

## Regular Meeting

Monday, April 20, 2015 6:00 PM

Central 301 District Office, 275 South St, P.O. Box 396, Burlington, IL 60109

### 1. Meeting Call to Order

1.A. Roll Call

1.B. Approve Agenda

### 2. Pledge of Allegiance

### 3. PUBLIC OPEN FORUM

3.A. Recognition of Visitors

3.B. Public Comment

3.C. Correspondence and Recognition

3.D. Presentation: Staff Development to Support 1:1  
Computing

### 4. ACTION REPORTS

4.A. Consent Agenda

4.B. Treasurer's Reports

4.C. Approve 2015-2016 School Calendar Revision

4.D. Approve Prairie View Grade School Air-  
Conditioning Bid

4.E. Approve Central Middle School Roof Replacement  
Bid

4.F. Approve Purchase of Wireless Network

### 5. INFORMATION REPORTS

5.A. Committee Reports

5.B. Elementary Student/Parent Handbook Changes

5.C. Middle School Student/Parent Handbook Changes

5.D. High School Student/Parent Handbook Changes

5.E. Policy 5:185 FMLA

5.F. Job Description -- ELL District Facilitator

5.G. FFA Farm Plot Request

5.H. Pingree Grove Fire Department Training at  
Central's Rohrson Road Property

5.I. ELA Textbook

5.J. High School Schedule 2016 - 2017

5.K. On-Line Blended Learning

5.L. Driver Education Car Replacement Rotation

5.M. National Investigations

5.N. Enrollment Update

6. **FREEDOM OF INFORMATION ACT (FOIA)**

7. **EXECUTIVE SESSION**

*"The appointment, employment, resignation, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing a testimony on a complaint lodged against an employee or against the legal counsel for the District to determine its validity [5 ILCS 120/2(c) (1)]. "Collective negotiating matters between the public body and its employees or their representatives, or deliberation concerning the salary schedules for one or more classes of employees. "[5 ILCS 120/2 (2) (2)]. 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 when entered into the minutes of the closed meeting. [5 ILCS 120/2(c) (11)].*

7.A. Open Session

7.B. Approve Personnel Report

8. **BOARD OPEN FORUM**

9. **ADJOURNMENT**

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
A CREW OF PATCHES TH	1000863	CHS Field Trip Romeo & Juliet	10E002 1130 3900 00 000000 0000	2,000.00
Totals for A CREW OF PATCHES THEATRE COM				2,000.00
A DISCOUNT T	20151893	Choir t-shirts	10E004 1110 4900 00 000000 0000	28.00
A DISCOUNT T	20151886	Choir t-shirts	10E004 1110 4900 00 000000 0000	357.00
A DISCOUNT T	20151890	Choir T-Shirts	10E005 1110 4900 00 000000 0000	108.00
Totals for A DISCOUNT T				493.00
A-1 REPAIR, INC	76131	Parts for Air Compressor	20E001 2540 4120 00 000000 0000	67.98
Totals for A-1 REPAIR, INC				67.98
ACADEMIC THERAPY PUB	199993	Protocols	10E001 2150 4100 00 000000 0000	88.00
Totals for ACADEMIC THERAPY PUBLICATIONS				88.00
AETNA PLYWOOD, INC	975639	Wood for Woodshop	10E002 1400 4100 10 000000 0000	3,573.40
Totals for AETNA PLYWOOD, INC				3,573.40
AFFORDABLE PARTY TEN	150303	Table and chair rental for Bingo	10E010 2410 4100 00 000000 0000	820.00
Totals for AFFORDABLE PARTY TENT RENTALS				820.00
AGUINAGA, JACOB	March 2015	Mileage reimb	10E001 2660 3320 00 000000 0000	191.19
Totals for AGUINAGA, JACOB				191.19
ALEXANDER LEIGH CENT	1240	Monthly tuition Credit	10E001 1912 6700 00 000000 0000	-1,762.20
ALEXANDER LEIGH CENT	1211	Monthly tuition	10E001 1912 6700 00 000000 0000	25,599.00
Totals for ALEXANDER LEIGH CENTER FOR AU				23,836.80
ALPHA BAKING COMPANY	1502600750	Bread	10E008 2560 4100 00 000000 0000	45.67
ALPHA BAKING COMPANY	1500380610	Bread	10E004 2560 4100 00 000000 0000	70.60
ALPHA BAKING COMPANY	1500380680	Bread	10E002 2560 4100 00 000000 0000	187.42
ALPHA BAKING COMPANY	1502600680	Bread	10E011 2560 4100 00 000000 0000	16.34
ALPHA BAKING COMPANY	1500380750	Bread	10E002 2560 4100 00 000000 0000	132.18
ALPHA BAKING COMPANY	1502600710	Bread	10E011 2560 4100 00 000000 0000	91.59
ALPHA BAKING COMPANY	1502670710	Bread	10E005 2560 4100 00 000000 0000	42.92
ALPHA BAKING COMPANY	1500380750	Bread	10E004 2560 4100 00 000000 0000	25.35
ALPHA BAKING COMPANY	1502600750	Bread	10E010 2560 4100 00 000000 0000	54.50
ALPHA BAKING COMPANY	1500380680	Bread	10E003 2560 4100 00 000000 0000	47.69
ALPHA BAKING COMPANY	1500380750	Bread	10E003 2560 4100 00 000000 0000	52.80
ALPHA BAKING COMPANY	1500380820	Bread	10E003 2560 4100 00 000000 0000	42.83
ALPHA BAKING COMPANY	1500380820	Bread	10E002 2560 4100 00 000000 0000	205.82
ALPHA BAKING COMPANY	1502600820	Bread	10E010 2560 4100 00 000000 0000	109.00
ALPHA BAKING COMPANY	1502600820	Bread	10E008 2560 4100 00 000000 0000	102.08
ALPHA BAKING COMPANY	1502600820	Bread	10E011 2560 4100 00 000000 0000	55.78
ALPHA BAKING COMPANY	1502600780	Bread	10E011 2560 4100 00 000000 0000	44.98
ALPHA BAKING COMPANY	1500380820	Bread	10E004 2560 4100 00 000000 0000	94.40
ALPHA BAKING COMPANY	1502600400	Bread	10E011 2560 4100 00 000000 0000	50.71
ALPHA BAKING COMPANY	1502600400	Bread	10E008 2560 4100 00 000000 0000	114.15
ALPHA BAKING COMPANY	1502600960	Bread	10E011 2560 4100 00 000000 0000	16.90
ALPHA BAKING COMPANY	1500380960	Bread	10E002 2560 4100 00 000000 0000	104.34
ALPHA BAKING COMPANY	1502600850	Bread	10E011 2560 4100 00 000000 0000	77.78
ALPHA BAKING COMPANY	1502600960	Bread	10E010 2560 4100 00 000000 0000	60.12
ALPHA BAKING COMPANY	1500381030	Bread	10E002 2560 4100 00 000000 0000	138.95
ALPHA BAKING COMPANY	1500380960	Bread	10E004 2560 4100 00 000000 0000	81.13
Totals for ALPHA BAKING COMPANY				2,066.03

