40.47	42.24	39.44	39.44	39.43	35.80	38.96	39.97	14,574.00
6	3 CMPT	10	70.49	70.49	61.50	70.53	66.11	56.14	56.14	41.94	41.04	40.44	40.47	42.24	39.44	39.44	39.43	35.80	38.96	39.97	704.90
																					17,890.10

XI. CLOSED SESSION - For the purposes of: 762

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. RETURN TO OPEN SESSION

XIII. ACTION ITEMS

A. Consideration of Personnel Recommendations 764

- Resignations
- Retirement
- Employment - Licensed
- Employment - Classified
- Leaves of Absence
- Stipends
- Terminations

ACTION ITEM June 25, 2025

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 25, 2025

Resignation

- **Samantha Carbonell,** Co-Assistant Softball Coach at Jacksonville Middle School, effective May 2, 2025.
- **Zach Mayberry,** Noon Supervisor at Washington Elementary School, effective at the end of the 2024-2025 school year.
- **Hannah Lueke,** Assistant Boys Tennis Coach at Jacksonville High School, effective May 27, 2025.
- **Susan Swanson,** Special Education Teacher at South Elementary School, effective at the end of the 2024-2025 school year.
- **Braxton Stewart,** Principal at South Elementary School, effective June 30, 2025.
- **Patrick Kelly,** Girls Track Coach at Jacksonville Middle School, effective at the end of the 2024-2025 school year.
- **Emilee Secrist,** Title I Teacher at Washington Elementary School, effective at the end of the 2024-2025 school year.

Retirement

- **Mike Prather,** Custodian at District #117, effective December 2, 2025.
- **Richard Webb,** Parent Educator at Early Years/Pre-Kindergarten Center, effective December 31, 2025.
- **Shelly Scaman,** Special Education Teacher at Jacksonville High School, effective at the end of the 2028-2029 school year. Eligible for retirement incentive as per JEA contract. Irrevocable resignation pursuant to JEA contract.
- **Meg Lorton,** School Social Worker, revision of retirement date from the 2026-2027 school year to the end of the 2025-2026 school year. Eligible for retirement incentive as per JEA contract. Irrevocable resignation pursuant to JEA contract.
- **Sue Ballard,** Special Education Paraprofessional at North Elementary School, effective August 31, 2025.
- **Greg Ballard,** Bus Driver at Transportation Department, effective August 31, 2025.
- **Dorothy Fernandes,** Speech Language Pathologist, revision of retirement date from the 2027-2028 school year to the end of the 2024-2025 school year. Irrevocable resignation pursuant to JEA contract.

Employment – Licensed

- **Cathy Sheeley,** Primary/Intermediate Teacher at Eisenhower Elementary School for the 2025-2026 school year, *Salary: MA/Step 6: $56,792/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 13, 2025.
- **Adison Mayes**, Speech Language Pathologist at Jacksonville School District for the 2025-2026 school year, *Salary: MA/Step 1 + $6,000 stipend for a total: $57,691/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 13, 2025.
- **Erica Melcher,** Art Teacher at Jacksonville High School for the 2025-2026 school year, *Salary: MA/Step 1: $51,691/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 13, 2025.
- **Octavia Sleek,** Primary/Intermediate Teacher at Washington Elementary School for the 2025-2026 school year, *Salary: BA/Step 2: $47,165/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 13, 2025.
- **Hayley Flowers,** Special Education Teacher at Eisenhower Elementary School for the 2025-2026 school year, *Salary: BA/Step 1: $46,285/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 13, 2025.

- **Danielle Jackson,** Pre-K Teacher at Early Years for the 2025-2026 school year, *Salary: BA/Step 2: $47,165/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 13, 2025.
- **Samantha Lomelino,** Part-Time Pre-K Teacher at Early Years (M-W location) for the 2025-2026 school year, *Salary: MA/Step 1: $32,306.40/per year,* contingent upon receipt and confirmation of required employment documentation, effective August 13, 2025.

Employment-Classified

- **Robin Turner,** Noon Supervisor at Washington Elementary School, *Salary: $15.00 per hour,* contingent upon receipt and confirmation of required employment documentation effective August 12, 2025.

Employment – Modifications/Re-Assignments/Promotions/Transfers

- **Dan Scott,** Assistant Principal, Curriculum, at Jacksonville High School promoted to Elementary Principal at South Elementary School, effective at the beginning of the 2025-2026 school year.
- **Don "Ian" English,** Assistant Principal, Student Services, at Jacksonville High School, transferred to Assistant Principal, Curriculum, at Jacksonville High School, effective at the beginning of the 2025-2026 school year.

Summer School – Jacksonville High School

- **Elise Black,** Summer Intersession Instructor for up to 96 hours, effective May 30, 2025 until June 27, 2025, *Salary: $30.00/hour.*
- **Martin Ambre,** Summer Intersession Instructor for up to 96 hours, effective May 30, 2025 until June 27, 2025, *Salary: $30.00/hour.*

Extended School Year Employment–Special Education Services: July 14th through July 31st:

- **Jo Horabik,** Summer Intersession Teacher at Jacksonville Middle School, from July 14th through July 17th for up to 56 hours, *Salary: $30.00/hour.*
- **Karen Werries,** Summer Intersession Teacher at Jacksonville Middle School, from July 21st through July 31st for up to 56 hours, *Salary: $30.00/hour.*
- **Katie Tannahill,** Summer Intersession Teacher at Jacksonville Middle School for up to 56 hours, *Salary: $30.00/hour.*
- **Tammy Pattie,** Summer Intersession Teacher at Jacksonville High School for up to 56 hours, *Salary: $30.00/hour.*
- **Brittany Owens,** Summer Intersession Teacher at Jacksonville High School for up to 56 hours, *Salary: $30.00/hour.*
- **Meredith Blevins,** Summer Intersession Teacher at TAP Program for up to 56 hours, *Salary: $30.00/hour.*
- **Bailey Brammeier,** Summer Intersession Teacher at TAP Program for up to 56 hours, *Salary: $30.00/hour.*
- **Sharon Donovan,** Summer Intersession Teacher at Eisenhower Elementary School for up to 56 hours, *Salary: $30.00/hour.*
- **Chloe Oestmann,** Summer Intersession Teacher at Eisenhower Elementary School for up to 56 hours, *Salary: $30.00/hour.*
- **Molly Schmidt,** Summer Intersession Teacher at Eisenhower Elementary School for up to 56 hours, *Salary: $30.00/hour.*
- **Amanda Alred,** Summer Intersession Teacher at Eisenhower Elementary School for up to 56 hours, *Salary: $30.00/hour.*
- **Hannah Hansen,** Summer Intersession Speech Language Pathologist at Jacksonville Middle School, Jacksonville High School, Eisenhower, and TAP for up to 56 hours, *Salary: $30.00/hour.*

- **Catherine Courtney,** Summer Intersession Teacher at Illinois School for the Visually Impaired for up to 56 hours, *Salary: $30.00/hour.*
- **Amanda Clevenger,** Summer Intersession Nurse for up to 48 hours, *Salary: $34.13/hour.*
- **Belinda Whitaker,** Summer Intersession Nurse for up to 48 hours, *Salary: $38.04/hour.*
- **Shawn Ford,** Summer Intersession Nurse for up to 48 hours, *Salary: $32.50/hour.*
- **Allison Holmes,** Summer Intersession Paraprofessional at Jacksonville High School for up to 48 hours, *Salary: $18.59/hour.*
- **Wanda VanHyning,** Summer Intersession Paraprofessional at Jacksonville High School for up to 60 hours, *Salary: $21.70/hour.*
- **Heather Rhea,** Summer Intersession Paraprofessional at Eisenhower Elementary School for up to 48 hours, *Salary: $21.33/hour.*
- **Mitzi Linear,** Summer Intersession Paraprofessional at Eisenhower Elementary School for up to 48 hours, *Salary: $20.94/hour.*
- **Sheryl Hansen,** Summer Intersession Paraprofessional at Eisenhower Elementary School for up to 48 hours, *Salary: $17.95/hour.*
- **Sherri Earles,** Summer Intersession Paraprofessional at TAP for up to 48 hours, *Salary: $21.33/hour.*
- **Kelli Beckman,** Summer Intersession Paraprofessional at Eisenhower Elementary School for up to 48 hours, *Salary: $18.59/hour.*
- **Lydia Mellor,** Summer Intersession Paraprofessional at Eisenhower Elementary School for up to 48 hours, *Salary: $18.59/hour.*
- **Patrick Blackburn,** Summer Intersession Paraprofessional at Jacksonville High School for up to 48 hours, *Salary: $21.33/hour.*
- **Chris Skinner,** Summer Intersession Paraprofessional at Jacksonville High School for up to 60 hours, *Salary: $18.48/hour.*
- **Nicole Friend,** Summer Intersession Paraprofessional at Eisenhower Elementary School for up to 48 hours, *Salary: $17.95/hour.*
- **Shelby Emmons,** Summer Intersession Paraprofessional at TAP for up to 48 hours, *Salary: $18.81/hour.*
- **Dawn Hoagland,** Summer Intersession Paraprofessional at TAP for up to 48 hours, *Salary: $19.86/hour.*
- **Jessica Howard,** Summer Intersession Paraprofessional at Jacksonville Middle School for up to 48 hours, *Salary: $18.59/hour.*
- **Laura Crowder,** Summer Intersession Paraprofessional at Jacksonville High School for up to 48 hours, *Salary: $19.31/hour.*
- **Sarah Colwell,** Summer Intersession Paraprofessional at Jacksonville High School for up to 60 hours, *Salary: $17.95/hour.*
- **Cydnie Brammeier,** Summer Intersession Paraprofessional at Jacksonville High School for up to 48 hours, *Salary: $18.48/hour.*
- **Darby Shanks,** Summer Intersession Paraprofessional at Jacksonville Middle School for up to 48 hours, *Salary: $18.12/hour.*
- **Brittany McDade,** Summer Intersession Paraprofessional at Jacksonville Middle School for up to 48 hours, *Salary: $17.95/hour.*
- **David Bergschneider,** Summer Intersession Paraprofessional at Jacksonville High School for up to 48 hours, *Salary: $19.14/hour.*
- **Hannah Planitz,** Summer Intersession Paraprofessional at Jacksonville High School for up to 48 hours, *Salary: $18.59/hour.*
- **Sarah Walker,** Summer Intersession Paraprofessional at Jacksonville High School for up to 48 hours, *Salary: $18.59/hour.*
- **Rashelle Young,** Summer Intersession Paraprofessional at Jacksonville Middle School for up to 48 hours, *Salary: $19.48/hour.*

- **Kelly Wyatt,** Summer Intersession Paraprofessional at TAP for up to 48 hours, *Salary: $18.59/hour.*
- **Rachel Mansell,** Summer Intersession Paraprofessional at Eisenhower Elementary School for up to 48 hours, *Salary: $18.48/hour.*
- **Molly Dirden-Wilson,** Summer Intersession Paraprofessional at Eisenhower Elementary School for up to 48 hours, *Salary: $18.59/hour.*
- **Amber Bunfill,** Summer Intersession Paraprofessional at Jacksonville High School for up to 48 hours, *Salary: $18.81/hour.*
- **Melissa Bolino,** Summer Intersession Paraprofessional, for up to 48 hours, *Salary: $21.33/hour.*
- **Jody Whited,** Summer Intersession Paraprofessional, floating substitute, for up to 48 hours, *Salary: $19.14/hour.*

Stipends

- **Amy Martin,** Assistant Cross Country Coach at Jacksonville High School for the 2024-2025 school year, *Stipend $3,877.29, 9% on the base of $43,081*, effective May 22, 2025.
- **Melissa Bourne,** Primary/Intermediate Teacher at Eisenhower Elementary School, K-5 Classroom Size Extra Pay/No Paraprofessional Stipend for second semester of the 2024-2025 school year, *Stipend pro-rated: $450.*
- **Ashley Lawson,** Primary/Intermediate Teacher at Eisenhower Elementary School, K-5 Classroom Size Extra Pay/No Paraprofessional Stipend for second semester of the 2024-2025 school year, *Stipend pro-rated: $640.*
- **Shannon Keller,** Primary/Intermediate Teacher at Eisenhower Elementary School, K-5 Classroom Size Extra Pay/No Paraprofessional Stipend for second semester of the 2024-2025 school year, *Stipend pro-rated: $340.*
- **Meghan Petefish,** Primary/Intermediate Teacher at Eisenhower Elementary School, K-5 Classroom Size Extra Pay/No Paraprofessional Stipend for second semester of the 2024-2025 school year, *Stipend pro-rated: $230.*
- **Audra Nelson,** Primary/Intermediate Teacher at South Elementary School, K-5 Classroom Size Extra Pay/No Paraprofessional Stipend for second semester of the 2024-2025 school year, *Stipend pro-rated: $1,760.*
- **Michelle Thomas Vogel,** Girls Head Track Coach at Jacksonville Middle School for the 2025-2026 school year, *Stipend $4,308.10, 10% on the base of $43,081*, effective June 26, 2025.
- **Brian Davenport,** Assistant Softball Coach at Jacksonville Middle School for the 2025-2026 school year, *Stipend $2,584.86, 6% on the base of $43,081*, effective June 26, 2025.
- **Dave Farris,** Head Girls' Basketball Coach at Jacksonville High School for the 2025-2026 school year, *Stipend $7,323.77, 17% on the base of $43,081*, effective June 26, 2025.

Volunteers

- **Leah Hoffman,** Volunteer J'ette Coach at Jacksonville High School for the 2025-2026 school year, effective June 26, 2025.
- **Ella Stremming,** Volunteer J'ette Coach at Jacksonville High School for the 2025-2026 school year, effective June 26, 2025.

Leaves of Absence

- **Jessica Clinton,** Family and Consumer Science Teacher at Jacksonville High School, requesting maternity leave and family medical leave to run concurrently from August 12, 2025 until September 2, 2025 (3 weeks).
- **Zachary Stout,** Social Studies Teacher at Jacksonville High School, requesting paternity leave and family medical leave to run concurrently from August 12, 2025, until September 2, 2025 (3 weeks).
- **Alexandra Cooper,** Special Education Teacher at Jacksonville High School, requesting maternity leave and family medical leave to run concurrently from August 12, 2025 until September 10, 2025 (5 weeks).

- **Morgan Baker,** Special Education Paraprofessional at Eisenhower Elementary School, requesting maternity leave from August 12, 2025 until November 3, 2025 (12 weeks).
- **Katelyn Griffin,** Kindergarten Teacher at Eisenhower Elementary School, requesting maternity leave and family medical leave to run concurrently from September 22, 2025 through December 19, 2025 (12 weeks).
- **Cynthia Helmich,** Special Education Paraprofessional at Jacksonville Middle School, requesting family medical leave from August 12, 2025 until September 12, 2025 (4 ½ weeks).
- **Cydnie Brammeier**, Special Education Paraprofessional at Lincoln Elementary School, requesting maternity leave and family medical leave to run concurrently from September 29, 2025 through December 13, 2025 (10 weeks).

Long Term Substitutes

- **Brittany Owens,** Long-Term Substitute Special Education Teacher at Jacksonville High School for the 2025-2026 school year, one year only.

ACTION AGENDA ITEM June 25, 2025

TO: Board of Education
FROM: Richard Cunningham
SUBJECT: Consideration of/to accept the Bid for JHS Theatre Lighting Project

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PROPOSED MOTION BY THE BOARD OF EDUCATION:

"I recommend that the Board of Education accept the bid from Brent Theatrical Lighting for $191,357.04 and accept/reject the alternative bid for JMS consol for $4,754.00"

MOVED BY: _____ Seconded: _____

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

Background Information:

Bid Results		
Company	Project	Cost
Brent Theatrical	JHS Theatre Lighting Replacement Project	$191,357.04
Brent Theatrical	Alternative Bid-JMS Consol	$4,754.00

C. Consideration to approve the Amended Budget for fiscal year 2024-2025 773

ACTION ITEM June 25, 2025

TO: Board of Education
FROM: Richard Cunningham
SUBJECT: Consideration for/to approve the Amended Budget for the 2024-2025 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 25th day of June 2025, 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, 2024 and ending June 30, 2025.

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:

FUND	FY25 BEGINNING FUND BALANCE (AUDITED)	FY 25 BEGINNING FUND BALANCE (AUDITED)	FY 25 REVENUES BUDGETED	FY 25 REVENUES AMENDED	FY25 EXPENDITURES BUDGETED	FY25 EXPENDITURES AMENDED	FY 25 SURPLUS/ DEFICIT BUDGETED	FY 25 SURPLUS/ DEFICIT AMENDED	FY 25 ENDING FUND BALANCE BUDGETED	FY25 ENDING FUND BALANCE AMENDED	POLICY 4:20-FUND BALANCE COMMITMENT
EDUCATION *	**30,423,812**	**31,359,409**	37,836,797	**41,629,475**	43,313,983	**42,383,677**	-5,477,186	**-754,202**	24,946,626	**30,605,207**	6,244,421
OPERATIONS & MAINTENANCE *	**2,100,934**	**3,318,886**	4,491,708	**4,552,715**	6,290,803	**4,843,196**	-1,799,095	**-290,481**	301,839	**3,028,405**	682,907
DEBT SERVICE	**2,126,297**	**2,807,908**	3,105,000	**3,360,000**	3,000,000	**3,400,000**	105,000	**-40,000**	2,231,297	**2,767,908**	504,000
TRANSPORTATION *	**2,499,947**	**2,825,758**	2,358,160	**2,582,405**	2,363,167	**2,523,897**	-5,007	**58,508**	2,494,940	**2,884,266**	387,361
IMRF / SOCIAL SECURITY*	**1,012,012**	**1,164,119**	1,277,014	**1,120,878**	1,922,295	**1,825,542**	-645,281	**-704,664**	366,731	**459,455**	168,132
CAPITAL PROJECTS	**4,540,220**	**1,698,849**	25,000	**5,183,234**	1,600,000	**2,661,176**	-1,575,000	**2,522,058**	2,965,220	**4,220,907**	777,485
WORKING CASH	**2,766,263**	**2,959,975**	194,975	**195,972**	0	**0**	194,975	**195,972**	2,961,238	**3,155,947**	29,396
TORT	**59,807**	**159,455**	761,595	**766,106**	828,702	**911,843**	-67,107	**-145,737**	-7,300	**13,718**	114,916
FIRE PREVENTION & SAFETY	**201,278**	**193,800**	412,680	**465,914**	637,722	**600,000**	-225,042	**-134,086**	-23,764	**59,714**	69,887
											-
*** OPERATING FUNDS**	**37,790,956**	**40,464,028**	**44,881,640**	**48,960,567**	**51,967,953**	**49,750,770**	-7,086,313	**-790,203**	**30,704,643**	**39,673,825**	**7,344,085**

District Type:
[x] School District
[ ] Joint Agreement

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

SCHOOL DISTRICT/JOINT AGREEMENT BUDGET FORM *
July 1, 2024 - June 30, 2025

Accounting Basis:
[x] Cash
[ ] Accrual

Is this an amended budget? Yes

Date of Amended Budget: 06/25/2025
(MM/DD/YY)

District Name: **Jacksonville SD 117**

District RCDT No: **01069117022**

Unbalanced budget; however, a Deficit Reduction Plan is not required at this time.

If your FY2024 AFR states that you need to do a deficit reduction plan and your FY2025 budget is balanced, please state the measures you took to have your budget become balanced. (Bckgrnd-Assumpt 25-26)

Budget of Jacksonville SD 117 *, County of* Morgan ,
State of Illinois, for the Fiscal Year beginning July 1, 2024 *and ending* June 30, 2025 .

WHEREAS the Board of Education of Jacksonville SD 117 ,
County of Morgan , *State of Illinois, caused to be prepared in tentative form a 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 budget on the 25 *day of* June , *20* 25 ,
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 this school district be and the same hereby is fixed and declared to be beginning July 1, 2024 *and ending* June 30, 2025 .

Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and expenditures from each be and the same is hereby adopted as the budget of this school district for said fiscal year.

ADOPTION OF BUDGET

The budget shall be approved and signed below by members of the School Board. Adopted this 25 *day of* June , *20* 25
by a roll call vote of _____ *Yeas, and* _____ *Nays, to wit:*

** MEMBERS VOTING YEA:	** MEMBERS VOTING NAY:

* Based on the 23 Illinois Administrative Code-Part 100 and inconformity with Section 17-1 of the School Code.

** Type in the members who voted "YEA" nor "NAY". Actual school board member signatures are not required for electronic submission.

(1) A certified copy of this document must be filed with the county clerk within 30 days of adoption as required by Section 18-50 of the Property Tax Code (35 ILCS 200/18-50).

(2) Districts are required to submit the adopted/amended budget electronically to ISBE within 30 days of adoption or by October 30, whichever comes first. Budgets are submitted through IWAS: https://apps.isbe.net/iwas/asp/login.asp?js=true
Please type the member signatures before submitting to ISBE. We do not accept PDF copies.

SD50-36/JA50-39 5/24

	A	B	C	D	E	F	G	H	I	J	K	L
1	*Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.*		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
3	ESTIMATED BEGINNING FUND BALANCE (without Student Activity Funds)1 as of July 1, 2024		31,359,409	3,318,886	2,807,908	2,825,758	1,164,119	1,698,849	2,959,975	159,455	193,800	
4	RECEIPTS/REVENUES (without Student Activity Funds)											
5	LOCAL SOURCES	1000	22,732,813	3,641,605	3,360,000	1,622,416	1,120,878	22,712	195,972	666,106	415,914	
6	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0					
7	STATE SOURCES	3000	13,517,717	911,110	0	959,989	0	0	0	100,000	50,000	
8	FEDERAL SOURCES	4000	5,378,945	0	0	0	0	156,987	0	0	0	
9	Total Direct Receipts/Revenues [8]		41,629,475	4,552,715	3,360,000	2,582,405	1,120,878	179,699	195,972	766,106	465,914	
10	Receipts/Revenues for "On Behalf" Payments [2]	3998	2,009,981									
11	Total Receipts/Revenues		43,639,456	4,552,715	3,360,000	2,582,405	1,120,878	179,699	195,972	766,106	465,914	
12	DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)											
13	INSTRUCTION	1000	27,547,498				681,706			0		
14	SUPPORT SERVICES	2000	12,382,007	4,843,196		2,523,897	1,097,473	2,661,176		911,843	600,000	
15	COMMUNITY SERVICES	3000	772,702	0		0	46,363			0		
16	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	1,681,470	0	0	0	0	0		0	0	
17	DEBT SERVICES	5000	0	0	3,400,000	0	0			0	0	
18	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
19	Total Direct Disbursements/Expenditures [9]		42,383,677	4,843,196	3,400,000	2,523,897	1,825,542	2,661,176		911,843	600,000	
20	Disbursements/Expenditures for "On Behalf" Payments [2]	4180	2,009,981	0	0	0	0	0		0	0	
21	Total Disbursements/Expenditures		44,393,658	4,843,196	3,400,000	2,523,897	1,825,542	2,661,176		911,843	600,000	
22	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(754,202)	(290,481)	(40,000)	58,508	(704,664)	(2,481,477)	195,972	(145,737)	(134,086)	
23	OTHER SOURCES/USES OF FUNDS											
24	OTHER SOURCES OF FUNDS (7000)											
25	PERMANENT TRANSFER FROM VARIOUS FUNDS											
26	Abolishment the Working Cash Fund [16]	7110										
27	Abatement of the Working Cash Fund [16]	7110										
28	Transfer of Working Cash Fund Interest	7120										
29	Transfer Among Funds	7130										
30	Transfer of Interest	7140										
31	Transfer from Capital Projects Fund to O&M Fund	7150		0								
32	Transfer of Excess Fire Prev & Safety Tax & Interest [3] Proceeds to O&M Fund	7160		0								
33	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int [3a] Proceeds to Debt Service Fund	7170			0							
34	SALE OF BONDS (7200)											
35	Principal on Bonds Sold [4]	7210						2,867,370				
36	Premium on Bonds Sold	7220						2,136,165				
37	Accrued Interest on Bonds Sold	7230										
38	Sale or Compensation for Fixed Assets [5]	7300										
39	Transfer to Debt Service to Pay Principal on GASB 87 Leases	7400			0							
40	Transfer to Debt Service to Pay Interest on GASB 87 Leases	7500			0							
41	Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			0							
42	Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0							
43	Transfer to Capital Projects Fund	7800						0				
44	ISBE Loan Proceeds	7900										
45	Other Sources Not Classified Elsewhere	7990										
46	Total Other Sources of Funds [8]		0	0	0	0	0	5,003,535	0	0	0	

	A	B	C	D	E	F	G	H	I	J	K	L
1	*Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.*		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	**Description: Enter Whole Numbers Only**	**Acct #**	**Educational**	**Operations & Maintenance**	**Debt Service**	**Transportation**	**Municipal Retirement/ Social Security**	**Capital Projects**	**Working Cash**	**Tort**	**Fire Prevention & Safety**	
47	**OTHER USES OF FUNDS (8000)**											
49	**TRANSFER TO VARIOUS OTHER FUNDS (8100)**											
50	Abolishment or Abatement of the Working Cash Fund [16]	8110							0			
51	Transfer of Working Cash Fund Interest	8120							0			
52	Transfer Among Funds	8130										
53	Transfer of Interest [6]	8140										
54	Transfer from Capital Projects Fund to O&M Fund	8150										
55	Transfer of Excess Fire Prev & Safety Tax & Interest [3] Proceeds to O&M Fund	8160										
56	Transfer of Excess Accumulated Fire Prev & Safety Bond [3a] and Int Proceeds to Debt Service Fund	8170										
57	Taxes Pledged to Pay Principal on GASB 87 Leases	8410	0									
58	Grants/Reimbursements Pledged to Pay Principal on GASB 87 Leases	8420										
59	Other Revenues Pledged to Pay Principal on GASB 87 Leases	8430										
60	Fund Balance Transfers Pledged to Pay Principal on GASB 87 Leases	8440										
61	Taxes Pledged to Pay Interest on GASB 87 Leases	8510										
62	Grants/Reimbursements Pledged to Pay Interest on GASB 87 Leases	8520										
63	Other Revenues Pledged to Pay Interest on GASB 87 Leases	8530										
64	Fund Balance Transfers Pledged to Pay Interest on GASB 87 Leases	8540										
65	Taxes Pledged to Pay Principal on Revenue Bonds	8610										
66	Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8620										
67	Other Revenues Pledged to Pay Principal on Revenue Bonds	8630										
68	Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640										
69	Taxes Pledged to Pay Interest on Revenue Bonds	8710										
70	Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720										
71	Other Revenues Pledged to Pay Interest on Revenue Bonds	8730										
72	Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740										
73	Taxes Transferred to Pay for Capital Projects	8810										
74	Grants/Reimbursements Pledged to Pay for Capital Projects	8820										
75	Other Revenues Pledged to Pay for Capital Projects	8830										
76	Fund Balance Transfers Pledged to Pay for Capital Projects	8840										
77	Transfer to Debt Service Fund to Pay Principal on ISBE Loans	8910										
78	Other Uses Not Classified Elsewhere	8990										
79	**Total Other Uses of Funds [9]**		0	0	0	0	0	0	0	0	0	
80	**Total Other Sources/Uses of Fund**		0	0	0	0	0	5,003,535	0	0	0	
81	**ESTIMATED ENDING FUND BALANCE (without Student Activity Funds) as of June 30, 2025**		30,605,207	3,028,405	2,767,908	2,884,266	459,455	4,220,907	3,155,947	13,718	59,714	
82												
83	**Student Activity (Fund 11) ESTIMATED BEGINNING FUND BALANCE as of July 1, 2024**		425,000									
84	**RECEIPTS/REVENUES (For Student Activity Funds)**											
85	**Total Student Activity Direct Receipts/Revenues (Local Sources)**	1799	500,000									
86	**DISBURSEMENTS/EXPENDITURES (For Student Activity Funds)**											
87	**Total Student Activity Direct Disbursements/Expenditures**	1999	510,000									
88	**Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures**		(10,000)									
89	**Student Activity ESTIMATED ENDING FUND BALANCE as of June 30, 2025**		415,000									
90												

	A	B	C	D	E	F	G	H	I	J	K	L
1	*Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.*		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
91	**Total ESTIMATED BEGINNING FUND BALANCE (All Sources Including Student Activity Funds) as of July 1, 2024**		31,784,409	3,318,886	2,807,908	2,825,758	1,164,119	1,698,849	2,959,975	159,455	193,800	
92	**RECEIPTS/REVENUES (All Sources with Student Activity Funds)**											
93	**LOCAL SOURCES**	**1000**	23,232,813	3,641,605	3,360,000	1,622,416	1,120,878	22,712	195,972	666,106	415,914	
94	**FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT**	**2000**	0	0		0	0					
95	**STATE SOURCES**	**3000**	13,517,717	911,110	0	959,989	0	0	0	100,000	50,000	
96	**FEDERAL SOURCES**	**4000**	5,378,945	0	0	0	0	156,987	0	0	0	
97	**Total Direct Receipts/Revenues** [8]		42,129,475	4,552,715	3,360,000	2,582,405	1,120,878	179,699	195,972	766,106	465,914	
98	Receipts/Revenues for "On Behalf" Payments [2]	3998	2,009,981	0	0	0	0	0		0	0	
99	**Total Receipts/Revenues**		44,139,456	4,552,715	3,360,000	2,582,405	1,120,878	179,699	195,972	766,106	465,914	
100	**DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds)**											
101	**INSTRUCTION**	**1000**	28,057,498				681,706			0		
102	**SUPPORT SERVICES**	**2000**	12,382,007	4,843,196		2,523,897	1,097,473	2,661,176		911,843	600,000	
103	**COMMUNITY SERVICES**	**3000**	772,702	0		0	46,363			0		
104	**PAYMENTS TO OTHER DISTRICTS & GOVT UNITS**	**4000**	1,681,470	0	0	0	0	0		0	0	
105	**DEBT SERVICES**	**5000**	0	0	3,400,000	0	0			0	0	
106	**PROVISION FOR CONTINGENCIES**	**6000**	0	0	0	0	0	0		0	0	
107	**Total Direct Disbursements/Expenditures** [9]		42,893,677	4,843,196	3,400,000	2,523,897	1,825,542	2,661,176		911,843	600,000	
108	Disbursements/Expenditures for "On Behalf" Payments [2]	4180	2,009,981	0	0	0	0	0		0	0	
109	**Total Disbursements/Expenditures**		44,903,658	4,843,196	3,400,000	2,523,897	1,825,542	2,661,176		911,843	600,000	
110	**Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures**		(764,202)	(290,481)	(40,000)	58,508	(704,664)	(2,481,477)	195,972	(145,737)	(134,086)	
111	**OTHER SOURCES/USES OF FUNDS**											
112	**OTHER SOURCES OF FUNDS (7000)**											
113	**Total Other Sources of Funds** [8]		0	0	0	0	0	5,003,535	0	0	0	
114	**OTHER USES OF FUNDS (8000)**											
116	**Total Other Uses of Funds** [9]		0	0	0	0	0	0	0	0	0	
117	**Total Other Sources/Uses of Fund**		0	0	0	0	0	5,003,535	0	0	0	
118	**ESTIMATED ENDING FUND BALANCE (All Sources with Student Activity Funds) as of June 30, 2025**		31,020,207	3,028,405	2,767,908	2,884,266	459,455	4,220,907	3,155,947	13,718	59,714	
119												
120	**SUMMARY OF EXPENDITURES Without Student Activity Funds (by Major Object)**											
121			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
122	**Description**	**Acct #**	**Educational**	**Operations & Maintenance**	**Debt Service**	**Transportation**	**Municipal Retirement/ Social Security**	**Capital Projects**	**Working Cash**	**Tort**	**Fire Prevention & Safety**	**Total By Object**
123	**Object Name**											
124	Salaries	100	27,862,396	2,109,616		1,548,690		0		0	0	31,520,702
125	Employee Benefits	200	7,283,543	549,061		467,836	1,825,542	0		0	0	10,125,982
126	Purchased Services	300	2,007,679	634,327	0	64,929		0		904,843	0	3,611,778
127	Supplies & Materials	400	2,490,639	1,272,321		240,700		0		0	0	4,003,660
128	Capital Outlay	500	87,243	275,871		200,892		2,661,176		0	600,000	3,825,182
129	Other Objects	600	2,367,177	2,000	3,400,000	850	0	0		7,000	0	5,777,027
130	Non-Capitalized Equipment	700	203,000	0		0		0		0	0	203,000
131	Termination Benefits	800	82,000	0		0				0		82,000
132	**Total Expenditures**		42,383,677	4,843,196	3,400,000	2,523,897	1,825,542	2,661,176		911,843	600,000	59,149,331

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	**BEGINNING CASH BALANCE ON HAND (without Student Activity Funds)7 as of July 1, 2024**		31,359,409	3,318,886	2,807,909	2,825,758	1,164,118	1,698,849	2,959,975	159,455	193,800
4	**Total Direct Receipts & Other Sources** [8]		41,629,475	4,552,715	3,360,000	2,582,405	1,120,878	5,183,234	195,972	766,106	465,914
5	**OTHER RECEIPTS**										
6	Interfund Loans Payable (Loans from Other Funds)	411									
7	Interfund Loans Receivable (Repayment of Loans)	141									
8	Notes and Warrants Payable	433									
9	Other Current Assets	199									
10	**Total Other Receipts**		0	0	0	0	0	0	0	0	0
11	**Total Direct Receipts, Other Sources, & Other Receipts**		41,629,475	4,552,715	3,360,000	2,582,405	1,120,878	5,183,234	195,972	766,106	465,914
12	**Total Amount Available**		72,988,884	7,871,601	6,167,909	5,408,163	2,284,996	6,882,083	3,155,947	925,561	659,714
13	**Total Direct Disbursements & Other Uses** [9]		42,383,677	4,843,196	3,400,000	2,523,897	1,825,542	2,661,176	0	911,843	600,000
14	**OTHER DISBURSEMENTS**										
15	Interfund Loans Receivable (Loans to Other Funds) [10]	141									
16	Interfund Loans Payable (Repayment of Loans)	411									
17	Notes and Warrants Payable	433									
18	Other Current Liabilities	499									
19	**Total Other Disbursements**		0	0	0	0	0	0	0	0	0
20	**Total Direct Disbursements, Other Uses, & Other Disbursements**		42,383,677	4,843,196	3,400,000	2,523,897	1,825,542	2,661,176	0	911,843	600,000
21	**ENDING CASH BALANCE ON HAND (without Student Activity Funds) as of June 30, 2025**		30,605,207	3,028,405	2,767,909	2,884,266	459,454	4,220,907	3,155,947	13,718	59,714
22											
23	**Activity Funds BEGINNING CASH BALANCE ON HAND7 as of July 1, 2024**		520,234								
24	**Total Direct Receipts & Other Sources** [8]		500,000								
25	**Total Amount Available**		1,020,234								
26	**Total Direct Disbursements & Other Uses** [9]		510,000								
27	**Activity funds ENDING CASH BALANCE ON HAND7 as of June 30, 2025**		510,234								
28											
29	**Total BEGINNING CASH BALANCE ON HAND (with Student Activity Funds)7 as of July 1, 2024**		31,879,643	3,318,886	2,807,909	2,825,758	1,164,118	1,698,849	2,959,975	159,455	193,800
30	**Total Direct Receipts & Other Sources** [8]		42,129,475	4,552,715	3,360,000	2,582,405	1,120,878	5,183,234	195,972	766,106	465,914
31	**Total Other Receipts**		0	0	0	0	0	0	0	0	0
32	**Total Direct Receipts, Other Sources, & Other Receipts**		42,129,475	4,552,715	3,360,000	2,582,405	1,120,878	5,183,234	195,972	766,106	465,914
33	**Total Amount Available**		74,009,118	7,871,601	6,167,909	5,408,163	2,284,996	6,882,083	3,155,947	925,561	659,714
34	**Total Direct Disbursements & Other Uses** [9]		42,893,677	4,843,196	3,400,000	2,523,897	1,825,542	2,661,176	0	911,843	600,000
35	**Total Other Disbursements**		0	0	0	0	0	0	0	0	0
36	**Total Direct Disbursements, Other Uses, & Other Disbursements**		42,893,677	4,843,196	3,400,000	2,523,897	1,825,542	2,661,176	0	911,843	600,000
37	**Total ENDING CASH BALANCE ON HAND (with Student Activity Funds)7 as of June 30, 2025**		31,115,441	3,028,405	2,767,909	2,884,266	459,454	4,220,907	3,155,947	13,718	59,714