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AMAZON.COM	9756611216	Classroom supplies	10E011 1205 4100 00 000000 0000	58.54
AMAZON.COM	9110419865	Postage ink	10E002 2410 3190 00 000000 0000	53.90
AMAZON.COM	2314218013	Two issues of Number Talks	10E008 2410 4900 00 000000 0000	107.38
AMAZON.COM	1284722324	Staff resources	10E010 2410 4100 00 000000 0000	38.77
AMAZON.COM	5945285395	iPad case	10E010 2410 4100 00 000000 0000	36.95
AMAZON.COM	7082919176	PE supplies	10E004 2410 4900 00 000000 0000	43.63
AMAZON.COM	1980202162	Special Ed Language for Learning	10E004 1110 4200 00 000000 0000	91.96
AMAZON.COM	1524433429	Special Ed Language for Learning	10E004 1110 4200 00 000000 0000	4.00
AMAZON.COM	1926794854	Special Ed Language for Learning	10E004 1110 4200 00 000000 0000	83.82
AMAZON.COM	2775690780	iPad case	10E008 1110 4100 00 000000 0000	10.59
AMAZON.COM	2069065111	Surge Protectors	10E011 2410 4100 00 000000 0000	145.55
AMAZON.COM	1208983648	Math supplies	10E011 1120 4200 00 000000 0000	44.38
AMAZON.COM	5991955542	Math supplies	10E011 1120 4200 00 000000 0000	27.82
AMAZON.COM	2121403532	Math supplies	10E011 1120 4200 00 000000 0000	33.98
AMAZON.COM	2017786045	Math supplies	10E011 1120 4200 00 000000 0000	33.94
AMAZON.COM	1671076946	Math supplies	10E011 1120 4100 00 000000 0000	73.44
AMAZON.COM	1671068262	Math supplies	10E011 1120 4100 00 000000 0000	17.28
AMAZON.COM	1671068262	Math supplies	10E011 1120 4200 00 000000 0000	92.58
AMAZON.COM	2714904661	Classroom supplies	10E002 1130 4100 00 000000 0000	46.99
AMAZON.COM	2468132885	Book	10E001 2520 4100 00 000000 0000	32.04
AMAZON.COM	2309927598	Cordless Drill/Driver Kit/Planer	10E002 1130 4100 00 322000 0000	425.49
AMAZON.COM	2309927598	Cordless Drill/Driver Kit/Planer	10E002 1130 5400 00 322000 0000	4,794.54
			Totals for AMAZON.COM	6,297.57
AMERICAN TIME & SIGN	742432	Replacement Clocks	20E001 2540 4110 00 000000 0000	652.43
			Totals for AMERICAN TIME & SIGNAL CO	652.43
AMSAN, LLC	332293166	HBT Custodial Supplies	20E001 2540 4100 00 000000 0000	110.16
AMSAN, LLC	331373977	CMS Custodial Supplies	20E001 2540 4100 00 000000 0000	79.00
AMSAN, LLC	331717769	LL Custodial Supplies	20E001 2540 4100 00 000000 0000	432.16
AMSAN, LLC	331826925	HBT Custodial Supplies	20E001 2540 4100 00 000000 0000	31.00
AMSAN, LLC	331942086	HBT Credit Custodial Supplies	20E001 2540 4100 00 000000 0000	-40.40
AMSAN, LLC	331494971	PV Custodial Supplies	20E001 2540 4100 00 000000 0000	45.30
AMSAN, LLC	331826917	CT Custodial Supplies	20E001 2540 4100 00 000000 0000	42.90
AMSAN, LLC	331605865	CMS Custodial Supplies	20E001 2540 4100 00 000000 0000	641.03
			Totals for AMSAN, LLC	1,341.15
AMSTERDAM PRINTING A	4236188	Calendar Inserts	10E003 2410 4100 00 000000 0000	12.61
AMSTERDAM PRINTING A	4236188	Calendar Inserts	10E011 2410 4100 00 000000 0000	61.65
			Totals for AMSTERDAM PRINTING AND LITHO	74.26
APPERSON	ARI046149	Scantron sheets	10E011 1120 4100 00 000000 0000	353.24
			Totals for APPPERSON	353.24
APPLE INC	4331239106	ELL iPad Air	10E001 1100 5400 00 490900 0000	2,145.00
			Totals for APPLE INC	2,145.00
AUTO TRUCK GROUP	1288884	Grounds Supplies for Equipment	20E001 2540 4120 00 000000 0000	101.02
AUTO TRUCK GROUP	1285724	Grounds Supplies for Equipment	20E001 2540 4120 00 000000 0000	639.59