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	**RECEIPTS/REVENUES FROM LOCAL SOURCES (1000)**										
4	**AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY**	**1100**									
5	Designated Purposes Levies [11] (1110-1120)	-	17,480,826	3,435,027		1,488,395	634,049		147,858	664,751	415,510
6	Leasing Purposes Levy [12]	1130									
7	Special Education Purposes Levy	1140	265,490								
8	FICA and Medicare Only Levies	1150					394,815				
9	Area Vocational Construction Purposes Levy	1160									
10	Summer School Purposes Levy	1170									
11	Other Tax Levies *(Describe & Itemize)*	1190									
12	**Total Ad Valorem Taxes Levied by District**		17,746,316	3,435,027	0	1,488,395	1,028,864	0	147,858	664,751	415,510
13	**PAYMENTS IN LIEU OF TAXES**	**1200**									
14	Mobile Home Privilege Tax	1210	19,922	3,856							
15	Payments from Local Housing Authority	1220									
16	Corporate Personal Property Replacement Taxes [13]	1230	2,694,464				59,518				
17	Other Payments in Lieu of Taxes *(Describe & Itemize)*	1290									
18	**Total Payments in Lieu of Taxes**		2,714,386	3,856	0	0	59,518	0	0	0	0
19	**TUITION**	**1300**									
20	Regular Tuition from Pupils or Parents (In State)	1311									
21	Regular Tuition from Other Districts (In State)	1312									
22	Regular Tuition from Other Sources (In State)	1313									
23	Regular Tuition from Other Sources (Out of State)	1314									
24	Summer School Tuition from Pupils or Parents (In State)	1321									
25	Summer School Tuition from Other Districts (In State)	1322									
26	Summer School Tuition from Other Sources (In State)	1323									
27	Summer School Tuition from Other Sources (Out of State)	1324									
28	CTE Tuition from Pupils or Parents (In State)	1331									
29	CTE Tuition from Other Districts (In State)	1332									
30	CTE Tuition from Other Sources (In State)	1333									
31	CTE Tuition from Other Sources (Out of State)	1334									
32	Special Education Tuition from Pupils or Parents (In State)	1341									
33	Special Education Tuition from Other Districts (In State)	1342									
34	Special Education Tuition from Other Sources (In State)	1343									
35	Special Education Tuition from Other Sources (Out of State)	1344									
36	Adult Tuition from Pupils or Parents (In State)	1351									
37	Adult Tuition from Other Districts (In State)	1352									
38	Adult Tuition from Other Sources (In State)	1353									
39	Adult Tuition from Other Sources (Out of State)	1354									
40	**Total Tuition**		0								
41	**TRANSPORTATION FEES**	**1400**									
42	Regular Transportation Fees from Pupils or Parents (In State)	1411									
43	Regular Transportation Fees from Other Districts (In State)	1412									
44	Regular Transportation Fees from Other Sources (In State)	1413									
45	Regular Transportation Fees from Co-curricular Activities (In State)	1415									
46	Regular Transportation Fees from Other Sources (Out of State)	1416									
47	Summer School Transportation Fees from Pupils or Parents (In State)	1421									
48	Summer School Transportation Fees from Other Districts (In State)	1422									
49	Summer School Transportation Fees from Other Sources (In State)	1423									
50	Summer School Transportation Fees from Other Sources (Out of State)	1424									
51	CTE Transportation Fees from Pupils or Parents (In State)	1431									
52	CTE Transportation Fees from Other Districts (In State)	1432									
53	CTE Transportation Fees from Other Sources (In State)	1433									
54	CTE Transportation Fees from Other Sources (Out of State)	1434									
55	Special Education Transportation Fees from Pupils or Parents (In State)	1441									
56	Special Education Transportation Fees from Other Districts (In State)	1442									
57	Special Education Transportation Fees from Other Sources (In State)	1443				21,108					
58	Special Education Transportation Fees from Other Sources (Out of State)	1444									

780

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
59	Adult Transportation Fees from Pupils or Parents (In State)	1451									
60	Adult Transportation Fees from Other Districts (In State)	1452									
61	Adult Transportation Fees from Other Sources (In State)	1453									
62	Adult Transportation Fees from Other Sources (Out of State)	1454									
63	**Total Transportation Fees**					21,108					
64	**EARNINGS ON INVESTMENTS**	**1500**									
65	Interest on Investments	1510	1,500,400	148,658	5,000	103,646	32,496	22,712	48,114	1,355	404
66	Gain or Loss on Sale of Investments	1520									
67	**Total Earnings on Investments**		1,500,400	148,658	5,000	103,646	32,496	22,712	48,114	1,355	404
68	**FOOD SERVICE**	**1600**									
69	Sales to Pupils - Lunch	1611	306,427								
70	Sales to Pupils - Breakfast	1612									
71	Sales to Pupils - A la Carte	1613									
72	Sales to Pupils - Other *(Describe & Itemize)*	1614									
73	Sales to Adults	1620									
74	Other Food Service *(Describe & Itemize)*	1690	24,422								
75	**Total Food Service**		330,849								
76	**DISTRICT/SCHOOL ACTIVITY INCOME**	**1700**									
77	Admissions - Athletic	1711	56,125								
78	Admissions - Other	1719									
79	Fees	1720	42,890								
80	Book Store Sales	1730									
81	Other District/School Activity Revenue *(Describe & Itemize)*	1790	6,070	9,838							
82	Student Activity Fund Revenues	1799	500,000								
83	**Total District/School Activity Income (without Student Activity Funds 1799)**		105,085	9,838							
84	**Total District/School Activity Income (with Student Activity Funds 1799)**		605,085								
85	**TEXTBOOK INCOME**	**1800**									
86	Textbook Rentals - Regular Textbooks	1811	52,804								
87	Textbook Rentals - Summer School Textbooks	1812									
88	Textbook Rentals - Adult/Continuing Education Textbooks	1813									
89	Textbook Rentals - Other *(Describe & Itemize)*	1819									
90	Textbook Sales - Regular Textbooks	1821									
91	Textbook Sales - Summer School	1822									
92	Textbook Sales - Adult/Continuing Education	1823									
93	Textbook Sales - Other *(Describe & Itemize)*	1829									
94	Other Textbook Income *(Describe & Itemize)*	1890									
95	**Total Textbooks**		52,804								
96	**OTHER REVENUE FROM LOCAL SOURCES**	**1900**									
97	Rentals	1910		17,435							
98	Contributions and Donations from Private Sources	1920	1,285								
99	Impact Fees from Municipal or County Governments	1930									
100	Services Provided Other Districts	1940									
101	Refund of Prior Years' Expenditures	1950									
102	Payments of Surplus Moneys from TIF Districts	1960	133,087	25,760		9,267					
103	Drivers' Education Fees	1970	17,298								
104	Proceeds from Vendors' Contracts	1980	0	0	0	0	0	0	0	0	0
105	School Facility Occupation Tax Proceeds	1983			3,355,000						
106	Payment from Other Districts	1991									
107	Sale of Vocational Projects	1992									
108	Other Local Fees *(Describe & Itemize)*	1993	15,536								
109	Other Local Revenues *(Describe & Itemize)*	1999	115,767	1,031				0			
110	**Total Other Revenue from Local Sources**		282,973	44,226	3,355,000	9,267	0	0	0	0	0
111	**Total Receipts/Revenues from Local Sources (without Student Activity Funds 1799)**	**1000**	22,732,813	3,641,605	3,360,000	1,622,416	1,120,878	22,712	195,972	666,106	415,914
112	**Total Receipts/Revenues from Local Sources (with Student Activity Funds 1799)**		23,232,813								781

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
113	**FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT (2000)**										
114	Flow-Through Revenue from State Sources	2100									
115	Flow-Through Revenue from Federal Sources	2200									
116	Other Flow-Through Revenue *(Describe & Itemize)*	2300									
117	**Total Flow-Through Receipts/Revenues From One District to Another District**	**2000**	0	0		0	0				
118	**RECEIPTS/REVENUES FROM STATE SOURCES (3000)**										
119	**UNRESTRICTED GRANTS-IN-AID (3001-3099)**										
120	Evidence Based Funding Formula (Section 18-8.15)	3001	10,442,127	911,110		73,588				100,000	
121	Reorganization Incentives (Accounts 3005-3021)	3005									
122	Fast Growth District Grants	3030									
123	Other Unrestricted Grants-In-Aid From State Sources *(Describe & Itemize)*	3099									
124	**Total Unrestricted Grants-In-Aid**		10,442,127	911,110	0	73,588	0	0		100,000	0
125	**RESTRICTED GRANTS-IN-AID (3100-3900)**										
126	**SPECIAL EDUCATION**										
127	Special Education - Private Facility Tuition	3100	454,974								
128	Special Education - Funding for Children Requiring Sp Ed Services	3105									
129	Special Education - Personnel	3110									
130	Special Education - Orphanage - Individual	3120	37,310								
131	Special Education - Orphanage - Summer Individual	3130									
132	Special Education - Summer School	3145									
133	Special Education - Other *(Describe & Itemize)*	3199									
134	**Total Special Education**		492,284	0		0					
135	**CAREER AND TECHNICAL EDUCATION (CTE)**										
136	CTE - Technical Education - Tech Prep	3200									
137	CTE - Secondary Program Improvement (CTEI)	3220									
138	CTE - WECEP	3225									
139	CTE - Agriculture Education	3235	13,179								
140	CTE - Instructor Practicum	3240									
141	CTE - Student Organizations	3270									
142	CTE - Other *(Describe & Itemize)*	3299									
143	**Total Career and Technical Education**		13,179	0			0				
144	**BILINGUAL EDUCATION**										
145	Bilingual Education - Downstate - TPI and TBE	3305									
146	Bilingual Education - Downstate - Transitional Bilingual Education	3310									
147	**Total Bilingual Education**		0				0				
148	State Free Lunch & Breakfast	3360	20,365								
149	School Breakfast Initiative	3365									
150	Driver Education	3370	32,869								
151	Adult Education (from ICCB)	3410									
152	Adult Education - Other *(Describe & Itemize)*	3499									
153	**TRANSPORTATION**										
154	Transportation - Regular and Vocational	3500				310,970					
155	Transportation - Special Education	3510				575,431					
156	Transportation - Other *(Describe & Itemize)*	3599									
157	**Total Transportation**		0	0		886,401	0				
158	Learning Improvement - Change Grants	3610									
159	Scientific Literacy	3660									
160	Truant Alternative/Optional Education	3695									
161	Early Childhood - Block Grant	3705	2,046,287								
162	Chicago General Education Block Grant	3766									
163	Chicago Educational Services Block Grant	3767									
164	School Safety & Educational Improvement Block Grant	3775									
165	Technology - Technology for Success	3780									
166	State Charter Schools	3815									
167	Extended Learning Opportunities - Summer Bridges	3825									

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
168	Infrastructure Improvements - Planning/Construction	3920									
169	School Infrastructure - Maintenance Projects	3925									
170	Other Restricted Revenue from State Sources *(Describe & Itemize)*	3999	470,606								50,000
171	**Total Restricted Grants-In-Aid**		3,075,590	0	0	886,401	0	0	0	0	50,000
172	**Total Receipts/Revenues from State Sources**	**3000**	13,517,717	911,110	0	959,989	0	0	0	100,000	50,000
173	**RECEIPTS/REVENUES FROM FEDERAL SOURCES (4000)**										
174	**UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT. (4001-4009)**										
175	Federal Impact Aid	4001									
176	Other Unrestricted Grants-In-Aid Received from Fed. Govt. *(Describe & Itemize)*	4009									
177	**Total Unrestricted Grants-In-Aid Received Directly from Fed Govt**		0	0	0	0	0	0	0	0	0
178	**RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT (4045-4090)**										
179	Head Start	4045									
180	Construction (Impact Aid)	4050									
181	MAGNET	4060									
182	Other Restricted Grants-In-Aid Received from Fed. Govt. *(Describe & Itemize)*	4090									
183	**Total Restricted Grants-In-Aid Received Directly from Federal Govt.**		0	0		0	0	0			0
184	**RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE (4100-4999)**										
185	**TITLE V**										
186	Title V - Flexibility and Accountability	4100									
187	Title V - SEA Projects	4105									
188	Title V - Rural Education Initiative (REI)	4107									
189	Title V - Other *(Describe & Itemize)*	4199									
190	**Total Title V**		0	0		0	0				
191	**FOOD SERVICE**										
192	Breakfast Start-Up Expansion	4200									
193	National School Lunch Program	4210	1,325,423								
194	Special Milk Program	4215									
195	School Breakfast Program	4220	435,386								
196	Summer Food Service Admin/Program	4225									
197	Child and Adult Care Food Program	4226									
198	Fresh Fruit and Vegetables	4240	32,472								
199	Food Service - Other *(Describe & Itemize)*	4299									
200	**Total Food Service**		1,793,281				0				
201	**TITLE I**										
202	Title I - Low Income	4300	1,274,279								
203	Title I - Low Income - Neglected, Private	4305									
204	Title I - Migrant Education	4340									
205	Title I - Other *(Describe & Itemize)*	4399	220,896								
206	**Total Title I**		1,495,175	0		0	0				
207	**TITLE IV**										
208	Title IV - Student Support & Academic Enrichment Grant	4400	18,628								
209	Title IV - Part A – Student Support & Academic Enrichment Grants Safe and Drug Free Schools	4415									
210	Title IV - 21st Century	4421									
211	Title IV - Other *(Describe & Itemize)*	4499									
212	**Total Title IV**		18,628	0		0	0				
213	**FEDERAL - SPECIAL EDUCATION**										
214	Federal Special Education - Preschool Flow-Through	4600	46,849								
215	Federal Special Education - Preschool Discretionary	4605									
216	Federal Special Education - IDEA Flow Through	4620	1,105,200								
217	Federal Special Education - IDEA Room & Board	4625	169,753								
218	Federal Special Education - IDEA Discretionary	4630									
219	Federal Special Education - IDEA - Other *(Describe & Itemize)*	4699									
220	**Total Federal Special Education**		1,321,802	0		0	0				

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
221	**CTE - PERKINS**										
222	CTE - Perkins-Title IIIE Tech Prep	4770	25,000								
223	CTE - Other *(Describe & Itemize)*	4799									
224	**Total CTE - Perkins**		25,000	0			0				
225	Federal - Adult Education	4810									
226	ARRA - General State Aid - Education Stabilization	4850									
227	ARRA - Title I - Low Income	4851									
228	ARRA - Title I - Neglected, Private	4852									
229	ARRA - Title I - Delinquent, Private	4853									
230	ARRA - Title I - School Improvement (Part A)	4854									
231	ARRA - Title I - School Improvement (Section 1003g)	4855									
232	ARRA - IDEA - Part B - Preschool	4856									
233	ARRA - IDEA - Part B - Flow-Through	4857									
234	ARRA - Title IID - Technology - Formula	4860									
235	ARRA - Title IID - Technology - Competitive	4861									
236	ARRA - McKinney - Vento Homeless Education	4862									
237	ARRA - Child Nutrition Equipment Assistance	4863									
238	Impact Aid Formula Grants	4864									
239	Impact Aid Competitive Grants	4865									
240	Qualified Zone Academy Bond Tax Credits	4866									
241	Qualified School Construction Bond Credits	4867									
242	Build America Bond Tax Credits	4868									
243	Build America Bond Interest Reimbursement	4869									
244	ARRA - General State Aid - Other Government Services Stabilization	4870									
245	Other ARRA Funds - II	4871									
246	Other ARRA Funds - III	4872									
247	Other ARRA Funds - IV	4873									
248	Other ARRA Funds - V	4874									
249	ARRA - Early Childhood	4875									
250	Other ARRA Funds - VII	4876									
251	Other ARRA Funds - VIII	4877									
252	Other ARRA Funds - IX	4878									
253	Other ARRA Funds - X	4879									
254	Other ARRA Funds - Ed Job Fund Program	4880									
255	**Total Stimulus Programs**		0	0	0	0	0	0		0	0
256	Race to the Top Program	4901									
257	Race to the Top - Preschool Expansion Grant	4902									
258	Title III - Instruction for English Learners & Immigrant Students	4905									
259	Title III - English Language Acquistion	4909									
260	McKinney Education for Homeless Children	4920									
261	Title II - Eisenhower - Professional Development Formula	4930									
262	Title II - Teacher Quality	4932	162,901								
263	Title II - Part A – Supporting Effective Instruction – State Grants	4935									
264	Federal Charter Schools	4960									
265	State Assessment Grants	4981									
266	Grant for State Assessments and Related Activities	4982									
267	Medicaid Matching Funds - Administrative Outreach	4991	156,465								
268	Medicaid Matching Funds - Fee-For-Service Program	4992	163,632								
269	Other Restricted Grants Received from Fed. Govt. thru State *(Describe & Itemize)*	4998	242,061					156,987			
270	**Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State**		5,378,945	0	0	0	0	156,987		0	0
271	**TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES**	**4000**	5,378,945	0	0	0	0	156,987	0	0	0
272	**TOTAL DIRECT RECEIPTS/REVENUES (without Student Activity Funds 1799)**		41,629,475	4,552,715	3,360,000	2,582,405	1,120,878	179,699	195,972	766,106	465,914
273	**TOTAL DIRECT RECEIPTS/REVENUES (with Student Activity Funds 1799)**		42,129,475								

	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description: Enter Whole Numbers Only	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
3	**10 - EDUCATIONAL FUND (ED)**										
4	**INSTRUCTION (ED)**	**1000**									
5	Regular Programs	1100	10,751,589	2,517,738	84,941	425,729	850	3,800	0	82,000	13,866,647
6	Tuition Payment to Charter Schools	1115									0
7	Pre-K Programs	1125	779,186	255,455	7,115	10,381					1,052,137
8	Special Education Programs (Functions 1200 - 1220)	1200	6,178,965	2,121,271	96,409	77,850			3,000		8,477,495
9	Special Education Programs Pre-K	1225									0
10	Remedial and Supplemental Programs K-12	1250	822,662	229,656	28,590	95,159					1,176,067
11	Remedial and Supplemental Programs Pre-K	1275									0
12	Adult/Continuing Education Programs	1300									0
13	CTE Programs	1400	581,854	129,324	3,625	37,800					752,603
14	Interscholastic Programs	1500	696,015	30,084	140,294	50,576		42,750			959,719
15	Summer School Programs	1600				700					700
16	Gifted Programs	1650									0
17	Driver's Education Programs	1700	75,284	10,273	8,700	4,500	25,073	300			124,130
18	Bilingual Programs	1800			37,000						37,000
19	Truant Alternative & Optional Programs	1900	0	0	0	0	0	0	0	0	0
20	Pre-K Programs - Private Tuition	1910									0
21	Regular K-12 Programs Private Tuition	1911									0
22	Special Education Programs K-12 Private Tuition	1912						1,101,000			1,101,000
23	Special Education Programs Pre-K Tuition	1913									0
24	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
25	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
26	Adult/Continuing Education Programs Private Tuition	1916									0
27	CTE Programs Private Tuition	1917									0
28	Interscholastic Programs Private Tuition	1918									0
29	Summer School Programs Private Tuition	1919									0
30	Gifted Programs Private Tuition	1920									0
31	Bilingual Programs Private Tuition	1921									0
32	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
33	Student Activity Fund Expenditures	1999						510,000			510,000
34	**Total Instruction[14] (Without Student Activity Funds 1999)**	**1000**	19,885,555	5,293,801	406,674	702,695	25,923	1,147,850	3,000	82,000	27,547,498
35	**Total Instruction14 (With Student Activity Funds 1999)**	**1000**	19,885,555	5,293,801	406,674	702,695	25,923	1,657,850	3,000	82,000	28,057,498
36	**SUPPORT SERVICES (ED)**	**2000**									
37	**Support Services - Pupil**	**2100**									
38	Attendance & Social Work Services	2110	318,659	64,955	242	2,500					386,356
39	Guidance Services	2120	830,460	179,122		3,800					1,013,382
40	Health Services	2130	438,293	137,256	1,104	9,850					586,503
41	Psychological Services	2140	415,642	80,561	19,340	1,000					516,543
42	Speech Pathology & Audiology Services	2150	656,612	143,524	250	2,500					802,886
43	Other Support Services - Pupils *(Describe & Itemize)*	2190	86,000			200					86,200
44	**Total Support Services - Pupil**	**2100**	2,745,666	605,418	20,936	19,850	0	0	0	0	3,391,870
45	**Support Services - Instructional Staff**	**2200**									
46	Improvement of Instruction Services	2210	349,451	96,098	291,700	17,685		3,000			757,934
47	Educational Media Services	2220	462,011	116,409	71,549	629,350	50,000	100	200,000		1,529,419
48	Assessment & Testing	2230			124,154						124,154
49	**Total Support Services - Instructional Staff**	**2200**	811,462	212,507	487,403	647,035	50,000	3,100	200,000	0	2,411,507
50	**Support Services - General Administration**	**2300**									
51	Board of Education Services	2310	28,157	85	180,720	12,600		11,000			232,562
52	Executive Administration Services	2320	223,618	40,962	1,380	1,278		2,000			269,238
53	Special Area Administration Services	2330	357,897	39,877	3,566	5,558					406,898
54	Tort Immunity Services	2361, 2365	0	0	88	0	0	0	0	0	88
55	**Total Support Services - General Administration**	**2300**	609,672	80,924	185,754	19,436	0	13,000	0	0	908,786
56	**Support Services - School Administration**	**2400**									
57	Office of the Principal Services	2410	1,834,627	555,697	32,169	76,950		5,459			2,504,902
58	Other Support Services - School Administration *(Describe & Itemize)*	2490									0
59	**Total Support Services - School Administration**	**2400**	1,834,627	555,697	32,169	76,950	0	5,459	0	0	2,504,902
60	**Support Services - Business**	**2500**									
61	Direction of Business Support Services	2510	110,430	24,152	165	85					134,832
62	Fiscal Services	2520	158,757	47,402	134,351	43,100		500			384,110

	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description: Enter Whole Numbers Only	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
63	Operation & Maintenance of Plant Services	2540	82,585	31,128	73,912	27,153					214,778
64	Pupil Transportation Services	2550			42,000						42,000
65	Food Services	2560	605,028	191,817	14,211	870,175	11,320	900			1,693,451
66	Internal Services	2570				1,000					1,000
67	**Total Support Services - Business**	**2500**	956,800	294,499	264,639	941,513	11,320	1,400	0	0	2,470,171
68	**Support Services - Central**	**2600**									
69	Direction of Central Support Services	2610	150,000	17,768							167,768
70	Planning, Research, Development & Evaluation Services	2620									0
71	Information Services	2630									0
72	Staff Services	2640	403,918	41,266	63,490	14,000		4,329			527,003
73	Data Processing Services	2660									0
74	**Total Support Services - Central**	**2600**	553,918	59,034	63,490	14,000	0	4,329	0	0	694,771
75	**Other Support Services - Misc.** *(Describe & Itemize)*	**2900**									0
76	**Total Support Services**	**2000**	7,512,145	1,808,079	1,054,391	1,718,784	61,320	27,288	200,000	0	12,382,007
77	**COMMUNITY SERVICES (ED)**	**3000**	464,696	181,663	57,183	69,160					772,702
78	**PAYMENTS TO OTHER DIST & GOVT UNITS (ED)**	**4000**									
79	**Payments to Other Dist & Govt Units (In-State)**	**4100**									
80	Payments for Regular Programs	4110									0
81	Payments for Special Education Programs	4120			489,431			450,000			939,431
82	Payments for Adult/Continuing Education Programs	4130									0
83	Payments for CTE Programs	4140									0
84	Payments for Community College Programs	4170						14,000			14,000
85	Other Payments to In-State Govt Units - Programs *(Describe & Itemize)*	4190									0
86	**Total Payments to Other Dist & Govt Units (In-State)**	**4100**			489,431			464,000			953,431
87	Payments for Regular Programs - Tuition	4210									0
88	Payments for Special Education Programs - Tuition	4220						728,039			728,039
89	Payments for Adult/Continuing Education Programs - Tuition	4230									0
90	Payments for CTE Programs - Tuition	4240									0
91	Payments for Community College Programs - Tuition	4270									0
92	Payments for Other Programs - Tuition	4280									0
93	Other Payments to In-State Govt Units - Tuition *(Describe & Itemize)*	4290									0
94	**Total Payments to Other Dist & Govt Units - Tuition (In State)**	**4200**						728,039			728,039
95	Payments for Regular Programs - Transfers	4310									0
96	Payments for Special Education Programs - Transfers	4320									0
97	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
98	Payments for CTE Programs - Transfers	4340									0
99	Payments for Community College Program - Transfers	4370									0
100	Payments for Other Programs - Transfers	4380									0
101	Other Payments to In-State Govt Units - Transfers *(Describe & Itemize)*	4390									0
102	**Total Payments to Other Dist & Govt Units-Transfers (In State)**	**4300**			0			0			0
103	Payments to Other Dist & Govt Units (Out of State)	4400									0
104	**Total Payments to Other Dist & Govt Units**	**4000**			489,431			1,192,039			1,681,470
105	**DEBT SERVICE (ED)**	**5000**									
106	**Debt Service - Interest on Short-Term Debt**	**5100**									
107	Tax Anticipation Warrants	5110									0
108	Tax Anticipation Notes	5120									0
109	Corporate Personal Property Repl Tax Anticipated Notes	5130									0
110	State Aid Anticipation Certificates	5140									0
111	Other Interest on Short-Term Debt *(Describe & Itemize)*	5150									0
112	**Total Debt Service - Interest on Short-Term Debt**	**5100**						0			0
113	**Debt Service - Interest on Long-Term Debt**	**5200**									0
114	**Total Debt Service**	**5000**						0			0
115	**PROVISION FOR CONTINGENCIES (ED)**	**6000**									0
116	**Total Direct Disbursements/Expenditures (without Student Activity Funds (1999)**		27,862,396	7,283,543	2,007,679	2,490,639	87,243	2,367,177	203,000	82,000	42,383,677
117	**Total Direct Disbursements/Expenditures (with Student Activity Funds (1999)**		27,862,396	7,283,543	2,007,679	2,490,639	87,243	2,877,177	203,000	82,000	42,893,677
118	**Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (without Student Activity Funds 1999)**										(754,202)
119	**Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (with Student Activity Funds 1999)**										(764,200)
120											

	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description: Enter Whole Numbers Only	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
121	**20 - OPERATIONS AND MAINTENANCE FUND (O&M)**										
122	**SUPPORT SERVICES (O&M)**	**2000**									
123	**Support Services - Pupil**	**2100**									
124	Other Support Services - Pupils *(Describe & Itemize)*	2190									0
125	**Support Services - Business**	**2500**									
126	Direction of Business Support Services	2510									0
127	Facilities Acquisition & Construction Services	2530	3,000		48,000						51,000
128	Operation & Maintenance of Plant Services	2540	2,106,616	549,061	586,327	1,272,321	271,871	2,000			4,788,196
129	Pupil Transportation Services	2550					4,000				4,000
130	Food Services	2560									0
131	**Total Support Services - Business**	**2500**	2,109,616	549,061	634,327	1,272,321	275,871	2,000	0	0	4,843,196
132	**Other Support Services - Misc.** *(Describe & Itemize)*	**2900**									0
133	**Total Support Services**	**2000**	2,109,616	549,061	634,327	1,272,321	275,871	2,000	0	0	4,843,196
134	**COMMUNITY SERVICES (O&M)**	**3000**									0
135	**PAYMENTS TO OTHER DIST & GOVT UNITS (O&M)**	**4000**									
136	**Payments to Other Dist & Govt Units (In-State)**	**4100**									
137	Payments for Regular Programs	4110									0
138	Payments for Special Education Programs	4120									0
139	Payments for CTE Program	4140									0
140	Other Payments to In-State Govt Units - Programs *(Describe & Itemize)*	4190									0
141	**Total Payments to Other Dist & Govt Units (In-State)**	**4100**			0			0			0
142	Payments to Other Dist & Govt Units (Out of State) [14]	4400									0
143	**Total Payments to Other Dist & Govt Unit**	**4000**			0			0			0
144	**DEBT SERVICE (O&M)**	**5000**									
145	**Debt Service - Interest on Short-Term Debt**	**5100**									
146	Tax Anticipation Warrants	5110									0
147	Tax Anticipation Notes	5120									0
148	Corporate Personal Prop Repl Tax Anticipated Notes	5130									0
149	State Aid Anticipation Certificates	5140									0
150	Other Interest on Short-Term Debt *(Describe & Itemize)*	5150									0
151	**Total Debt Service - Interest on Short-Term Debt**	**5100**						0			0
152	**Debt Service - Interest on Long-Term Debt**	**5200**									0
153	**Total Debt Service**	**5000**						0			0
154	**PROVISION FOR CONTINGENCIES (O&M)**	**6000**									0
155	**Total Direct Disbursements/Expenditures**		2,109,616	549,061	634,327	1,272,321	275,871	2,000	0	0	4,843,196
156	**Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures**										(290,481)
157											
158	**30 - DEBT SERVICE FUND (DS)**										
159	**PAYMENTS TO OTHER DIST & GOVT UNITS (DS)**	**4000**									
160	**Payments to Other Dist & Govt Units (In-State)**	**4100**									
161	Payments for Regular Programs	4110									0
162	Payments for Special Education Programs	4120									0
163	Other Payments to In-State Govt Units - Programs *(Describe & Itemize)*	4190									0
164	**Total Payments to Other Dist & Govt Units (In-State)**	**4000**						0			0
165	**DEBT SERVICE (DS)**	**5000**									
166	**Debt Service - Interest on Short-Term Debt**	**5100**									
167	Tax Anticipation Warrants	5110									0
168	Tax Anticipation Notes	5120									0
169	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
170	State Aid Anticipation Certificates	5140									0
171	Other Interest on Short-Term Debt *(Describe & Itemize)*	5150									0
172	**Total Debt Service - Interest On Short-Term Debt**	**5100**						0			0
173	**Debt Service - Interest on Long-Term Debt**	**5200**						1,798,124			1,798,124
174	**Debt Service - Payments of Principal on Long-Term Debt [15] (Lease/Purchase Principal Retired)** *(Describe & Itemize)*	**5300**						1,565,000			1,565,000
175	**Debt Service - Other** *(Describe & Itemize)*	**5400**						36,876			36,876
176	**Total Debt Service**	**5000**			0			3,400,000			3,400,000
177	**PROVISION FOR CONTINGENCIES (DS)**	**6000**									787
178	**Total Direct Disbursements/Expenditures**				0			3,400,000			3,400,000

	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	**Description: Enter Whole Numbers Only**	**Funct #**	**Salaries**	**Employee Benefits**	**Purchased Services**	**Supplies & Materials**	**Capital Outlay**	**Other Objects**	**Non-Capitalized Equipment**	**Termination Benefits**	**Total**
179	**Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures**										(40,000)
180											
181	**40 - TRANSPORTATION FUND (TR)**										
182	**SUPPORT SERVICES (TR)**	**2000**									
183	**Support Services - Pupils**	**2100**									
184	Other Support Services - Pupils *(Describe & Itemize)*	2190									0
185	**Support Services - Business**										
186	Pupil Transportation Services	2550	1,548,690	467,836	64,929	240,700	200,892	850			2,523,897
187	Other Support Services - Business *(Describe & Itemize)*	2900									0
188	**Total Support Services**	**2000**	1,548,690	467,836	64,929	240,700	200,892	850	0	0	2,523,897
189	**COMMUNITY SERVICES (TR)**	**3000**									0
190	**PAYMENTS TO OTHER DIST & GOVT UNITS (TR)**	**4000**									
191	**Payments to Other Dist & Govt Units (In-State)**	**4100**									
192	Payments for Regular Program	4110									0
193	Payments for Special Education Programs	4120									0
194	Payments for Adult/Continuing Education Programs	4130									0
195	Payments for CTE Programs	4140									0
196	Payments for Community College Programs	4170									0
197	Other Payments to In-State Govt Units - Programs *(Describe & Itemize)*	4190									0
198	**Total Payments to Other Dist & Govt Units (In-State)**	**4100**			0			0			0
199	**Payments to Other Dist & Govt Units (Out-of-State)** *(Describe & Itemize)*	**4400**									0
200	**Total Payments to Other Dist & Govt Units**	**4000**			0			0			0
201	**DEBT SERVICE (TR)**	**5000**									
202	**Debt Service - Interest on Short-Term Debt**	**5100**									
203	Tax Anticipation Warrants	5110									0
204	Tax Anticipation Notes	5120									0
205	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
206	State Aid Anticipation Certificates	5140									0
207	Other Interest on Short-Term Debt *(Describe & Itemize)*	5150									0
208	**Total Debt Service - Interest On Short-Term Debt**	**5100**						0			0
209	**Debt Service - Interest on Long-Term Debt**	**5200**									0
210	**Debt Service - Payments of Principal on Long-Term Debt [15] (Lease/Purchase Principal Retired)** *(Describe & Itemize)*	**5300**									0
211	**Debt Service - Other** *(Describe & Itemize)*	**5400**									0
212	**Total Debt Service**	**5000**						0			0
213	**PROVISION FOR CONTINGENCIES (TR)**	**6000**									0
214	**Total Direct Disbursements/Expenditures**		1,548,690	467,836	64,929	240,700	200,892	850	0	0	2,523,897
215	**Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures**										58,508
216											
217	**50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS)**										
218	**INSTRUCTION (MR/SS)**	**1000**									
219	Regular Program	1100		113,806							113,806
220	Pre-K Programs	1125		84,023							84,023
221	Special Education Programs (Functions 1200-1220)	1200		433,660							433,660
222	Special Education Programs Pre-K	1225									0
223	Remedial and Supplemental Programs K-12	1250		11,340							11,340
224	Remedial and Supplemental Programs Pre-K	1275									0
225	Adult/Continuing Education Programs	1300									0
226	CTE Programs	1400		10,842							10,842
227	Interscholastic Programs	1500		26,791							26,791
228	Summer School Programs	1600									0
229	Gifted Programs	1650									0
230	Driver's Education Programs	1700		1,244							1,244
231	Bilingual Programs	1800									0
232	Truant Alternative & Optional Programs	1900									0
233	**Total Instruction**	**1000**		681,706							681,706
234	**SUPPORT SERVICES (MR/SS)**	**2000**									
235	**Support Services - Pupil**	**2100**									
236	Attendance & Social Work Services	2110		4,504							4,504
237	Guidance Services	2120		18,389							18,389

	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description: Enter Whole Numbers Only	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
238	Health Services	2130		66,845							66,845
239	Psychological Services	2140		5,877							5,877
240	Speech Pathology & Audiology Services	2150		8,742							8,742
241	Other Support Services - Pupils *(Describe & Itemize)*	2190		9,437							9,437
242	**Total Support Services - Pupil**	**2100**		113,794							113,794
243	**Support Services - Instructional Staff**	**2200**									
244	Improvement of Instruction Services	2210		21,713							21,713
245	Educational Media Services	2220		60,836							60,836
246	Assessment & Testing	2230									0
247	**Total Support Services - Instructional Staff**	**2200**		82,549							82,549
248	**Support Services - General Administration**	**2300**									
249	Board of Education Services	2310		3,027							3,027
250	Executive Administration Services	2320		3,405							3,405
251	Special Area Administrative Services	2330		9,173							9,173
252	Claims Paid from Self Insurance Fund	2361									0
253	Risk Management and Claims Services Payments	2365									0
254	**Total Support Services - General Administration**	**2300**		15,605							15,605
255	**Support Services - School Administration**	**2400**									
256	Office of the Principal Services	2410		180,113							180,113
257	Other Support Services - School Administration *(Describe & Itemize)*	2490									0
258	**Total Support Services - School Administration**	**2400**		180,113							180,113
259	**Support Services - Business**	**2500**									
260	Direction of Business Support Services	2510		1,472							1,472
261	Fiscal Services	2520		23,200							23,200
262	Facilities Acquisition & Construction Services	2530		627							627
263	Operation & Maintenance of Plant Service	2540		364,568							364,568
264	Pupil Transportation Services	2550		201,742							201,742
265	Food Services	2560		83,472							83,472
266	Internal Services	2570									0
267	**Total Support Services - Business**	**2500**		675,081							675,081
268	**Support Services - Central**	**2600**									
269	Direction of Central Support Services	2610		2,162							2,162
270	Planning, Research, Development & Evaluation Services	2620									0
271	Information Services	2630									0
272	Staff Services	2640		28,169							28,169
273	Data Processing Services	2660									0
274	**Total Support Services - Central**	**2600**		30,331							30,331
275	**Other Support Services - Misc.** *(Describe & Itemize)*	**2900**									0
276	**Total Support Services**	**2000**		1,097,473							1,097,473
277	**COMMUNITY SERVICES (MR/SS)**	**3000**		46,363							46,363
278	**PAYMENTS TO OTHER DIST & GOVT UNITS (MR/SS)**	**4000**									
279	Payments for Regular Programs	4110									0
280	Payments for Special Education Programs	4120									0
281	Payments for CTE Programs	4140									0
282	**Total Payments to Other Dist & Govt Units**	**4000**		0							0
283	**DEBT SERVICE (MR/SS)**	**5000**									
284	**Debt Service - Interest on Short-Term Debt**	**5100**									
285	Tax Anticipation Warrants	5110									0
286	Tax Anticipation Notes	5120									0
287	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
288	State Aid Anticipation Certificates	5140									0
289	Other Interest on Short-Term Debt *(Describe & Itemize)*	5150									0
290	**Total Debt Service**	**5000**						0			0
291	**PROVISION FOR CONTINGENCIES (MR/SS)**	**6000**									0
292	**Total Direct Disbursements/Expenditures**			1,825,542				0			1,825,542
293	**Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures**										(704,664)
294											
295	**60 - CAPITAL PROJECTS (CP)**										
296	**SUPPORT SERVICES (CP)**	**2000**									789
297	**Support Services - Business**										

	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description: Enter Whole Numbers Only	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
298	Facilities Acquisition & Construction Services	2530					2,661,176				2,661,176
299	Other Support Services - Business *(Describe & Itemize)*	2900									0
300	**Total Support Services**	**2000**	0	0	0	0	2,661,176	0	0		2,661,176
301	**PAYMENTS TO OTHER DIST & GOVT UNITS (CP)**	**4000**									
302	**Payments to Other Dist & Govt Units (In-State)**	**4100**									
303	Payments to Regular Programs	4110									0
304	Payment for Special Education Programs	4120									0
305	Payment for CTE Programs	4140									0
306	Payments to Other Govt Units - Programs (In-State) *(Describe & Itemize)*	4190									0
307	**Total Payments to Other Districts & Govt Units**	**4000**			0			0			0
308	**PROVISION FOR CONTINGENCIES (CP)**	**6000**									0
309	**Total Direct Disbursements/Expenditures**		0	0	0	0	2,661,176	0	0		2,661,176
310	**Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures**										(2,481,477)
311											
312	**70 WORKING CASH FUND (WC)**										
313											
314	**80 - TORT FUND (TF)**										
315	**INSTRUCTION (TF)**	**1000**									
316	Regular Programs	1100	0	0	0	0	0	0	0	0	0
317	Tuition Payment to Charter Schools	1115									0
318	Pre-K Programs	1125									0
319	Special Education Programs (Functions 1200 - 1220)	1200									0
320	Special Education Programs Pre-K	1225									0
321	Remedial and Supplemental Programs K-12	1250									0
322	Remedial and Supplemental Programs Pre-K	1275									0
323	Adult/Continuing Education Programs	1300									0
324	CTE Programs	1400									0
325	Interscholastic Programs	1500									0
326	Summer School Programs	1600									0
327	Gifted Programs	1650									0
328	Driver's Education Programs	1700									0
329	Bilingual Programs	1800									0
330	Truant Alternative & Optional Programs	1900	0	0	0	0	0	0	0	0	0
331	Pre-K Programs - Private Tuition	1910									0
332	Regular K-12 Programs Private Tuition	1911									0
333	Special Education Programs K-12 Private Tuition	1912									0
334	Special Education Programs Pre-K Tuition	1913									0
335	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
336	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
337	Adult/Continuing Education Programs Private Tuition	1916									0
338	CTE Programs Private Tuition	1917									0
339	Interscholastic Programs Private Tuition	1918									0
340	Summer School Programs Private Tuition	1919									0
341	Gifted Programs Private Tuition	1920									0
342	Bilingual Programs Private Tuition	1921									0
343	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
344	**Total Instruction**[14]	**1000**	0	0	0	0	0	0	0	0	0
345	**SUPPORT SERVICES (TF)**	**2000**									
346	**Support Services - Pupil**	**2100**									
347	Attendance & Social Work Services	2110									0
348	Guidance Services	2120									0
349	Health Services	2130									0
350	Psychological Services	2140									0
351	Speech Pathology & Audiology Services	2150									0
352	Other Support Services - Pupils *(Describe & Itemize)*	2190									0
353	**Total Support Services - Pupil**	**2100**	0	0	0	0	0	0	0	0	0
354	**Support Services - Instructional Staff**	**2200**									
355	Improvement of Instruction Services	2210									0
356	Educational Media Services	2220									0
357	Assessment & Testing	2230									0

	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	**Description: Enter Whole Numbers Only**	**Funct #**	**Salaries**	**Employee Benefits**	**Purchased Services**	**Supplies & Materials**	**Capital Outlay**	**Other Objects**	**Non-Capitalized Equipment**	**Termination Benefits**	**Total**
358	**Total Support Services - Instructional Staff**	**2200**	0	0	0	0	0	0	0	0	0
359	**Support Services - General Administration**	**2300**									
360	Board of Education Services	2310									0
361	Executive Administration Services	2320									0
362	Special Area Administration Services	2330									0
363	Claims Paid from Self Insurance Fund	2361									0
364	Risk Management and Claims Services Payments	2365			93,702			7,000			100,702
365	**Total Support Services - General Administration**	**2300**	0	0	93,702	0	0	7,000	0	0	100,702
366	**Support Services - School Administration**	**2400**									
367	Office of the Principal Services	2410									0
368	Other Support Services - School Administration *(Describe & Itemize)*	2490									0
369	**Total Support Services - School Administration**	**2400**	0	0	0	0	0	0	0	0	0
370	**Support Services - Business**	**2500**									
371	Direction of Business Support Services	2510									0
372	Fiscal Services	2520									0
373	Facilities Acquisition & Construction Services	2530									0
374	Operation & Maintenance of Plant Services	2540			411,141						411,141
375	Pupil Transportation Services	2550									0
376	Food Services	2560									0
377	Internal Services	2570									0
378	**Total Support Services - Business**	**2500**	0	0	411,141	0	0	0	0	0	411,141
379	**Support Services - Central**	**2600**									
380	Direction of Central Support Services	2610									0
381	Planning, Research, Development & Evaluation Services	2620									0
382	Information Services	2630									0
383	Staff Services	2640									0
384	Data Processing Services	2660									0
385	**Total Support Services - Central**	**2600**	0	0	0	0	0	0	0	0	0
386	**Other Support Services - Misc.** *(Describe & Itemize)*	**2900**			400,000						400,000
387	**Total Support Services**	**2000**	0	0	904,843	0	0	7,000	0	0	911,843
388	**COMMUNITY SERVICES (TF)**	**3000**									0
389	**PAYMENTS TO OTHER DIST & GOVT UNITS (TF)**	**4000**									
390	**Payments to Other Dist & Govt Units (In-State)**	4100									
391	Payments for Regular Programs	4110									0
392	Payments for Special Education Programs	4120									0
393	Payments for Adult/Continuing Education Programs	4130									0
394	Payments for CTE Programs	4140									0
395	Payments for Community College Programs	4170									0
396	Other Payments to In-State Govt Units - Programs *(Describe & Itemize)*	4190									0
397	**Total Payments to Other Dist & Govt Units (In-State)**	**4100**			0			0			0
398	Payments for Regular Programs - Tuition	4210									0
399	Payments for Special Education Programs - Tuition	4220									0
400	Payments for Adult/Continuing Education Programs - Tuition	4230									0
401	Payments for CTE Programs - Tuition	4240									0
402	Payments for Community College Programs - Tuition	4270									0
403	Payments for Other Programs - Tuition	4280									0
404	Other Payments to In-State Govt Units - Tuition *(Describe & Itemize)*	4290									0
405	**Total Payments to Other Dist & Govt Units - Tuition (In State)**	**4200**						0			0
406	Payments for Regular Programs - Transfers	4310									0
407	Payments for Special Education Programs - Transfers	4320									0
408	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
409	Payments for CTE Programs - Transfers	4340									0
410	Payments for Community College Program - Transfers	4370									0
411	Payments for Other Programs - Transfers	4380									0
412	Other Payments to In-State Govt Units - Transfers *(Describe & Itemize)*	4390									0
413	**Total Payments to Other Dist & Govt Units-Transfers (In State)**	**4300**			0			0			0
414	Payments to Other Dist & Govt Units (Out of State)	4400									0
415	**Total Payments to Other Dist & Govt Units**	**4000**			0			0			0
416	**DEBT SERVICE (TF)**	**5000**									791
417	**Debt Service - Interest on Short-Term Debt**										
418	Tax Anticipation Warrants	5110									0

	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	**Description: Enter Whole Numbers Only**	**Funct #**	**Salaries**	**Employee Benefits**	**Purchased Services**	**Supplies & Materials**	**Capital Outlay**	**Other Objects**	**Non-Capitalized Equipment**	**Termination Benefits**	**Total**
419	Tax Anticipation Notes	5120									0
420	Corporate Personal Property Replacement Tax Anticipation Notes	5130									0
421	State Aid Anticipation Certificates	5140									0
422	Other Interest or Short-Term Debt *(Describe & Itemize)*	5150									0
423	**Debt Service - Interest on Long-Term Debt**	**5200**									0
424	**Debt Service - Payments of Principal on Long-Term Debt [15] (Lease/Purchase Principal Retired)** *(Describe & Itemize)*	**5300**									0
425	**Debt Service - Other** *(Describe & Itemize)*	**5400**									0
426	**Total Debt Service**	**5000**			0			0			0
427	**PROVISION FOR CONTINGENCIES (TF)**	**6000**									0
428	**Total Direct Disbursements/Expenditures**		0	0	904,843	0	0	7,000	0	0	911,843
429	**Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures**										(145,737)
430											
431	**90 - FIRE PREVENTION & SAFETY FUND (FP&S)**										
432	**SUPPORT SERVICES (FP&S)**	**2000**									
433	**Support Services - Business**	**2500**									
434	Facilities Acquisition & Construction Services	2530									0
435	Operation & Maintenance of Plant Service	2540					600,000				600,000
436	**Total Support Services - Business**	**2500**	0	0	0	0	600,000	0	0		600,000
437	**Other Support Services - Misc.** *(Describe & Itemize)*	**2900**									0
438	**Total Support Services**	**2000**	0	0	0	0	600,000	0	0		600,000
439	**PAYMENTS TO OTHER DISTRICTS & GOVT UNITS (FP&S)**	**4000**									
440	Payments to Regular Programs	4110									0
441	Payments to Special Education Programs	4120									0
442	Other Payments to In-State Govt Units - Programs *(Describe & Itemize)*	4190									0
443	**Total Payments to Other Districts & Govt Units (FPS)**	**4000**						0			0
444	**DEBT SERVICE (FP&S)**	**5000**									
445	**Debt Service - Interest on Short-Term Debt**	**5100**									
446	Tax Anticipation Warrants	5110									0
447	Other Interest on Short-Term Debt *(Describe & Itemize)*	5150									0
448	**Total Debt Service - Interest on Short-Term Debt**	**5100**						0			0
449	**Debt Service - Interest on Long-Term Debt**	**5200**									0
450	**Debt Service - Payments of Principal on Long-Term Debt [15] (Lease/Purchase Principal Retired)** *(Describe & Itemize)*	**5300**									0
451	**Total Debt Service**	**5000**						0			0
452	**PROVISIONS FOR CONTINGENCIES (FP&S)**	**6000**									0
453	**Total Direct Disbursements/Expenditures**		0	0	0	0	600,000	0	0		600,000
454	**Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures**										(134,086)

	B	C	D	E	F	G	H
1	**If there is an amount in column C or column G, please describe the type of revenue or expenditure in column D or column H**						
2	**Revenue Check:**	**OK**					
3	**Expenditure Check:**	**OK**					
4	**Revenues Acct. (EstRev tab)**	**Amount**	**Describe Revenue**		**Expenditures Fund-Function (EstExp tab)**	**Amount**	**Describe Expenditures**
5	**1190**				**10-2190**	**$ 86,200**	Elementary Noon Supervisor
6	**1290**				**10-2490**		
7	**1614**				**10-2900**		
8	**1690**	**$ 24,422**	Other Food Service Income		**10-4190**		
9	**1790**	**$ 15,908**	Resale Items and Student Parking Passes		**10-4290**		
10	**1819**				**10-4390**		
11	**1829**				**10-4400**		
12	**1890**				**10-5150**		
13	**1993**	**$ 15,536**	Recycle of Tech Equipment		**20-2190**		
14	**1999**	**$ 116,798**	Miscellaneous Revenue		**20-2900**		
15	**2300**				**20-4190**		
16	**3099**				**20-4400**		
17	**3199**				**20-5150**		
18	**3299**				**30-4190**		
19	**3499**				**30-5150**		
20	**3599**				**30-5300**	**$ 1,565,000**	Principal on L-T Debt
21	**3999**	**$ 520,606**	Teacher Vacancy Grant, Library Grant, After School Grant		**30-5400**	**$ 36,876**	Bond Service Fee Expense
22	**4009**				**40-2190**		
23	**4090**				**40-2900**		
24	**4199**				**40-4190**		
25	**4299**				**40-4400**		
26	**4399**	**$ 220,896**	Title I-School Improvement		**40-5150**		
27	**4499**				**40-5300**		
28	**4699**				**40-5400**		
29	**4799**				**50-2190**	**$ 9,437**	Elementary Noon Supervisor Benefits
30	**4998**	**$ 399,048**	DORS/STEP, McKinney Vento, ESSER III		**50-2490**		
31					**50-2900**		
32					**50-5150**		
33					**60-2900**		
34					**60-4190**		
35					**80-2190**		
36					**80-2490**		
37					**80-2900**	**$ 400,000**	Package Insurance Policyh-Workers Comp
38					**80-4190**		
39					**80-4290**		
40					**80-4390**		
41					**80-4400**		
42					**80-5150**		
43					**80-5300**		
44					**80-5400**		
45					**90-2900**		
46					**90-4190**		
47					**90-5150**		
48					**90-5300**		

DEFICIT BUDGET SUMMARY INFORMATION - Operating Funds Only (School Districts Only)					
Description	**EDUCATIONAL FUND (10)**	**OPERATIONS & MAINTENANCE FUND (20)**	**TRANSPORTATION FUND (40)**	**WORKING CASH FUND (70)**	**TOTAL**
Direct Revenues	41,629,475	4,552,715	2,582,405	195,972	**48,960,567**
Direct Expenditures	42,383,677	4,843,196	2,523,897		**49,750,770**
Difference	(754,202)	(290,481)	58,508	195,972	**(790,203)**
Estimated Fund Balance - June 30, 2025	30,605,207	3,028,405	2,884,266	3,155,947	**39,673,825**

Unbalanced budget; however, a Deficit Reduction Plan is not required at this time.

A deficit reduction plan is required if the local board of education adopts (or amends) the 2024-202! school district budget in which the "operating funds" listed above result in direct revenues (line 9, BudgetSum 2-4) being less than direct expenditures (line 19, BudgetSum 2-4) by an amount equal to or greater than one-third (1/3) of the ending fund balance (line 81, BudgetSum 2-4)

Note: *The balance is determined using only the four funds listed above. That is, if the estimated ending fund balance is less than three times the deficit spending, the district must adopt and file with ISBE a deficit reduction plan to balance the shortfall within three years.*

Per School Code (105 ILCS 5/17-1) - If the Deficit AFR Summary Information tab from the 2023-2024 Annual Financial Report (AFR) reflects a deficit as defined above, then the school district shall adopt and submit a deficit reduction plan (found here on page 23-27) to ISBE within 30 days after acceptance of the AFR.

The deficit reduction plan, if required, is developed using ISBE guidelines and format.

	A	B	C	D	E	F	G
1	**School Districts Only*		**DEFICIT REDUCTION PLAN**				
2			**ESTIMATED BUDGET**				
3	***01069117022***		**FY2024-2025**				
4	*District Number*						
5	***Jacksonville SD 117***						
6	*District Name*		**Educational Fund**	**Operations & Maintenance Fund**	**Transportation Fund**	**Working Cash Fund**	**Total**
7	**ESTIMATED BEGINNING FUND BALANCE** *(must equal prior Ending Fund Balance)*		31,359,409	3,318,886	2,825,758	2,959,975	40,464,028
8	**RECEIPTS/REVENUES**	**Acct #**					
9	**LOCAL SOURCES**	**1000**	22,732,813	3,641,605	1,622,416	195,972	28,192,806
10	**FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT**	**2000**	0	0	0		0
11	**STATE SOURCES**	**3000**	13,517,717	911,110	959,989	0	15,388,816
12	**FEDERAL SOURCES**	**4000**	5,378,945	0	0	0	5,378,945
13	**Total Receipts/Revenues**		41,629,475	4,552,715	2,582,405	195,972	48,960,567
14	**DISBURSEMENTS/EXPENDITURES**	**Funct #**					
15	**INSTRUCTION**	**1000**	27,547,498				27,547,498
16	**SUPPORT SERVICES**	**2000**	12,382,007	4,843,196	2,523,897		19,749,100
17	**COMMUNITY SERVICES**	**3000**	772,702	0	0		772,702
18	**PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS**	**4000**	1,681,470	0	0		1,681,470
19	**DEBT SERVICES**	**5000**	0	0	0		0
20	**PROVISION FOR CONTINGENCIES**	**6000**	0	0	0		0
21	**Total Disbursements/Expenditures**		42,383,677	4,843,196	2,523,897		49,750,770
22	**Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures**		(754,202)	(290,481)	58,508	195,972	(790,203)
23	**OTHER SOURCES/USES OF FUNDS**						
24	**OTHER SOURCES OF FUNDS (7000)**		0	0	0	0	0
25	**OTHER USES OF FUNDS (8000)**		0	0	0	0	0
26	**TOTAL OTHER SOURCES/USES OF FUNDS**		0	0	0	0	0
27	**ESTIMATED ENDING FUND BALANCE**		30,605,207	3,028,405	2,884,266	3,155,947	39,673,825

	A	B	H	I	J	K	L
1	**School Districts Only*		ESTIMATED BUDGET FY2025-2026				
2							
3	*01069117022*						
4	*District Number*						
5	*Jacksonville SD 117*						
6	*District Name*		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	**ESTIMATED BEGINNING FUND BALANCE** *(must equal prior Ending Fund Balance)*		30,605,207	3,028,405	2,884,266	3,155,947	39,673,825
8	**RECEIPTS/REVENUES**	**Acct #**					
9	**LOCAL SOURCES**	**1000**					0
10	**FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT**	**2000**					0
11	**STATE SOURCES**	**3000**					0
12	**FEDERAL SOURCES**	**4000**					0
13	**Total Receipts/Revenues**		0	0	0	0	0
14	**DISBURSEMENTS/EXPENDITURES**	**Funct #**					
15	**INSTRUCTION**	**1000**					0
16	**SUPPORT SERVICES**	**2000**					0
17	**COMMUNITY SERVICES**	**3000**					0
18	**PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS**	**4000**					0
19	**DEBT SERVICES**	**5000**					0
20	**PROVISION FOR CONTINGENCIES**	**6000**					0
21	**Total Disbursements/Expenditures**		0	0	0		0
22	**Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures**		0	0	0	0	0
23	**OTHER SOURCES/USES OF FUNDS**						
24	**OTHER SOURCES OF FUNDS (7000)**						0
25	**OTHER USES OF FUNDS (8000)**						0
26	**TOTAL OTHER SOURCES/USES OF FUNDS**		0	0	0	0	0
27	**ESTIMATED ENDING FUND BALANCE**		30,605,207	3,028,405	2,884,266	3,155,947	39,673,825

	A	B	M	N	O	P	Q
1	**School Districts Only*		ESTIMATED BUDGET FY2026-2027				
2							
3	*01069117022*						
4	*District Number*						
5	*Jacksonville SD 117*						
6	*District Name*		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE *(must equal prior Ending Fund Balance)*		30,605,207	3,028,405	2,884,266	3,155,947	39,673,825
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0
11	STATE SOURCES	3000					0
12	FEDERAL SOURCES	4000					0
13	Total Receipts/Revenues		0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000					0
16	SUPPORT SERVICES	2000					0
17	COMMUNITY SERVICES	3000					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0
19	DEBT SERVICES	5000					0
20	PROVISION FOR CONTINGENCIES	6000					0
21	Total Disbursements/Expenditures		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)						0
25	OTHER USES OF FUNDS (8000)						0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		30,605,207	3,028,405	2,884,266	3,155,947	39,673,825

	A	B	R	S	T	U	V
1	**School Districts Only*		ESTIMATED BUDGET FY2027-2028				
2							
3	*01069117022*						
4	*District Number*						
5	*Jacksonville SD 117*						
6	*District Name*		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	**ESTIMATED BEGINNING FUND BALANCE** *(must equal prior Ending Fund Balance)*		30,605,207	3,028,405	2,884,266	3,155,947	39,673,825
8	**RECEIPTS/REVENUES**	**Acct #**					
9	**LOCAL SOURCES**	**1000**					0
10	**FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT**	**2000**					0
11	**STATE SOURCES**	**3000**					0
12	**FEDERAL SOURCES**	**4000**					0
13	**Total Receipts/Revenues**		0	0	0	0	0
14	**DISBURSEMENTS/EXPENDITURES**	**Funct #**					
15	**INSTRUCTION**	**1000**					0
16	**SUPPORT SERVICES**	**2000**					0
17	**COMMUNITY SERVICES**	**3000**					0
18	**PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS**	**4000**					0
19	**DEBT SERVICES**	**5000**					0
20	**PROVISION FOR CONTINGENCIES**	**6000**					0
21	**Total Disbursements/Expenditures**		0	0	0		0
22	**Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures**		0	0	0	0	0
23	**OTHER SOURCES/USES OF FUNDS**						
24	**OTHER SOURCES OF FUNDS (7000)**						0
25	**OTHER USES OF FUNDS (8000)**						0
26	**TOTAL OTHER SOURCES/USES OF FUNDS**		0	0	0	0	0
27	**ESTIMATED ENDING FUND BALANCE**		30,605,207	3,028,405	2,884,266	3,155,947	39,673,825

	A	B	W	X	Y	Z
1	**School Districts Only*		SUMMARY			
2			BUDGET ADDENDUM - DEFICIT REDUCTION PLAN			
3	*01069117022*		ESTIMATED BUDGET			
4	*District Number*		*Date of Adoption:*			
5	*Jacksonville SD 117*				*(Enter as MM/DD/YY)*	
6	*District Name*		FY2024-2025	FY2025-2026	FY2026-2027	FY2027-2028
7	ESTIMATED BEGINNING FUND BALANCE *(must equal prior Ending Fund Balance)*		40,464,028	39,673,825	39,673,825	39,673,825
8	RECEIPTS/REVENUES	Acct #				
9	LOCAL SOURCES	1000	28,192,806	0	0	0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0
11	STATE SOURCES	3000	15,388,816	0	0	0
12	FEDERAL SOURCES	4000	5,378,945	0	0	0
13	Total Receipts/Revenues		48,960,567	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #				
15	INSTRUCTION	1000	27,547,498	0	0	0
16	SUPPORT SERVICES	2000	19,749,100	0	0	0
17	COMMUNITY SERVICES	3000	772,702	0	0	0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	1,681,470	0	0	0
19	DEBT SERVICES	5000	0	0	0	0
20	PROVISION FOR CONTINGENCIES	6000	0	0	0	0
21	Total Disbursements/Expenditures		49,750,770	0	0	0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		(790,203)	0	0	0
23	OTHER SOURCES/USES OF FUNDS					
24	OTHER SOURCES OF FUNDS (7000)		0	0	0	0
25	OTHER USES OF FUNDS (8000)		0	0	0	0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		39,673,825	39,673,825	39,673,825	39,673,825

Deficit Reduction Plan-Background/Assumptions (School Districts Only)
Fiscal Year 2024-2025
through Fiscal Year 2027-2028

Jacksonville SD 117 01069117022

Please complete the following schedule and include a brief description to identify any areas of the budget that will be impacted from one year to the next. If the deficit reduction plan relies upon new local revenues, identify contingencies for further budget reductions which will be enacted in the event those new revenues are not available.

1. **Background and Narrative of Budget Reductions:**

2. **Assumptions Used in the Deficit Reduction Plan:**

- EBF and Estimated New Tier Funding:

- Equal Assessed Valuation and Tax Rates:

- Employee Salaries and Benefits:

Deficit Reduction Plan-Background/Assumptions (School Districts Only)
Fiscal Year 2024-2025
through Fiscal Year 2027-2028

- Short- and Long-Term Borrowing:

- Educational Impact:

- Other Assumptions:

- Has the district considered shared services or outsourcing (Ex: Transportation, Insurance)? If yes, please explain:

Evidence-Based Funding: Fiscal Year 2025 Spending Plan

N/A - EBF Spending Plan Not Required for Amended Budgets

Part I: Achieving Student Growth and Making Progress Toward State Education Goals

The questions below allow you to indicate the strategic priorities and strategies that will drive your efforts to achieve student growth and make progress toward state education goals. These may involve investing in any combination of an Organizational Unit's core resources time, money, people, and programs.

Collaboration Opportunity - Organizational Units may find that Part I is most easily and effectively completed if led by program leaders in consultation with finance leaders.

1)	**What are the Organizational Unit's strategic goals for student success for the 2024-25 school year? What measures will be used to evaluate progress? (*No more than 2000 characters, including spaces.*)**

		Top Strategy 1	Top Strategy 2	Top Strategy 3
2)	**Select the top three strategies that the Organizational Unit will employ to achieve student growth and make progress toward state education goals. (Select three different responses from the dropdown list.)**			
	If "Other" was selected in question 2, please describe. (*No more than 1000 characters, including spaces.*)			

Part II: Planned Use of Evidence-Based Funding

The questions below provide an opportunity to document the stakeholders with whom you consulted and the data you analyzed as you determined your strategic allocations of FY 2025 EBF dollars. Key statistics related to EBF distributions are provided for your reference. Form 50-36/50-39 is typically released before current-year appropriations are known. Therefore, the figures provided are for the prior fiscal year.

Collaboration Opportunity *- Organizational Units may find that questions in this section are most easily and effectively completed if led by finance leaders in consultation with program leaders.*

Evidence-Based Funding Organizational Unit Results (FY 2024)	*Final Resources / Adequacy Target =* ***Percent of Adequacy***	**Average Student Enrollment**	*#N/A*	**Adequacy Target**	*#N/A*
		Final Resources	*#N/A*	**Percent of Adequacy**	*#N/A*
	Base Funding Minimum + Tier Funding = ***Gross State Contribution***	**Tier Assignment**	*#N/A*	**Gross State Contribution**	*#N/A*
		FY24 Base Funding Minimum	*#N/A*	**FY 2024 Tier Funding**	*#N/A*
	Within FY 2024 Gross State Contribution, Resources Attributable to ***Specific Populations***	**Low-Income Students**	*#N/A*		
		English Learners (ELs)	*#N/A*		
		Special Education	*#N/A*		

		FY 2025 Tier Funding	Funding Type (Select)	
1)	**FY 2025 Tier Funding Allocation*: Enter the dollar amount of Tier Funding (e.g., NEW MONEY only) allocated to the Organizational Unit for FY 2025. Select whether the amount is estimated or actual funding.**			**Note: Tier Funding allocations are published annually at https://www.isbe.net/Pages/ebfdistribution.aspx . Amounts are available in early August. Districts must use actual funding amounts if they are available before submitting the budget to ISBE.*

		Data Source 1		Data Source 2		Data Source 3	
2)	**Select the top three sources of data used to inform the Organizational Unit's planned allocation of EBF dollars. (Select three different responses.)**						
3)	**Indicate with which groups the Organizational Unit engaged to inform its intended allocation of EBF dollars. (Select any that apply; otherwise leave blank.)**	Bilingual Program Director(s)		Principals		Bilingual Parent Advisory Committee	
		Special Ed. Program Director(s)		School Improvement Teams		Other Parent Group(s)	
		Other Program Leaders		Teacher or Support Staff Unions		Community Focus Group(s)	
		School Board Members		Other School Staff		Other	
	[Optional] Provide a brief description of the Organizational Unit's process for consulting with internal and external stakeholders in determining the allocation of EBF dollars. (*No more than 1000 characters, including spaces.*)						

		Priority Investment 1	Priority Investment 2	Priority Investment 3
4)	**Given the data analyzed, the stakeholders consulted, and the priorities identified in Part I, indicate the top three priority investments the Organizational Unit will make with its FY 2025 Base Funding Minimum (e.g., excluding Tier Funding). Choose "Other" if investments do not match the provided list. (Select three different responses. "Other" may be selected more than once if needed.)**			
	If "Other" was selected in question 4, please describe. (*No more than 1000 characters, including spaces.*)			

Cost Factor Table

5) The table below presents the regionally adjusted amount embedded in the Organizational Unit's FY 2024 Adequacy Target for each of the 34 cost factors in the Evidence-Based Funding model (Column F). Column G is required for all Organizational Units that receive at least $5,000 in Tier Funding, while column H is optional. Organizational Units may choose to provide additional narrative context in Columns I-M to elaborate on the figures included in the table. ISBE has produced guidance for populating the cost factor table. The guidance includes a definition for each cost factor, along with suggestions for using Employee Information System position codes and common expenditure accounts to support a determination of expenditures. This guidance is available at https://www.isbe.net/ebfspendingplan.

Column G: If the Organizational Unit will receive at least $5,000 in FY 2025 Tier Funding (as entered in Q2.1/cell G31), column G is required. Please indicate the Organizational Unit's planned expenditures in FY 2025 from Tier Funds only. Organizational Units are not expected to place a value in each cell. Rather, the table allows for the communication of priority investments with new state resources for the current fiscal year. During years in which there is no new Tier Funding, column G will not be required. During years in which Tier Funding is available, the amount of new Tier Funding entered in Q2.1/cell G31 above must equal the sum in cell G90 below. If some or all Tier Funding is invested outside of the cost factors, enter a dollar amount in cell G89 and provide additional context in the space for a narrative beginning in row 93.

Column H: Optionally, Organizational Units may populate column H with total planned expenditures in FY 2025 for each cost factor from all revenue sources (e.g., not just from EBF). By comparing the figures in column F to the figures entered in column H, the Organizational Unit may engage local stakeholders in productive dialogue about resource allocation decisions.

Cost Factors		Amount in FY 2024 Adjusted Adequacy Target	Budgeted FY 2025 Investments with New Tier Funding [N/A]	Budgeted FY 2025 Expenditures (All Resources) [Optional]	Optional District Narratives
Core Investments	Core Teachers	#N/A			*Enter optional context for core investment decisions.*
	Specialist Teachers	#N/A			
	Instructional Facilitator	#N/A			
	Core Intervention Teacher	#N/A			
	Substitute Teachers	#N/A			
	Guidance Counselor	#N/A			
	Nurse	#N/A			
	Supervisory Aide	#N/A			
	Librarian	#N/A			
	Librarian Aide	#N/A			
	Principal	#N/A			
	Assistant Principal	#N/A			
	School Site Staff	#N/A			
	Subtotal	**#N/A**			

Per Student Investments	Gifted	#N/A			*Enter optional context for per student investment decisions.*
	Professional Development	#N/A			
	Instructional Materials	#N/A			
	Assessments	#N/A			
	Computer & Tech Equipment	#N/A			
	Student Activities	#N/A			
	Maintenance & Operations	#N/A			
	Central Office	#N/A			
	Employee Benefits	#N/A			
	Subtotal*	**#N/A**			
Additional Investments	Low-Income Intervention Teacher	#N/A			*Enter optional context for additional investment decisions.*
	Low-Income Pupil Support Staff	#N/A			
	Low-Income Extended Day Teacher	#N/A			
	Low-Income Summer School Teacher	#N/A			
	EL Intervention Teacher	#N/A			
	EL Pupil Support Staff	#N/A			
	EL Extended Day Teacher	#N/A			
	EL Summer School Teacher	#N/A			
	EL Core Teacher	#N/A			
	Sp Ed Teacher	#N/A			
	Sp Ed Instructional Assistant	#N/A			
	Sp Ed Psychologist	#N/A			
	Subtotal	**#N/A**			
	Other Investments				$0.00
	Total**	**#N/A**			**Tier Funding Check (Cell G90)**

*The subtotal for Per Student Investments is a calculated figure that adjusts salary portions of Central Office and Maintenance & Operations to account for regional salary differences. As a result, the sum of each individual cost factor will not equal the subtotal.

**The total is the Final Adequacy Target (adjusted for Regionalization Factor) calculated in the Full FY 2024 EBF Calculation file. Due to differences in rounding, this figure may vary slightly from the sum of the subtotals in this table.

If some or all Tier Funding was invested outside of the cost factors, please describe. (*No more than 1000 characters, including spaces.*)	

Part III: Support for Special Student Groups

EBF statute sets aside specific allocations to be spent for special education, English learners, and low-income students. Per statue these designated funds must be spent on programs and services benefiting these specific student groups. Funds for English learners and low-income students must be spent in addition to, and not in lieu of, funding that supports general programs of instruction for all students. Funds attributable to special education must be used for the provision of special education facilities and services as outlined in ILCS 14-1.08 Current-year EBF amounts attributable to each of the special student groups must be reported in cells G100-G102 below. If the Organizational Unit received at least $5,000 for any of the student groups, a response to the questions below is required. For amounts less than $5,000, a response is optional. All other EBF funds may be spent in any manner deemed appropriate by the school district.

Collaboration Opportunity *- Organizational Units may find that questions in this section are most easily and effectively completed through collaboration between program leaders affiliated with each student group and finance leaders.*

			Enter Amounts	Select type	
1)	**FY 2025 Student Population Allocations*: Enter the dollar amount of resources attributable to Specific Populations within the FY25 Gross State Contribution. Enter "0" if no funds are allocated for a student group. Select whether amounts are estimated or actual.**	**Low-Income Students**			**Note: Allocations for each of the three student groups are published annually at isbe.net/ebfdist under "Reports." Amounts are typically available by September 1. Districts must use actual funding amounts if they are available before submitting the budget to ISBE.*
		English Learners			
		Special Education			

2)	**Organizational Unit investment of EBF dollars for low-income students: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.)** **Response Optional**	Low-Income Intervention Teacher		Low-Income Extended Day Teacher		Other Investments	
		[Optional - Enter $]		*[Optional - Enter $]*		*[Optional - Enter $]*	
		Low-Income Pupil Support Staff		Low-Income Summer School Teacher			
		[Optional - Enter $]		*[Optional - Enter $]*			
	Additional context for the Organizational Unit's planned use of dollars attributable to low-income students in FY 2025. (*Required if "Other Investments" selected above. No more than 500 characters, including spaces.*)						
3)	**Organizational Unit investment of EBF dollars for English learners: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.)** **Response Optional**	English Learner Intervention Teacher		English Learner Extended Day Teacher		English Learner Core Teacher	
		[Optional - Enter $]		*[Optional - Enter $]*		*[Optional - Enter $]*	
		English Learner Pupil Support Staff		English Learner Summer School Teacher		Other Investments	
		[Optional - Enter $]		*[Optional - Enter $]*		*[Optional - Enter $]*	
	Additional context for the Organizational Unit's planned use of dollars attributable to English learners in FY 2025. (*Required if "Other Investments" selected above. No more than 500 characters, including spaces.*)						
4)	**Organizational Units investment of EBF dollars for Special Education: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.)** **Response Optional**	Special Education Teacher		Special Education Psychologist			
		[Optional - Enter $]		*[Optional - Enter $]*			
		Special Education Instructional Assistant		Other Investments			
		[Optional - Enter $]		*[Optional - Enter $]*			
	Additional context for the Organizational Unit's planned use of dollars attributable to Special Education students in FY 2025. (*Required if "Other Investments" selected above. No more than 500 characters, including spaces.*)						

Plan Assurances

Please complete the assurances below related to Article 14C of the Illinois School Code, which stipulates allowable expenditures for English learners. Organizational Units should maintain supporting documentation (e.g., sign-in sheets, meeting agendas) to affirm the veracity of the below assurances. Note that a separate collection of the Bilingual Service Plan takes place before each school year and must be separately reviewed by the Bilingual Parent Advisory Committee (BPAC). Responses in this plan should be aligned with information contained in the Bilingual Service Plan. Responses in this section are only required if an Organizational Unit receives any amount of EBF dollars attributable to English learners.

Collaboration Opportunity *- Organizational Units may find that the plan assurances are most easily and effectively completed if led by program leaders.*

1). "I hereby affirm that at least 60% of the school district's state funds attributable to English learners will be used for instructional costs of programs and services for English learners (function 1000), in accordance with Article 14C of the Illinois School Code. The remaining balance of state funds attributable to English learners will also be used to serve English learners."

2). "My school district has at least one attendance center with 20 or more English learners (including parental refusals) who speak the same home language other than English in grades K-12. Alternatively and/or additionally, my school district has at least one attendance center with 20 or more English learners (including parent refusals) who speak the same home language other than English in pre-K."