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for AUTO TRUCK GROUP	740.61
B & H PHOTOS	94054058	Band shelf	10E011 1120 4100 00 000000 0000	38.00
B & H PHOTOS	93750368	Vocal - wall mount	10E011 1120 4100 00 000000 0000	38.00
B & H PHOTOS	94835888	Keyboarding headsets	10E002 1130 4100 00 000000 0000	294.00
			Totals for B & H PHOTOS	370.00
BAKER, KATY	March 11	PKMS reimb for Math supplies	10E011 1120 4100 00 000000 0000	53.10
			Totals for BAKER, KATY	53.10
BATTERIES PLUS	280-297897	Emergency Light Batteries	20E001 2540 4110 00 000000 0000	47.90
BATTERIES PLUS	280-298535	Maintenance Supplies	20E001 2540 4110 00 000000 0000	155.40
			Totals for BATTERIES PLUS	203.30
BAUMGARTNER, MELISSA	Certificat	Vision/Hearing Recertification	10E001 2210 3190 00 462000 0000	60.00
			Totals for BAUMGARTNER, MELISSA	60.00
BECKERS SCHOOL SUPPL	1292141-IN	Classroom supplies	10E001 1225 4100 00 000000 0000	133.77
			Totals for BECKERS SCHOOL SUPPLY	133.77
BERGLUND, LISA	March 6	ASCD Kindergartion conference	10E008 2210 6400 00 000000 0000	157.29
			Totals for BERGLUND, LISA	157.29
BIG SIGNS.COM INC	C0024212	Athletics Girls Basketball Banner	10E011 1500 4100 00 000000 0000	325.00
			Totals for BIG SIGNS.COM INC	325.00
BLICK ART MATERIALS	4218441	Art Supplies	10E011 1120 4100 00 000000 0000	459.82
BLICK ART MATERIALS	4251938	Art classroom supplies	10E002 1130 4100 00 000000 0000	667.24
BLICK ART MATERIALS	4273195	Art Supplies	10E002 1130 4100 00 000000 0000	192.88
BLICK ART MATERIALS	4332242	Art supplies	10E011 1120 4100 00 000000 0000	58.37
BLICK ART MATERIALS	4296603	Art supplies	10E011 1120 4100 00 000000 0000	575.33
BLICK ART MATERIALS	4332648	DB Finest Art Supplies	10E002 1130 4100 02 000000 0000	10.34
			Totals for BLICK ART MATERIALS	1,963.98
BSN SPORTS, INC	96756646	Central High Staff Wear.	10E002 1500 4900 02 000000 0000	1,736.00
BSN SPORTS, INC	96741049	CHS Athletic Supplies	10E002 1500 4100 00 000000 0000	566.91
BSN SPORTS, INC	96768085	CMS Athletics-Basketball Shooting Shirts	10E003 1500 4110 00 000000 0000	1,138.50
BSN SPORTS, INC	96756649	Central High School Athletic Uniforms	10E002 1500 4110 00 000000 0000	68.00
BSN SPORTS, INC	96776936	Central High School Athletic Uniforms	10E002 1500 4110 00 000000 0000	2,673.00
BSN SPORTS, INC	96793572	Central Athletic Scorebooks	10E002 1500 4100 00 000000 0000	28.96
			Totals for BSN SPORTS, INC	6,211.37
BUCK BROS, INC	4182	Parts for Snowblowers	20E001 2540 4120 00 000000 0000	315.14
BUCK BROS, INC	6465	Grounds Supplies	20E001 2540 4120 00 000000 0000	50.95
BUCK BROS, INC	7099	Grounds Parts	20E001 2540 4120 00 000000 0000	336.75
BUCK BROS, INC	6667	Grounds Parts	20E001 2540 4120 00 000000 0000	10.69
			Totals for BUCK BROS, INC	713.53
BURGESS, KATHERINE	14	Bilingual S/L Evaluation	10E001 2150 3140 00 000000 0000	500.00
BURGESS, KATHERINE	15	Bilingual S/L Evaluation	10E001 2150 3140 00 000000 0000	500.00
			Totals for BURGESS, KATHERINE	1,000.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BURKE, MONICA	Tuition 03	Tuition Reimb EDT 6010 - Integrating Technology Across the Curriculum	10E003 1120 2300 00 000000 0000	300.00
Totals for BURKE, MONICA				300.00
CABLE & WIRELESS TEC	5068	Rackmount Fiber Tray 3 panels	10E001 2660 4100 00 000000 0000	398.25
Totals for CABLE & WIRELESS TECHNOLOGIES				398.25
CALL ONE	1010-7780-	Telephone 3/15/15-4/14/15	20E001 2540 3400 00 000000 0000	2,964.80
CALL ONE	1010-7780-	Telephone	20E001 2540 3400 00 000000 0000	3,048.93
Totals for CALL ONE				6,013.73
CALLOWAY HOUSE INC	3769411	ELL supplies	10E011 1120 4100 00 000000 0000	101.80
Totals for CALLOWAY HOUSE INC				101.80
CAMBRIDGE ELECTRIC I	6875	Installation Pipe, Wire and Breakers PKMS	20E001 2540 3100 00 000000 0000	808.00
Totals for CAMBRIDGE ELECTRIC INC				808.00
CAMPBELL, JENNIFER	March 2015	Mileage reimbursement	10E001 2140 3320 00 000000 0000	14.66
Totals for CAMPBELL, JENNIFER				14.66
CANARY, ELIZABETH	March 5	Conference reimb for A Day at Judson	10E011 2210 6400 00 000000 0000	145.00
Totals for CANARY, ELIZABETH				145.00
CARMEMBER SERVICE	7577 04-15	T. Stirn-admin expenses	40E001 2550 6400 00 000000 0000	120.00
CARMEMBER SERVICE	7577 04-15	T. Stirn-admin expenses	10E001 2320 4100 00 000000 0000	34.80
CARMEMBER SERVICE	7577 04-15	T. Stirn-admin expenses	10E001 2320 4100 00 000000 0000	97.30
CARMEMBER SERVICE	7577 04-15	T. Stirn-admin expenses	10E001 2320 4100 00 000000 0000	185.02
CARMEMBER SERVICE	7577 04-15	T. Stirn-admin expenses	10E001 2320 4100 00 000000 0000	216.50
CARMEMBER SERVICE	7577 04-15	T. Stirn-admin expenses	10E001 2320 4100 00 000000 0000	22.31
CARMEMBER SERVICE	7577 04-15	E. Mongan-curriculum expense	10E001 2320 4100 00 000000 0000	0.00
CARMEMBER SERVICE	7577 04-15	M. Smith-technology supplies	10E001 2660 4100 00 000000 0000	181.45
CARMEMBER SERVICE	7577 04-15	M. Smith-technology supplies	10E001 2660 3320 00 000000 0000	56.00
CARMEMBER SERVICE	7577 04-15	M. Smith-technology supplies	10E001 2660 4100 00 000000 0000	39.96
CARMEMBER SERVICE	7577 04-15	M. Smith-technology supplies	10E001 2660 4100 00 000000 0000	32.14
CARMEMBER SERVICE	7577 04-15	M. Smith-technology supplies	10E001 2660 6400 00 000000 0000	678.60
CARMEMBER SERVICE	7577 04-15	M. Smith-technology supplies	10E001 2660 4100 00 000000 0000	329.00
CARMEMBER SERVICE	7577 04-15	M. Smith-technology supplies	10E001 2660 4100 00 000000 0000	111.54
CARMEMBER SERVICE	7577 04-15	M. Smith-technology supplies	10E001 2660 4100 00 000000 0000	54.74
Totals for CARMEMBER SERVICE				2,159.36
CARDUNAL OFFICE SUPP	570230-0	Central Athletic Office Supplies	10E002 1500 4100 00 000000 0000	108.26
Totals for CARDUNAL OFFICE SUPPLY, INC				108.26
CARQUEST AUTO PARTS	2454-29010	Batteries	40E001 2550 4100 00 000000 0000	236.05
CARQUEST AUTO PARTS	2454-29010	Coupler	40E001 2550 4100 00 000000 0000	48.88
CARQUEST AUTO PARTS	2454-29010	Batteries	40E001 2550 4100 00 000000 0000	110.99
CARQUEST AUTO PARTS	2454-28712	Battery core and blades	40E001 2550 4100 00 000000 0000	-17.00
CARQUEST AUTO PARTS	2454-27762	Battery core and blades	40E001 2550 4100 00 000000 0000	-18.36
CARQUEST AUTO PARTS	2454-28428	Battery core and blades	40E001 2550 4100 00 000000 0000	16.78
CARQUEST AUTO PARTS	2454-29075	Hangers and Glue	40E001 2550 4100 00 000000 0000	51.94
CARQUEST AUTO PARTS	2454-29118	Light bulbs	40E001 2550 4100 00 000000 0000	19.56

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CARQUEST AUTO PARTS	2454-29096	Battery	40E001 2550 4100 00 000000 0000	-20.00
		Totals for CARQUEST AUTO PARTS		428.84
CASERNO, MICHAEL	25	Out of District Transportation	40E001 2550 3310 00 000000 0000	1,026.00
		Totals for CASERNO, MICHAEL		1,026.00
CDW GOVERNMENT, INC	TB66383	Tech supplies	10E001 2660 4100 00 000000 0000	2,713.00
CDW GOVERNMENT, INC	TC26700	Tech supplies	10E001 2660 4100 00 000000 0000	294.00
CDW GOVERNMENT, INC	TG24016	Wall mount racks	10E001 2660 4110 00 000000 0000	1,587.53
CDW GOVERNMENT, INC	TC86521	Cables	10E001 2660 4100 00 000000 0000	2,874.00
CDW GOVERNMENT, INC	TF16618	Tech supplies	10E001 2660 4100 00 000000 0000	2,831.00
CDW GOVERNMENT, INC	TJ94147	Cables, panels	10E001 2660 4100 00 000000 0000	1,281.00
CDW GOVERNMENT, INC	TJ20284	Supplies	10E001 2660 4100 00 000000 0000	195.00
CDW GOVERNMENT, INC	TJ09679	Projector installation	10E011 2410 4100 00 000000 0000	352.00
		Totals for CDW GOVERNMENT, INC		12,127.53
CENTRAL DISTRIBUTING	2454	Kromer Painter Parts	20E001 2540 4120 00 000000 0000	60.48
		Totals for CENTRAL DISTRIBUTING COMPANY,		60.48
CESSNA, MICHAEL	March 2015	Mileage reimbursement	10E002 1730 3320 00 000000 0000	39.22
		Totals for CESSNA, MICHAEL		39.22
CHICAGO TRIBUNE	1900800	Legal Ads for CMS roof and PV air conditioning	10E001 2320 3190 00 000000 0000	284.58
		Totals for CHICAGO TRIBUNE		284.58
CINTAS CORPORATION #	355812303	Mats	40E001 2550 4100 00 000000 0000	26.93
CINTAS CORPORATION #	355815147	Mats	40E001 2550 4100 00 000000 0000	26.93
CINTAS CORPORATION #	355818076	Mats	40E001 2550 4100 00 000000 0000	26.93
CINTAS CORPORATION #	355820976	Mats	40E001 2550 4100 00 000000 0000	26.93
CINTAS CORPORATION #	355823862	Mats	40E001 2550 4100 00 000000 0000	26.93
		Totals for CINTAS CORPORATION #355		134.65
CINTAS FAS CORPORATI	5002827055	Med Supplies	40E001 2550 4100 00 000000 0000	101.74
		Totals for CINTAS FAS CORPORATION		101.74
CITY OF ELGIN	330845-423	Water Service-CT	20E001 2540 3700 00 000000 0000	737.24
CITY OF ELGIN	330845-395	Water Service-PKMS	20E001 2540 3700 00 000000 0000	1,024.65
CITY OF ELGIN	330845-395	Water Service-PKMS	20E001 2540 3700 00 000000 0000	1,268.26
CITY OF ELGIN	330845-423	Water Service-CT	20E001 2540 3700 00 000000 0000	870.01
		Totals for CITY OF ELGIN		3,900.16
CLARE WOODS ACADEMY	April 2015	Monthly Tuition	10E001 1912 6700 00 000000 0000	3,715.74
		Totals for CLARE WOODS ACADEMY		3,715.74
CLIENTFIRST CONSULTI	5068	ERate Filing Feb	10E001 2660 3190 00 000000 0000	525.00
		Totals for CLIENTFIRST CONSULTING GROUP		525.00
COLEMAN, CANDICE	March 14	Supplies reimbursement	10E002 1205 4100 00 000000 0000	22.51
		Totals for COLEMAN, CANDICE		22.51
COMMONWEALTH EDISON	7431021016	PC Electric - Delivery Service	20E006 2540 4660 00 000000 0000	309.74
COMMONWEALTH EDISON	7431021016	PC Electric - Delivery Service	20E006 2540 4660 00 000000 0000	356.64