3). "I hereby affirm that the school district's BPAC will review this EBF Spending Plan by or before October 31, 2024.'

4). Enter the anticipated date on which the BPAC review will take place and the name of the BPAC chair for SY 2024-25.

BPAC Meeting (MM/DD/YYYY)	
Name of Chair	

Spending Plan Completion Tracker		
Use the information below to confirm completion of all required questions. Note that the "status" column adjusts to responses, so the tracker is most helpful to consult after you have completed the spending plan.		
Question	**Status**	**Acceptance Criteria**
Part 1, Q1	Incomplete	Character length of response must be >10 and <=2000, including spaces.
Part 1, Q2	Incomplete	A different response must be selected in G11, I11, and L11; cells cannot be blank.
Part 1, Q2 (Narrative)	Complete	Response required only if "Other" selected in G11, I11, or L11; character length of response must be >10 and <=1000, including spaces.
Part 2, Q1	Incomplete	A numeric value must be entered in cell G31 (estimated or actual Tier Funding, or 0 if appropriations did not include Tier Funding). A type must be selected in cell H31
Part 2, Q2	Incomplete	A different response must be selected in G35, I35, and L35; cells cannot be blank.
Part 2, Q3	Incomplete	At least one response must be selected.
Part 2, Q4	Incomplete	Cells G43, I43, and L43 cannot be blank. "Other" may be selected more than once, but other responses may not be repeated
Part 2, Q4 (Narrative)	Complete	Response required only if "Other" selected in G43, I43, or L43; character length of response must be >10 and <=1000, including spaces.
Part 2, Q5 (Cell G90)	Incomplete	Cell G90 must be equal to the value in cell G31.
Part 2, Q5 (Narrative)	Complete	Response required only if a value was entered in cell G89; character length of response must be >10 and <=1000, including spaces
Part 3, Q1 Low-Income Funds	Incomplete	A numeric value must be entered. A type must be selected in cell H100.
Part 3, Q1 English Learner Funds	Incomplete	A numeric value must be entered, which may be "0" if the organizational unit received no funding for the specified student group. A type must be selected in cell H101
Part 3, Q1 Spec. Ed. Funds	Incomplete	A numeric value must be entered. A type must be selected in cell H102.
Part 3, Q2	Complete	At least one response must be selected.
Part 3, Q2 (Narrative)	Complete	Response required only if "Other Investments" was selected in the previous question; character length of response must be >10 and <=500, including spaces
Part 3, Q3	Complete	At least one response must be selected.
Part 3, Q3 (Narrative)	Complete	Response required only if "Other Investments" was selected in the previous question; character length of response must be >10 and <=500, including spaces
Part 3, Q4	Complete	At least one response must be selected.
Part 3, Q4 (Narrative	Complete	Response required only if "Other Investments" was selected in the previous question; character length of response must be >10 and <=500, including spaces
Assurances 1	Complete	Response required if the value entered in cell G101>0.
Assurances 2	Complete	Response required if the value entered in cell G101>0.
Assurances 3	Complete	Response required if "Yes" selected in cell E133.
Assurances 4 (Meeting Date)	Complete	Response required if "Yes" selected in cell E133; enter date in MM/DD/YYYY format
Assurances 4 (Name of Chair)	Complete	Response required if "Yes" selected in cell E133.

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS (School Districts Only)

(For Local Use Only)

This is an estimated Limitation of Administrative Costs Worksheet only and will not be accepted for Official Submission of the Limitation of Administrative Costs Worksheet.

The worksheet is intended for use during the budgeting process to estimate the district's percent increase of FY2025 budgeted expenditures over actual FY2024 expenditures. Budget information is copied to this page. Insert the prior year estimated actual expenditures to compute the estimated percentage increase (decrease).

The official Limitation of Administrative Costs Worksheet is attached to the end of the Annual Financial Report (ISBE Form 50-35) and may be submitted in conjunction with that report.
An official Limitation of Administrative Costs Worksheet can also be found on the ISBE website at: Limitation of Administrative Costs

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS WORKSHEET
(Section 17-1.5 of the School Code)

School District Name: **Jacksonville SD 117**
RCDT Number: **01069117022**

	Description	Funct. No.	Estimated Actual Expenditures, Fiscal Year 2024 (10) Educational Fund	(20) Operations & Maintenance Fund	(80) Tort Fund	Total	Budgeted Expenditures, Fiscal Year 2025 (10) Educational Fund	(20) Operations & Maintenance Fund	(80) Tort Fund	Total
1.	Executive Administration Services	2320	256,208			256,208	269,238		0	269,238
2.	Special Area Administration Services	2330	398,172			398,172	406,898		0	406,898
3.	Other Support Services - School Administration	2490				0	0		0	0
4.	Direction of Business Support Services	2510	128,673			128,673	134,832	0	0	134,832
5.	Internal Services	2570				0	1,000		0	1,000
6.	Direction of Central Support Services	2610	154,644			154,644	167,768		0	167,768
7.	Deduct - Early Retirement or other pension obligations required by state law and included above.					0				0
8.	**Totals**		937,697	0	0	937,697	979,736	0	0	979,736
9.	**Estimated Percent Increase (Decrease) for FY2025 (Budgeted) over (Actual) FY 2024**									4%

REPORTING OF PUBLIC VENDOR CONTRACTS OF $1,000 OR MORE (School Districts Only)

*In accordance with the School Code, Section 10-20.21, all **school districts** are required to file a report listing 'vendor contracts' as an attachment to their budget. In this context, the term "vendor contracts" refers to "all contracts and agreements that pertain to goods and services that were intended to generate additional revenue and other remunerations for the **school district** in excess of $1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services.* ***The report is to list information regarding such contracts for the fiscal year immediately preceding the fiscal year of the budget.*** *All such contracts executed on or after July 1, 2007 must be approved by the school board.*

See: School Code, Section 10-20.21 - Contracts

Name of Vendor	Product or Service Provided	Net Revenue	Non-Monetary Remuneration	Purpose of Proceeds	Distribution Method and Recipient of Non-Monetary Remunerations Distributed
Pepsi of Springfield	Beverages		1,000	Student Activity Accounts	Made available to parents, staff, students, and local businesses.

Reference Description

1 Each fund balance should correspond to the fund balance reflected on the books as of June 30th - Balance Sheet Accounts #720 and #730 (audit figures, i available).

2 Accounting and Financial Reporting for Certain Grants and Other Financial Assistance. The "On-Behalf" Payments should only be reflected on this page (Budget Summary, Lines 10 and 20).

3 Requires the secretary of the school board to notify the county clerk (within 30 days of the transfer approval) to abate an equal amount of taxes to b next extended. See Sec. 10-22.14 & 17-2.11.

3a Requires notification to the county clerk to abate an equal amount from taxes next extended. See section 10-22.1

4 Principal on Bonds Sold:

(1) Funding Bonds are to be entered in the fund or funds in which the liability occurs.

(2) Refunding Bonds can be entered in the Debt Services Fund only.

(3) Building Bonds can be entered in the Capital Projects Fund only.

(4) Fire Prevention and Safety Bonds can be entered in the Fire Prevention & Safety Fund only.

5 The proceeds from the sale of school sites, buildings, or other real estate shall be used first to pay the principal and interest on any outstanding bonds of the property being sold, and after all such bonds have been retired, the remaining proceeds from the sale next shall be used by the school board to meet any urgent district needs as determined under Sections 2-3.12 and 17-2.11 of the School Code. Once these issues have been addressed, any remaining proceeds may be used for any other authorized purpose and for deposit into any district fund.

6 The School Code, Section 10-22.44 prohibits the transfer of interest earned on the investment of "any funds for purposes of Illinois Municipal Retiremen under the Pension Code." This prohibition does not include funds for Social Security and Medicare-only purposes. For additional requirements on interest earnings, see 23 Illinois Administrative Code, Part 100, Section 100.50

7 Cash plus investments must be greater than or equal to zero.

8 For cash basis budgets, this total will equal the Budget Summary - Total Direct Receipts/Revenues (Line 9) plus Total Other Sources of Funds (Line 46).

9 For cash basis budgets, this total will equal the Budget Summary - Total Direct Disbursements/Expenditures (Line 19) plus Total Other Uses of Funds (Line 79).

10 Working Cash Fund loans may be made to any district fund for which taxes are levied (Section 20-5 of the School Code).

11 Include revenue accounts 1110 through 1115, 1117,1118 & 1120.

12 The School Code Section 17-2.2c. Tax for leasing educational facilities or computer technology or both, and for temporary relocation expense purposes.

13 Corporate personal property replacement tax revenue must be first applied to the Municipal Retirement/Social Security Fund to replace tax revenue lost due to the abolition of the corporate personal property tax (30 ILCS 115/12). This provision does not apply to taxes levied for Medicare-Only purposes.

14 Only tuition payments made to private facilities. See Functions 4200 or 4400 for estimated public facility disbursements/expenditures.

15 Payment towards the retirement of lease/purchase agreements or bonded/other indebtedness principal only) otherwise reported within the fund - e.g.: alternate revenue bonds. (Describe & Itemize)

16 Only abolishment of Working Cash Fund must transfer its funds directly to the Educational Fund upon adoption of a resolution an at the close of the current school Year (see 105 ILCS 5/20-8 for further explanation)

Only abatement of working cash fund can transfer its funds to any fund in most need of money

(see 105 ILCS 5/20-10 for further explanation)

CHECK FOR ERRORS

This worksheet checks various cells to assure that selected items are in balance.

Please fix errors below before submitting to ISBE.

Budget Item References	Message
1. Deficit Reduction Plan (DefReductPlan 23-27 tab)	
Is Deficit Reduction Plan Required? **(Joint Agreements do not complete Deficit Reduction Plan.)**	Deficit Reduction Plan is not required
If required, is Deficit Reduction Plan completed? **(DefReductPlan 23-27 tab)**	
2. Cover Page (Cover tab)	
District Name must be selected from **drop-down**. **(Cell H13)**	OK
Accounting Basis must be selected on Cover sheet.	OK
Dates **(Day, Month, Year)** must be input on Cover sheet.	OK
Board Names must be typed on Cover sheet.	ERROR - TYPE BOARD NAMES
3. Budget Summary: Other Sources (BudgetSum 2-4 tab - Acct 7000) must equal Other Uses (BudgetSum 2-4 tab - Acct 8000).	
Estimated Beginning Fund Balance July, 1 2024 for all Funds **(Cells C3 - K3)** **(Line must have a number or zero. Do not leave blank.)**	OK
Estimated Activity Fund Beginning Fund Balance July, 1 2024 **(Cell C83)** **(Cell must have a number or zero. Do not leave blank.)**	OK
Transfer Among Funds **(Funds 10, 20, 40 - Acct 7130 - Cells C29, D29, F29)**, must equal **(Funds 10, 20 & 40 - Acct 8130 - Cells C52, D52, F52)**.	OK
Transfer of Interest **(Funds 10 thru 90 - Acct 7140 - Cells C30:K30)**, must equal **(Funds 10 thru 60, & 80 - Acct 8140 - Cells C53:H53, J53)**.	OK
Transfer to Debt Service to Pay Principal on GASB 87 Leases **(Fund 30 - Acct 7400 - Cell E39)** must equal **(Funds 10, 20 & 60 - Acct 8400 Cells C57:H60)**.	OK
Transfer to Debt Service to Pay Interest on GASB 87 Leases **(Fund 30 - Acct 7500 - Cell E40)** must equal **(Funds 10, 20 & 60 - Acct 8500 - Cells C61:H64)**.	OK
Transfer to Debt Service Fund to Pay Principal on Revenue Bonds **(Fund 30 - Acct 7600 - Cell E41)** must equal **(Funds 10 & 20 - Acct 8600 - Cells C65:D68)**.	OK
Transfer to Debt Service to Pay Interest on Revenue Bonds **(Fund 30 - Acct 7700 - Cell E42)** must equal **(Funds 10 & 20 - Acct 8700 - Cells C69:D72)**.	OK
Transfer to Capital Projects Fund **(Fund 60 - Acct 7800 - Cell H43)** must equal **(Fund 10 & 20, Acct 8800 - Cells C73:D76)**.	OK
4. Summary of Cash Transactions: Beginning Cash Balance on Hand July 1, 2024 (CashSum 5 tab, All Funds) cannot be negative.	
Educational **(Fund 10 - Cell C3)**	OK
Operations & Maintenance **(Fund 20 - Cell D3)**	OK
Debt Service **(Fund 30 - Cell E3)**	OK
Transportation **(Fund 40 - Cell F3)**	OK
Municipal Retirement/Social Security **(Fund 50 - Cell G3)**	OK
Capital Projects **(Fund 60 - Cell H3)**	OK
Working Cash **(Fund 70 - Cell I3)**	OK
Tort **(Fund 80 - Cell J3)**	OK
Fire Prevention & Safety **(Fund 90 - Cell K3)**	OK
Activity Funds **(Cell C23)**	OK
5. Summary of Cash Transactions: Ending Cash Balance on Hand June 30, 2024 (CashSum 5 tab - All Funds) cannot be negative.	
Educational **(Fund 10 - Cell C21)**	OK
Operations & Maintenance **(Fund 20 - Cell D21)**	OK
Debt Service **(Fund 30 - Cell E21)**	OK
Transportation **(Fund 40 - Cell F21)**	OK
Municipal Retirement/Social Security **(Fund 50 - Cell G21)**	OK
Capital Projects **(Fund 60 - Cell H21)**	OK
Working Cash **(Fund 70 - Cell I21)**	OK
Tort **(Fund 80 - Cell J21)**	OK
Fire Prevention & Safety **(Fund 90 - Cell K21)**	OK
6. Summary of Cash Transactions: Other Receipts (CashSum 5 tab) must equal Other Disbursements (CashSum 5 tab).	
Interfund Loans Payable **(Funds 10:60, 80, 90 - Acct 411 - Cells C6:H6, J6:K6)** must equal Interfund Loans Receivable **(Funds 10:20, 40, 70 - Acct 141 - Cells C15:D15, F15, I15)**.	OK
Interfund Loans Receivable **(Funds 10, 20, 40, 70 - Acct 141 - Cells C7:D7, F7, I7)** must equal Interfund Loans Payable **(Funds 10:60, 80, 90 - Acct 411 - Cells C16:H16, J16, K16)**.	OK
7. Estimated Revenue (EstRev 6-11 tab)	
Amounts must be input for revenue.	OK
8. Estimated Expenditures (EstExp 12-20 tab)	
Amounts must be input for expenditures.	OK
9. Itemization Notes: Revenues/Expenditures reported that require note on Itemize 21 tab.	
Include brief note(s) describing revenue source.	OK
Include brief note(s) describing expenditure use.	OK
10. EBF Spending Plan	
All required questions have been answered.	OK

End of Balancing

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
59377	05/01/2025	U OF I EXTENSION OFF	FIELD TRIP FOR LINCOLN-WHERE DOES YOUR FOOD COME FROM PROGRAM	102.00
59382	05/01/2025	CHELSVIG, JIM	REIMBURSEMENT FOR FOR GIFT CARDS FOR STUDENTS	75.00
59383	05/01/2025	IAVAT	2025 IAVAT CONFERENCE FOR JHS REGISTRATION MEMBER	350.00
59384	05/01/2025	JACKSONVILLE SCHOOL	TRASFER MONEY FROM ACT 890-SOUTH TO GENERAL FOR REGISTRATION ($ PUT INTO ON ACCIDENT)	50.00
59385	05/01/2025	MIDWEST ATHLETIC CEN	ENTRY FEE FOR JUNIOR HIGH GIRLS SUMMER BASKETBALL LEAGUE JMS JUNE 2/9/16/23/JULY 7, 2025	375.00
59386	05/01/2025	RAJAGURU, ELLA	REFRESHMENTS FOR LOVE FEAST AT JHS	25.83
59387	05/05/2025	BSN SPORTS LLC	PRO BASE FUNGO SCREEN FOR JHS SOFTBALL	519.43
59388	05/05/2025	DYER, MARK	FFA STATE AG TRIP	37.86
59389	05/05/2025	ILLINOIS COLLEGE	2025 JHS VOLLEYBALL TOURNAMENT 9/13/2025	1,800.00
59390	05/05/2025	JOSTENS INC	SENIOR MEDALS FOR GRADUATION	634.16
59391	05/05/2025	KAUFMANN, RYAN	REIMBURSEMENT FOR FCA FOOD AT JMS	24.66
59392	05/05/2025	LCHS BOYS BASKETBALL	LINCOLN HIGH SCHOOL SUMMER BASKETBALL LEAGUE MAY 28-JUNE 30,2025 (JV/V)	700.00
59393	05/05/2025	LINCOLN HIGH SCHOOL	ENTRY FEE FOR 11TH ANNUAL LINCOLN 7-ON 7 SUMMER FOLKSTYLE DUAL TEAM TOURNAMENT 6/21/25	225.00
59394	05/05/2025	U OF I EXTENSION OFF	FIELD TRIP FOR SOUTH ELEMENTARY-WHERE DOES YOUR FOOD COME FROM PROGRAM	132.00
59395	05/05/2025	WASHINGTON PTO	FIELD TRIP FOR WASHINGTON ELEMENTARY-WHERE DOES YOUR FOOD COME FROM PROGRAM	120.00
59396	05/07/2025	SCHOLASTIC BOOK FAIR	BOOK FAIR FOR NORTH ELEMENTARY SCHOOL	1,782.87
59397	05/08/2025	BURKE, MICHAEL	NASSP TASSELS FOR NHS	218.15
59398	05/08/2025	CHELSVIG, JIM	REIMBURSEMENT FOR FOR GIFT CARDS FOR STUDENT PRIZES	150.00
59399	05/08/2025	DYER, MARK	FFA PARTY DECORATIONS FROM AMAZON	91.78
59400	05/08/2025	KOSS, MORGAN	PROM FLOWERS AND PROM SUPPLIES	115.04
59401	05/08/2025	MILLS, BOBBIE	SNACK BAGS FOR NORTH STUDENTS	4.37
59402	05/08/2025	TROY ARMSTRONG DJ CO	DJ FOR JHS PROM	450.00
59403	05/09/2025	BROCKHOUSE, KELLY	REIMBURSEMENT FOR GIRLS SOFTBALL-SUPPLIES	211.37
59404	05/09/2025	BURKE, MICHAEL	NASSP TASSELS FOR GRADUATION	177.39
59405	05/09/2025	CHARLIE'S ICE CREAM	CLAP OUT FOR SENIORS WALK FROM LINCOLN STUDENTS	289.00
59406	05/09/2025	COLLINS, DOUG	TRACK MEET SECURITY 3.5 HOURS	87.50
59406	05/19/2025	COLLINS, DOUG	TRACK MEET SECURITY 3.5 HOURS	-87.50

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
59407	05/09/2025	COMSTOCK, ANDREW	GIRLS SOCCER HOTEL	1,046.14
59408	05/09/2025	DANIEL, TONY	TRACK MEET SECURITY 3.5 HOURS	87.50
59408	05/19/2025	DANIEL, TONY	TRACK MEET SECURITY 3.5 HOURS	-87.50
59409	05/09/2025	DOWELL, TRACY	TRACK MEET CLERK	75.00
59410	05/09/2025	JONES SCHOOL SUPPLY	TURTLE RACE RIBBONS FOR M/W STUDENTS	86.95
59411	05/09/2025	PRAIRIELAND FS, INC	GV STRONGHOLD TURN TYPE FESCUE 25 LB FOR FFA-JHS	12.50
59412	05/09/2025	RESENDEZ, JUAN	TRACK MEET POLICE 3.5 HOURS	245.00
59413	05/09/2025	SMITH, BRADLEY	TRACK MEET STARTER	145.00
59414	05/09/2025	STALEY, RYAN	TRACK MEET ANNOUNCER	75.00
59415	05/09/2025	STIER, DAVE	TRACK MEET STARTER	145.00
59416	05/09/2025	VANBEBBER, ADRIENNE	HYGIENE PRODUCTS FOR JMS	220.73
59417	05/12/2025	MERIDIAN STUDENT PLA	2025-2026 PLANNERS FOR M/W	271.50
59418	05/14/2025	MOSER, GARY	CS8 TRACK MEET TIMING	950.00
59419	05/14/2025	OUTBREAK DESIGNS	LAST BLAST TSHIRTS FOR LINCOLN	1,314.00
59420	05/14/2025	RANGE, LAUREN	CONCESSION ITEMS FOR JHS GIRLS SOCCER	39.72
59421	05/14/2025	S & S WORLDWIDE	CS8 TRACK MEET TIMING	8.98
59422	05/15/2025	GRIFFIN, AARON	CS8 SECURITY FOR BOYS MEET-TRACK	87.50
59423	05/15/2025	BMO CORPORATE MASTER	ELCROW PHOTOGRAPHY FOR PROM	300.00
59423	05/15/2025	BMO CORPORATE MASTER	SIX FLAGS SENIOR TRIP TICKETS	1,617.63
59423	05/15/2025	BMO CORPORATE MASTER	JHS DECA HOTEL RESERVATIONS FOR TRIP	2,808.96
59423	05/15/2025	BMO CORPORATE MASTER	WALMART-DONUTS FOR REWARD	411.23
59423	05/15/2025	BMO CORPORATE MASTER	AMAZON-SKILLS DAY AT M/W ELEMENTARY-CALLIGRAPHY PENS	30.30
59423	05/15/2025	BMO CORPORATE MASTER	AMAZON-SKILLS DAY AT M/W ELEMENTARY-WOODEN CLAY SCULPTING TOOLS, MAGIC CLAY, LEAF CUTTER, COOKIE CUTTERS, HONEY JARS, MODELING CLAY	98.38
59423	05/15/2025	BMO CORPORATE MASTER	JHS DECA UNIVERSAL STUDIOS TICKETS	1,196.00
59424	05/15/2025	GRAHAM, KELLY	CS8 GATE WORKER FOR MEET-TRACK	52.50
59425	05/22/2025	ALEXANDER, STEPHANIE	PAPER BAGS FOR PBIS	11.40
59426	05/22/2025	BURCHARD, BRETT	BAND TOUR LUNCHEON AT LOS RANCHEROS	849.21
59427	05/22/2025	CAREY, ANTHONY	CS8 SECURITY FOR BOYS MEET-TRACK	87.50
59428	05/22/2025	CENTRAL STATE 8 CONF	CENTRAL STATE 8 TRACK GATE MONEY	465.89
59429	05/22/2025	DIADEM SPORTS LLC	BALLS, CARTS FOR BOYS AND GIRLS TENNIS	402.17
59430	05/22/2025	DUNSETH, LINDA	SENIOR PLAQUE CALIGRAPHY	50.00
59431	05/22/2025	DUTDUTDESIGNS, LLC	FALL 2025 DRILL DESIGN FOR JHS BAND	1,250.00
59432	05/22/2025	DYER, MARK	HOME DEPOT-GARDEN SUPPLIES FOR FARM FFA	127.73
59433	05/22/2025	EWING, ANGEL	DOLLAR TREE FOR M/W STUDENTS	38.50
59434	05/22/2025	GAME ONE	UNIFORM COVERAGE FOR GIRLS BASKETBALL	1,062.97
59434	05/22/2025	GAME ONE	PARKA FOR GIRLS SOCCER	190.96

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
59434	05/22/2025	GAME ONE	JMS TRACK UNIFORMS	2,492.50
59434	05/22/2025	GAME ONE	JMS FOOTBALL KNEE PAD YOUTH	12.70
59435	05/22/2025	GRAHAM, KELLY	CS8 GATE WORKER FOR MEET-TRACK (OT)	7.50
59436	05/22/2025	GRIFFIN, AARON	CS8 SECURITY FOR BOYS MEET-TRACK	87.50
59436	05/28/2025	GRIFFIN, AARON	CS8 SECURITY FOR BOYS MEET-TRACK	-87.50
59437	05/22/2025	HAYES, ANITA	5TH GRADE GIRLS VOLLEYBALL LUNCH FOR STUDENTS	49.14
59437	05/22/2025	HAYES, ANITA	PAPER BAGS FOR POPCORN, DONUTS, JUICE, MILK FOR STUDENTS AT SOUTH	14.98
59438	05/22/2025	INTERSTATE STUDIO &	YEARBOOKS FOR SOUTH	157.95
59439	05/22/2025	JHS CAFETERIA	STAFF APPRECIATION PUT ON BY THE STUDENT COUNCIL AT JHS	734.90
59440	05/22/2025	JOSTENS INC	DIPLOMAS FOR JHS	98.15
59441	05/22/2025	OPEN HOUSE PRINT SHO	J'ETTE STATE SIGN	270.00
59442	05/22/2025	REESE, KRISTA	LINCOLN 5TH GRADE VOLLEYBALL TEAM END OF SEASON AWARDS AND PIZZA	73.24
59443	05/22/2025	RIGGS, LYNETTE	GAPP TRIP MONEY TO TURN INTO EUROS	3,000.00
59444	05/22/2025	THIES, VERONIKA	SOUTH 5TH GRADE RECOGNITION-DONUTS, JUICE, MILK	82.38
59445	05/22/2025	THRASHER, TIM	REIMBURSEMENT FOR SNACKS AND BLOCK SUPPLIES FOR BOYS TRACK	59.89
59446	05/22/2025	THRASHER, TRACY	CS8 GATE WORKER FOR MEET-AWARDS	60.00
59447	05/22/2025	TISSIERE, MARK	PROM PHOTOGRAPHY	250.00
59448	05/23/2025	AMERICAN RENTAL CENT	DUNK TANK FOR LINCOLN ELEMENTARY LAST BLAST	466.00
59449	05/27/2025	NOTHING BUNDT CAKES	CAKES FUNDRAISER FOR JHS	1,833.50
59450	05/29/2025	DYER, MARK	HOME DEPOT SUPPLIES-GARDEN FFA FARM	104.65
59450	05/29/2025	DYER, MARK	BANQUET SUPPLIES AND ICE CREAM FOR FFA	116.59
59451	05/29/2025	HAMILTONS CATERING	CLASS OF 2026 PROM DINNER	2,072.00
59452	05/29/2025	HAYES, ANITA	REIMBURSEMENT FOR CHIPS-STUDENT LUNCHES AT SOUTH	42.93
59453	05/29/2025	HORTON, LISA	REIMBURSEMENT FOR COLOR RUN	29.00
59454	05/29/2025	JACKSONVILLE SCHOOL	PETTY CASH REIMBURSEMENT-$ USED FOR FIELDTRIP-STUDENTS AT EISENHOWER	16.00
59455	05/29/2025	JHS CAFETERIA	PIZZA/COOKIES FOR 5TH GRADE AT WASHINGTON	257.60
59456	05/29/2025	LANDESS, BENTLEY	POPCORN REIMBURSEMENT FOR 4TH QUARTER REWARD	80.00
59457	05/29/2025	MILLS, BOBBIE	REIMBURSEMENT FOR FIELD DAY POPCORN FOR STUDENTS AT NORTH	40.00
59458	05/29/2025	PETERSON, DARIN	REIMBURSEMENT FOR SENIOR STUDENTS-CANDY, BALLOONS, ETC.	71.16
59459	05/29/2025	PRODUCTION XPRESS	GRADUATION PROGRAMS FOR JHS	1,612.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
59460	05/29/2025	STEWART, BRAXTON	EGGS FOR STUDENT EGG DROP DAY AT SOUTH	28.10
59460	05/29/2025	STEWART, BRAXTON	CHIPS, PLATES, WATER FOR SOUTH STUDENTS LUNCHES	68.83
59461	05/29/2025	TROY ARMSTRONG DJ CO	JHS HOMECOMING ON 10/4/2025-DEPOSIT FOR DJ SERVICE	400.00
59462	05/29/2025	VARSITY SPIRIT FASHI	SHOES AND BACKPACKS FOR JMS CHEER	3,580.00
			Totals for checks	42,616.95

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
99	ACTIVITY	0.00	0.00	42,616.95	42,616.95
*** Fund Summary Totals ***		0.00	0.00	42,616.95	42,616.95

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

LOC	Account Level Description	May 2024-25 Begin	May 2024-25 Recei	May 2024-25 Disbu	May 2024-25 Endin
850	ACTV ADMIN COURTESY LIAB	-63.85	0.00	0.00	-63.85
851	ACTV CO REFRESHMENTS	-764.12	30.00	0.00	-794.12
856	ACTV INTEREST LIAB	-1,375.83	35.03	0.00	-1,410.86
857	ACTV INT ON INVESTMENTS LIAB	-17,161.66	273.28	0.00	-17,434.94
859	ACTV SPEC ED TECH LIAB	-109.33	0.00	0.00	-109.33
860	ACTV SPEC ED LD LIAB	-9,871.70	1,710.50	0.00	-11,582.20
866	ACTV GIFTED LIAB	-171.63	0.00	0.00	-171.63
867	ACTV EARLY YEARS LAIB	-1,209.39	0.00	0.00	-1,209.39
875	ACTV EISENHOWER SCH LIAB	-5,270.06	242.87	16.00	-5,496.93
876	ACTV EISENHOWER STORE LIAB	0.00	0.00	0.00	0.00
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	-9,272.60	0.00	2,244.24	-7,028.36
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	-11,324.92	6.90	563.61	-10,768.21
885	ACTV MURRAYVILLE LIAB	-4,087.08	0.00	0.00	-4,087.08
886	ACTV MURRAYVILLE LIAB	0.00	0.00	0.00	0.00
887	ACTV NORTH SCHOOL LIAB	-1,279.69	1,955.17	1,827.24	-1,407.62
890	ACTV SOUTH SCHOOL LIAB	-11,404.47	465.14	706.31	-11,163.30
893	ACTV WASHINGTON PEPSI LIAB	0.00	0.00	0.00	0.00
894	ACTV WASHINGTON SCH LIAB	-6,216.42	184.82	377.60	-6,023.64
895	ACTIV MUSIC - ELEM	-41.12	0.00	0.00	-41.12
900	ACTV JHS ATH OTH LIAB	-24,368.72	1,776.50	2,978.39	-23,166.83
901	ACTV JHS BASEBALL LIAB	-291.69	550.00	0.00	-841.69
902	ACTV JHS J'ETTES LIAB	-17.07	0.00	0.00	-17.07
903	ACTV JHS CHEERLEADING LIAB	-5,626.00	0.00	0.00	-5,626.00
904	ACTV JHS CROSS CNTRY LIAB	-5,200.90	0.00	0.00	-5,200.90
905	ACTV JHS FCA LIAB	-3.14	0.00	0.00	-3.14
906	ACTV JHS FOOTBALL LIAB	936.71	0.00	0.00	936.71
907	ACTV JHS BOYS' BASKETBALL LIAB	-4,878.84	0.00	700.00	-4,178.84
908	ACTV JHS BB THNKSG TRNY LIAB	-13,272.02	0.00	0.00	-13,272.02
909	ACTV JHS GIRL'S BASKETBL LIAB	-8,714.07	0.00	1,062.97	-7,651.10
910	ACTV JHS GIRLS SOCCER LIAB	-11,147.82	1,230.00	1,276.82	-11,101.00
911	ACTV JHS GIRLS TENNIS LIAB	-2,188.09	0.00	202.17	-1,985.92
912	ACTV JHS GIRLS TRACK LIAB	-2,507.34	0.00	0.00	-2,507.34
913	ACTV JHS GOLF LIAB	-2,585.95	0.00	0.00	-2,585.95
914	ACTV JHS BOYS SOCCER LIAB	-43,192.81	0.00	0.00	-43,192.81
915	ACTV JHS SOFTBALL LIAB	-2,474.75	653.14	1,175.94	-1,951.95
916	ACTV JHS SWIM BOYS LIAB	-283.08	0.00	0.00	-283.08
917	ACTV JHS BOYS TENNIS LIAB	-1,061.28	0.00	200.00	-861.28
919	ACTV JHS BOYS TRACK LIAB	-2,745.60	0.00	59.89	-2,685.71
920	ACTV JHS VOLLEYBALL LIAB	-2,663.30	0.00	1,800.00	-863.30
921	ACTV JHS WARCUP MEM LIAB	-255.00	0.00	0.00	-255.00
922	ACTV JHS WRESTLING LIAB	-7,396.24	0.00	225.00	-7,171.24
923	JHS SWIMMING GIRLS	-1,494.88	0.00	0.00	-1,494.88
930	ACTV JHS ART CLUB LIAB	-560.85	0.00	0.00	-560.85
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	931.08	2,700.00	1,714.62	-54.30
935	ACTV JHS FFA LIAB	-20,787.87	7,050.60	596.23	-27,242.24
936	ACTV JHS FRENCH CLUB LIAB	0.00	0.00	0.00	0.00
937	ACTV JHS GERMAN CLUB LIAB	-2,231.57	0.00	0.00	-2,231.57
938	JHS BAND UNIFORM ACCOUNT	-10,000.00	0.00	0.00	-10,000.00
939	ACTV JHS SCIENCE CLUB LIAB	-10,574.53	0.00	0.00	-10,574.53
940	ACTV JHS BAND LIAB	-2,263.77	0.00	1,250.00	-1,013.77
941	ACTV JHS CHOIR LIAB	-4,186.54	0.00	0.00	-4,186.54

LOC	Account Level Description	May 2024-25 Begin	May 2024-25 Recei	May 2024-25 Disbu	May 2024-25 Endin
942	ACTV JHS SCHOLASTIC BOWL LIAB	-142.96	0.00	0.00	-142.96
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	-362.66	0.00	0.00	-362.66
951	ACTV JHS CRIMSON J LIAB	-309.66	0.00	0.00	-309.66
952	ACTV JHS CRIMSON TIMES LIAB	-999.51	0.00	0.00	-999.51
953	ACTV JHS DRAMA LIAB	-12,151.60	247.00	0.00	-12,398.60
954	ACTV JHS AG FARM LIAB	-42,245.11	6,801.00	244.88	-48,801.23
955	ACTV JHS FOREIGN LANGUAGE LIAB	0.00	0.00	0.00	0.00
956	ACTV JHS GAPP LIAB	-924.95	5,803.94	3,000.00	-3,728.89
957	ACTV JHS N'TNL HONOR SOC LIAB	-1,388.99	0.00	218.15	-1,170.84
958	ACTV JHS CLASS OF 2022 LIAB	0.00	0.00	0.00	0.00
959	ACTV JHS REFRESHMENTS LIAB	-37,965.50	9,825.68	11,247.20	-36,543.98
960	ACTV JHS WELDING LIAB	-7,973.54	0.00	0.00	-7,973.54
961	ACTV JHS STDNT GOVERMENT LIAB	-1,913.24	0.00	1,659.90	-253.34
963	ACTC JHS BASS FISHING	-5,089.65	0.00	0.00	-5,089.65
975	ACTV JT BAND/CHORUS LIAB	-15,245.17	0.00	849.21	-14,395.96
976	ACTV JT CHEERLEADING LIAB	-1,812.93	7,781.35	3,580.00	-6,014.28
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	-6,231.93	2,686.00	332.13	-8,585.80
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	-6,368.45	0.00	0.00	-6,368.45
985	ACTV JT POM PON LIAB	-3,160.69	0.00	0.00	-3,160.69
986	ACTV JT FIELD TRIP LIAB	-2,071.97	0.00	0.00	-2,071.97
987	ACTV JT STUDENT COUNCIL LIAB	-6,332.95	391.00	0.00	-6,723.95
988	ACTV JT TOURNAMENT LIAB	-78,419.84	1,162.84	3,278.73	-76,303.95
989	ACTV JT YEARBOOK LIAB	-472.63	0.00	0.00	-472.63
990	ACTV JMS Baseball	-7.12	0.00	0.00	-7.12
991	ACTV JMS SOFTBALL	-940.97	0.00	0.00	-940.97
992	ACTV JMS THEATRE	-5,730.31	0.00	0.00	-5,730.31
993	ACT VETERENS DAY	-32.00	0.00	0.00	-32.00
994	ACT JMS FOOTBALL	-1,892.32	2,280.00	12.70	-4,159.62
995	RAINBOW REVOLUTION	-551.52	180.00	0.00	-731.52
---		-512,536.13	56,022.76	43,399.93	-525,158.96
Grand Liability Totals		-512,536.13	56,022.76	43,399.93	-525,158.96

Number of Accounts: 99

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

Account Number	FUNC	2024-25 Original Budget	May 2024-25 Month	2024-25 FYTD Acti	Unexpended Balanc
10E--- 1100 ---- -- ------	REGULAR EDUCATION	516,002.00	43,743.56	383,621.33	132,380.67
10E--- 1110 ---- -- ------	ELEMENTARY	6,705,157.00	524,841.84	5,730,557.41	974,599.59
10E--- 1120 ---- -- ------	JUNIOR HIGH	3,129,112.00	242,549.55	2,868,885.03	260,226.97
10E--- 1125 ---- -- ------	PRE-K PROGRAM	1,021,859.00	86,033.54	938,902.02	82,956.98
10E--- 1130 ---- -- ------	HIGH SCHOOL	3,674,117.00	293,090.35	3,349,337.19	324,779.81
10E--- 1200 ---- -- ------	SPECIAL EDUCATION	8,328,426.00	719,734.17	7,642,156.40	686,269.60
10E--- 1202 ---- -- ------	TRAINABLE MENTALLY HANDICAPPED	12,000.00	0.00	11,376.49	623.51
10E--- 1203 ---- -- ------	EDUCABLE MENTALLY HANDICAPPED	1,000.00	67.75	967.75	32.25
10E--- 1205 ---- -- ------	LEARNING DISABILITIES	6,600.00	385.00	5,930.33	669.67
10E--- 1207 ---- -- ------	HARD OF HEARING	3,000.00	0.00	639.99	2,360.01
10E--- 1208 ---- -- ------	DEAF	80,000.00	11,254.80	88,833.59	-8,833.59
10E--- 1212 ---- -- ------	BEHAVIORAL/EMOTIONAL DISORDER	850.00	439.75	759.73	90.27
10E--- 1216 ---- -- ------	AUTISM	8,200.00	0.00	7,776.78	423.22
10E--- 1220 ---- -- ------	CROSS CATEGORICAL	31,200.00	3,865.94	34,407.19	-3,207.19
10E--- 1250 ---- -- ------	TITLE I	982,896.00	95,142.91	1,071,097.21	-88,201.21
10E--- 1400 ---- -- ------	VOCATIONAL PROGRAMS	88,941.00	7,982.23	81,150.98	7,790.02
10E--- 1401 ---- -- ------	AGRICULTURAL	10,374.00	1,239.16	9,576.86	797.14
10E--- 1407 ---- -- ------	BUSINESS	256,425.00	22,080.46	232,928.99	23,496.01
10E--- 1421 ---- -- ------	HOME EC OCCUPATIONS	153,036.00	12,787.30	139,794.26	13,241.74
10E--- 1446 ---- -- ------	CONSTRUCTION TRADES	222,764.00	20,821.04	202,873.85	19,890.15
10E--- 1447 ---- -- ------	MECHANIC TRADES	19,463.00	29.60	17,287.54	2,175.46
10E--- 1500 ---- -- ------	INTERSCHOLASTIC PROGRAM	1,006,259.00	80,653.40	929,852.19	76,406.81
10E--- 1600 ---- -- ------	SUMMER SCHOOL PROGRAMS	700.00	0.00	612.31	87.69
10E--- 1700 ---- -- ------	DRIVER'S ED PROGRAM	123,759.00	6,764.73	149,302.25	-25,543.25
10E--- 1800 ---- -- ------	BILINGUAL PROGRAMS	33,972.00	3,791.90	35,703.75	-1,731.75
10E--- 1912 ---- -- ------	SP ED PRIV TUITION K-12	1,101,000.00	51,409.23	498,127.69	602,872.31
10E--- 2110 ---- -- ------	USE SUB ACCOUNT	0.00	0.00	1,134.53	-1,134.53
10E--- 2113 ---- -- ------	SOCIAL WORK	350,503.00	32,635.78	354,047.28	-3,544.28
10E--- 2120 ---- -- ------	GUIDANCE SERVICE	973,932.00	82,057.08	907,896.46	66,035.54
10E--- 2130 ---- -- ------	HEALTH SERVICES	584,080.00	54,147.96	536,217.19	47,862.81
10E--- 2140 ---- -- ------	PSYCHOLOGICAL SERVICE	521,354.00	43,999.54	472,921.91	48,432.09
10E--- 2150 ---- -- ------	SPEECH PATHOLOGY & AUDIOLOGY	860,530.00	68,498.88	733,546.53	126,983.47
10E--- 2190 ---- -- ------	OTHER SUPPORT SERVICES	86,200.00	9,634.83	87,304.29	-1,104.29
10E--- 2210 ---- -- ------	IMPROVEMENT OF INSTRUCTION SER	707,101.00	176,721.50	819,470.84	-112,369.84
10E--- 2220 ---- -- ------	MEDIA SERVICE	227,202.00	25,199.84	209,538.01	17,663.99
10E--- 2225 ---- -- ------	COMPUTER INSTRUCTION	1,309,909.00	34,138.40	1,147,969.01	161,939.99
10E--- 2230 ---- -- ------	ASSESSMENT AND TESTING	124,154.00	0.00	119,609.40	4,544.60
10E--- 2300 ---- -- ------	SUPPORT SERVICES GEN ADMIN	0.00	0.00	0.00	0.00
10E--- 2310 ---- -- ------	BOARD OF EDUCATION SERVICE	232,773.00	24,083.18	224,730.17	8,042.83
10E--- 2320 ---- -- ------	SUPERINTENDENT OFFICE	270,570.00	24,027.56	245,889.05	24,680.95
10E--- 2330 ---- -- ------	SPECIAL AREA ADMIN SERV	406,661.00	29,297.04	381,676.41	24,984.59
10E--- 2366 ---- -- ------	JUDGEMENT OR SETTLEMENT	88.00	0.00	88.47	-0.47
10E--- 2400 ---- -- ------	SUPPORT SERVICES SCHOOL ADM	0.00	0.00	921.89	-921.89
10E--- 2410 ---- -- ------	PRINCIPAL OFFICE	2,495,873.00	243,642.28	2,190,919.30	304,953.70
10E--- 2510 ---- -- ------	DIRECTOR OF BUSINESS	136,669.00	11,224.72	124,181.98	12,487.02
10E--- 2520 ---- -- ------	FISCAL SERVICES	386,468.00	51,992.73	343,023.00	43,445.00
10E--- 2540 ---- -- ------	OPERATION & MAINTENANCE	218,778.00	15,913.71	173,433.04	45,344.96
10E--- 2550 ---- -- ------	TRANSPORTATION SERVICE	38,000.00	3,676.26	28,539.41	9,460.59
10E--- 2560 ---- -- ------	FOOD SERVICE	1,593,787.00	147,207.75	1,525,610.95	68,176.05
10E--- 2561 ---- -- ------	DIRECTOR OF FOOD SERVICE	101,411.00	8,435.18	92,215.16	9,195.84
10E--- 2563 ---- -- ------	FOOD DELIVERY SERVICE	100.00	0.00	64.00	36.00
10E--- 2574 ---- -- ------	COPY SERVICE	1,000.00	0.00	747.09	252.91
10E--- 2610 ---- -- ------	CENTRAL SUPPORT SERVICES	168,899.00	13,955.96	153,725.27	15,173.73
10E--- 2640 ---- -- ------	HUMAN RESOURCE	526,637.00	19,199.70	470,499.06	56,137.94
10E--- 3000 ---- -- ------	COMMUNITY SERVICES	400.00	0.00	12,621.80	-12,221.80
10E--- 3300 ---- -- ------	CIVIC SERVICES	0.00	0.00	1,069.53	-1,069.53
10E--- 3700 ---- -- ------	NONPUBLIC SCHOOL PUPILS SERV	117,755.00	5,375.56	143,940.73	-26,185.73

Account Number	FUNC	2024-25 Original Budget	May 2024-25 Month	2024-25 FYTD Acti	Unexpended Balanc
10E--- 3800 ---- -- ------	HOME/SCHOOL SERVICE	632,705.00	49,327.01	559,100.09	73,604.91
10E--- 4120 ---- -- ------	PAY FOR SPEC ED PROGRAMS	939,431.00	39,057.70	1,030,044.00	-90,613.00
10E--- 4170 ---- -- ------	COMMUNITY COLLEGE	14,000.00	0.00	10,391.80	3,608.20
10E--- 4220 ---- -- ------	SP ED TUITION IN STATE GOV	728,039.00	124,648.30	817,410.00	-89,371.00
10E--- 8410 ---- -- ------	GASB 87	30,278.00	0.00	30,278.10	-0.10
1----- ---- ---- -- ------	EDUCATION	42,302,399.00	3,566,806.66	38,383,234.86	3,919,164.14
20E--- 2533 ---- -- ------	ARCHITECTURE DEVELOPEMENT	15,000.00	0.00	41,923.38	-26,923.38
20E--- 2535 ---- -- ------	BUILD ACQUISTION	3,000.00	198.00	1,232.44	1,767.56
20E--- 2540 ---- -- ------	OPERATION & MAINTENANCE	4,820,322.00	350,637.53	4,223,729.57	596,592.43
20E--- 2541 ---- -- ------	MAINTENANCE DIRECTOR	110,889.00	9,017.20	99,310.50	11,578.50
20E--- 2550 ---- -- ------	TRANSPORTATION SERVICE	4,000.00	0.00	0.00	4,000.00
2----- ---- ---- -- ------	OPERATIONS & MAINTENANCE	4,953,211.00	359,852.73	4,366,195.89	587,015.11
30E--- 5200 ---- -- ------	DEBT SERVICE - INTEREST	1,798,124.00	821,486.20	1,728,603.08	69,520.92
30E--- 5300 ---- -- ------	DEBT SERVICE - PRINIPAL	2,065,000.00	0.00	1,165,000.00	900,000.00
30E--- 5400 ---- -- ------	BOND FEE EXPENSE	36,876.00	0.00	293,469.55	-256,593.55
3----- ---- ---- -- ------	DEBT SERVICE	3,900,000.00	821,486.20	3,187,072.63	712,927.37
40E--- 2550 ---- -- ------	TRANSPORTATION SERVICE	2,335,851.00	187,239.19	2,152,591.86	183,259.14
40E--- 2551 ---- -- ------	DIRECTOR OF TRANSPORTATION	95,890.00	7,957.92	87,305.13	8,584.87
4----- ---- ---- -- ------	TRANSPORTATION	2,431,741.00	195,197.11	2,239,896.99	191,844.01
50E--- 1100 ---- -- ------	REGULAR EDUCATION	3,182.00	1,240.42	9,741.60	-6,559.60
50E--- 1110 ---- -- ------	ELEMENTARY	78,201.00	6,522.88	73,732.94	4,468.06
50E--- 1120 ---- -- ------	JUNIOR HIGH	33,708.00	2,792.12	30,436.42	3,271.58
50E--- 1125 ---- -- ------	PRE-K PROGRAM	40,997.00	3,721.31	37,294.27	3,702.73
50E--- 1130 ---- -- ------	HIGH SCHOOL	43,026.00	3,462.64	40,006.81	3,019.19
50E--- 1200 ---- -- ------	SPECIAL EDUCATION	433,590.00	40,831.91	423,871.52	9,718.48
50E--- 1205 ---- -- ------	LEARNING DISABILITIES	70.00	0.00	18.89	51.11
50E--- 1250 ---- -- ------	TITLE I	11,340.00	791.63	9,958.43	1,381.57
50E--- 1400 ---- -- ------	VOCATIONAL PROGRAMS	3,532.00	281.98	3,060.30	471.70
50E--- 1401 ---- -- ------	AGRICULTURAL	134.00	70.87	637.88	-503.88
50E--- 1407 ---- -- ------	BUSINESS	2,989.00	250.76	2,732.69	256.31
50E--- 1421 ---- -- ------	HOME EC OCCUPATIONS	1,612.00	135.58	1,476.25	135.75
50E--- 1446 ---- -- ------	CONSTRUCTION TRADES	2,501.00	206.29	2,294.95	206.05
50E--- 1447 ---- -- ------	MECHANIC TRADES	74.00	0.00	74.00	0.00
50E--- 1500 ---- -- ------	INTERSCHOLASTIC PROGRAM	26,791.00	1,814.62	27,727.51	-936.51
50E--- 1700 ---- -- ------	DRIVER'S ED PROGRAM	1,244.00	80.80	1,119.04	124.96
50E--- 2113 ---- -- ------	SOCIAL WORK	4,504.00	387.55	4,053.90	450.10
50E--- 2120 ---- -- ------	GUIDANCE SERVICE	18,389.00	1,368.90	15,707.11	2,681.89
50E--- 2130 ---- -- ------	HEALTH SERVICES	66,845.00	6,199.99	60,025.99	6,819.01
50E--- 2140 ---- -- ------	PSYCHOLOGICAL SERVICE	5,877.00	505.68	5,346.32	530.68
50E--- 2150 ---- -- ------	SPEECH PATHOLOGY & AUDIOLOGY	8,742.00	767.81	9,142.92	-400.92
50E--- 2190 ---- -- ------	OTHER SUPPORT SERVICES	9,437.00	1,106.24	10,191.40	-754.40
50E--- 2210 ---- -- ------	IMPROVEMENT OF INSTRUCTION SER	21,713.00	1,671.61	19,214.58	2,498.42
50E--- 2220 ---- -- ------	MEDIA SERVICE	15,974.00	1,068.91	13,826.29	2,147.71
50E--- 2225 ---- -- ------	COMPUTER INSTRUCTION	44,862.00	3,872.66	41,174.65	3,687.35
50E--- 2310 ---- -- ------	BOARD OF EDUCATION SERVICE	3,027.00	307.60	2,937.34	89.66
50E--- 2320 ---- -- ------	SUPERINTENDENT OFFICE	3,405.00	267.68	2,944.48	460.52
50E--- 2330 ---- -- ------	SPECIAL AREA ADMIN SERV	9,173.00	655.21	8,730.38	442.62
50E--- 2400 ---- -- ------	SUPPORT SERVICES SCHOOL ADM	4.00	0.00	0.00	4.00
50E--- 2410 ---- -- ------	PRINCIPAL OFFICE	178,824.00	6,895.98	74,279.07	104,544.93
50E--- 2510 ---- -- ------	DIRECTOR OF BUSINESS	1,472.00	119.53	1,330.24	141.76
50E--- 2520 ---- -- ------	FISCAL SERVICES	23,200.00	1,752.02	20,451.95	2,748.05
50E--- 2535 ---- -- ------	BUILD ACQUISTION	627.00	15.15	94.29	532.71
50E--- 2540 ---- -- ------	OPERATION & MAINTENANCE	351,207.00	24,512.91	280,360.03	70,846.97
50E--- 2541 ---- -- ------	MAINTENANCE DIRECTOR	13,361.00	1,159.40	12,551.62	809.38
50E--- 2550 ---- -- ------	TRANSPORTATION SERVICE	190,077.00	18,343.10	181,831.04	8,245.96
50E--- 2551 ---- -- ------	DIRECTOR OF TRANSPORTATION	11,665.00	1,002.38	10,856.01	808.99
50E--- 2560 ---- -- ------	FOOD SERVICE	71,128.00	6,298.12	66,866.08	4,261.92

Account Number	FUNC	2024-25 Original Budget	May 2024-25 Month	2024-25 FYTD Acti	Unexpended Balanc
50E--- 2561 ---- -- ------	DIRECTOR OF FOOD SERVICE	12,344.00	1,069.86	11,536.66	807.34
50E--- 2610 ---- -- ------	CENTRAL SUPPORT SERVICES	2,162.00	180.18	1,981.97	180.03
50E--- 2640 ---- -- ------	HUMAN RESOURCE	28,169.00	2,514.14	28,529.97	-360.97
50E--- 3700 ---- -- ------	NONPUBLIC SCHOOL PUPILS SERV	5,345.00	41.67	424.03	4,920.97
50E--- 3800 ---- -- ------	HOME/SCHOOL SERVICE	41,018.00	4,388.90	48,480.55	-7,462.55
5----- ---- ---- -- ------	MUNICIPAL RETIREMENT	1,825,542.00	148,676.99	1,597,052.37	228,489.63
60E--- 2530 ---- -- ------	FACILITY ACQUISTION & CONST	140,996.00	0.00	140,996.06	-0.06
60E--- 2535 ---- -- ------	BUILD ACQUISTION	2,124,665.00	300,535.00	1,604,357.82	520,307.18
60E--- 2540 ---- -- ------	OPERATION & MAINTENANCE	395,515.00	0.00	134,667.00	260,848.00
6----- ---- ---- -- ------	CAPITAL PROJECT	2,661,176.00	300,535.00	1,880,020.88	781,155.12
80E--- 2363 ---- -- ------	UNEMP INSURANCE PAYMENTS	0.00	6,216.61	6,216.61	-6,216.61
80E--- 2364 ---- -- ------	PROPERTY/LIABILITY INSURANCE	0.00	0.00	2,260.00	-2,260.00
80E--- 2365 ---- -- ------	RISK MGMT/CLAIMS SERVICE PAYME	93,702.00	0.00	3,163.00	90,539.00
80E--- 2366 ---- -- ------	JUDGEMENT OR SETTLEMENT	7,000.00	0.00	0.00	7,000.00
80E--- 2540 ---- -- ------	OPERATION & MAINTENANCE	300,000.00	0.00	44,033.00	255,967.00
80E--- 2900 ---- -- ------	OTHER SUPPORT SERVICES	400,000.00	0.00	56,171.00	343,829.00
8----- ---- ---- -- ------	TORT	800,702.00	6,216.61	111,843.61	688,858.39
90E--- 2540 ---- -- ------	OPERATION & MAINTENANCE	524,618.00	78,981.30	330,258.19	194,359.81
9----- ---- ---- -- ------	FIRE PREVENTION & SAFETY	524,618.00	78,981.30	330,258.19	194,359.81

Number of Accounts: 2314

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

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
06ISDINT	MAY INTEREST	2024-2025	05/31/2025	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		05/31/2025	0.00	6,151.17
		MAY INTEREST					
2		MAY INTEREST	30R300 1510 0000 00 000000		05/31/2025	0.00	216.06
		MAY INTEREST					
3		MAY INTEREST	50R300 1510 0000 00 000000		05/31/2025	0.00	634.92
		MAY INTEREST					
4		MAY INTEREST	99R857 0000 0000 00 000000		05/31/2025	0.00	124.37
		MAY INTEREST					
5		MAY INTEREST	10A300 1210 0000 00 000000		05/31/2025	6,151.17	0.00
		MAY INTEREST					
6		MAY INTEREST	30A300 1211 0000 00 000000		05/31/2025	216.06	0.00
		MAY INTEREST					
7		MAY INTEREST	50A300 1210 0000 00 000000		05/31/2025	634.92	0.00
		MAY INTEREST					
8		MAY INTEREST	99A300 1210 0000 00 000000		05/31/2025	124.37	0.00
		MAY INTEREST					
9		MAY INTEREST	60R300 1510 0000 00 000000		05/31/2025	0.00	17,311.89
		MAY INTEREST					
10		MAY INTEREST	60A300 1211 0000 00 000000		05/31/2025	17,311.89	0.00
		MAY INTEREST					
					TOTALS	24,438.41	24,438.41

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
06INSINT	MAY INTEREST	2024-2025	05/31/2025	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		05/31/2025	0.00	42.53
		MAY INTEREST					
2		MAY INTEREST	10A304 1120 0000 00 000000		05/31/2025	42.53	0.00
		MAY INTEREST					
					TOTALS	42.53	42.53

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
06ILINT	MAY INTEREST	2024-2025	05/31/2025	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		05/31/2025	0.00	80,214.89
		MAY INTEREST					

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
06ILINT	MAY INTEREST	2024-2025	05/31/2025	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
2		MAY INTEREST	20R300 1510 0000 00 000000		05/31/2025	0.00	10,919.32
		MAY INTEREST					
3		MAY INTEREST	40R300 1510 0000 00 000000		05/31/2025	0.00	6,392.73
		MAY INTEREST					
4		MAY INTEREST	50R300 1510 0000 00 000000		05/31/2025	0.00	1,368.54
		MAY INTEREST					
5		MAY INTEREST	60R300 1510 0000 00 000000		05/31/2025	0.00	666.65
		MAY INTEREST					
6		MAY INTEREST	70R300 1510 0000 00 000000		05/31/2025	0.00	3,550.12
		MAY INTEREST					
7		MAY INTEREST	80R380 1510 0000 00 000000		05/31/2025	0.00	501.26
		MAY INTEREST					
8		MAY INTEREST	90R300 1510 0000 00 000000		05/31/2025	0.00	19.51
		MAY INTEREST					
9		MAY INTEREST	10A302 1120 0000 00 000000		05/31/2025	80,214.89	0.00
		MAY INTEREST					
10		MAY INTEREST	20A302 1120 0000 00 000000		05/31/2025	10,919.32	0.00
		MAY INTEREST					
11		MAY INTEREST	40A302 1120 0000 00 000000		05/31/2025	6,392.73	0.00
		MAY INTEREST					
12		MAY INTEREST	50A302 1120 0000 00 000000		05/31/2025	1,368.54	0.00
		MAY INTEREST					
13		MAY INTEREST	60A302 1120 0000 00 000000		05/31/2025	666.65	0.00
		MAY INTEREST					
14		MAY INTEREST	70A302 1120 0000 00 000000		05/31/2025	3,550.12	0.00
		MAY INTEREST					
15		MAY INTEREST	80A302 1120 0000 00 000000		05/31/2025	501.26	0.00
		MAY INTEREST					
16		MAY INTEREST	90A302 1120 0000 00 000000		05/31/2025	19.51	0.00
		MAY INTEREST					
					TOTALS	103,633.02	103,633.02

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
06IITINT	MAY INTEREST	2024-2025	05/31/2025	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		05/31/2025	0.00	26,875.47
		MAY INTEREST					
2		MAY INTEREST	40R300 1510 0000 00 000000		05/31/2025	0.00	1,749.79
		MAY INTEREST					
3		MAY INTEREST	70R300 1510 0000 00 000000		05/31/2025	0.00	1,619.00
		MAY INTEREST					
4		MAY INTEREST	99R857 0000 0000 00 000000		05/31/2025	0.00	148.91
		MAY INTEREST					
5		MAY INTEREST	10A303 1210 0000 00 000000		05/31/2025	26,875.47	0.00
		MAY INTEREST					
6		MAY INTEREST	40A303 1210 0000 00 000000		05/31/2025	1,749.79	0.00
		MAY INTEREST					
7		MAY INTEREST	70A303 1210 0000 00 000000		05/31/2025	1,619.00	0.00
		MAY INTEREST					
8		MAY INTEREST	99A303 1210 0000 00 000000		05/31/2025	148.91	0.00
		MAY INTEREST					
					TOTALS	30,393.17	30,393.17

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
06GENINT	MAY INTEREST	2024-2025	05/31/2025	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		05/31/2025	0.00	197.16
		MAY INTEREST					
2		MAY INTEREST	20R300 1510 0000 00 000000		05/31/2025	0.00	51.16
		MAY INTEREST					
3		MAY INTEREST	30R300 1510 0000 00 000000		05/31/2025	0.00	260.68
		MAY INTEREST					
4		MAY INTEREST	40R300 1510 0000 00 000000		05/31/2025	0.00	68.81
		MAY INTEREST					
5		MAY INTEREST	50R300 1510 0000 00 000000		05/31/2025	0.00	14.08
		MAY INTEREST					
6		MAY INTEREST	60R300 1510 0000 00 000000		05/31/2025	0.00	24.83
		MAY INTEREST					
7		MAY INTEREST	70R300 1510 0000 00 000000		05/31/2025	0.00	35.11
		MAY INTEREST					
8		MAY INTEREST	80R380 1510 0000 00 000000		05/31/2025	0.00	65.88
		MAY INTEREST					

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
06GENINT	MAY INTEREST	2024-2025	05/31/2025	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		05/31/2025	0.00	31.02
		MAY INTEREST					
10		MAY INTEREST	10A301 1120 0000 00 000000		05/31/2025	197.16	0.00
		MAY INTEREST					
11		MAY INTEREST	20A301 1120 0000 00 000000		05/31/2025	51.16	0.00
		MAY INTEREST					
12		MAY INTEREST	30A301 1120 0000 00 000000		05/31/2025	260.68	0.00
		MAY INTEREST					
13		MAY INTEREST	40A301 1120 0000 00 000000		05/31/2025	68.81	0.00
		MAY INTEREST					
14		MAY INTEREST	50A301 1120 0000 00 000000		05/31/2025	14.08	0.00
		MAY INTEREST					
15		MAY INTEREST	60A301 1120 0000 00 000000		05/31/2025	24.83	0.00
		MAY INTEREST					
16		MAY INTEREST	70A301 1120 0000 00 000000		05/31/2025	35.11	0.00
		MAY INTEREST					
17		MAY INTEREST	80A301 1120 0000 00 000000		05/31/2025	65.88	0.00
		MAY INTEREST					
18		MAY INTEREST	90A301 1120 0000 00 000000		05/31/2025	31.02	0.00
		MAY INTEREST					
					TOTALS	748.73	748.73

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
06ACTINT	MAY INTEREST	2024-2025	05/31/2025	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		05/31/2025	0.00	35.03
		MAY INTEREST					
2		MAY INTEREST	99A000 1120 0000 00 000000		05/31/2025	35.03	0.00
		MAY INTEREST					
					TOTALS	35.03	35.03

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05BDTRA3	TRANS $59,157.64 FROM 2025 BD FD 60 TO US BAN	2024-2025	05/23/2025	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TRANS $59,157.64 FOR ARCHITECTUAL FEES FOR NEW ELEMENTARY SCHOOL TRANS ISDLAF FD 60 TO US BANK FD 60	60A301 1120 0000 00 000000		05/23/2025	59,157.64	0.00
2		TRANS $59,157.64 FOR ARCHITECTUAL FEES FOR NEW ELEMENTARY SCHOOL TRANS ISDLAF FD 60 TO US BANK FD 60	60A300 1211 0000 00 000000		05/23/2025	0.00	59,157.64
				TOTALS		59,157.64	59,157.64

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05ISDLND	LAND PURCHASE FOR NEW ELEMENTARY	2024-2025	05/22/2025	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		WIRED $300,535.00 TO WEST STATE TITLE FOR NEW ELEMENTARY LAND PURCHASE WIRED $300,535.00 TO WEST STATE TITLE	60A300 1211 0000 00 000000		05/22/2025	0.00	300,535.00
2		WIRED $300,535.00 TO WEST STATE TITLE FOR NEW ELEMENTARY LAND PURCHASE WIRED $300,535.00 TO WEST STATE TITLE	60E005 2535 5300 00 000000		05/22/2025	300,535.00	0.00
				TOTALS		300,535.00	300,535.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
05ILTRN2	TRANS IL FD 10, 20, 50 TO US BANK	2024-2025	05/21/2025	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TRANS $2,000,000 IL FD 10 TO US BANK FD 10 TRANS FROM IL FD 10 TO US BANK FD 10	10A302 1120 0000 00 000000		05/21/2025	0.00	2,000,000.00
2		TRANS $2,000,000 IL FD 10 TO US BANK FD 10 TRANS IL FD10 TO US BANK FD10	10A301 1120 0000 00 000000		05/21/2025	2,000,000.00	0.00
3		TRANS $300,000 IL FD 40 TO US BANK FD 40 TRANS IL FD40 TO US BANK FD40	40A302 1120 0000 00 000000		05/21/2025	0.00	300,000.00
4		TRANS $300,000 IL FD 40 TO US BANK FD 40 TRANS IL FD40 TO US BANK FD40	40A301 1120 0000 00 000000		05/21/2025	300,000.00	0.00
5		TRANS $100,000 IL FD 50 TO US BANK FD 50 TRANS IL FD50 TO US BANK FD50	50A302 1120 0000 00 000000		05/21/2025	0.00	100,000.00
6		TRANS $100,000 IL FD 50 TO US BANK FD 50 TRANS IL FD50 TO US BANK FD5O	50A301 1120 0000 00 000000		05/21/2025	100,000.00	0.00
				TOTALS		2,400,000.00	2,400,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
06EYFRIS	MOVE ELIZABETH FRISBIE EXPENSE	2024-2025	05/20/2025	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		MOVE FUNC 2130 AND OBJ 3320 TO FUNC 2210 AND OBJ 1100 MOVE EXPENSE TO CORRECT FUNC AND OBJ	10E552 2130 3320 00 250000		05/20/2025	0.00	156.25
2		MOVE FROM FUNC 2130 AND OBJ 3320 TO FUNC 2210 AND OBJ 1100 MOVE FRISBEE EXPENSE TO CORRECT FUNC AND OBJ	10E552 2210 1100 00 250000		05/20/2025	156.25	0.00
					TOTALS	156.25	156.25

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

Account Number	FUNC	2024-25 Original Budget	May 2024-25 Month	2024-25 FYTD Acti	2024-25 Unexpende
10R--- 1110 ---- -- ------	EDUCATION LEVY	17,631,546.00	0.00	17,631,546.23	-0.23
10R--- 1142 ---- -- ------	SP ED PRIOR YEARS LEVY	267,779.00	0.00	267,779.29	-0.29
10R--- 1230 ---- -- ------	CORP PERS PROP REPLACE TAX	2,694,464.00	609,878.56	2,694,464.35	-0.35
10R--- 1510 ---- -- ------	INTEREST	1,500,000.00	113,481.22	1,451,883.20	48,116.80
10R--- 1511 ---- -- ------	INTEREST RE TAX	400.00	0.00	0.00	400.00
10R--- 1600 ---- -- ------	PRE-PAID MEALS	290,000.00	30,781.22	306,427.42	-16,427.42
10R--- 1690 ---- -- ------	OTHER CAFETERIAL REVENUE	32,000.00	53.36	24,422.34	7,577.66
10R--- 1711 ---- -- ------	ATHLETIC ADMISS	56,125.00	0.00	56,126.01	-1.01
10R--- 1720 ---- -- ------	ACTIVITY FEES	22,177.00	3,654.50	25,757.46	-3,580.46
10R--- 1721 ---- -- ------	TECH FEE	16,645.00	1,781.25	14,443.23	2,201.77
10R--- 1722 ---- -- ------	AGENDA	1,740.00	220.50	2,511.80	-771.80
10R--- 1723 ---- -- ------	BUBBLEOPE	64.00	3.00	39.15	24.85
10R--- 1724 ---- -- ------	ID CARD	0.00	0.00	140.00	-140.00
10R--- 1726 ---- -- ------	APEX	116.00	0.00	0.00	116.00
10R--- 1790 ---- -- ------	RESALE	803.00	120.00	923.48	-120.48
10R--- 1791 ---- -- ------	YEARBOOK	3,901.00	2,725.00	5,147.36	-1,246.36
10R--- 1811 ---- -- ------	TEXTBOOK FEES	63,697.00	10,169.00	52,802.40	10,894.60
10R--- 1970 ---- -- ------	DRIVER ED FEES	27,000.00	1,706.50	17,298.27	9,701.73
10R--- 1990 ---- -- ------	OTHER	15,756.00	1,065.00	16,821.35	-1,065.35
10R--- 1999 ---- -- ------	MISC REVENUE	114,905.00	228.17	113,937.88	967.12
10R--- 3001 ---- -- ------	GENERAL STATE AID	10,445,334.00	951,798.40	9,656,241.40	789,092.60
10R--- 3100 ---- -- ------	SP ED PRIV FAC	361,972.00	0.00	343,002.51	18,969.49
10R--- 3120 ---- -- ------	SP ED ORPHANS	37,310.00	0.00	37,310.19	-0.19
10R--- 3130 ---- -- ------	SPEC ED ORPHANAGE-SUMMER INDIV	1,000.00	0.00	0.00	1,000.00
10R--- 3235 ---- -- ------	Ag Grant	12,588.00	0.00	12,227.00	361.00
10R--- 3360 ---- -- ------	STATE FREE LUNCH/BRKFST	18,000.00	1,974.36	18,486.07	-486.07
10R--- 3370 ---- -- ------	DRIVER ED REIMBURSEMENT	38,000.00	0.00	26,309.78	11,690.22
10R--- 3705 ---- -- ------	EARLY CHILD	2,046,287.00	0.00	1,760,654.00	285,633.00
10R--- 3999 ---- -- ------	STATE OTHER RESTRICTED	470,606.00	2,539.07	301,408.07	169,197.93
10R--- 4108 ---- -- ------	TITLE IV-A SSAE	18,628.00	0.00	17,260.00	1,368.00
10R--- 4210 ---- -- ------	FEDERAL LUNCH	1,200,000.00	274,201.57	1,187,368.22	12,631.78
10R--- 4220 ---- -- ------	FEDERAL BREAKFAST	450,000.00	91,690.07	390,049.68	59,950.32
10R--- 4240 ---- -- ------	FRESH FRUIT	30,000.00	5,940.64	32,471.73	-2,471.73
10R--- 4300 ---- -- ------	TITLE I	1,193,943.00	0.00	1,266,508.00	-72,565.00
10R--- 4331 ---- -- ------	TITLE I - SCHL IMPROVE & ACC	434,756.00	0.00	220,896.00	213,860.00
10R--- 4400 ---- -- ------	TITLE IV	0.00	0.00	1,724.00	-1,724.00
10R--- 4600 ---- -- ------	IDEA PRESCHOOL	46,849.00	0.00	46,497.00	352.00
10R--- 4620 ---- -- ------	EHA FLOW THROUGH	1,105,200.00	0.00	1,105,200.00	0.00
10R--- 4625 ---- -- ------	IDEA	200,000.00	0.00	169,752.91	30,247.09
10R--- 4770 ---- -- ------	PERKINS	25,000.00	0.00	0.00	25,000.00
10R--- 4771 ---- -- ------	CTEI	40,000.00	0.00	0.00	40,000.00
10R--- 4932 ---- -- ------	TITLE II	168,088.00	0.00	162,901.00	5,187.00
10R--- 4950 ---- -- ------	DORS	54,400.00	0.00	47,600.00	6,800.00
10R--- 4991 ---- -- ------	MEDICAID OUTREACH	107,000.00	81,156.09	156,465.50	-49,465.50
10R--- 4992 ---- -- ------	MEDICAID FEE-FOR-SERVICE	200,000.00	0.00	163,632.46	36,367.54
10R--- 4998 ---- -- ------	OTH FED RESTRICTED GRANTS	194,461.00	0.00	194,461.00	0.00
1----- ---- ---- -- ------	EDUCATION	41,638,540.00	2,185,167.48	40,000,897.74	1,637,642.26
20R--- 1111 ---- -- ------	OPERATIONS & MAINTENANCE LEVY	3,372,335.00	0.00	3,464,644.53	-92,309.53
20R--- 1510 ---- -- ------	INTEREST	120,000.00	10,970.48	148,658.65	-28,658.65
20R--- 1790 ---- -- ------	RESALE	4,500.00	3,645.00	9,838.55	-5,338.55
20R--- 1910 ---- -- ------	FACILITY RENTAL	25,000.00	2,250.00	17,435.00	7,565.00
20R--- 1999 ---- -- ------	MISC REVENUE	3,000.00	0.00	1,031.30	1,968.70
20R--- 3001 ---- -- ------	GENERAL STATE AID	1,160,592.00	0.00	789,090.20	371,501.80
2----- ---- ---- -- ------	OPERATIONS & MAINTENANCE	4,685,427.00	16,865.48	4,430,698.23	254,728.77
30R--- 1510 ---- -- ------	INTEREST	5,000.00	476.74	5,001.17	-1.17
30R--- 1983 ---- -- ------	SCHOOL FAC OCCUPATION TAX PROC	3,100,000.00	272,934.53	2,868,507.86	231,492.14
30R--- 7210 ---- -- ------	Principal on Bonds Sold	0.00	0.00	292,019.55	-292,019.55