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
COMMONWEALTH EDISON	47134092 0	CT Electric Service	20E010 2540 4660 00 000000 0000	1,502.73
COMMONWEALTH EDISON	2791528000	HBT Electric Service	20E004 2540 4660 00 000000 0000	1,556.21
COMMONWEALTH EDISON	2791522008	CMS Electric Service	20E003 2540 4660 00 000000 0000	2,158.11
COMMONWEALTH EDISON	942809001	CHS Electric Service	20E002 2540 4660 00 000000 0000	3,581.80
COMMONWEALTH EDISON	2539501009	DO Electric Service	20E001 2540 4660 00 000000 0000	373.05
COMMONWEALTH EDISON	2299006010	PV Electric Service	20E008 2540 4660 00 000000 0000	1,853.70
COMMONWEALTH EDISON	7442415006	LL Electric Service	20E005 2540 4660 00 000000 0000	603.03
Totals for COMMONWEALTH EDISON				12,295.01
CONNOLLEY, STEPHANIE	March 6	Reimb for ASCD Kindergarten conference 3/6/15	10E008 2210 6400 00 000000 0000	129.00
Totals for CONNOLLEY, STEPHANIE				129.00
CONSERV FS	2039717-IN	Ground Field Supplies	20E001 2540 4120 00 000000 0000	1,290.81
Totals for CONSERV FS				1,290.81
CONSTELLATION NEWENE	23082183	Gas Service to All Bldgs	20E001 2540 4650 00 000000 0000	913.18
CONSTELLATION NEWENE	23082183	Gas Service to All Bldgs	20E002 2540 4650 00 000000 0000	6,933.08
CONSTELLATION NEWENE	23082183	Gas Service to All Bldgs	20E003 2540 4650 00 000000 0000	4,719.75
CONSTELLATION NEWENE	23082183	Gas Service to All Bldgs	20E004 2540 4650 00 000000 0000	5,426.02
CONSTELLATION NEWENE	23082183	Gas Service to All Bldgs	20E005 2540 4650 00 000000 0000	1,879.11
CONSTELLATION NEWENE	23082183	Gas Service to All Bldgs	20E006 2540 4650 00 000000 0000	1,407.75
CONSTELLATION NEWENE	23082183	Gas Service to All Bldgs	20E008 2540 4650 00 000000 0000	3,848.62
CONSTELLATION NEWENE	23082183	Gas Service to All Bldgs	20E010 2540 4650 00 000000 0000	3,736.59
CONSTELLATION NEWENE	23082183	Gas Service to All Bldgs	20E011 2540 4650 00 000000 0000	7,527.29
Totals for CONSTELLATION NEWENERGY GAS D				36,391.39
CONTINENTAL RESOURCE	90901565	SFP transceiver	10E001 2660 4100 00 000000 0000	1,050.80
CONTINENTAL RESOURCE	90902395	On site support service	10E001 2660 3230 00 000000 0000	2,100.00
CONTINENTAL RESOURCE	90901957	Juniper Licenses	10E001 2660 3170 00 000000 0000	1,820.00
Totals for CONTINENTAL RESOURCES, INC				4,970.80
CONZELMAN, KAREN	March 6	Reimb for ASCD Kindergarten Conference 3/6/15	10E004 2210 6400 00 000000 0000	154.28
Totals for CONZELMAN, KAREN				154.28
CORN, AUDRIE	Oct Nov Ma	Mileage reimbursement	10E001 2140 3320 00 000000 0000	64.92
Totals for CORN, AUDRIE				64.92
CPI Qualified Plan C	TS08972-19	1st Qtr 2015 Quarterly Base	10E001 2310 6400 00 000000 0000	500.00
Totals for CPI Qualified Plan Consultant				500.00
CURVATURE	509253	Tech supplies	10E001 2660 7100 00 000000 0000	921.67
Totals for CURVATURE				921.67
DE LAGE LANDEN	25247229 0	Copier lease	10E001 2410 3250 00 000000 0000	286.73
DE LAGE LANDEN	25243570 0	Copier lease	10E001 2410 3250 00 000000 0000	2,411.13
DE LAGE LANDEN	25056373 0	Copier lease	10E001 2410 3250 00 000000 0000	371.00
Totals for DE LAGE LANDEN				3,068.86
DECKER INC	100619A	Maintenance / Custodial Supplies	20E001 2540 4110 00 000000 0000	149.73
DECKER INC	101015A	Maintenance / Custodial Supplies	20E001 2540 4110 00 000000 0000	95.75
Totals for DECKER INC				245.48

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
DEMCO, INC	5561801	Book Carts - Department Rms	10E011 1120 4100 00 000000 0000	1,266.00
		Totals for DEMCO, INC		1,266.00
DENMAN, JOSEPH	PP0750 03-	Reimbursement for PPO750 Medical Plan	10E011 2110 2220 00 000000 0000	482.00
		Totals for DENMAN, JOSEPH		482.00
DIVERSEY, STEVEN	Jan-March	Out of District Mileage Reimb	10E002 1500 3320 00 000000 0000	292.65
		Totals for DIVERSEY, STEVEN		292.65
DOHERTY, RAYMOND	Reg Refund	Registration Fee Refund PKMS	10R000 1811 0000 00 000000 0000	36.25
		Totals for DOHERTY, RAYMOND		36.25
DOYLE, MICHAEL	March 2015	Mileage Reimbursement	10E001 2212 3320 00 000000 0000	296.19
		Totals for DOYLE, MICHAEL		296.19
DUPPLER, ERICA	Tuition 03	Tuition Reimb for PB-5845 Grief and Your Students	10E010 1110 2300 00 000000 0000	100.00
		Totals for DUPPLER, ERICA		100.00
ECOWATER/DEKALB BOTT	10025 03-1	Central High School Athletics	10E002 1500 4900 02 000000 0000	65.35
ECOWATER/DEKALB BOTT	10025 04-1	Central High Office Water	10E002 1500 4910 00 000000 0000	78.23
		Totals for ECOWATER/DEKALB BOTTLED WATER		143.58
EDER, CASELLA & CO	11943	February 2015	10E001 2520 3100 00 000000 0000	827.50
EDER, CASELLA & CO	12460	March 2015	10E001 2520 3100 00 000000 0000	554.75
		Totals for EDER, CASELLA & CO		1,382.25
EDUCATIONAL MANAGEME	1352	CHS Consulting-discipline	10E001 2310 3100 00 000000 0000	630.00
		Totals for EDUCATIONAL MANAGEMENT CONSUL		630.00
EDWARDS, KIM	March 5	Day at Judson In Defense of Read Aloud	10E002 2210 6400 00 000000 0000	145.00
		Totals for EDWARDS, KIM		145.00
ELLIS-BONK, ANDREA	2015 Dues	ASHA Membership Dues	10E001 2150 6400 00 000000 0000	250.00
		Totals for ELLIS-BONK, ANDREA		250.00
ENERGY ME	41149203	Electric Service to Plato Center	20E006 2540 4660 00 000000 0000	575.82
ENERGY ME	43973129	Electric Service for All Bldgs	20E001 2540 4660 00 000000 0000	738.15
ENERGY ME	43973129	Electric Service for All Bldgs	20E002 2540 4660 00 000000 0000	10,299.85
ENERGY ME	43973129	Electric Service for All Bldgs	20E003 2540 4660 00 000000 0000	5,688.29
ENERGY ME	43973129	Electric Service for All Bldgs	20E004 2540 4660 00 000000 0000	4,364.15
ENERGY ME	43973129	Electric Service for All Bldgs	20E005 2540 4660 00 000000 0000	1,139.86
ENERGY ME	43973129	Electric Service for All Bldgs	20E008 2540 4660 00 000000 0000	3,952.02
ENERGY ME	43973129	Electric Service for All Bldgs	20E010 2540 4660 00 000000 0000	3,260.81
ENERGY ME	43973129	Electric Service for All Bldgs	20E011 2540 4660 00 000000 0000	8,000.96