Account Number	FUNC	2024-25 Original Budget	May 2024-25 Month	2024-25 FYTD Acti	2024-25 Unexpende
3----- ---- ---- -- ------	DEBT SERVICE	3,105,000.00	273,411.27	3,165,528.58	-60,528.58
40R--- 1113 ---- -- ------	TRANSPORTATION LEVY	1,213,185.00	0.00	1,499,050.26	-285,865.26
40R--- 1443 ---- -- ------	SP ED TRANS OTHER SOURCES	4,975.00	0.00	4,579.50	395.50
40R--- 1510 ---- -- ------	INTEREST	90,000.00	8,211.33	103,646.86	-13,646.86
40R--- 3500 ---- -- ------	STATE REG TRANSPORTATION	500,000.00	0.00	243,000.99	256,999.01
40R--- 3510 ---- -- ------	STATE SP ED TRANSPORTATION	550,000.00	0.00	434,294.41	115,705.59
4----- ---- ---- -- ------	TRANSPORTATION	2,358,160.00	8,211.33	2,284,572.02	73,587.98
50R--- 1114 ---- -- ------	IMRF LEVY	634,049.00	0.00	634,049.43	-0.43
50R--- 1152 ---- -- ------	SS/MED PRIOR YEAR LEVY	394,815.00	0.00	394,815.31	-0.31
50R--- 1230 ---- -- ------	CORP PERS PROP REPLACE TAX	59,518.00	0.00	59,518.20	-0.20
50R--- 1510 ---- -- ------	INTEREST	32,496.00	2,017.54	36,141.60	-3,645.60
5----- ---- ---- -- ------	MUNICIPAL RETIREMENT	1,120,878.00	2,017.54	1,124,524.54	-3,646.54
60R--- 1510 ---- -- ------	INTEREST	22,712.00	18,003.37	70,669.88	-47,957.88
60R--- 4998 ---- -- ------	OTH FED RESTRICTED GRANTS	156,987.00	0.00	156,987.00	0.00
60R--- 7210 ---- -- ------	Principal on Bonds Sold	2,867,370.00	0.00	2,867,369.87	0.13
60R--- 7220 ---- -- ------	PREMIUM ON BONDS	2,136,165.00	0.00	2,136,165.39	-0.39
6----- ---- ---- -- ------	CAPITAL PROJECT	5,183,234.00	18,003.37	5,231,192.14	-47,958.14
70R--- 1115 ---- -- ------	WORKING CASH LEVY	147,858.00	0.00	147,858.36	-0.36
70R--- 1510 ---- -- ------	INTEREST	48,114.00	5,204.23	58,326.80	-10,212.80
7----- ---- ---- -- ------	WORKING CASH	195,972.00	5,204.23	206,185.16	-10,213.16
80R--- 1122 ---- -- ------	TORT PRIOR YEAR LEVY	664,751.00	0.00	664,750.80	0.20
80R--- 1510 ---- -- ------	INTEREST	1,355.00	567.14	2,064.64	-709.64
80R--- 3001 ---- -- ------	GENERAL STATE AID	100,000.00	105,508.40	105,508.40	-5,508.40
8----- ---- ---- -- ------	TORT	766,106.00	106,075.54	772,323.84	-6,217.84
90R--- 1118 ---- -- ------	FIRE PREVENTION & SAFETY LEVY	415,510.00	0.00	415,510.08	-0.08
90R--- 1510 ---- -- ------	INTEREST	404.00	50.53	558.06	-154.06
90R--- 3999 ---- -- ------	STATE OTHER RESTRICTED	50,000.00	0.00	50,000.00	0.00
9----- ---- ---- -- ------	FIRE PREVENTION & SAFETY	465,914.00	50.53	466,068.14	-154.14

Number of Accounts: 139

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

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REPORT SPECIFICATIONS

DISTRICT:	Jacksonville IL SD 117		
REPORT TITLE:	VENDOR CHECK HISTORY - BOARD REPORT (Dates: 05/22/25 - 06/25/25)		
REQUESTED BY:	k.hebb	DATE:	06/25/25
PROGRAM NAME:	fin/3frdtl01.	TIME:	3:23:52 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
7232	06/03/2025	GUARDIAN	INSURANCE FOR PERIOD 6/1/2025-6/30/2025	34,075.32
			Totals for 7232	34,075.32
7233	06/16/2025	HEALTH ALLIANCE MEDI	INSURANCE PAYMENT 6/1/2025	675,635.00
			Totals for 7233	675,635.00
16785	05/28/2025	TURNER, ASHLEY	REIMBURSEMENT FOR LANGUAGE ARTS PENCILS, NOTEBOOKS	-93.88
			Totals for 16785	-93.88
16937	05/22/2025	KELLY, PATRICK	MEAL ADVANCEMENT FOR IESA STATE TRACK COMPETITION ON 5/23-5/24/25	820.00
			Totals for 16937	820.00
16938	05/22/2025	BORRERO, CARMEN	5/1-5/6-5/8-5/9-5/13-5/19-5/20 , 2025 INTERPRETING SERVICES	1,200.00
			Totals for 16938	1,200.00
16939	05/22/2025	DIADEM SPORTS LLC	BALLS, CARTS FOR BOYS AND GIRLS TENNIS	84.81
			Totals for 16939	84.81
16940	05/22/2025	GAME ONE	UNIFORM COVERAGE FOR GIRLS BASKETBALL	4,116.03
16940	05/22/2025	GAME ONE	JMS TRACK UNIFORMS	2,500.00
16940	05/22/2025	GAME ONE	JMS FOOTBALL KNEE PAD YOUTH	200.00
			Totals for 16940	6,816.03
16941	05/22/2025	THRASHER, TIM	IHSA STATE BOYS TRACK FOR JHS MEAL ADVANCEMENT	350.00
			Totals for 16941	350.00
16942	05/23/2025	JOHN DEERE FINANCIAL	STRAW WHEAT BEDDING LARGE BALE FOR JMS, HK CLVS GRAB FOR SHOP, RATCHET STRAP FLAT HOOK	82.10
			Totals for 16942	82.10
16943	05/23/2025	MUNICIPAL UTILITIES	JMS-664 Lincoln Ave	416.96
16943	05/23/2025	MUNICIPAL UTILITIES	Physical Ed Bldg (JHS BOWL)-201 S. Church	50.07
16943	05/23/2025	MUNICIPAL UTILITIES	Washington-524 S. Kosciusko	307.44
			Totals for 16943	774.47
16944	05/27/2025	BROADVOICE	C#1125007-WASHINGTON, EISENHOWER, JHS, BUS GARAGE (BILL-1030068)	636.00
			Totals for 16944	636.00
16945	05/27/2025	CAPITAL ONE-WALMART	SUPPLIES FOR JMS-BOXED FANS AND FOR CUSTODIANS-WINDEX, SCRAPERS, LAUNDRY DETERGENT, PLUNGER, PLEDGE	507.90
			Totals for 16945	507.90
16946	05/27/2025	FARM & HOME SUPPLY	BUS GARAGE-MOP REFILL, WET MOP, GLASS CLEANER. EISENHOWER-RUBBER STALL MAT-MAINT SHOP-GAS CAN, HANDLE	814.70
			Totals for 16946	814.70
16947	05/27/2025	FRONTIER	PHONE BILLING DATE 5/22/25	-224.35
16947	05/27/2025	FRONTIER	PHONE BILLING DATE 5/22/2025	3,861.55
			Totals for 16947	3,637.20
16948	05/27/2025	MOY, DOUG	JHS BOYS TENNIS IHSA STATE	325.00
			Totals for 16948	325.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
16949	05/28/2025	ENGIE RESOURCES LLC	2253 W. MORTON AVE -MAINTENANCE BUILDING	185.49
			Totals for 16949	185.49
16950	05/28/2025	KELLY, PATRICK	MEAL ADVANCEMENT FOR IESA STATE TRACK COMPETITION ON 5/23-5/24/25	100.00
			Totals for 16950	100.00
16951	05/28/2025	TURNER, ASHLEY	REIMBURSEMENT FOR LANGUAGE ARTS PENCILS, NOTEBOOKS	93.88
			Totals for 16951	93.88
16952	06/05/2025	CULLIGAN OF SPRINGFI	Culligan Service Fee and Water Order-029207	85.25
			Totals for 16952	85.25
16953	06/05/2025	HARTFORD	INVOICE PERIOD 6/1/25-6/30/2025	859.68
			Totals for 16953	859.68
16954	06/05/2025	JACKSONVILLE JOURNAL	NOTICE OF BID FOR FOOD AND SUPPLIES CAFETERIA	81.00
			Totals for 16954	81.00
16955	06/05/2025	MUNICIPAL UTILITIES	Eisenhower School-1901 W. Lafayette Ave	482.68
16955	06/05/2025	MUNICIPAL UTILITIES	2253 W. MORTON AVE-MAINT. BUILDING	26.56
			Totals for 16955	509.24
16956	06/05/2025	O'REILLY AUTOMOTIVE	WIPER BLADES FOR BUS GARAGE	114.36
			Totals for 16956	114.36
16957	06/05/2025	SNA	DUES AND FEES FOR JHS SNA MEMBER	178.00
			Totals for 16957	178.00
16958	06/05/2025	ATHENS HIGH SCHOOL	7V7 LEAGUE FOR JHS BOYS SOCCER	200.00
			Totals for 16958	200.00
16959	06/06/2025	BUSHUE HUMAN RESOURC	JACKSONVILLEEHR-20250531-BACKG ROUND SCREENINGS	333.00
			Totals for 16959	333.00
16960	06/06/2025	GREAT LAKES ACE HARD	FASTENERS, THREADLOCKER GEL,TAP AND DIE, PAPER TOWELS, CLEANING WIPES, ARMOR ALL WIPES, SCREWS, POCKET LEVEL, FLAT HR, ANGLE FINDER	256.38
16960	06/06/2025	GREAT LAKES ACE HARD	MADE PAYMENT TWICE-CREDIT	-80.67
			Totals for 16960	175.71
16961	06/06/2025	MURRAYVILLE-WOODSON	307 Masters-Water 5/01/2025-6/01/2025	172.97
			Totals for 16961	172.97
16962	06/06/2025	SECRETARY OF STATE	HAULMARK TRAILER-LICENSE RENEWAL	158.00
			Totals for 16962	158.00
16963	06/09/2025	MEDIACOM LLC	JUNE 2025-STATEMENT OF SERVICE FOR DISTRICT FIBER	900.00
			Totals for 16963	900.00
16964	06/09/2025	MURRAYVILLE SEWER DE	307 Masters-SEWER 4/1/25-4/30/2025	134.33
			Totals for 16964	134.33
16965	06/09/2025	UNITED STATES TREASU	PENALTY PAYMENT FOR Q4 2024 PAYMENTS EMPLOYER ID#	28,449.35

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			37-6004176-TAX PERIOD DECEMBER 31, 2024-FORM NUMBER 941	
			Totals for 16965	28,449.35
16966	06/11/2025	ENGIE RESOURCES LLC	211 W STATE ST.	193.00
16966	06/11/2025	ENGIE RESOURCES LLC	211 WEST STATE STREET	1,152.85
			Totals for 16966	1,345.85
16967	06/11/2025	JACKSONVILLE SCHOOL	REIMBURSING SOUTH PETTY CASH ACCOUNT-POSTAGE FROM MAILINGS	8.93
16967	06/11/2025	JACKSONVILLE SCHOOL	REIMBURSING THE CENTRAL JHS CAFE PETTY CASH-CALCULATOR TAPE, MARKERS, TOMATO JUICE	45.68
			Totals for 16967	54.61
16968	06/11/2025	S & S WORLDWIDE	CRAFT KITS AND STICKERS	278.03
			Totals for 16968	278.03
16969	06/11/2025	UNITED STATES POSTAL	Stamps	780.00
			Totals for 16969	780.00
16970	06/12/2025	EDMENTUM, INC	Apex (summer school)	956.50
			Totals for 16970	956.50
16971	06/13/2025	HOME DEPOT CREDIT SE	SUPPLIES FOR JHS, SHOP, CENTRAL OFFICE, LINCOLN, NORTH, M/W, JMS, EARLY YEARS, JHS BOWL, SOUTH, WASHINGTON, BUS GARAGE, CROSSROADS	1,885.56
16971	06/13/2025	HOME DEPOT CREDIT SE	JHS WOODS CLASS-SUPPLIES-NAILS, SCREWS, EXTENSION CORD, SANDING DISCS, PLYWOOD	923.95
			Totals for 16971	2,809.51
16972	06/13/2025	JACKSONVILLE SCHOOL	TRASFER MONEY FROM ACT 959 TO GENERAL-FOREIGN LANGUAGE ACCOUNT 10E20611304100	44.44
			Totals for 16972	44.44
16973	06/13/2025	MUNICIPAL UTILITIES	211 WEST STATE STREET	50.07
16973	06/13/2025	MUNICIPAL UTILITIES	(JHS)1211 N. Diamand	187.19
16973	06/13/2025	MUNICIPAL UTILITIES	Lincoln-320 W Independence Ave.	232.15
16973	06/13/2025	MUNICIPAL UTILITIES	North School-1211 N. Main	167.11
16973	06/13/2025	MUNICIPAL UTILITIES	BUS GARAGE-837 N. Main	170.54
16973	06/13/2025	MUNICIPAL UTILITIES	JHS Athletic Field-331 W. Walnut	170.54
16973	06/13/2025	MUNICIPAL UTILITIES	JHS-1211 N. Diamond	2,358.00
16973	06/13/2025	MUNICIPAL UTILITIES	1 W. CENTRAL PARK PLAZA	50.07
16973	06/13/2025	MUNICIPAL UTILITIES	CROSSROADS-30 N. CENTRAL PARK PLAZA	77.45
16973	06/13/2025	MUNICIPAL UTILITIES	(EARLY YEARS)-506 Jordan	351.25
			Totals for 16973	3,814.37
16974	06/13/2025	SAM'S CLUB/SYNCHRONY	Eis Nurse Sam's Club order	184.97
			Totals for 16974	184.97
16975	06/23/2025	BMO CORPORATE MASTER	Amazon Order	216.81
16975	06/23/2025	BMO CORPORATE MASTER	CollegeBoard Membership Fees	800.00
16975	06/23/2025	BMO CORPORATE MASTER	Amazon Order	522.87
16975	06/23/2025	BMO CORPORATE MASTER	Walmart Order	37.56
16975	06/23/2025	BMO CORPORATE MASTER	Amazon Order	79.18
16975	06/23/2025	BMO CORPORATE MASTER	Amazon Order	1,412.29
16975	06/23/2025	BMO CORPORATE MASTER	Amazon Order	38.24

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
16975	06/23/2025	BMO CORPORATE MASTER	AMAZON-HISTORY CLASS SUPPLIES PAYING REST OF PO#2002500211	90.89
16975	06/23/2025	BMO CORPORATE MASTER	tape for the office	20.98
16975	06/23/2025	BMO CORPORATE MASTER	Amazon Order	342.02
16975	06/23/2025	BMO CORPORATE MASTER	STORAGE POCKET CHART AND CLIPS MOUNT FOR MONITOR-PAYROLL	44.36
16975	06/23/2025	BMO CORPORATE MASTER	Supplies	48.98
16975	06/23/2025	BMO CORPORATE MASTER	Planners for Office	212.75
16975	06/23/2025	BMO CORPORATE MASTER	POSTAGE FOR CENTRAL OFFICE-MAIL BMO CC PAYMENT AND STAMPS FOR MURRAYVILLE ELEMENTARY	294.20
16975	06/23/2025	BMO CORPORATE MASTER	DMARC DIGESTS SOFTWARE FOR TECH	10.00
16975	06/23/2025	BMO CORPORATE MASTER	PATTY'S PETALS-PLANT FOR FUNERAL	49.99
16975	06/23/2025	BMO CORPORATE MASTER	Home Depot Order	219.00
16975	06/23/2025	BMO CORPORATE MASTER	USPS POSTAGE FOR CENTRAL OFFICE	40.09
16975	06/23/2025	BMO CORPORATE MASTER	pens, boxes to send files, post it notes, staple remover, frames for office, paper clip dispensers	175.50
16975	06/23/2025	BMO CORPORATE MASTER	SOUTH WATER AND SEWER USAGE 4/30/25-5/29/2025	279.39
16975	06/23/2025	BMO CORPORATE MASTER	LINCOLN-AMAZON-DRY ERASE ERASERS, DIGITAL CLOCK, BIRTHDAY PENCILS, LAP DESK TRAY, PIPE CLEANERS, TILES AND FRACTION, PICKLEBALL PADDLES, CIRCLES, CHECKERS BOARD GAME, DRY ERASE MARKERS, PUNCH CARDS, NAME PLATES, FIDGET TOYS, STRESS CLASSROOM PRIZES, DRINKING CUPS, BATTERIES, LIGHT COVERS, BUBBLES, CHAIR BANDS, MOBILE ROLLING STANDING DESK, MARKERS, MAGNETIC HOOKS, SANDGLASS TIMER, BUZZERS FOR GAME, SPELLING TOYS, STAMPS, POCKET CHART, COLORED PAPER, FILE BAGS, STRAWS, DICE, LAMINATING PAPER, PLAY MONEY, BASE TEN BLOCKS, PLAY-DOH, DOT MARKERS, COUNTING TOYS, BULLETIN BOARD SET, GREETING CARDS, PUZZLES, FLASH CARDS, BUILDING BLOCKS, BINGO CHIPS, PARTY FAVORS FOR KIDS, SIGHT WORD CARDS, PENCIL GRIPS, KINETIC SAND, PLAYFOAM, CLASSROOM CADDY, CENTIMETER CUBES, PAPER ART CRAFTS	6,667.46
16975	06/23/2025	BMO CORPORATE MASTER	NORTH-MEDICINE CUPS,	866.61

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			ENVELOPES, STAPLER, BUBBLES, PENCILS, MOLDS, WHITE BOARD ERASERS, MAGNETS, WHITEBOARD, PROJECT BOARDS, DRINKS, CANDY	
16975	06/23/2025	BMO CORPORATE MASTER	ADULT REPLACEMENT ELECRODE PADS FOR LINCOLN NURSE	99.00
16975	06/23/2025	BMO CORPORATE MASTER	Biology Products Order	1,079.11
16975	06/23/2025	BMO CORPORATE MASTER	Printer to replace broken printer for Caren in Curriculum Office	629.00
16975	06/23/2025	BMO CORPORATE MASTER	WHERE THE RED FERN GROWS FOR NORTH ELEMENTARY SCHOOL	138.38
16975	06/23/2025	BMO CORPORATE MASTER	Rexx-Replacement Batteries for District Backups	263.60
16975	06/23/2025	BMO CORPORATE MASTER	SOUTH-MY MUSEUM BOOK, MY NAME IS GEORGIA BOOK, MONET'S CAT BOOK, WINDY NIGHT WITH WILD HORSES BOOK, CARDSTOCK PAPER, WATERPROOF DOORBELL, SIGHT WORD CARDS, PUZZLES, STORAGE BAGS, RECORDING BUTTON, DIGITAL TIMER, EZ GRADER CHART, BOOKCASE, THINGS FOR THE QUICK DRAW KID, WHAT TO DRAW AND HOW TO DRAW IT FOR KIDS, DRY ERASE BOARD PHONICS GAME, STANDING DESK WITH DRAWERS, LAMINATING POUCHES, FINGER POINTER STICK FOR CLASSROOM, PARY FAVORS FOR KIDS, DRY ERASE POCKET SLEEVES, DESK CHAIR, SMENCILS, CHIP CLIPS, READING FLASH CARDS, CRAYONS	1,784.64
16975	06/23/2025	BMO CORPORATE MASTER	COOKIE SHEETS FOR NORTH STUDENTS FOR PROJECT	26.80
16975	06/23/2025	BMO CORPORATE MASTER	Walmart order Water for June event	37.85
16975	06/23/2025	BMO CORPORATE MASTER	Rexx Battery, replacement batteries for district backups	263.60
16975	06/23/2025	BMO CORPORATE MASTER	Psych Supplies	22.41
16975	06/23/2025	BMO CORPORATE MASTER	USPS-POSTAGE FOR CUR. OFFICE	65.85
16975	06/23/2025	BMO CORPORATE MASTER	Amazon- Phones for testing new phone systems	194.25
16975	06/23/2025	BMO CORPORATE MASTER	Office Supplies	107.10
16975	06/23/2025	BMO CORPORATE MASTER	JW Pepper order	54.74
16975	06/23/2025	BMO CORPORATE MASTER	Eis Nurses Amazon order	140.95
16975	06/23/2025	BMO CORPORATE MASTER	TEACHERS EDITION-AGS GEOMETRY, BINDERS, HEADPHONES, ALGEBRA STUDENT TEXT, ALGEBRA TEACHERS EDITION, CONSUMER MATH, GEOMETRY	224.36
16975	06/23/2025	BMO CORPORATE MASTER	IASB-TWO RIVERS DIVISION MEETING FOR BOARD MEMBERS	50.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
16975	06/23/2025	BMO CORPORATE MASTER	FLOWERS N MORE-PITTSFIELD, IL. PLANT FOR FUNERAL	59.00
16975	06/23/2025	BMO CORPORATE MASTER	BOYS TENNIS STATE GAS FOR TRIP	38.87
16975	06/23/2025	BMO CORPORATE MASTER	COMPUTER DESK CHAIR FOR JMS	138.98
16975	06/23/2025	BMO CORPORATE MASTER	Office and school supplies	346.33
16975	06/23/2025	BMO CORPORATE MASTER	STAPLES-JMS COPY PAPER	1,416.70
16975	06/23/2025	BMO CORPORATE MASTER	IPA-2025 THE EMOTIONALLY INTELLIGENT PRINCIPAL	214.00
16975	06/23/2025	BMO CORPORATE MASTER	Amazon Printer order	195.83
16975	06/23/2025	BMO CORPORATE MASTER	Amazon-clamps for technology equipment	63.98
16975	06/23/2025	BMO CORPORATE MASTER	SMTP service for the year that will ultimately replace one of our on-site servers	150.00
16975	06/23/2025	BMO CORPORATE MASTER	Upgrade to accommodate volume of the SMTP service for the year that will ultimately replace one of our on-site servers.	146.01
16975	06/23/2025	BMO CORPORATE MASTER	CRICUT FOR NORTH ELEMENTARY-SMART IRON GLITTER	59.95
16975	06/23/2025	BMO CORPORATE MASTER	The National WWI Museum and Memorial Order	140.00
16975	06/23/2025	BMO CORPORATE MASTER	Amazon Order	122.77
16975	06/23/2025	BMO CORPORATE MASTER	JW Pepper Order	646.61
16975	06/23/2025	BMO CORPORATE MASTER	MoMA Order	59.47
16975	06/23/2025	BMO CORPORATE MASTER	EISENHOWER-INKAND ARROW DESIGN WATER BOTTLE STICKERS, BECAUSE I HAD A TEACHER BOOK, ONE PIECE STANDING DESK, ELECTRIC PENCIL SHARPENER, ROLLING STORAGE CART	601.53
16975	06/23/2025	BMO CORPORATE MASTER	CLOROX WIPES	141.00
16975	06/23/2025	BMO CORPORATE MASTER	BOYS STATE TRACK GAS FOR JHS	67.90
16975	06/23/2025	BMO CORPORATE MASTER	SWEETWATER-CLEANING ROD FOR SOPRANO RECORDERS	19.00
16975	06/23/2025	BMO CORPORATE MASTER	Berteau Planner	24.99
16975	06/23/2025	BMO CORPORATE MASTER	PICTURE FRAME SET FOR JMS	119.34
16975	06/23/2025	BMO CORPORATE MASTER	Ink for office	69.32
16975	06/23/2025	BMO CORPORATE MASTER	chair for teacher	138.98
16975	06/23/2025	BMO CORPORATE MASTER	AIR VENT CAP FROM SUPPLYHOUSE	35.45
16975	06/23/2025	BMO CORPORATE MASTER	Harris Seed	12.95
16975	06/23/2025	BMO CORPORATE MASTER	June PI Event Walmart order	984.06
16975	06/23/2025	BMO CORPORATE MASTER	Amazon Order	645.97
16975	06/23/2025	BMO CORPORATE MASTER	Vego.com	183.09
16975	06/23/2025	BMO CORPORATE MASTER	WASHINGTON-ZIPPER POUCH BAGS, COLORED PAPER, INK CARTRIDGES, INDEX CARDS	888.93
16975	06/23/2025	BMO CORPORATE MASTER	AMAZON- BEARING KIT	18.99
16975	06/23/2025	BMO CORPORATE MASTER	IL FIRE MARSHAL-JMS	255.63
16975	06/23/2025	BMO CORPORATE MASTER	SHOP-GRIP TAPE	63.96
16975	06/23/2025	BMO CORPORATE MASTER	FAXAGE	198.80
16975	06/23/2025	BMO CORPORATE MASTER	Amazon Order	52.73
16975	06/23/2025	BMO CORPORATE MASTER	Autism Supplies	67.98
16975	06/23/2025	BMO CORPORATE MASTER	AMAZON-GLASS FUSES ASSORTMENT	25.78

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			KIT	
16975	06/23/2025	BMO CORPORATE MASTER	Amazon-Desktop scanner for Tech Department Office	127.96
16975	06/23/2025	BMO CORPORATE MASTER	TV and mount for Assistant Superintendent's Office	956.98
16975	06/23/2025	BMO CORPORATE MASTER	End of Year Media Center Supply Purchase for JHS MC	199.16
16975	06/23/2025	BMO CORPORATE MASTER	DOOR HINGE PIN AND UPPER HINGE FROM AMAZON	45.02
16975	06/23/2025	BMO CORPORATE MASTER	Office Supplies	24.78
16975	06/23/2025	BMO CORPORATE MASTER	Storage Bins	58.92
16975	06/23/2025	BMO CORPORATE MASTER	Amazon: Mirror tool set for department inventory and repair use.	18.99
16975	06/23/2025	BMO CORPORATE MASTER	SPRINKLER SUPPLY STORE-TORO DRIVE ASSEMBLY	696.78
16975	06/23/2025	BMO CORPORATE MASTER	ABIGAILS FLOWERS-PLANT FOR FUNERAL	52.00
16975	06/23/2025	BMO CORPORATE MASTER	Speech Supplies	24.99
16975	06/23/2025	BMO CORPORATE MASTER	ED Supplies	43.69
16975	06/23/2025	BMO CORPORATE MASTER	NORTH SCHOOL-NURSE SUPPLIES-ANTIBIOTIC OINTMENT AND BLOOD PRESSURE MONITOR	54.28
16975	06/23/2025	BMO CORPORATE MASTER	BulkBookstore order	268.80
16975	06/23/2025	BMO CORPORATE MASTER	BUREAU OF EDUCATION - SEMINAR WORKING SUCCESSFULLY WITH "I DON'T CARE!"	825.00
16975	06/23/2025	BMO CORPORATE MASTER	Vego.com	76.00
16975	06/23/2025	BMO CORPORATE MASTER	Amazon-Labels for Chromebooks and Carts	21.97
16975	06/23/2025	BMO CORPORATE MASTER	USA CLEAN-GASKET	48.62
16975	06/23/2025	BMO CORPORATE MASTER	Flinn Scientific Order	1,168.93
16975	06/23/2025	BMO CORPORATE MASTER	Stamps	73.00
16975	06/23/2025	BMO CORPORATE MASTER	Amazon Order	391.54
16975	06/23/2025	BMO CORPORATE MASTER	Cornell Vet Science Curriculum	150.00
16975	06/23/2025	BMO CORPORATE MASTER	Greenhouse Megastore	381.93
16975	06/23/2025	BMO CORPORATE MASTER	Amazon Order	393.09
16975	06/23/2025	BMO CORPORATE MASTER	STAPLES-CLEAR FINGERTIPS, RUBBER BANDS, PLASTIC DIVIDER TABS, PEN REFILLS, THE LIBRARY STORE-LABEL PROTECTORS, FILE FOLDERS, TONER CARTRIDGES	854.51
16975	06/23/2025	BMO CORPORATE MASTER	DIYPESTWAREHOUSE-MOJAVE HERBICIDE	693.00
16975	06/23/2025	BMO CORPORATE MASTER	JMAC-CORES FRO JHS	870.62
16975	06/23/2025	BMO CORPORATE MASTER	EJECTOR PINS, MASTER PINS, CAPS, BOTTOM PINS	75.07
16975	06/23/2025	BMO CORPORATE MASTER	POSTAGE FOR SPECIAL SERVICES	22.60
16975	06/23/2025	BMO CORPORATE MASTER	Steve Patton Funds	214.29
16975	06/23/2025	BMO CORPORATE MASTER	PART OF PO#25-WALMART	4.49
16975	06/23/2025	BMO CORPORATE MASTER	JHS AED BATTERIES	615.00
16975	06/23/2025	BMO CORPORATE MASTER	JHS AMAZON-COFFEE CREAMER, ANIMAL TOYS FOR KIDS, GLOVES, COFFEE PODS, FRUIT SNACKS,	689.38

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			CUPS, HOT COCOA, LIDS, PLASTIC BINS	
16975	06/23/2025	BMO CORPORATE MASTER	CANDY, COTTON BALLS	32.54
16975	06/23/2025	BMO CORPORATE MASTER	NORTH SPONGES-ORDERED FROM WALMART-OUT OF STOCK	13.28
16975	06/23/2025	BMO CORPORATE MASTER	Amazon Order	280.57
16975	06/23/2025	BMO CORPORATE MASTER	Office Supplies	55.98
16975	06/23/2025	BMO CORPORATE MASTER	Steve Patton Funds	47.18
16975	06/23/2025	BMO CORPORATE MASTER	JMS HVAC PARTS- COMPRESSORS	3,797.75
16975	06/23/2025	BMO CORPORATE MASTER	LG MOTOR ASSEMBLY	482.11
16975	06/23/2025	BMO CORPORATE MASTER	USA CLEAN-GASKET	21.26
16975	06/23/2025	BMO CORPORATE MASTER	USACLEAN-VACUUM MOTOR	217.09
16975	06/23/2025	BMO CORPORATE MASTER	SPRINKLER SUPPLY STORE-TORO VALVE DIAPHRAGM	33.64
16975	06/23/2025	BMO CORPORATE MASTER	CARD HOLDERS FOR SHOP WORKERS	19.70
16975	06/23/2025	BMO CORPORATE MASTER	SUPPLY HOUSE-RUBBER CAP DRAIN	12.19
16975	06/23/2025	BMO CORPORATE MASTER	TAYLOR SECURITY AND LOCK-EJECTOR PIN	55.42
16975	06/23/2025	BMO CORPORATE MASTER	TURF TANK-SUCTION ROD ASSEMBLY FOR JHS	147.80
16975	06/23/2025	BMO CORPORATE MASTER	TAP PROGRAM LOCKERS FROM AMAZON	820.91
16975	06/23/2025	BMO CORPORATE MASTER	RAPIDHVAC-LG VALVE FOR JMS	688.42
16975	06/23/2025	BMO CORPORATE MASTER	AMAZON-PROGRAMMABLE TIMER SWITCH FOR LIGHTS	17.99
16975	06/23/2025	BMO CORPORATE MASTER	AMAZON-REPLACEMENT LAMP BALLAST FOR SHOP	174.50
16975	06/23/2025	BMO CORPORATE MASTER	FLAGS FROM AMAZON	419.80
16975	06/23/2025	BMO CORPORATE MASTER	CLUB CAR WASH FOR MAINT TRUCK	12.00
16975	06/23/2025	BMO CORPORATE MASTER	JMAC SUPPLY CORP. GMS CORES	180.52
16975	06/23/2025	BMO CORPORATE MASTER	AMAZON-SPREADER BEARING KIT	122.97
16975	06/23/2025	BMO CORPORATE MASTER	BOYS TENNIS STATE GAS FOR TRIP	31.23
16975	06/23/2025	BMO CORPORATE MASTER	IPA-2025 SUCCESSFUL LEADERSHIP	214.00
16975	06/23/2025	BMO CORPORATE MASTER	IPA-2025 CARING CONNECTIONS	214.00
16975	06/23/2025	BMO CORPORATE MASTER	AMAZON-BUBBLE MAILERS FOR BOARD	39.68
16975	06/23/2025	BMO CORPORATE MASTER	IASB-TWO RIVERS DIVISION MEETING FOR BOARD MEMBER	25.00
16975	06/23/2025	BMO CORPORATE MASTER	FLOWER SHOP NETWORK.COM-PLANT FOR FUNERAL	68.61
16975	06/23/2025	BMO CORPORATE MASTER	GRAFTON SCHOOL, INCORPORATED-FLIGHT, FOOD, LODGING, REANTAL CAR, TRAINER CERTIFICATION	6,944.94
16975	06/23/2025	BMO CORPORATE MASTER	IASB-EARLY BIRD REGISTRATION FOR JOINT ANNUAL CONFERENCE	2,286.60
16975	06/23/2025	BMO CORPORATE MASTER	Amazon Office Supplies order	35.70
16975	06/23/2025	BMO CORPORATE MASTER	Walmart Ice Cream	17.88
16975	06/23/2025	BMO CORPORATE MASTER	Rexx- Batteries for District Backups	97.90
16975	06/23/2025	BMO CORPORATE MASTER	NORTH SCHOOL-CANDY, COTTON BALLS, BEACH BALL, TENNIS BALLS, SPONGES	158.25
16975	06/23/2025	BMO CORPORATE MASTER	QUICKBOOKS-INSPIRING YOUNG	277.60

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			LEARNERS. EL TEACHER	
16975	06/23/2025	BMO CORPORATE MASTER	CHATGPT PLUS SUBSCRIPTION	20.00
16975	06/23/2025	BMO CORPORATE MASTER	STAPLES-M/W COPY PAPER	479.90
16975	06/23/2025	BMO CORPORATE MASTER	STAPLES-CROSSROADS COPY PAPER	570.85
16975	06/23/2025	BMO CORPORATE MASTER	JHS WALMART -HOT DOGS, BUNS, CHIPS FOR JHS TEACHERS LAST DAY-PAID BY DONATION	151.60
16975	06/23/2025	BMO CORPORATE MASTER	BATTERIES, INK CARTRIDGES, BANDAGES, COFFEE PODS, SPONGES, PENCILS	2,175.26
16975	06/23/2025	BMO CORPORATE MASTER	KINDLE, IPAD CASE, SCREEN PROTECTOR FOR M/W SCHOOL	201.02
16975	06/23/2025	BMO CORPORATE MASTER	LINCOLN NURSE SUPPLIES-LIFESAVERS, FIRST AID CREAM, DRY EYE DROPS, ICE PACKS, TAMPONS, DEGREE, HAIR BRUSHES	190.31
16975	06/23/2025	BMO CORPORATE MASTER	IGLOO COOLERS TO TRANSPORT LUNCHES TO LAFAYETTE	219.98
16975	06/23/2025	BMO CORPORATE MASTER	Amazon Order	53.23
16975	06/23/2025	BMO CORPORATE MASTER	WAYFAIR-TAP PROGRAM-DESKS	1,249.92
16975	06/23/2025	BMO CORPORATE MASTER	AMAZON-COMPUTER DESK FOR TAP	97.99
16975	06/23/2025	BMO CORPORATE MASTER	Psych Supplies	25.43
16975	06/23/2025	BMO CORPORATE MASTER	Social Work Supplies	25.18
16975	06/23/2025	BMO CORPORATE MASTER	June PI Event Amazon order	3,852.25
16975	06/23/2025	BMO CORPORATE MASTER	Server Supply- Power Supply for District Server Equipment	28.50
16975	06/23/2025	BMO CORPORATE MASTER	RAPIDHVAC PARTS-LG VALVE ASSEMBLY	344.21
			Totals for 16975	63,957.72
16976	06/25/2025	AFFORDABLE SHRED	SHRED FOR CENTRAL OFFICE	45.00
			Totals for 16976	45.00
16977	06/25/2025	AFPLANSERV	INVOICE PERIOD 5/1/25-5/31/25	92.00
16977	06/25/2025	AFPLANSERV	INVOICE PERIOD 4/1/25-4/30/25	95.00
			Totals for 16977	187.00
16978	06/25/2025	AUBRY, KATHERINE	INTERPRETING SERVICES 5/15/25	134.00
16978	06/25/2025	AUBRY, KATHERINE	INTERPRETING SERVICES 5/22/25	134.00
			Totals for 16978	268.00
16979	06/25/2025	BAIRD, JENNIFER	REFUND FOR DRIVERS ED	219.68
			Totals for 16979	219.68
16980	06/25/2025	BESTDRIVE JACKSONVIL	BUS 9 NEW TIRES	865.00
16980	06/25/2025	BESTDRIVE JACKSONVIL	BUS#37-NEW TIRES	865.00
16980	06/25/2025	BESTDRIVE JACKSONVIL	FRONT BRAKE LABOR FOR BUS 9	100.00
16980	06/25/2025	BESTDRIVE JACKSONVIL	TIRES BUS#16	2,191.00
			Totals for 16980	4,021.00
16981	06/25/2025	BILLS TOWING	TOWING FOR BOX TRUCK	367.50
			Totals for 16981	367.50
16982	06/25/2025	BLACK, SAM	REIMBURSEMENT FOR BANQUET-PIZZA	415.83
			Totals for 16982	415.83
16983	06/25/2025	BPS BEHAVIORAL HEALT	SERVICE DATE 9/17/24 AND 4/1/25	800.00
16983	06/25/2025	BPS BEHAVIORAL HEALT	SAFE SCHOOL VISIT FOR 2/18/25 AND 3/25/25	800.00
			Totals for 16983	1,600.00
16984	06/25/2025	CFB, INC	EXHAUST SYSTEM CLEANING	850.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Totals for 16984	850.00
16985	06/25/2025	CITY OF JACKSONVILLE	MAY 2025 FUEL	3,352.96
			Totals for 16985	3,352.96
16986	06/25/2025	DECKER, RYAN	REFUND FOR LUNCH MONEY	11.80
			Totals for 16986	11.80
16987	06/25/2025	DESIGNED ROOFING SYS	MAINTENANCE AREA ROOF REPLACEMENT FOR JHS APPLICATION PAYMENT #1	218,367.90
			Totals for 16987	218,367.90
16988	06/25/2025	ETA HAND2MIND	MW TITLE MATERIAL	116.95
			Totals for 16988	116.95
16989	06/25/2025	EXPRESS READERS	TITLE MATERIAL	248.52
			Totals for 16989	248.52
16990	06/25/2025	FOLKER, APRIL	CATERING EVENT FOR EARLY YEARS PROGRAM ON 6/5/25	954.00
			Totals for 16990	954.00
16991	06/25/2025	FOOD HANDLER SOLUTIO	ONLINE PROFESSIONAL STANDARDS EDUCATION AND TRACKING PROGRAM FULL SERVICE AND SATELLITE FOR 12 MONTHS	1,250.00
			Totals for 16991	1,250.00
16992	06/25/2025	FRONTIER	PHONE BILLING DATE 6/22/2025	3,908.71
			Totals for 16992	3,908.71
16993	06/25/2025	FRYE, NICOLE	INTERPRETING SERVICES FOR 4/28-5/1-5/6-5/8-5/12-5/16-5/20, 2025 AND MILEAGE	753.20
16993	06/25/2025	FRYE, NICOLE	INTERPRETING SERVICES FOR MAY 2025	200.00
			Totals for 16993	953.20
16994	06/25/2025	FUTURE CHAMPIONS SPO	SOFTBALL AND BASEBALL FIELD USAGE AND LIGHTING FEES	5,775.00
			Totals for 16994	5,775.00
16995	06/25/2025	GENESIS, INC.	OWL PELET MATERIAL	124.90
			Totals for 16995	124.90
16996	06/25/2025	GIBSON, ADDISON	Home Depot Reimbursement - Paint and supplies for Senior wall	157.71
			Totals for 16996	157.71
16997	06/25/2025	HETTINGER, RACHAEL	MILEAGE TO TRAVEL TO AND BACK FROM QUINCY SAFE SCHOOL EVALUATION	114.80
			Totals for 16997	114.80
16998	06/25/2025	HIGH NOON BOOKS	TITLE BOOKS FOR NORTH	1,881.60
			Totals for 16998	1,881.60
16999	06/25/2025	ILLINOIS STATE UNIVE	2025 FALL EDUCATION CAREER FAIR	350.00
			Totals for 16999	350.00
17000	06/25/2025	INLINGO LLC	INTERPRETING SERVICES FOR 3/3/25	200.00
			Totals for 17000	200.00
17001	06/25/2025	IPA	ADMINISTRATOR MEMBERSHIP FOR JHS PRINCIPAL	449.00
			Totals for 17001	449.00
17002	06/25/2025	JACKSONVILLE MACHINE	JMI Order	3,700.00
			Totals for 17002	3,700.00
17003	06/25/2025	JHS CAFETERIA	EARLY YEARS-JUICE, CRAKERS,	175.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			OATMEAL BARS	
17003	06/25/2025	JHS CAFETERIA	1/2 day sack lunches	234.00
			Totals for 17003	409.00
17004	06/25/2025	JOHN DEERE FINANCIAL	DOWNSPOUT ADPT, COUPLER INTERNAL PIPE, TEE CORRIGATED, THROUGH THE ROOF	127.33
			Totals for 17004	127.33
17005	06/25/2025	JOSTENS INC	JHS METAL INSERTS AND CERTIFICATES N003385700/N003381801 FOR ACCOUNT#1074949	780.60
			Totals for 17005	780.60
17006	06/25/2025	KINSEL, MISSY	INTERPRETING SERVICES AND MILEAGE FOR 5/16/25	190.40
			Totals for 17006	190.40
17007	06/25/2025	KIWANIS CLUB OF JACK	APRIL QUARTERLY WITH MEALS	150.00
			Totals for 17007	150.00
17008	06/25/2025	LEARN WELL	HOSPITAL TUTORING FOR APRIL 2025	496.77
17008	06/25/2025	LEARN WELL	HOSPITAL TUTORING FOR MAY 2025	1,159.13
17008	06/25/2025	LEARN WELL	HOSPITAL TUTORING FOR MAY 2025	165.59
17008	06/25/2025	LEARN WELL	HOSPITAL TUTORING FOR APRIL 2025	413.95
17008	06/25/2025	LEARN WELL	HOSPITAL TUTORING FOR MAY 2025	165.58
			Totals for 17008	2,401.02
17009	06/25/2025	LINCOLN PRAIRIE BEHA	EDUCATION SERVICES FOR MAY 2025	375.00
17009	06/25/2025	LINCOLN PRAIRIE BEHA	EDUCATION SERVICES FOR MAY 2025	150.00
17009	06/25/2025	LINCOLN PRAIRIE BEHA	EDUCATION SERVICES FOR MAY 2025	225.00
			Totals for 17009	750.00
17010	06/25/2025	MARENEM INC	TITLE MATERIAL FOR LINCOLN	360.80
			Totals for 17010	360.80
17011	06/25/2025	MCCOMBS, SHAWN	STATE HOTELS FOR BOYS TRACK	1,051.95
			Totals for 17011	1,051.95
17012	06/25/2025	MIDWEST OCCUPATIONAL	DRUG SCREENING FOR BUS GARAGE EMPLOYEE	65.00
17012	06/25/2025	MIDWEST OCCUPATIONAL	BUS DRIVER PHYSICAL AND DRUG SCREENINGS FOR MAY AND JUNE 2025	260.00
			Totals for 17012	325.00
17013	06/25/2025	MUNICIPAL UTILITIES	Physical Ed Bldg (JHS BOWL)-201 S. Church	91.14
17013	06/25/2025	MUNICIPAL UTILITIES	JMS-664 Lincoln Ave	406.01
17013	06/25/2025	MUNICIPAL UTILITIES	Washington-524 S. Kosciusko	241.73
			Totals for 17013	738.88
17014	06/25/2025	MUSIC SHOPPE, INC	STICK HOLDER FOR MUSIC JMS	44.98
			Totals for 17014	44.98
17015	06/25/2025	PENS.COM	WATER BOTTLES FOR WASHINGTON	485.95
17015	06/25/2025	PENS.COM	CUSTOMER#20598546-WASHINGTON PENS	309.58
			Totals for 17015	795.53

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
17016	06/25/2025	PERSONAL MOBILITY	ANNUAL INSPECTION FOR LIFTS AT JHS BOWL	246.00
			Totals for 17016	246.00
17017	06/25/2025	PRAIRIE FARMS	MILK FOR MAY 2025	10,420.04
			Totals for 17017	10,420.04
17018	06/25/2025	PREWITT, VERONIKA	REFUND FOR SUMMER SCHOOL	100.00
			Totals for 17018	100.00
17019	06/25/2025	QUALITY ELEVATOR INS	INSPECTION OF 1 HYDRAULIC LIFT AT 215 SOUTH CHURCH ST. THE JHS BOWL	650.00
			Totals for 17019	650.00
17020	06/25/2025	QUINCY PUBLIC SCHOOL	BILLING FOR HOSPITAL TUTORIAL SERVICES FOR 12/19/2024	50.00
			Totals for 17020	50.00
17021	06/25/2025	SANTANDER LEASING LL	2019 SCHOOL BUSES IC CE 72 PASS PAYMENT	17,463.00
			Totals for 17021	17,463.00
17022	06/25/2025	SCHAEFFER MFG.COMPAN	55 GALLON DRUM	1,539.45
			Totals for 17022	1,539.45
17023	06/25/2025	SCHOOL DATEBOOKS	STUDENT AGENDAS FOR NORTH (25-26)	444.19
17023	06/25/2025	SCHOOL DATEBOOKS	PLANNERS FOR WASHINGTON ELEMENTARY 2025-2026 SCHOOL YEAR	571.87
			Totals for 17023	1,016.06
17024	06/25/2025	SCHOOL OUTFITTERS	TITLE MATERIAL FOR EISENHOWER	982.80
			Totals for 17024	982.80
17025	06/25/2025	SCHOOL OUTLET	ADJUSTABLE DESKS FOR M-W	768.42
			Totals for 17025	768.42
17026	06/25/2025	SECURITY LOCK CO.	JMS KEYS	7.00
			Totals for 17026	7.00
17027	06/25/2025	SHERWIN-WILLIAMS	JHS PAINT	34.00
17027	06/25/2025	SHERWIN-WILLIAMS	JHS CONR PACK, TREX TAPE, CS SWOVEN	52.41
17027	06/25/2025	SHERWIN-WILLIAMS	NORTH PAINT	38.26
17027	06/25/2025	SHERWIN-WILLIAMS	PAINT FOR CROSSROADS	35.95
17027	06/25/2025	SHERWIN-WILLIAMS	BEIGE FOR JMS	585.92
17027	06/25/2025	SHERWIN-WILLIAMS	JHS WHITE PAINT	325.89
17027	06/25/2025	SHERWIN-WILLIAMS	PAINT FOR JMS	405.38
			Totals for 17027	1,477.81
17028	06/25/2025	SUPER DUPER SCHOOL C	SOUTH TITLE MATERIAL	134.77
17028	06/25/2025	SUPER DUPER SCHOOL C	WASHINGTON TITLE MATERIAL	154.75
			Totals for 17028	289.52
17029	06/25/2025	TEACHER INOVATIONS,	PLANBOOK FOR 2025-26	1,424.00
			Totals for 17029	1,424.00
17030	06/25/2025	THE LITTLE SIGN COMP	WASHINGTON TITLE MATERIAL	180.00
			Totals for 17030	180.00
17031	06/25/2025	TIMA, ROSE	INTERPRETING SERVICES FOR MAY 2025	280.00
			Totals for 17031	280.00
17032	06/25/2025	TROXELL	AGENCY FEE-RENEW POLICY	2,200.00
			Totals for 17032	2,200.00
17033	06/25/2025	VESTIS	JHS LOGO MATS	30.00
17033	06/25/2025	VESTIS	JMS LOGO MATS	419.66
17033	06/25/2025	VESTIS	JMS LOGO MATS	82.43
17033	06/25/2025	VESTIS	JHS LOGO MATS	286.29

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
17033	06/25/2025	VESTIS	JHS LOGO MATS	286.29
17033	06/25/2025	VESTIS	JMS LOGO MATS	419.66
17033	06/25/2025	VESTIS	JHS CLASS	63.94
17033	06/25/2025	VESTIS	JHS CLASS	63.94
17033	06/25/2025	VESTIS	CENTRAL OFFICE AND SPECIAL SERVICES LOGO MATS	25.00
17033	06/25/2025	VESTIS	CENTRAL OFFICE AND SPECIAL SERVICES LOGO MATS	114.16
17033	06/25/2025	VESTIS	JMS LOGO MATS	82.43
17033	06/25/2025	VESTIS	CENTRAL OFFICE AND SPECIAL SERVICES LOGO MATS	25.00
17033	06/25/2025	VESTIS	CENTRAL OFFICE AND SPECIAL SERVICES LOGO MATS	114.16
17033	06/25/2025	VESTIS	JHS LOGO MATS	30.00
17033	06/25/2025	VESTIS	JHS CLASS	63.94
17033	06/25/2025	VESTIS	JHS CLASS	63.94
			Totals for 17033	2,170.84
17034	06/25/2025	YMCA OF JACKSONVILLE	OCT 2024-GIRL'S TENNIS SECTIONAL, MAY 2025-BOY'S SECTIONAL TENNIS, AUGUST 2025 PICKLEBALL	450.00
			Totals for 17034	450.00
17035	06/25/2025	YORK TIRES	TIRES ON LITTLE LAWN MOWER TRAILER	136.50
			Totals for 17035	136.50
17036	06/25/2025	ZEECRAFT TECH,LLC	REPAIRS FOR JMS	41.00
			Totals for 17036	41.00
120214	05/30/2025	AXA EQUITABLE	Payroll accrual	4,539.00
			Totals for 120214	4,539.00
120215	05/30/2025	BLITT AND GAINES P.C	Payroll accrual	166.26
			Totals for 120215	166.26
120216	05/30/2025	HORACE MANN COMPANIE	Payroll accrual	87.34
120216	05/30/2025	HORACE MANN COMPANIE	Payroll accrual	87.34
			Totals for 120216	174.68
120217	05/30/2025	HORACE MANN COMPANIE	Payroll accrual	827.50
			Totals for 120217	827.50
120218	05/30/2025	ILLINOIS EDUCATORS C	Payroll accrual	780.00
120218	05/30/2025	ILLINOIS EDUCATORS C	Payroll accrual	375.00
			Totals for 120218	1,155.00
120219	05/30/2025	ING/VOYA RETIREMENT	Payroll accrual	50.00
			Totals for 120219	50.00
120220	05/30/2025	J E A - DUES	Payroll accrual	11,122.70
			Totals for 120220	11,122.70
120221	05/30/2025	JACKSONVILLE PUBLIC	Payroll accrual	12.50
120221	05/30/2025	JACKSONVILLE PUBLIC	Payroll accrual	12.50
			Totals for 120221	25.00
120222	05/30/2025	PRAIRIELAND UNITED W	Payroll accrual	146.00
120222	05/30/2025	PRAIRIELAND UNITED W	Payroll accrual	146.00
			Totals for 120222	292.00
120223	05/30/2025	VARIABLE ANNUITY LIF	Payroll accrual	1,365.00
			Totals for 120223	1,365.00
120233	06/13/2025	AXA EQUITABLE	Payroll accrual	4,539.00
			Totals for 120233	4,539.00
120234	06/13/2025	HORACE MANN COMPANIE	Payroll accrual	827.50
			Totals for 120234	827.50
120235	06/13/2025	ILLINOIS EDUCATORS C	Payroll accrual	780.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
120235	06/13/2025	ILLINOIS EDUCATORS C	Payroll accrual	375.00
			Totals for 120235	1,155.00
120236	06/13/2025	ING/VOYA RETIREMENT	Payroll accrual	50.00
			Totals for 120236	50.00
120237	06/13/2025	J E A - DUES	Payroll accrual	11,029.52
			Totals for 120237	11,029.52
120238	06/13/2025	KOHN LAW FIRM S.C.	Payroll accrual	166.26
120238	06/13/2025	KOHN LAW FIRM S.C.	Payroll accrual	-166.26
			Totals for 120238	0.00
120239	06/13/2025	VARIABLE ANNUITY LIF	Payroll accrual	1,365.00
			Totals for 120239	1,365.00
120240	06/13/2025	BLITT AND GAINES P.C	Payroll accrual	166.26
			Totals for 120240	166.26
202402959	05/15/2025	IL MUNCIPAL RETIREME	Payroll accrual	17,257.48
202402959	05/15/2025	IL MUNCIPAL RETIREME	Payroll accrual	0.00
202402959	05/15/2025	IL MUNCIPAL RETIREME	Payroll accrual	1,777.41
202402959	05/15/2025	IL MUNCIPAL RETIREME	Payroll accrual	28,915.79
			Totals for 202402959	47,950.68
202402967	05/15/2025	AMERICAN FIDELITY AS	Payroll accrual	5,718.46
202402967	05/15/2025	AMERICAN FIDELITY AS	Payroll accrual	11,032.31
			Totals for 202402967	16,750.77
202402973	05/15/2025	EFTPS -- FEDERAL TAX	Payroll accrual	59.71
202402973	05/15/2025	EFTPS -- FEDERAL TAX	Payroll accrual	29.47
202402973	05/15/2025	EFTPS -- FEDERAL TAX	Payroll accrual	13.96
			Totals for 202402973	103.14
202402974	05/15/2025	EFTPS -- MEDICARE	Payroll accrual	13.96
			Totals for 202402974	13.96
202402975	05/15/2025	EFTPS -- SOCIAL SECU	Payroll accrual	59.71
			Totals for 202402975	59.71
202402976	05/15/2025	IL MUNCIPAL RETIREME	Payroll accrual	43.34
202402976	05/15/2025	IL MUNCIPAL RETIREME	Payroll accrual	72.62
			Totals for 202402976	115.96
202402977	05/15/2025	ILLINOIS DEPT OF REV	Payroll accrual	45.53
			Totals for 202402977	45.53
202402978	05/15/2025	AMERICAN FIDELITY AS	Payroll accrual	12.90
202402978	05/15/2025	AMERICAN FIDELITY AS	Payroll accrual	55.84
			Totals for 202402978	68.74
202402981	05/22/2025	WEST STATE TITLE CO.	PURCHASE OF LAND FOR NEW MURRAYVILLE/WOODSON ELEMENTARY SCHOOL	300,535.00
202402981	05/22/2025	WEST STATE TITLE CO.	PURCHASE OF LAND FOR NEW MURRAYVILLE/WOODSON ELEMENTARY SCHOOL	-300,535.00
			Totals for 202402981	0.00
202402983	05/23/2025	ARTHUR J GALLAGHER R	BOND ISSUANCE FEE AND TREASURERS	6,251.00
			Totals for 202402983	6,251.00
202402984	05/30/2025	EFTPS -- FEDERAL TAX	Payroll accrual	26,999.59
202402984	05/30/2025	EFTPS -- FEDERAL TAX	Payroll accrual	4,652.20
202402984	05/30/2025	EFTPS -- FEDERAL TAX	Payroll accrual	229.58
202402984	05/30/2025	EFTPS -- FEDERAL TAX	Payroll accrual	98,109.25
202402984	05/30/2025	EFTPS -- FEDERAL TAX	Payroll accrual	18,816.01
			Totals for 202402984	148,806.63
202402985	05/30/2025	EFTPS -- MEDICARE	Payroll accrual	18,816.01
			Totals for 202402985	18,816.01
202402986	05/30/2025	EFTPS -- SOCIAL SECU	Payroll accrual	26,999.59

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Totals for 202402986	26,999.59
202402987	05/30/2025	IL MUNCIPAL RETIREME	Payroll accrual	18,429.54
202402987	05/30/2025	IL MUNCIPAL RETIREME	Payroll accrual	0.00
202402987	05/30/2025	IL MUNCIPAL RETIREME	Payroll accrual	1,862.10
202402987	05/30/2025	IL MUNCIPAL RETIREME	Payroll accrual	30,879.69
			Totals for 202402987	51,171.33
202402988	05/30/2025	IL STATE DISBURSEMEN	Payroll accrual	1,667.33
			Totals for 202402988	1,667.33
202402989	05/30/2025	ILLINOIS DEPT OF REV	Payroll accrual	455.00
202402989	05/30/2025	ILLINOIS DEPT OF REV	Payroll accrual	56,103.89
			Totals for 202402989	56,558.89
202402990	05/30/2025	TEACHERS' HEALTH INS	Payroll accrual	91.71
202402990	05/30/2025	TEACHERS' HEALTH INS	Payroll accrual	7,526.21
202402990	05/30/2025	TEACHERS' HEALTH INS	Payroll accrual	5,602.96
202402990	05/30/2025	TEACHERS' HEALTH INS	Payroll accrual	68.28
			Totals for 202402990	13,289.16
202402991	05/30/2025	TEACHERS' RET BENEFI	Payroll accrual	4,850.40
202402991	05/30/2025	TEACHERS' RET BENEFI	Payroll accrual	59.11
			Totals for 202402991	4,909.51
202402992	05/30/2025	TEACHERS' RET MEMBER	Payroll accrual	75,505.88
202402992	05/30/2025	TEACHERS' RET MEMBER	Payroll accrual	917.14
			Totals for 202402992	76,423.02
202402993	05/30/2025	TEACHERS' RETIRE FUN	Payroll accrual	3,780.83
			Totals for 202402993	3,780.83
202402994	05/30/2025	AMERICAN FIDELITY FL	Payroll accrual	308.33
202402994	05/30/2025	AMERICAN FIDELITY FL	Payroll accrual	3,554.85
			Totals for 202402994	3,863.18
202402995	05/30/2025	AMERICAN FIDELITY AS	Payroll accrual	5,685.66
202402995	05/30/2025	AMERICAN FIDELITY AS	Payroll accrual	11,085.00
			Totals for 202402995	16,770.66
202402996	05/30/2025	AMERICAN FIDELITY AS	Payroll accrual	3,012.17
			Totals for 202402996	3,012.17
202402997	05/30/2025	VOYA INSTITUTIONAL T	Payroll accrual	1,163.77
			Totals for 202402997	1,163.77
202402998	05/30/2025	JAMES R COOK & EVA J	CROSSROADS RENTAL FOR JUNE 2025	3,750.00
			Totals for 202402998	3,750.00
202402999	05/30/2025	GFL ENVIRONMENTAL	TRASH SERVICE FOR SCHOOLS	4,914.76
			Totals for 202402999	4,914.76
202403000	05/30/2025	ENGIE RESOURCES LLC	WASHINGTON 524 S. KOSCUISKO ST	4,250.60
			Totals for 202403000	4,250.60
202403001	05/30/2025	ENGIE RESOURCES LLC	SOUTH ELEMENTARY 201 DEWEY DRIVE	4,023.08
			Totals for 202403001	4,023.08
202403002	05/30/2025	ENGIE RESOURCES LLC	JACKSONVILLE MIDDLE SCHOOL 664 LINCOLN AVE	13,342.94
			Totals for 202403002	13,342.94
202403003	05/31/2025	AMERICAN FIDELITY FL	FIX TO MATCH BANK STATEMENT	-127.01
			Totals for 202403003	-127.01
202403004	05/31/2025	AMERICAN FIDELITY AS	FIX TO MATCH BANK STATEMENT	-906.03
			Totals for 202403004	-906.03
202403005	05/31/2025	EFTPS -- FEDERAL TAX	FIX TO MATCH BANK STATEMENT	-0.13
			Totals for 202403005	-0.13
202403006	05/31/2025	IL MUNCIPAL RETIREME	FIX TO MATCH BANK STATEMENT	-1,081.93
			Totals for 202403006	-1,081.93

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
202403007	05/31/2025	IL MUNCIPAL RETIREME	PAYING ADDITIONAL FOR CONTRIBUTIONS-REG	1,091.85
			Totals for 202403007	1,091.85
202403008	05/31/2025	IL MUNCIPAL RETIREME	PAYING ADDITIONAL FOR EMPLOYEE (ACCELERATED PAYMENT) LILLPOP	10,846.84
			Totals for 202403008	10,846.84
202403009	05/31/2025	ILLINOIS DEPT OF REV	FIXING TO MATCH APIRL'S BANK STATEMENT	2,207.80
			Totals for 202403009	2,207.80
202403010	05/31/2025	ILLINOIS DEPT OF REV	FIXING TO MATCH BANK STATEMENT	1,856.05
			Totals for 202403010	1,856.05
202403011	05/31/2025	TEACHERS' HEALTH INS	FIXING TO MATCH BANK STATEMENT	201.09
			Totals for 202403011	201.09
202403012	05/31/2025	TEACHERS' RET MEMBER	FIXING TO MATCH BANK STATEMENT	-2,884.10
			Totals for 202403012	-2,884.10
202403013	05/31/2025	VOYA INSTITUTIONAL T	FIXING TO MATCH BANK STATEMENT	5.34
			Totals for 202403013	5.34
202403014	05/31/2025	WINDSTREAM	LONG DISTANCE PHONE AND FAX	170.49
			Totals for 202403014	170.49
202403015	06/05/2025	CASS COMMUNICATIONS	FIBER INTERNET FOR NEW MAINT. BUILDING	20.00
			Totals for 202403015	20.00
202403016	06/05/2025	NAPA AUTO PARTS	BUS GARAGE SUPPLIES	93.46
			Totals for 202403016	93.46
202403017	06/05/2025	DE LAGE LANDEN FINAN	XEROX MACHINE PERIOD OF PERFORMANCE 11/15/22-12/14/22	4,229.55
			Totals for 202403017	4,229.55
202403018	06/05/2025	AMEREN ILLINOIS	30 N. CENTRAL PLAZA	315.00
			Totals for 202403018	315.00
202403019	06/05/2025	CONSTELLATION NEWENE	Bus Garage-837 N Main Street	314.42
			Totals for 202403019	314.42
202403020	06/05/2025	CONSTELLATION NEWENE	EARLY YEARS -516 Jordan St	680.04
			Totals for 202403020	680.04
202403021	06/05/2025	CONSTELLATION NEWENE	CLC 30 N. CENTRAL PARK PLZ	90.04
			Totals for 202403021	90.04
202403022	06/05/2025	CONSTELLATION NEWENE	Field House(JHS)-315 W Walnut	199.81
			Totals for 202403022	199.81
202403023	06/05/2025	CONSTELLATION NEWENE	JHS-1211 N. Diamond Street	2,904.28
			Totals for 202403023	2,904.28
202403024	06/05/2025	CONSTELLATION NEWENE	JMS-664 Lincoln Ave	879.54
			Totals for 202403024	879.54
202403025	06/05/2025	CONSTELLATION NEWENE	Lincoln-320 W Independence	164.27
			Totals for 202403025	164.27
202403026	06/05/2025	CONSTELLATION NEWENE	307 Masters St., Murrayville	1,507.07
			Totals for 202403026	1,507.07
202403027	06/05/2025	CONSTELLATION NEWENE	North-1626 State HWY 78 N	537.01
			Totals for 202403027	537.01
202403028	06/05/2025	CONSTELLATION NEWENE	South-201 Dewey Drive	483.84
			Totals for 202403028	483.84
202403029	06/05/2025	CONSTELLATION NEWENE	WASHINGTON-524 S Kosciusko ST	165.18
			Totals for 202403029	165.18

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
202403030	06/05/2025	CONSTELLATION NEWENE	(JHS BOWL) 215 S Church St	687.20
			Totals for 202403030	687.20
202403031	06/06/2025	HEALTH ALLIANCE MEDI	INSURANCE PAYMENT 6/1/2025	675,635.00
202403031	06/16/2025	HEALTH ALLIANCE MEDI	INSURANCE PAYMENT 6/1/2025	-675,635.00
			Totals for 202403031	0.00
202403032	06/13/2025	EFTPS -- FEDERAL TAX	Payroll accrual	27,290.81
202403032	06/13/2025	EFTPS -- FEDERAL TAX	Payroll accrual	4,852.20
202403032	06/13/2025	EFTPS -- FEDERAL TAX	Payroll accrual	174.66
202403032	06/13/2025	EFTPS -- FEDERAL TAX	Payroll accrual	103,059.34
202403032	06/13/2025	EFTPS -- FEDERAL TAX	Payroll accrual	19,590.32
			Totals for 202403032	154,967.33
202403033	06/13/2025	EFTPS -- MEDICARE	Payroll accrual	19,590.32
			Totals for 202403033	19,590.32
202403034	06/13/2025	EFTPS -- SOCIAL SECU	Payroll accrual	27,290.81
			Totals for 202403034	27,290.81
202403036	06/13/2025	IL STATE DISBURSEMEN	Payroll accrual	1,667.33
			Totals for 202403036	1,667.33
202403037	06/13/2025	ILLINOIS DEPT OF REV	Payroll accrual	419.00
202403037	06/13/2025	ILLINOIS DEPT OF REV	Payroll accrual	58,107.52
			Totals for 202403037	58,526.52
202403038	06/13/2025	TEACHERS' HEALTH INS	Payroll accrual	91.71
202403038	06/13/2025	TEACHERS' HEALTH INS	Payroll accrual	8,161.20
202403038	06/13/2025	TEACHERS' HEALTH INS	Payroll accrual	6,081.50
202403038	06/13/2025	TEACHERS' HEALTH INS	Payroll accrual	68.28
			Totals for 202403038	14,402.69
202403039	06/13/2025	TEACHERS' RET BENEFI	Payroll accrual	5,264.68
202403039	06/13/2025	TEACHERS' RET BENEFI	Payroll accrual	59.11
			Totals for 202403039	5,323.79
202403040	06/13/2025	TEACHERS' RET MEMBER	Payroll accrual	81,883.35
202403040	06/13/2025	TEACHERS' RET MEMBER	Payroll accrual	917.14
			Totals for 202403040	82,800.49
202403041	06/13/2025	TEACHERS' RETIRE FUN	Payroll accrual	3,746.71
			Totals for 202403041	3,746.71
202403042	06/13/2025	AMERICAN FIDELITY FL	Payroll accrual	308.33
202403042	06/13/2025	AMERICAN FIDELITY FL	Payroll accrual	3,554.85
			Totals for 202403042	3,863.18
202403044	06/13/2025	AMERICAN FIDELITY AS	Payroll accrual	3,012.17
			Totals for 202403044	3,012.17
202403045	06/13/2025	VOYA INSTITUTIONAL T	Payroll accrual	1,157.08
			Totals for 202403045	1,157.08
202403046	06/13/2025	EFTPS -- FEDERAL TAX	Payroll accrual	63.67
202403046	06/13/2025	EFTPS -- FEDERAL TAX	Payroll accrual	72.66
202403046	06/13/2025	EFTPS -- FEDERAL TAX	Payroll accrual	112.04
			Totals for 202403046	248.37
202403047	06/13/2025	EFTPS -- MEDICARE	Payroll accrual	112.04
			Totals for 202403047	112.04
202403048	06/13/2025	EFTPS -- SOCIAL SECU	Payroll accrual	63.67
			Totals for 202403048	63.67
202403050	06/13/2025	ILLINOIS DEPT OF REV	Payroll accrual	275.61
			Totals for 202403050	275.61
202403051	06/13/2025	TEACHERS' HEALTH INS	Payroll accrual	40.50
202403051	06/13/2025	TEACHERS' HEALTH INS	Payroll accrual	30.15
			Totals for 202403051	70.65
202403052	06/13/2025	TEACHERS' RET BENEFI	Payroll accrual	26.10
			Totals for 202403052	26.10
202403053	06/13/2025	TEACHERS' RET MEMBER	Payroll accrual	405.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Totals for 202403053	405.00
202403054	06/13/2025	INTERSTATE BILLING S	BRAKE PADS, SEAL, BATTERY, BATTERY CORE FOR BUS GARAGE	1,302.70
			Totals for 202403054	1,302.70
202403055	06/13/2025	NAPA AUTO PARTS	BUS GARAGE SUPPLIES-ALTERNATOR BEARING, PERMATEX BRAKE, THREAD SEALING TAPE	60.66
			Totals for 202403055	60.66
202403056	06/13/2025	AMEREN ILLINOIS	837 NORTH MAIN ST. (BUS GARAGE) OPTIONAL OUTDOOR PROTECTIVE LIGHTING BILLING	25.13
			Totals for 202403056	25.13
202403058	06/13/2025	AMEREN ILLINOIS	GAS FOR EISENHOWER 1901 W. LAFAYETTE AVE	3,298.37
			Totals for 202403058	3,298.37
202403059	06/13/2025	LUDA	2025-2026 BASIC DISTRICT MEMBERSHIP	4,300.00
			Totals for 202403059	4,300.00
202403060	06/13/2025	AMEREN ILLINOIS	211 W STATE ST.	95.14
			Totals for 202403060	95.14
202403061	06/13/2025	AMEREN ILLINOIS	JHS BOWL SERVICE FOR GAS	114.03
			Totals for 202403061	114.03
202403062	06/13/2025	WINDSTREAM	LONG DISTANCE PHONE AND FAX	192.36
			Totals for 202403062	192.36
242502163	05/30/2025	403B ASP	Payroll accrual	685.00
			Totals for 242502163	685.00
242502164	05/30/2025	IEA/NEA	Payroll accrual	239.98
			Totals for 242502164	239.98
242502165	05/30/2025	IEA/NEA SUPPORT PERS	Payroll accrual	662.39
			Totals for 242502165	662.39
242502166	05/30/2025	JSSA	Payroll accrual	1,898.63
242502166	05/30/2025	JSSA	Payroll accrual	23.09
			Totals for 242502166	1,921.72
242502167	05/30/2025	SCHOOL DIST 117 DENT	Payroll accrual	211.00
242502167	05/30/2025	SCHOOL DIST 117 DENT	Payroll accrual	337.95
242502167	05/30/2025	SCHOOL DIST 117 DENT	Payroll accrual	68.04
242502167	05/30/2025	SCHOOL DIST 117 DENT	Payroll accrual	2,613.48
242502167	05/30/2025	SCHOOL DIST 117 DENT	Payroll accrual	76.68
242502167	05/30/2025	SCHOOL DIST 117 DENT	Payroll accrual	281.16
242502167	05/30/2025	SCHOOL DIST 117 DENT	Payroll accrual	633.00
242502167	05/30/2025	SCHOOL DIST 117 DENT	Payroll accrual	297.50
242502167	05/30/2025	SCHOOL DIST 117 DENT	Payroll accrual	722.50
242502167	05/30/2025	SCHOOL DIST 117 DENT	Payroll accrual	72.99
242502167	05/30/2025	SCHOOL DIST 117 DENT	Payroll accrual	656.91
242502167	05/30/2025	SCHOOL DIST 117 DENT	Payroll accrual	2,554.65
242502167	05/30/2025	SCHOOL DIST 117 DENT	Payroll accrual	369.90
242502167	05/30/2025	SCHOOL DIST 117 DENT	Payroll accrual	1,233.00
242502167	05/30/2025	SCHOOL DIST 117 DENT	Payroll accrual	13.70
			Totals for 242502167	10,142.46
242502168	05/30/2025	SCHOOL DIST 117 LIF	Payroll accrual	28.40
242502168	05/30/2025	SCHOOL DIST 117 LIF	Payroll accrual	49.80
242502168	05/30/2025	SCHOOL DIST 117 LIF	Payroll accrual	1,557.20
242502168	05/30/2025	SCHOOL DIST 117 LIF	Payroll accrual	1,321.87
242502168	05/30/2025	SCHOOL DIST 117 LIF	Payroll accrual	2.03
242502168	05/30/2025	SCHOOL DIST 117 LIF	Payroll accrual	2.10

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
242502168	05/30/2025	SCHOOL DIST 117 LIF	Payroll accrual	75.60
242502168	05/30/2025	SCHOOL DIST 117 LIF	Payroll accrual	39.90
242502168	05/30/2025	SCHOOL DIST 117 LIF	Payroll accrual	41.91
242502168	05/30/2025	SCHOOL DIST 117 LIF	Payroll accrual	2.79
			Totals for 242502168	3,121.60
242502169	05/30/2025	SCHOOL DIST 117 MEDI	Payroll accrual	5,340.00
242502169	05/30/2025	SCHOOL DIST 117 MEDI	Payroll accrual	4,012.00
242502169	05/30/2025	SCHOOL DIST 117 MEDI	Payroll accrual	4,305.00
242502169	05/30/2025	SCHOOL DIST 117 MEDI	Payroll accrual	1,003.00
242502169	05/30/2025	SCHOOL DIST 117 MEDI	Payroll accrual	158,178.00
242502169	05/30/2025	SCHOOL DIST 117 MEDI	Payroll accrual	144,032.00
242502169	05/30/2025	SCHOOL DIST 117 MEDI	Payroll accrual	6,632.08
242502169	05/30/2025	SCHOOL DIST 117 MEDI	Payroll accrual	4,023.00
242502169	05/30/2025	SCHOOL DIST 117 MEDI	Payroll accrual	716.00
242502169	05/30/2025	SCHOOL DIST 117 MEDI	Payroll accrual	1,560.00
242502169	05/30/2025	SCHOOL DIST 117 MEDI	Payroll accrual	2,068.50
242502169	05/30/2025	SCHOOL DIST 117 MEDI	Payroll accrual	246.00
242502169	05/30/2025	SCHOOL DIST 117 MEDI	Payroll accrual	643.00
			Totals for 242502169	332,758.58
242502170	05/30/2025	SCHOOL DIST 117 VISI	Payroll accrual	59.36
242502170	05/30/2025	SCHOOL DIST 117 VISI	Payroll accrual	1,713.09
242502170	05/30/2025	SCHOOL DIST 117 VISI	Payroll accrual	299.38
242502170	05/30/2025	SCHOOL DIST 117 VISI	Payroll accrual	6.16
242502170	05/30/2025	SCHOOL DIST 117 VISI	Payroll accrual	14.79
242502170	05/30/2025	SCHOOL DIST 117 VISI	Payroll accrual	45.59
242502170	05/30/2025	SCHOOL DIST 117 VISI	Payroll accrual	9.50
242502170	05/30/2025	SCHOOL DIST 117 VISI	Payroll accrual	3.70
			Totals for 242502170	2,151.57
242502171	06/06/2025	NIFFEN, KIMBERLY	REFUND FOR OVERDRAFT FEE -PAYROLL	36.00
			Totals for 242502171	36.00
242502172	06/13/2025	403B ASP	Payroll accrual	685.00
			Totals for 242502172	685.00
242502173	06/13/2025	IEA/NEA SUPPORT PERS	Payroll accrual	662.39
			Totals for 242502173	662.39
242502174	06/13/2025	JSSA	Payroll accrual	1,898.63
			Totals for 242502174	1,898.63
242502175	06/13/2025	SCHOOL DIST 117 DENT	Payroll accrual	2,554.65
242502175	06/13/2025	SCHOOL DIST 117 DENT	Payroll accrual	369.90
242502175	06/13/2025	SCHOOL DIST 117 DENT	Payroll accrual	340.00
242502175	06/13/2025	SCHOOL DIST 117 DENT	Payroll accrual	722.50
242502175	06/13/2025	SCHOOL DIST 117 DENT	Payroll accrual	656.91
242502175	06/13/2025	SCHOOL DIST 117 DENT	Payroll accrual	633.00
242502175	06/13/2025	SCHOOL DIST 117 DENT	Payroll accrual	84.99
242502175	06/13/2025	SCHOOL DIST 117 DENT	Payroll accrual	104.54
242502175	06/13/2025	SCHOOL DIST 117 DENT	Payroll accrual	337.95
242502175	06/13/2025	SCHOOL DIST 117 DENT	Payroll accrual	2,613.48
242502175	06/13/2025	SCHOOL DIST 117 DENT	Payroll accrual	1,233.00
242502175	06/13/2025	SCHOOL DIST 117 DENT	Payroll accrual	76.68
242502175	06/13/2025	SCHOOL DIST 117 DENT	Payroll accrual	281.16
242502175	06/13/2025	SCHOOL DIST 117 DENT	Payroll accrual	211.00
			Totals for 242502175	10,219.76
242502176	06/13/2025	SCHOOL DIST 117 LIF	Payroll accrual	27.00
242502176	06/13/2025	SCHOOL DIST 117 LIF	Payroll accrual	39.90
242502176	06/13/2025	SCHOOL DIST 117 LIF	Payroll accrual	37.02
242502176	06/13/2025	SCHOOL DIST 117 LIF	Payroll accrual	11.70