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
Totals for ENERGY ME				38,019.91
EQUIPMENT INTERNATIO	137051	Lint Screens for CMS Dryer	20E001 2540 4110 00 000000 0000	78.04
Totals for EQUIPMENT INTERNATIONAL				78.04
EVAN-MOOR	INV060342	3rd grade science	10E004 1110 4200 00 000000 0000	467.23
Totals for EVAN-MOOR				467.23
FEECE OIL COMPANY	3346554	Fuel-diesel	40E001 2550 4640 00 000000 0000	3,601.59
FEECE OIL COMPANY	3346554	Fuel-diesel	40E001 2550 4640 00 000000 0000	1.69
FEECE OIL COMPANY	1497559	Kerosene	40E001 2550 4640 00 000000 0000	496.42
FEECE OIL COMPANY	1497559	Kerosene	40E001 2550 4640 00 000000 0000	26.84
FEECE OIL COMPANY	3346921	Fuel-regular	40E001 2550 4640 00 000000 0000	510.51
FEECE OIL COMPANY	3346921	Fuel-regular	40E001 2550 4640 00 000000 0000	0.30
FEECE OIL COMPANY	3346922	Fuel-diesel	40E001 2550 4640 00 000000 0000	3,156.46
FEECE OIL COMPANY	3346922	Fuel-diesel	40E001 2550 4640 00 000000 0000	1.50
FEECE OIL COMPANY	3347287	Fuel-diesel	40E001 2550 4640 00 000000 0000	3,686.40
FEECE OIL COMPANY	3347287	Fuel-diesel	40E001 2550 4640 00 000000 0000	1.65
FEECE OIL COMPANY	3347908	Fuel-diesel	40E001 2550 4640 00 000000 0000	3,319.41
FEECE OIL COMPANY	3347908	Fuel-diesel	40E001 2550 4640 00 000000 0000	1.65
FEECE OIL COMPANY	3347909	Fuel-regular	40E001 2550 4640 00 000000 0000	841.21
FEECE OIL COMPANY	3347909	Fuel-regular	40E001 2550 4640 00 000000 0000	0.46
FEECE OIL COMPANY	3349333	Fuel-regular, Feb Driver's Ed	40E001 2550 4640 00 000000 0000	1,103.17
FEECE OIL COMPANY	3349333	Fuel-regular, Feb Driver's Ed	40E001 2550 4640 00 000000 0000	0.60
FEECE OIL COMPANY	3349333	Fuel-regular, Feb Driver's Ed	10E002 1730 4100 00 000000 0000	240.66
FEECE OIL COMPANY	3349342	Fuel-diesel	40E001 2550 4640 00 000000 0000	3,122.00
FEECE OIL COMPANY	3349342	Fuel-diesel	40E001 2550 4640 00 000000 0000	1.52
FEECE OIL COMPANY	3348425	Fuel-regular	40E001 2550 4640 00 000000 0000	4,557.42
FEECE OIL COMPANY	3348425	Fuel-regular	40E001 2550 4640 00 000000 0000	2.27
FEECE OIL COMPANY	3348961	Fuel-diesel	40E001 2550 4640 00 000000 0000	2,963.85
FEECE OIL COMPANY	3348961	Fuel-diesel	40E001 2550 4640 00 000000 0000	1.50
Totals for FEECE OIL COMPANY				27,639.08
FITZGERALD LIGHTING	25572	Parking Lot Light Pole Bulb Replacement	20E001 2540 3100 00 000000 0000	2,219.60
FITZGERALD LIGHTING	26007	Parking Lot Light Pole Bulb Replacement	20E001 2540 3100 00 000000 0000	1,201.93
FITZGERALD LIGHTING	25376	Parking Lot Light Pole Bulb Replacement	20E001 2540 3100 00 000000 0000	2,642.32
FITZGERALD LIGHTING	26262	Outside Parking Lot Light Replacement	20E001 2540 3100 00 000000 0000	714.02
Totals for FITZGERALD LIGHTING				6,777.87
FLINN SCIENTIFIC, IN	1843762	AP Bio supplies	10E002 1130 4100 00 000000 0000	71.91
FLINN SCIENTIFIC, IN	1847003	Classroom supplies	10E002 1130 4100 00 000000 0000	734.76
Totals for FLINN SCIENTIFIC, INC				806.67
FLOLO CORPORATION	413735	Maintenance Supplies	20E001 2540 4110 00 000000 0000	540.85
FLOLO CORPORATION	414170	Maintenance Parts	20E001 2540 4110 00 000000 0000	431.80
Totals for FLOLO CORPORATION				972.65
FOLLETT SCHOOL SOLUT	601631-1	Titles for CMS Library	10E003 2220 4300 00 000000 0000	284.78
FOLLETT SCHOOL SOLUT	609622A-3	Books	10E002 2220 4300 00 000000 0000	496.17
FOLLETT SCHOOL SOLUT	606236-3	LMC Books	10E011 2220 4100 00 000000 0000	615.77
FOLLETT SCHOOL SOLUT	1770897A C	Workbooks credit	10E002 1130 4200 00 000000 0000	-302.28
FOLLETT SCHOOL SOLUT	569712F-1	Books	10E004 2220 4300 00 000000 0000	128.58

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
FOLLETT SCHOOL SOLUT	327551V-5	Replacement Materials	10E011 2220 4100 00 000000 0000	79.96
FOLLETT SCHOOL SOLUT	609622F-3	Books	10E002 2220 4300 00 000000 0000	586.08
FOLLETT SCHOOL SOLUT	8002441CR	Credit for books	10E002 2220 4300 00 000000 0000	-1,654.67
FOLLETT SCHOOL SOLUT	8012562CR	Credit for books	10E002 2220 4100 00 399900 0000	-787.37
FOLLETT SCHOOL SOLUT	1169038	Bar codes for Library Books	10E003 2220 4100 00 000000 0000	354.80
FOLLETT SCHOOL SOLUT	606236F-2	LMC Books	10E011 2220 4100 00 000000 0000	179.98
FOLLETT SCHOOL SOLUT	631678-6	LMC Books	10E011 2220 4100 00 000000 0000	631.77
FOLLETT SCHOOL SOLUT	631678A-5	LMC Books	10E011 2220 4100 00 000000 0000	393.17
FOLLETT SCHOOL SOLUT	1171646	Destiny Labels	10E011 1120 4200 00 000000 0000	353.98
FOLLETT SCHOOL SOLUT	638697-2	Books	10E002 2220 4300 00 000000 0000	496.58
FOLLETT SCHOOL SOLUT	635916F-2	Replacement books Golden Boy, Mountain Dog	10E011 1120 4900 00 000000 0000	27.71
FOLLETT SCHOOL SOLUT	634018F-4	Replacement library items	10E010 2220 4300 00 000000 0000	64.18
FOLLETT SCHOOL SOLUT	634015F-3	Author books	10E010 2220 4300 00 000000 0000	60.99
FOLLETT SCHOOL SOLUT	634015-4	Author books	10E010 2220 4300 00 000000 0000	154.35
Totals for FOLLETT SCHOOL SOLUTIONS, INC				2,164.53
FOX RIVER FOODS, INC	442718	Non-Food	10E002 2560 4900 00 000000 0000	213.12
FOX RIVER FOODS, INC	442721	Food	10E002 2560 4100 00 000000 0000	132.40
FOX RIVER FOODS, INC	442720	Food	10E002 2560 4100 00 000000 0000	57.63
FOX RIVER FOODS, INC	442719	Food	10E002 2560 4100 00 000000 0000	5.27
FOX RIVER FOODS, INC	442717	Food	10E002 2560 4100 00 000000 0000	3,390.56
FOX RIVER FOODS, INC	451254	Non-Food	10E002 2560 4900 00 000000 0000	281.58
FOX RIVER FOODS, INC	451255	Food	10E002 2560 4100 00 000000 0000	49.54
FOX RIVER FOODS, INC	451256	Food	10E002 2560 4100 00 000000 0000	40.80
FOX RIVER FOODS, INC	451253	Food	10E002 2560 4100 00 000000 0000	4,688.92
FOX RIVER FOODS, INC	459155	Non-Food	10E002 2560 4900 00 000000 0000	261.52
FOX RIVER FOODS, INC	459154	Food	10E002 2560 4100 00 000000 0000	3,742.59
FOX RIVER FOODS, INC	473515	Food	10E002 2560 4100 00 000000 0000	4,460.52
FOX RIVER FOODS, INC	473516	Non-Food	10E002 2560 4900 00 000000 0000	272.21
FOX RIVER FOODS, INC	481558	Non-Food	10E002 2560 4900 00 000000 0000	245.28
FOX RIVER FOODS, INC	481559	Food	10E002 2560 4100 00 000000 0000	32.59
FOX RIVER FOODS, INC	481557	Food	10E002 2560 4100 00 000000 0000	4,025.13
FOX RIVER FOODS, INC	386131A	Food	10E002 2560 4100 00 000000 0000	8.10
FOX RIVER FOODS, INC	442717CR	Credit for Food	10E002 2560 4100 00 000000 0000	-47.24
FOX RIVER FOODS, INC	401666CR	Credit for Food	10E002 2560 4100 00 000000 0000	-13.81
FOX RIVER FOODS, INC	408516CR	Credit for Food	10E002 2560 4100 00 000000 0000	-24.03
FOX RIVER FOODS, INC	408517CR	Credit for Non-Food	10E002 2560 4900 00 000000 0000	-45.57
FOX RIVER FOODS, INC	408518CR	Credit for Food	10E002 2560 4100 00 000000 0000	-14.33
FOX RIVER FOODS, INC	442729	Food	10E010 2560 4100 00 000000 0000	820.50
FOX RIVER FOODS, INC	442730	Food	10E010 2560 4100 00 000000 0000	62.40
FOX RIVER FOODS, INC	451458	Food	10E010 2560 4100 00 000000 0000	808.69
FOX RIVER FOODS, INC	459161	Food	10E010 2560 4100 00 000000 0000	706.44
FOX RIVER FOODS, INC	473525	Food	10E010 2560 4100 00 000000 0000	682.82
FOX RIVER FOODS, INC	434364CR	Credit for Food	10E010 2560 4100 00 000000 0000	-65.40
FOX RIVER FOODS, INC	408524CR	Credit for Food	10E010 2560 4100 00 000000 0000	-48.74
FOX RIVER FOODS, INC	442736	Food	10E011 2560 4100 00 000000 0000	1,652.35
FOX RIVER FOODS, INC	442738	Food	10E011 2560 4100 00 000000 0000	62.40
FOX RIVER FOODS, INC	442737	Non-Food	10E011 2560 4900 00 000000 0000	190.41
FOX RIVER FOODS, INC	451461	Food	10E011 2560 4100 00 000000 0000	1,467.62
FOX RIVER FOODS, INC	451462	Non-Food	10E011 2560 4900 00 000000 0000	184.58
FOX RIVER FOODS, INC	459164	Food	10E011 2560 4100 00 000000 0000	1,730.92
FOX RIVER FOODS, INC	459165	Non-Food	10E011 2560 4900 00 000000 0000	163.22
FOX RIVER FOODS, INC	473530	Non-Food	10E011 2560 4900 00 000000 0000	271.26
FOX RIVER FOODS, INC	473529	Food	10E011 2560 4100 00 000000 0000	1,584.33
FOX RIVER FOODS, INC	442736CR	Credit for food	10E011 2560 4100 00 000000 0000	-19.31

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
FOX RIVER FOODS, INC	451462CR	Credit for Non-Food	10E011 2560 4900 00 000000 0000	-19.96
FOX RIVER FOODS, INC	367806	Food	10E011 2560 4100 00 000000 0000	1,790.77
FOX RIVER FOODS, INC	367806CR	Credit for food	10E011 2560 4100 00 000000 0000	-52.50
FOX RIVER FOODS, INC	369623CR	Credit for Food	10E011 2560 4100 00 000000 0000	-15.49
FOX RIVER FOODS, INC	434367CR	Credit for Food	10E011 2560 4100 00 000000 0000	-18.10
FOX RIVER FOODS, INC	442726	Food	10E003 2560 4100 00 000000 0000	1,128.05
FOX RIVER FOODS, INC	442727	Non-Food	10E003 2560 4900 00 000000 0000	65.10
FOX RIVER FOODS, INC	451260	Food	10E003 2560 4100 00 000000 0000	670.39
FOX RIVER FOODS, INC	451261	Non-Food	10E003 2560 4900 00 000000 0000	82.84
FOX RIVER FOODS, INC	459158	Food	10E003 2560 4100 00 000000 0000	474.81
FOX RIVER FOODS, INC	459159	Non-Food	10E003 2560 4900 00 000000 0000	92.26
FOX RIVER FOODS, INC	456433	Non-Food	10E003 2560 4900 00 000000 0000	339.16
FOX RIVER FOODS, INC	442724	Non-Food	10E004 2560 4900 00 000000 0000	105.78
FOX RIVER FOODS, INC	442725	Food	10E004 2560 4100 00 000000 0000	187.76
FOX RIVER FOODS, INC	442722	Food	10E004 2560 4100 00 000000 0000	62.40
FOX RIVER FOODS, INC	442723	Food	10E004 2560 4100 00 000000 0000	993.88
FOX RIVER FOODS, INC	451259	Non-Food	10E004 2560 4900 00 000000 0000	26.14
FOX RIVER FOODS, INC	451258	Non-Food	10E004 2560 4900 00 000000 0000	47.70
FOX RIVER FOODS, INC	451257	Food	10E004 2560 4100 00 000000 0000	720.62
FOX RIVER FOODS, INC	459156	Food	10E004 2560 4100 00 000000 0000	890.24
FOX RIVER FOODS, INC	459157	Non-Food	10E004 2560 4900 00 000000 0000	71.22
FOX RIVER FOODS, INC	473517	Food	10E004 2560 4100 00 000000 0000	55.29
FOX RIVER FOODS, INC	473518	Food	10E004 2560 4100 00 000000 0000	646.25
FOX RIVER FOODS, INC	473519	Non-Food	10E004 2560 4900 00 000000 0000	77.90
FOX RIVER FOODS, INC	473520	Non-Food	10E004 2560 4900 00 000000 0000	19.77
FOX RIVER FOODS, INC	442724CR	Credit for Non-Food	10E004 2560 4900 00 000000 0000	-15.90
FOX RIVER FOODS, INC	442716	Food	10E005 2560 4100 00 000000 0000	31.20
FOX RIVER FOODS, INC	442715	Food	10E005 2560 4100 00 000000 0000	80.47
FOX RIVER FOODS, INC	442714	Food	10E005 2560 4100 00 000000 0000	654.14
FOX RIVER FOODS, INC	451455	Food	10E005 2560 4100 00 000000 0000	429.33
FOX RIVER FOODS, INC	451456	Food	10E005 2560 4100 00 000000 0000	26.86
FOX RIVER FOODS, INC	459153	Food	10E005 2560 4100 00 000000 0000	210.93
FOX RIVER FOODS, INC	425549CR	Credit for Food	10E008 2560 4100 00 000000 0000	-19.77
FOX RIVER FOODS, INC	425549A	Credit for Food	10E008 2560 4100 00 000000 0000	-67.60
FOX RIVER FOODS, INC	442731	Non-Food	10E008 2560 4900 00 000000 0000	29.56
FOX RIVER FOODS, INC	442735	Food	10E008 2560 4100 00 000000 0000	106.50
FOX RIVER FOODS, INC	442734	Food	10E008 2560 4100 00 000000 0000	160.94
FOX RIVER FOODS, INC	442732	Food	10E008 2560 4100 00 000000 0000	1,122.74
FOX RIVER FOODS, INC	437765	Food	10E008 2560 4100 00 000000 0000	58.46
FOX RIVER FOODS, INC	442733	Credit for Food	10E008 2560 4100 00 000000 0000	-20.92
FOX RIVER FOODS, INC	451459	Food	10E008 2560 4100 00 000000 0000	867.14
FOX RIVER FOODS, INC	451460	Non-Food	10E008 2560 4900 00 000000 0000	27.81
FOX RIVER FOODS, INC	459162	Non-Food	10E008 2560 4900 00 000000 0000	60.83
FOX RIVER FOODS, INC	459163	Food	10E008 2560 4100 00 000000 0000	892.75
FOX RIVER FOODS, INC	473527	Food	10E008 2560 4100 00 000000 0000	805.65
FOX RIVER FOODS, INC	473528	Non-Food	10E008 2560 4900 00 000000 0000	152.75
FOX RIVER FOODS, INC	408526CR	Credit for Food	10E008 2560 4100 00 000000 0000	-26.37
Totals for FOX RIVER FOODS, INC				46,027.05
FREE SPIRIT PUBLISHI	564406.1	Social Work supplies	10E011 1120 4100 00 000000 0000	35.92
Totals for FREE SPIRIT PUBLISHING INC				35.92
FREEMAN, JOHN	March 12-1	Reimb for NSTA National Conference	10E011 2210 6400 00 000000 0000	314.59
Totals for FREEMAN, JOHN				314.59