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
242502176	06/13/2025	SCHOOL DIST 117 LIF	Payroll accrual	1,557.20
242502176	06/13/2025	SCHOOL DIST 117 LIF	Payroll accrual	1,316.29
242502176	06/13/2025	SCHOOL DIST 117 LIF	Payroll accrual	2.03
242502176	06/13/2025	SCHOOL DIST 117 LIF	Payroll accrual	2.10
242502176	06/13/2025	SCHOOL DIST 117 LIF	Payroll accrual	75.60
			Totals for 242502176	3,068.84
242502177	06/13/2025	SCHOOL DIST 117 MEDI	Payroll accrual	5,346.08
242502177	06/13/2025	SCHOOL DIST 117 MEDI	Payroll accrual	157,535.00
242502177	06/13/2025	SCHOOL DIST 117 MEDI	Payroll accrual	142,746.00
242502177	06/13/2025	SCHOOL DIST 117 MEDI	Payroll accrual	2,068.50
242502177	06/13/2025	SCHOOL DIST 117 MEDI	Payroll accrual	492.00
242502177	06/13/2025	SCHOOL DIST 117 MEDI	Payroll accrual	5,340.00
242502177	06/13/2025	SCHOOL DIST 117 MEDI	Payroll accrual	4,305.00
242502177	06/13/2025	SCHOOL DIST 117 MEDI	Payroll accrual	1,003.00
242502177	06/13/2025	SCHOOL DIST 117 MEDI	Payroll accrual	3,510.50
242502177	06/13/2025	SCHOOL DIST 117 MEDI	Payroll accrual	4,023.00
242502177	06/13/2025	SCHOOL DIST 117 MEDI	Payroll accrual	716.00
242502177	06/13/2025	SCHOOL DIST 117 MEDI	Payroll accrual	1,560.00
			Totals for 242502177	328,645.08
242502178	06/13/2025	SCHOOL DIST 117 VISI	Payroll accrual	3.80
242502178	06/13/2025	SCHOOL DIST 117 VISI	Payroll accrual	1,705.69
242502178	06/13/2025	SCHOOL DIST 117 VISI	Payroll accrual	7.39
242502178	06/13/2025	SCHOOL DIST 117 VISI	Payroll accrual	9.50
242502178	06/13/2025	SCHOOL DIST 117 VISI	Payroll accrual	61.26
242502178	06/13/2025	SCHOOL DIST 117 VISI	Payroll accrual	45.59
242502178	06/13/2025	SCHOOL DIST 117 VISI	Payroll accrual	293.22
			Totals for 242502178	2,126.45
242502179	06/25/2025	A & M PRODUCTS	2025 IHSA Music Organization - Plaque Order	24.00
			Totals for 242502179	24.00
242502180	06/25/2025	ALPHA BAKING CO., IN	STATEMENT DATE 5/1/2025-5/31/2025 PAYING INVOICES: 250416125003/250416132002/250416139002	930.85
			Totals for 242502180	930.85
242502181	06/25/2025	AREA DISTRIBUTORS	JHS- SUMMER SUPPLIES	4,896.28
242502181	06/25/2025	AREA DISTRIBUTORS	ELEMENTARY- SUMMER ORDERS	9,631.50
242502181	06/25/2025	AREA DISTRIBUTORS	SPORT PREP FOR JHS	230.00
242502181	06/25/2025	AREA DISTRIBUTORS	2001 CONC. CLNR	374.00
242502181	06/25/2025	AREA DISTRIBUTORS	SQUEEGEE BLADE KIT BOOST FOR JHS	97.44
			Totals for 242502181	15,229.22
242502182	06/25/2025	BALLARD, KELLY	MILEAGE REIMBURSEMENT FOR MAY 2025	66.57
			Totals for 242502182	66.57
242502183	06/25/2025	BARFIELD, PATRICIA	MILEAGE REIMBURSEMENT FOR TAKING DEPOSITS MAY 2025 PER BOARD POLICY	93.96
			Totals for 242502183	93.96
242502184	06/25/2025	BELVILLE'S GARAGE LL	STATE DOT BUS INSPECTIONS	202.00
			Totals for 242502184	202.00
242502185	06/25/2025	BONGAMBO, SANDRA	INTERPRETING SERVICES FOR MAY 2025	80.00
			Totals for 242502185	80.00
242502186	06/25/2025	BOUND TO STAY BOUND	Bound to Stay Bound Lincoln	128.33

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Library Fee Replacement Books	
242502186	06/25/2025	BOUND TO STAY BOUND	Bound to Stay Bound Eisenhower Library Fee Replacement Books	134.90
242502186	06/25/2025	BOUND TO STAY BOUND	Bound to Stay Bound South Library Fee Replacement Books	184.10
242502186	06/25/2025	BOUND TO STAY BOUND	Bound to Stay Bound Murrayville Woodson Library Fee Replacement Books	109.04
242502186	06/25/2025	BOUND TO STAY BOUND	Bound to Stay Bound North Library Fee Replacement Books	175.00
242502186	06/25/2025	BOUND TO STAY BOUND	Bound to Stay Bound Washington Library Fee Replacement Books	20.73
			Totals for 242502186	752.10
242502187	06/25/2025	BRADLEY, DONALD	PHYSICAL FOR BUS DRIVER	160.00
			Totals for 242502187	160.00
242502188	06/25/2025	BROOKES PUBLISHING	ASQ PRO ANNUAL SUB RENEWAL	149.95
			Totals for 242502188	149.95
242502189	06/25/2025	BRUCE, SARAH	MILEAGE REIMBURSEMENT FOR MAY 2025	25.27
			Totals for 242502189	25.27
242502190	06/25/2025	BUMGARNER, EMILY	MILEAGE REIMBURSEMENT FOR MAY 2025	60.48
			Totals for 242502190	60.48
242502191	06/25/2025	BUTCH WOOD & SON SEP	MAY 22, 2025-CLEAN HOLDING TANK AT MAINT. BUILDING	200.00
			Totals for 242502191	200.00
242502192	06/25/2025	CAMERON, MICHAEL	TUITION REIMBURSEMENT	4,250.00
			Totals for 242502192	4,250.00
242502193	06/25/2025	CARLS, YVONNE BONNY	MILEAGE REIMBURSEMENT FOR AUGUST 2024-APRIL 2025	490.80
			Totals for 242502193	490.80
242502194	06/25/2025	CATHERS, ABIGAIL	REIMBURSEMENT FOR UKERU TRAINING-MILEAGE AND MEALS	243.78
			Totals for 242502194	243.78
242502195	06/25/2025	CENTRE STATE INTERNA	PRESSURE SWITCH FOR BUS	200.72
242502195	06/25/2025	CENTRE STATE INTERNA	FILTER FOR BUS	267.15
242502195	06/25/2025	CENTRE STATE INTERNA	GASKET OIL SUNCTION TUBE AND OIL PAN FOR BUS GARAGE	372.57
242502195	06/25/2025	CENTRE STATE INTERNA	ADAPTER BULKHEAD AND NOZZLE	11.65
242502195	06/25/2025	CENTRE STATE INTERNA	ADAPTER BULKHEAD AND NOZZLE	11.65
242502195	06/25/2025	CENTRE STATE INTERNA	GASKET OIL PAN AND SUCTION TUBE	602.48
			Totals for 242502195	1,466.22
242502196	06/25/2025	COLWELL, SARAH	MARCH-MAY 2025 MILEAGE REIMBURSEMENT	33.22
			Totals for 242502196	33.22
242502197	06/25/2025	CONNOR CO	BLUE MONSTER TAPE FOR SHOP	11.00
242502197	06/25/2025	CONNOR CO	SLOAN CLST KIT FOR SHOP	78.02
242502197	06/25/2025	CONNOR CO	SLOAN O RING FOR JHS	19.62
			Totals for 242502197	108.64
242502198	06/25/2025	CROSSROADS TRUCK EQU	NIPPLE AND NOZZLE FOR BUS	105.98
			Totals for 242502198	105.98
242502199	06/25/2025	CROWDER, JENNA	PARENT EDUCATOR CELL PHONE REIMBURSMENT 2024-25 PER	50.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			CONTRACT-JUNE 2025	
242502199	06/25/2025	CROWDER, JENNA	MILEAGE REIMBURSEMENT FOR MAY 2025	113.75
242502199	06/25/2025	CROWDER, JENNA	MILEAGE REIMBURSEMENT FOR JUNE 2025	55.16
			Totals for 242502199	218.91
242502200	06/25/2025	CROWDER, LAURA	TUITION AGREEMENT FOR SUPPORT STAFF SEEKING ELL OR LBS1 ENDORSEMENT	528.00
			Totals for 242502200	528.00
242502201	06/25/2025	CROWDER, MAGDALEN	MILEAGE FOR JAN-JUNE 2025	139.30
			Totals for 242502201	139.30
242502202	06/25/2025	CURRICULUM ASSOCIATE	MAGNETIC MULTIYEAR OVERATES FOR FY26	8,702.56
			Totals for 242502202	8,702.56
242502203	06/25/2025	DARR, DEE	MILEAGE REIMBURSEMENT FOR JAN-MAY 2025	387.52
			Totals for 242502203	387.52
242502204	06/25/2025	DAVIDSMEYER, BARBARA	REIMBURSEMENT FOR UKERU TRAINING-MILEAGE AND MEALS	248.88
242502204	06/25/2025	DAVIDSMEYER, BARBARA	ISBE DIRECTORS CONFERENCE MILEAGE	291.20
			Totals for 242502204	540.08
242502205	06/25/2025	DEBORD, AMANDA	MILEAGE REIMBURSEMENT FOR AUG-MAY 2025	155.54
			Totals for 242502205	155.54
242502206	06/25/2025	DEMCO	TRAPEZOID TABLES FOR NORTH	1,198.41
			Totals for 242502206	1,198.41
242502207	06/25/2025	DILLARD, JILL	EVALUATOR TRAINING FOR PRINCIPALS -IPA MILEAGE	106.40
242502207	06/25/2025	DILLARD, JILL	REIMBURSEMENT FOR PIZZA FOR CLC STUDENTS LAST DAY	105.17
242502207	06/25/2025	DILLARD, JILL	UNDERSTAND MY BRAIN TO UNDERSTAND-MILEAGE	110.60
			Totals for 242502207	322.17
242502208	06/25/2025	DISCOUNT SCHOOL SUPP	EY TEACHER MATERIALS	1,067.47
			Totals for 242502208	1,067.47
242502209	06/25/2025	DUTCH HOLLOW SUPPLIE	PAYING REST OF PO, CUSTODIAL SUPPLIES-SKIN CLEANSER	286.85
242502209	06/25/2025	DUTCH HOLLOW SUPPLIE	JHS SUMMER SUPPLIES	1,721.10
			Totals for 242502209	2,007.95
242502210	06/25/2025	ECHO ELECTRIC	CAND MH LMAP FOR JHS	79.72
242502210	06/25/2025	ECHO ELECTRIC	LITH LIN FOR JMS	95.14
242502210	06/25/2025	ECHO ELECTRIC	RAB VAN FOR JHS	187.88
			Totals for 242502210	362.74
242502211	06/25/2025	EDMENTUM, INC	CROSSROADS APEX LICENSES	1,722.00
			Totals for 242502211	1,722.00
242502212	06/25/2025	ENGLISH III, DON	MILEAGE REIMBURSEMENT FOR FEB-APRIL 2025 BLESSING HOSPITAL TRIPS FOR STUDENTS	340.62
			Totals for 242502212	340.62
242502213	06/25/2025	FANSHIER, ABBY	MILEAGE REIMBURSEMENT FOR JUNE 2025	27.02
242502213	06/25/2025	FANSHIER, ABBY	MILEAGE REIMBURSEMENT FOR MAY 2025	90.72
242502213	06/25/2025	FANSHIER, ABBY	PARENT EDUCATOR CELL PHONE	50.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			REIMBURSMENT 2024-25 PER CONTRACT-MAY 2025	
			Totals for 242502213	167.74
242502214	06/25/2025	FARMER, STACY	MILEAGE REIMBURSEMENT FOR MAY 2025	36.40
			Totals for 242502214	36.40
242502215	06/25/2025	FILTER SERVICE OF ST	Filters	2,610.03
			Totals for 242502215	2,610.03
242502216	06/25/2025	FOLKER, SHANNON	REIMBURSEMENT FOR UKERU TRAINING MILEAGE AND MEALS	112.41
			Totals for 242502216	112.41
242502217	06/25/2025	FORTAE, AMY	REIMBURSEMENT FOR UKERU RECERTIFICATION MILEAGE	100.94
			Totals for 242502217	100.94
242502218	06/25/2025	FRISBIE, ELIZABETH	CONSULTATION TO PREVENTION INITIATIVE 0-3 (PI) PROGRAM JUNE 2025	968.75
242502218	06/25/2025	FRISBIE, ELIZABETH	Mental Health Consultation May 2025	1,406.25
			Totals for 242502218	2,375.00
242502219	06/25/2025	FRONTLINE TECHNOLOGI	ABSENCE AND SUBSTITUTE MANAGEMENT, UNLIMINTED USAGE FOR INTERNAL EMPLOYEES	12,830.29
242502219	06/25/2025	FRONTLINE TECHNOLOGI	APPLICANT TRACKING, UNLIMITED USAGE FOR INTERNAL EMPLOYEES	5,459.55
			Totals for 242502219	18,289.84
242502220	06/25/2025	GOOD-DEAL, CHRISTINE	INTERPRETING SERVICES FOR 5/16/25-5/19/25	260.00
			Totals for 242502220	260.00
242502221	06/25/2025	GOPHER	RECESS BALL PACK FOR WASHINGTON	682.86
			Totals for 242502221	682.86
242502222	06/25/2025	GORDON FOOD SERVICE	105660014-STATEMENT DATE 6/1/25-9022028944/841341942/841342129/9022300448/9022563253/841343025	2,731.53
			Totals for 242502222	2,731.53
242502223	06/25/2025	GRACE, ROSEMARY	MILEAGE REIMBURSEMENT FOR MAY 2025	47.03
242502223	06/25/2025	GRACE, ROSEMARY	PARENT EDUCATOR CELL PHONE REIMBURSMENT 2024-25 PER CONTRACT-MAY AND JUNE 2025	100.00
242502223	06/25/2025	GRACE, ROSEMARY	MILEAGE REIMBURSEMENT FOR JUNE 2025	17.55
			Totals for 242502223	164.58
242502224	06/25/2025	GRAHAM & HYDE ARCHIT	DOOR REPLACEMENT/SECURITY FILM INSTALLATION JACKSONVILLE HIGH SCHOOL-PROFESSIONAL SERVICES THROUGH 4/30/25	1,913.16
242502224	06/25/2025	GRAHAM & HYDE ARCHIT	NEW MURRAYVILLE-WOODSON ELEMENTARY SCHOOL PROFESSIONAL SERVICES THROUGH APRIL 30, 2025	59,157.64
			Totals for 242502224	61,070.80
242502225	06/25/2025	GRAINGER	INSERT BEARING	23.60

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
242502225	06/25/2025	GRAINGER	PIPE EXTRACTOR FOR SHOP	86.41
			Totals for 242502225	110.01
242502226	06/25/2025	HAMILTON, ELIZABETH	MILEAGE REIMBURSEMENT FOR MEETING. M/W TO WASHINGTON MAY 2025	7.77
			Totals for 242502226	7.77
242502227	06/25/2025	HANNANT, SHELLY	PARENT EDUCATOR CELL PHONE REIMBURSMENT 2024-25 PER CONTRACT-APRIL 2025	50.00
			Totals for 242502227	50.00
242502228	06/25/2025	HELMICH, CAREN	MILEAGE REIMBURSEMENT FOR JAN-JUNE 2025	214.06
			Totals for 242502228	214.06
242502229	06/25/2025	HENRY'S SERV CENTER	ELECTRIC STARTER FOR JHS	276.31
242502229	06/25/2025	HENRY'S SERV CENTER	SPACER, SPINDLE FOR SHOP	19.20
242502229	06/25/2025	HENRY'S SERV CENTER	WASHER, HEX NUT, SPACER FOR JHS	34.41
242502229	06/25/2025	HENRY'S SERV CENTER	JHS HHCS	38.94
242502229	06/25/2025	HENRY'S SERV CENTER	SPINDLE ASSY FOR SHOP	281.36
242502229	06/25/2025	HENRY'S SERV CENTER	BELT DECK DRIVE	30.50
242502229	06/25/2025	HENRY'S SERV CENTER	REPAIR INVOICE FOR TURF TIGER-CHECK HYDRO LEAK LEFT SIDE REAR AND UNIT CUTS OUT AND MISSES UNTIL IT WARMS UP	648.81
242502229	06/25/2025	HENRY'S SERV CENTER	CUTTER BLADE, HHCS, HEX NUT	122.73
			Totals for 242502229	1,452.26
242502230	06/25/2025	HILER, JOYCE	REIMBURSEMENT FOR OVEN CLEANER	69.67
			Totals for 242502230	69.67
242502231	06/25/2025	HOPE SCHOOL	RATE ADJUSTMENTS FOR 2024-2025	2,964.67
242502231	06/25/2025	HOPE SCHOOL	RATE ADJUSTMENTS FOR 2024-2025	3,109.27
242502231	06/25/2025	HOPE SCHOOL	RATE ADJUSTMENTS FOR 2024-2025	3,516.60
242502231	06/25/2025	HOPE SCHOOL	RATE ADJUSTMENTS FOR 2024-2025	2,964.67
			Totals for 242502231	12,555.21
242502232	06/25/2025	HOWARD, JESSICA	TUITION AGREEMENT FOR SUPPORT STAFF SEEKING ELL OR LBS1 ENDORSEMENT	3,158.41
			Totals for 242502232	3,158.41
242502233	06/25/2025	HOWELL, AMANDA	REIMBURSEMENT FOR UKERU TRAINING-MILEAGE AND MEALS	132.99
			Totals for 242502233	132.99
242502234	06/25/2025	ILMO PRODUCTS COMPAN	JHS MAINT. AND BUS GARAGE	44.22
242502234	06/25/2025	ILMO PRODUCTS COMPAN	JHS METAL SHOP CLASS	12.50
242502234	06/25/2025	ILMO PRODUCTS COMPAN	JHS AUTO SHOP CLASS	17.10
			Totals for 242502234	73.82
242502235	06/25/2025	IRC, INC	ROCK FOR SHOP	608.31
			Totals for 242502235	608.31
242502236	06/25/2025	ISCORP	ISCORP HOSTING FOR SKYWARD STUDENT AND FINANCE	4,142.00
			Totals for 242502236	4,142.00
242502237	06/25/2025	JONES SCHOOL SUPPLY	WASHINGTON TITLE MATERIAL	370.97
			Totals for 242502237	370.97

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
242502238	06/25/2025	KOHL WHOLESALE	JACKSONVILLE PUBLIC SCHOOLS JHS INVOICE #'S:1276620/1278469/1278994/1283574/1285383/1286010/1290594/12942480/1293397/1296909/1301007/1302501	47,150.86
242502238	06/25/2025	KOHL WHOLESALE	CHIPS, CHEESE SAUCE, UNCRUSTABLES, BANANA BREAD, BAGELS	649.27
			Totals for 242502238	47,800.13
242502239	06/25/2025	KONE, INC.	WASHINGTON PASSENGER ELEVATOR LABOR	600.00
			Totals for 242502239	600.00
242502240	06/25/2025	LAKESHORE LEARNING M	TITLE SUPPLIES FOR SOUTH	80.44
242502240	06/25/2025	LAKESHORE LEARNING M	LINCOLN TITLE MATERIAL	214.46
242502240	06/25/2025	LAKESHORE LEARNING M	TITLE MATERIAL	379.94
			Totals for 242502240	674.84
242502241	06/25/2025	LANSAW, CHRISTINE	INTERPRETING SERVICES FOR MARCH 18, 2025 AND MILEAGE	154.80
242502241	06/25/2025	LANSAW, CHRISTINE	INTERPRETING SERVICES FOR MAY 21,2025 AND MILEAGE	154.80
			Totals for 242502241	309.60
242502242	06/25/2025	LAW, JENNA	MILEAGE REIMBURSEMENT FOR TAKING DEPOSITS MAY 2025 PER BOARD POLICY	23.49
			Totals for 242502242	23.49
242502243	06/25/2025	LEIFHEIT, RENEE	REIMBURSEMENT FOR JHS TPT RL CURRICULUM	68.12
			Totals for 242502243	68.12
242502244	06/25/2025	LEWIS, KYLE	TEACHERS PAY TEACHERS KL CURRICULUM	98.50
			Totals for 242502244	98.50
242502245	06/25/2025	LITERACY RESOURCES,	DECODABLES FOR LINCOLN	402.08
			Totals for 242502245	402.08
242502246	06/25/2025	MIDWEST TRANSIT EQUI	BASE, MOUNT FOR BUS	110.57
242502246	06/25/2025	MIDWEST TRANSIT EQUI	SWTICH, BUTTON, BUS BODY, GLASS, SIDE WINDOW, TINTED	199.54
242502246	06/25/2025	MIDWEST TRANSIT EQUI	FOAM BACK FOR BUS	279.85
242502246	06/25/2025	MIDWEST TRANSIT EQUI	LAMP, RED WARNING AND AMBER	242.66
242502246	06/25/2025	MIDWEST TRANSIT EQUI	IDLER, DT DUAL COMPRESSOR FOR BUS	283.26
242502246	06/25/2025	MIDWEST TRANSIT EQUI	GLASS, SIDE WINDOW TINTED	165.09
242502246	06/25/2025	MIDWEST TRANSIT EQUI	BRIDGE SWITCH AND IDLER COMPRESSOR FOR BUS	183.54
			Totals for 242502246	1,464.51
242502247	06/25/2025	MIDWEST TRUCKERS ASS	DRUG TESTING FOR APRIL 2025	172.00
			Totals for 242502247	172.00
242502248	06/25/2025	MILLER,TRACY,BRAUN,F	PROFESSIONAL SERVICES FOR MAY 2025	708.75
			Totals for 242502248	708.75
242502249	06/25/2025	MJ KELLNER CO	JHS FOOD:553329/553903/555803/557733-0/557733-1/558912/560705	6,416.30
			Totals for 242502249	6,416.30
242502250	06/25/2025	MOY, DOUG	STATE BOYS TENNIS HOTEL REIMBURSEMENT	690.90

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Totals for 242502250	690.90
242502251	06/25/2025	NEURONET LEARNING LL	NEURONET STEP STOOLS	600.00
242502251	06/25/2025	NEURONET LEARNING LL	NEURONET FOR ALL KINDERGARTEN FOR 2025-26 AND 2026-27	11,381.00
			Totals for 242502251	11,981.00
242502252	06/25/2025	PARIENTI, MAX	INTERPRETING SERVICES AND MILEAGE FOR 5/22/25	91.80
242502252	06/25/2025	PARIENTI, MAX	INTERPRETING SERVICES FOR 5/28/25 AND MILEAGE	91.80
			Totals for 242502252	183.60
242502253	06/25/2025	PERMA-BOUND	Perma Bound North Library Fee Replacement Books	47.22
242502253	06/25/2025	PERMA-BOUND	Perma Bound JMS Library Fee Replacement Books	91.93
242502253	06/25/2025	PERMA-BOUND	Perma Bound JHS Library Fee Replacement Books	63.88
242502253	06/25/2025	PERMA-BOUND	Perma Bound Lincoln Library Fee Replacement Books	15.01
242502253	06/25/2025	PERMA-BOUND	Perma Bound Murrayville Woodson Library Fee Replacement Books	40.74
242502253	06/25/2025	PERMA-BOUND	Perma Bound Eisenhower Library Fee Replacement Books	149.80
242502253	06/25/2025	PERMA-BOUND	Perma Bound South Library Fee Replacement Books	121.22
242502253	06/25/2025	PERMA-BOUND	Perma Bound Washington Library Fee Replacement Books	31.68
			Totals for 242502253	561.48
242502254	06/25/2025	PITCHFORD, CLAUDIA	MILEAGE REIMBURSEMENT FOR JAN-MAY 2025	29.26
			Totals for 242502254	29.26
242502255	06/25/2025	PRAIRIELAND FS, INC	BUS FUEL FOR MAY 2025-10217601/10217641/10217676/10217706/11335417	15,561.18
			Totals for 242502255	15,561.18
242502256	06/25/2025	PRODUCTION XPRESS	EISENHOWER YOU SHOULD BE PROUD CARDS AND MAKE IT COUNT POSTERS	61.00
			Totals for 242502256	61.00
242502257	06/25/2025	RAMMELKAMP BRADNEY A	FOR LEGAL SERVICES RENDERED THROUGH 5/31/25	1,109.50
242502257	06/25/2025	RAMMELKAMP BRADNEY A	FOR LEGAL SERVICES RENDERED THROUGH 5/31/25	100.00
			Totals for 242502257	1,209.50
242502258	06/25/2025	REALLY GOOD STUFF, L	LINCOLN TITLE MATERIAL	167.19
242502258	06/25/2025	REALLY GOOD STUFF, L	M-W TITLE MATERIAL	639.93
			Totals for 242502258	807.12
242502259	06/25/2025	REALLY GREAT READING	WASHINGTON TITLE SUPPLIES	1,562.00
			Totals for 242502259	1,562.00
242502260	06/25/2025	REDEYE NETWORK SOLUT	CONTRACTUAL FIREWALL REBOOT	256.25
			Totals for 242502260	256.25
242502261	06/25/2025	REXX BATTERY SPECIAL	DEEP CYCLE BATTERY FOR EISENHOWER	88.96
			Totals for 242502261	88.96
242502262	06/25/2025	RID-ALL PEST CONTROL	MONTHLY SERVICE TO SCHOOLS	985.00
			Totals for 242502262	985.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
242502263	06/25/2025	ROCHESTER 100 INC	FOLDERS FOR WASHINGTON	320.00
242502263	06/25/2025	ROCHESTER 100 INC	SOUTH TITLE MATERIAL	544.00
			Totals for 242502263	864.00
242502264	06/25/2025	ROE	FY25 SBD REFRESHER CLASS ON 6/17/25	280.00
			Totals for 242502264	280.00
242502265	06/25/2025	RUETER, ALAINA	MILEAGE REIMBURSEMENT FOR JUNE 2025	20.30
242502265	06/25/2025	RUETER, ALAINA	MILEAGE REIMBURSEMENT FOR MAY 2025	49.78
242502265	06/25/2025	RUETER, ALAINA	PARENT EDUCATOR CELL PHONE REIMBURSMENT 2024-25 PER CONTRACT-MAY AND JUNE 2025	100.00
			Totals for 242502265	170.08
242502266	06/25/2025	SCHONE, OLIVIA	INTERPRETING SERVICES FOR 4/23-5/5-5/7-5/19, 2025	520.00
			Totals for 242502266	520.00
242502267	06/25/2025	SCHOOL NURSE SUPPLY	Nurse Supplies	247.67
242502267	06/25/2025	SCHOOL NURSE SUPPLY	Nurse supplies	377.74
242502267	06/25/2025	SCHOOL NURSE SUPPLY	NURSE SUPPLY ORDER	239.00
			Totals for 242502267	864.41
242502268	06/25/2025	SENERGY TECHNOLOGIES	EARLY YEARS-DOOR MALFUNCTION	714.30
			Totals for 242502268	714.30
242502269	06/25/2025	SHI INTERNATIONAL CO	Replacement for defunct color printer in Eisenhower workroom	178.00
242502269	06/25/2025	SHI INTERNATIONAL CO	GoGuardian Renewal for the 25-26 School Year	45,450.00
			Totals for 242502269	45,628.00
242502270	06/25/2025	SPECIAL EDUCATION SE	INTENSIVE TUITION FOR THE MONTH OF MAY 2025	14,621.04
242502270	06/25/2025	SPECIAL EDUCATION SE	SPECIAL EDUCATION TUITION FOR THE MONTH OF JUNE 2025	1,241.46
242502270	06/25/2025	SPECIAL EDUCATION SE	INTENSIVE TUITION FOR THE MONTH OF MAY 2025	2,896.74
242502270	06/25/2025	SPECIAL EDUCATION SE	INTENSIVE TUITION FOR THE MONTH OF MARCH 2025	12,184.20
			Totals for 242502270	30,943.44
242502271	06/25/2025	SPECIAL EDUCATION SY	INTENSIVE TRANSPORTATION FOR THE MONTH OF MARCH 2025	2,616.90
242502271	06/25/2025	SPECIAL EDUCATION SY	INTENSIVE TRANSPORTATION FOR THE MONTH OF MAY 2025	3,151.08
			Totals for 242502271	5,767.98
242502272	06/25/2025	SPRINGFIELD PEPSI-CO	INVOICE#'S:297094/297861/29862 7 -JKSV HIGH SCHOOL CAFE	1,719.45
242502272	06/25/2025	SPRINGFIELD PEPSI-CO	INVOICE#'S:297433-JKSV HIGH SCHOOL CAFE	140.00
			Totals for 242502272	1,859.45
242502273	06/25/2025	STEELMAN, MARY	PARENT EDUCATOR CELL PHONE REIMBURSMENT 2024-25 PER CONTRACT-MAY AND JUNE 2025	100.00
242502273	06/25/2025	STEELMAN, MARY	MILEAGE REIMBURSEMENT FOR JUNE 2025	23.80
242502273	06/25/2025	STEELMAN, MARY	MILEAGE REIMBURSEMENT FOR MAY 2025	20.16
			Totals for 242502273	143.96

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
242502274	06/25/2025	STEWART, BRAXTON	MILEAGE TO AND FROM QUINCY BLESSING HOSPITAL FOR STUDENT SAFE SCHOOL RE-ENTRY MEETING	108.08
			Totals for 242502274	108.08
242502275	06/25/2025	STICE, TAMI	REIMBURSEMENT FOR MILEAGE TO WORKSHOP AT JOHN WOOD EDUCATION CENTER	53.20
			Totals for 242502275	53.20
242502276	06/25/2025	SUTTON, LESLIE	Reimbursement - Walmart Order	66.95
242502276	06/25/2025	SUTTON, LESLIE	Reimbursement for Gimkit subscriptions	29.98
			Totals for 242502276	96.93
242502277	06/25/2025	THE SOURCE	JHS STAGE LIGHTING BID	59.00
			Totals for 242502277	59.00
242502278	06/25/2025	THOMPSON ELECTRONICS	SOUTH NO TEST RECEIVED NOTIFICATION	210.00
			Totals for 242502278	210.00
242502279	06/25/2025	TIMBERLINE BILLING S	MEDICAID CHECK FOR DEC 2024	1,843.93
			Totals for 242502279	1,843.93
242502280	06/25/2025	TNTP	COACHING FOR LINCOLN	59,498.00
			Totals for 242502280	59,498.00
242502281	06/25/2025	TOM DAY BUSINESS MAC	CONTRACT BASE RATE CHARGE FOR BILLING PERIOD 6/2/25-6/1/26	240.00
			Totals for 242502281	240.00
242502282	06/25/2025	TRUCK CENTERS, INC	FUEL FILTER, FUEL FILTER CARTRIDGE, AIR PRIMARY POWERCORE	611.02
242502282	06/25/2025	TRUCK CENTERS, INC	AIR PRIMARY, POWERCORE	427.65
242502282	06/25/2025	TRUCK CENTERS, INC	PACKAGE, LUBRICATION FILTER, FILTER, FUEL/WATER SEPARATOR SPIN ON, LUBE FILTER, FUEL FILTER CARTRIDGE FOR BUS	506.69
			Totals for 242502282	1,545.36
242502283	06/25/2025	UNITED CHEVROLET	OIL CHANGE FOR DRIVERS ED CAR	64.50
			Totals for 242502283	64.50
242502284	06/25/2025	VANAKEN, DAVID	MILEAGE REIMBURSEMENT FOR JAN-JUNE 2025	457.10
			Totals for 242502284	457.10
242502285	06/25/2025	VANBEBBER, ADRIENNE	REIMBURSEMENT FOR UKERU TRAINING-MEALS	13.00
242502285	06/25/2025	VANBEBBER, ADRIENNE	MILEAGE REIMBURSEMENT FOR TRIP TO QUINCY TO BLESSING HOSPITAL FOR STUDENT	110.46
			Totals for 242502285	123.46
242502286	06/25/2025	VINCENT, TAMARA	REIMBURSEMENT FOR SENDING OUT MAIL FOR LINCOLN	9.68
			Totals for 242502286	9.68
242502287	06/25/2025	WATTS COPY SYSTEM	COPIER CONTRACT BASE RATE CAHRGE FOR 6/1-6/30/2025	2,273.00
242502287	06/25/2025	WATTS COPY SYSTEM	CONTRACT BASE RATE CHARGE FOR EISENHOWER 6/1/25-6/30/2025	68.00
			Totals for 242502287	2,341.00
242502288	06/25/2025	WEBB, RICHARD	PARENT EDUCATOR CELL PHONE REIMBURSMENT 2024-25 PER CONTRACT-MAY 2025	50.00
			Totals for 242502288	50.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
242502289	06/25/2025	WERRIES, DAWN	MILEAGE REIMBURSEMENT FOR	111.35
			Totals for 242502289	111.35
242502290	06/25/2025	WHITE, MILDRED	MILEAGE REIMBURSEMENT FOR TAKING DEPOSITS MAY 2025 PER BOARD POLICY	23.49
			Totals for 242502290	23.49
242502291	06/25/2025	WILLIAMS, JENNIFER	PARENT EDUCATOR CELL PHONE REIMBURSMENT 2024-25 PER CONTRACT-MAY AND JUNE 2025	100.00
242502291	06/25/2025	WILLIAMS, JENNIFER	MILEAGE REIMBURSEMENT FOR MAY 2025	65.80
242502291	06/25/2025	WILLIAMS, JENNIFER	MILEAGE REIMBURSEMENT FOR JUNE 2025	25.90
			Totals for 242502291	191.70
242502292	06/25/2025	WRIGHT, KAYLA	PARENT EDUCATOR CELL PHONE REIMBURSMENT 2024-25 PER CONTRACT-MAY 2025	50.00
242502292	06/25/2025	WRIGHT, KAYLA	MILEAGE REIMBURSEMENT FOR MAY 2025	67.20
			Totals for 242502292	117.20
			Totals for checks	3,212,396.03

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATION	1,990,037.21	367.48	456,372.08	2,446,776.77
20	OPERATIONS & MAINTENANCE	101,229.79	0.00	99,483.50	200,713.29
40	TRANSPORTATION	73,711.42	0.00	48,084.88	121,796.30
50	MUNICIPAL RETIREMENT	163,670.97	0.00	0.00	163,670.97
60	CAPITAL PROJECT	0.00	0.00	59,157.64	59,157.64
90	FIRE PREVENTION & SAFETY	0.00	0.00	220,281.06	220,281.06
*** Fund Summary Totals ***		2,328,649.39	367.48	883,379.16	3,212,396.03

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