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
GARVIN INDUSTRIES IN	195145-IN	Tech supplies	10E001 2660 4100 00 000000 0000	169.03
			Totals for GARVIN INDUSTRIES INC	169.03
GIARDINA, HOLLY	12983849	Reading - McDougal Littell Lit	10E011 1120 4100 00 000000 0000	13.11
			Totals for GIARDINA, HOLLY	13.11
GLENN STEARNS CHAPTE	20150415AD	Case 12B 39322	10L000 4810 6090 00 000000 0000	287.00
			Totals for GLENN STEARNS CHAPTER 13 TRUS	287.00
GOPHER SPORT	8921960	PE cones, balls	10E011 1120 4100 00 000000 0000	252.42
GOPHER SPORT	8935327	PE playground balls	10E011 1120 4100 00 000000 0000	123.93
GOPHER SPORT	8942692	Athletic Supplies basketball	10E011 1500 4100 00 000000 0000	274.90
GOPHER SPORT	289798	Wrestling Mats	10E003 1500 4100 00 000000 0000	4,602.24
			Totals for GOPHER SPORT	5,253.49
GRAINGER	9690132692	Chain Hoist	40E001 2550 4100 00 000000 0000	366.76
GRAINGER	9689156553	Maintenance Parts	20E001 2540 4110 00 000000 0000	121.45
			Totals for GRAINGER	488.21
GUALILLO, SUSAN	5	Training Jan. 12 - Feb. 19, 2015	10E001 2210 3000 00 430000 0000	7,125.00
			Totals for GUALILLO, SUSAN	7,125.00
HAMEL, BRODY	March 13	PE supplies	10E011 1120 4100 00 000000 0000	40.01
HAMEL, BRODY	March 2015	Athletics travel	10E011 1500 3320 00 000000 0000	12.77
			Totals for HAMEL, BRODY	52.78
HAMILTON ACADEMY	Tuition 03	Monthly tuition	10E001 1912 6700 00 000000 0000	2,124.09
			Totals for HAMILTON ACADEMY	2,124.09
HAMPSHIRE AUTO PARTS	377375	Grounds Supplies	20E001 2540 4120 00 000000 0000	24.78
HAMPSHIRE AUTO PARTS	377227	Grounds Supplies	20E001 2540 4120 00 000000 0000	116.89
HAMPSHIRE AUTO PARTS	377225	Grounds Supplies	20E001 2540 4120 00 000000 0000	15.70
			Totals for HAMPSHIRE AUTO PARTS	157.37
HARING, MEREDITH	March 2015	Mileage Reimbursement	10E011 1120 3320 00 000000 0000	79.35
			Totals for HARING, MEREDITH	79.35
HAYNES, CYNTHIA	March 2015	Travel Expenses	10E001 2550 3320 00 430000 0000	736.00
			Totals for HAYNES, CYNTHIA	736.00
HEARTLAND BUSINESS S	HBS0050877	Computers for Train the Trainer (TOSA's)	10E001 2660 7100 00 000000 0000	32,760.00
			Totals for HEARTLAND BUSINESS SYSTEMS, L	32,760.00
HEISE, LAUREL	March 5	Conference reimb for A Day at Judson 3/5/15	10E011 2210 6400 00 000000 0000	145.00
			Totals for HEISE, LAUREL	145.00
HERFF JONES, INC	712430	Diplomas	10E002 2410 4100 00 000000 0000	1,187.70
HERFF JONES, INC	1703899	Gold Cords for Honor Students	10E002 2410 4100 00 000000 0000	532.22
			Totals for HERFF JONES, INC	1,719.92
HINCKLEY SPRING WATE	2448865 03	Water	40E001 2550 4100 00 000000 0000	68.03
HINCKLEY SPRING WATE	7978396 03	Drinking Water for CMS Staff	10E003 2410 4100 00 000000 0000	78.04

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for HINCKLEY SPRING WATER COMPANY	146.07
HODGES, LOIZZI, EISE	30686	February legal service	80E001 2369 3180 00 000000 0000	8,411.63
			Totals for HODGES, LOIZZI, EISENHAMMER	8,411.63
HOME DEPOT CREDIT SE	8419 03-15	Play supplies	10E002 1130 4100 00 000000 0000	970.57
			Totals for HOME DEPOT CREDIT SERVICES	970.57
HOUGHTON MIFFLIN COM	951273883	Literacy by Design Leveled Reading 6-pack-level D	10E001 1100 4200 00 000000 0000	624.90
			Totals for HOUGHTON MIFFLIN COMPANY	624.90
HOVING PIT STOP	105194	Central High Athletics	10E002 1500 3190 00 000000 0000	98.86
			Totals for HOVING PIT STOP	98.86
ILLINOIS DEPARTMENT	8073 03-15	Pesticide License Application - Deron Heath	20E001 2540 6400 00 000000 0000	15.00
			Totals for ILLINOIS DEPARTMENT OF AGRICU	15.00
ILLINOIS PRINCIPALS	7769990	Administrator Academy-CT J King	10E010 2410 6400 00 000000 0000	155.00
			Totals for ILLINOIS PRINCIPALS ASSOCIATI	155.00
ILLINOIS SCHOOL SERV	EECentral15	Gold Bars for Honor Students	10E002 2410 4100 00 000000 0000	131.25
			Totals for ILLINOIS SCHOOL SERVICES	131.25
ILLINOIS STUDENT ASS	20150415AD	Payroll accrual	10L000 4810 6030 00 000000 0000	230.80
			Totals for ILLINOIS STUDENT ASSISTANCE C	230.80
IMAGE AWARDS & ENGRA	26360	Recognition Clocks G Weigand and R Diaz	10E001 2310 4100 00 000000 0000	210.00
			Totals for IMAGE AWARDS & ENGRAVING	210.00
IMAGETEC LP	367127	Leases PV, CHS, CMS	10E001 2410 3250 00 000000 0000	4,025.00
			Totals for IMAGETEC LP	4,025.00
IMPACT APPLICATIONS	20151615	Central High School Athletics	10E002 1500 3190 00 000000 0000	600.00
			Totals for IMPACT APPLICATIONS INC	600.00
INKHEAD PROMOTIONS	282086	Square Metal Badge Holders	20E001 2540 4100 00 000000 0000	369.18
			Totals for INKHEAD PROMOTIONS	369.18
INTEGRATED SYSTEMS C	670936	Skyward hosting services HR/Financial-May 2015	10E001 2520 3100 00 000000 0000	828.00
			Totals for INTEGRATED SYSTEMS CORPORATIO	828.00
INTELLIGENT COMPUTIN	150223001	Tech SIAE ALFOplus licensed microwave link	10E001 2660 4100 00 000000 0000	14,275.00
INTELLIGENT COMPUTIN	150223002	Tech supplies	10E001 2660 4100 00 000000 0000	800.00
INTELLIGENT COMPUTIN	140717001	Tech supplies	10E001 2660 4100 00 000000 0000	303.65
			Totals for INTELLIGENT COMPUTING SOLUTIO	15,378.65
INTERNATIONAL BOOK I	187539	German book	10E002 1130 4100 00 000000 0000	165.00
			Totals for INTERNATIONAL BOOK IMPORT SVC	165.00
INTERSTATE BILLING S	97086434	Antifreeze	40E001 2550 4100 00 000000 0000	148.56

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
INTERSTATE BILLING S	96785903	Oil Filters	40E001 2550 4100 00 000000 0000	599.34
		Totals for INTERSTATE BILLING SERVICE		747.90
JOHNSON, CASSANDRA	Lunch Refu	Refund Lunch CHS	10R002 1611 0000 00 000000 0000	67.15
		Totals for JOHNSON, CASSANDRA		67.15
JOINER, DANIEL	Shoes FY15	2014-2015 Work Boot Reimbursement	20E001 2540 3160 00 000000 0000	42.50
		Totals for JOINER, DANIEL		42.50
JW PEPPER & SON, INC	11A54190	Vocal music	10E002 1130 4100 00 000000 0000	38.89
JW PEPPER & SON, INC	11A63386	Vocal music	10E002 1130 4100 00 000000 0000	344.49
JW PEPPER & SON, INC	11A79573	Classroom music	10E002 1130 4100 00 000000 0000	41.24
		Totals for JW PEPPER & SON, INC		424.62
KANE COUNTY COUGARS	23420	Seminar Package C-balance due	10E002 2210 3190 00 322000 0000	305.00
		Totals for KANE COUNTY COUGARS		305.00
KANE COUNTY REGIONAL	8816	Student Data & Security Class 2/11/15	10E001 2660 6400 00 000000 0000	100.00
KANE COUNTY REGIONAL	8829	Bus Training	40E001 2550 6400 00 000000 0000	8.00
KANE COUNTY REGIONAL	8843	Fingerprinting March 2015	40E001 2550 6400 00 000000 0000	40.00
KANE COUNTY REGIONAL	8843	Fingerprinting March 2015	10E001 2520 3100 00 000000 0000	80.00
		Totals for KANE COUNTY REGIONAL OFFICE O		228.00
KAR-FRE FLOWERS	226135/1	Flowers for employee funeral	10E002 2410 4100 00 000000 0000	127.95
		Totals for KAR-FRE FLOWERS		127.95
KINDELIN, MONICA	March 9	Athletic - Scholastic Party	10E011 1500 4100 00 000000 0000	6.90
KINDELIN, MONICA	Feb 28	Social Studies speaker	10E011 1120 4100 00 000000 0000	25.00
KINDELIN, MONICA	March 30	Athletics - scholastic shipping	10E011 1500 4100 00 000000 0000	7.05
		Totals for KINDELIN, MONICA		38.95
KING, ANNE	March 2015	Mileage reimbursement	10E001 2140 3320 00 000000 0000	8.55
		Totals for KING, ANNE		8.55
KULLY SUPPLY	SI-325504	Maintenance Supplies	20E001 2540 4110 00 000000 0000	68.98
KULLY SUPPLY	SI-328017	Maintenance Supplies	20E001 2540 4110 00 000000 0000	1,143.76
		Totals for KULLY SUPPLY		1,212.74
LAFARGE NORTH AMERIC	32971054	Screenings for Fields	20E001 2540 4120 00 000000 0000	674.14
LAFARGE NORTH AMERIC	32933444	Screenings for Fields	20E001 2540 4120 00 000000 0000	453.80
		Totals for LAFARGE NORTH AMERICA INC		1,127.94
LAKESHORE LEARNING M	1119210315	Classroom supplies	10E001 1225 4100 00 000000 0000	349.59
LAKESHORE LEARNING M	1084480315	EC Classroom supplies	10E001 1225 4100 00 000000 0000	177.23
		Totals for LAKESHORE LEARNING MATERIALS		526.82
LANGE, TRENT	Jan-March	Mileage reimbursement	10E001 2150 3320 00 000000 0000	70.73
		Totals for LANGE, TRENT		70.73
LANTER DISTRIBUTING, S	175428	Commodities	10E011 2560 4100 00 000000 0000	345.70
LANTER DISTRIBUTING, S	175437	Commodities	10E003 2560 4100 00 000000 0000	302.72
LANTER DISTRIBUTING, S	175438	Commodities	10E002 2560 4100 00 000000 0000	332.46
LANTER DISTRIBUTING, S	175443	Commodities	10E010 2560 4100 00 000000 0000	273.50

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for LANTER DISTRIBUTING, DIV OF O	1,254.38
LARSON & DARBY GROUP	35235	Professional Services - CMS Reroof	20E001 2540 3999 00 000000 0000	3,610.66
LARSON & DARBY GROUP	35295	Professional Architect Services A/C PV	20E001 2540 3999 00 000000 0000	3,877.28
LARSON & DARBY GROUP	35296	Professional Architect Services MS Reroof	20E001 2540 3100 00 000000 0000	9,455.74
			Totals for LARSON & DARBY GROUP	16,943.68
LEE'S FOODSERVICE PA	C-012615-4	Repair of Mixer	10E002 2560 3230 00 000000 0000	453.75
			Totals for LEE'S FOODSERVICE PARTS & REP	453.75
LEFFELMAN, JULIA	Feb 28	4th grade Science consumables	10E004 1110 4100 00 000000 0000	146.14
LEFFELMAN, JULIA	PPO 750 02	Reimbursement for PPO 750 Medical Plan	10E004 2110 2220 00 000000 0000	84.15
LEFFELMAN, JULIA	PPO 750 03	Reimburse for PPO 750 plan	10E004 2110 2220 00 000000 0000	20.00
			Totals for LEFFELMAN, JULIA	250.29
LINCOLNSHIRE PRINTIN	36568	Scantrons	10E002 1130 4100 00 000000 0000	202.50
			Totals for LINCOLNSHIRE PRINTING, INC	202.50
LINDEN OAKS TUTORING	301-17	Tutoring services	10E001 1912 6700 00 000000 0000	273.00
			Totals for LINDEN OAKS TUTORING SERVICES	273.00
LUDA	Dues 15-16	LUDA Membership Dues 15-16	10E001 2310 6400 00 000000 0000	3,000.00
			Totals for LUDA	3,000.00
LULLO, JANE	March 2015	Registration and Mileage reimb for CPR Instructor Renewal class on 3/7/15	10E001 2210 3190 00 462000 0000	177.10
			Totals for LULLO, JANE	177.10
MAJOR, JANET	Jan-March	Mileage reimb	10E011 1120 3320 00 000000 0000	30.81
			Totals for MAJOR, JANET	30.81
MAKERBOT INDUSTRIES,	INV058050	Material for the 3D printer	10E002 1130 4100 00 322000 0000	480.99
			Totals for MAKERBOT INDUSTRIES, LLC	480.99
MALCOR ROOFING OF IL	452	CT Repair Roof around mechanical unit	20E001 2540 3100 00 000000 0000	723.00
			Totals for MALCOR ROOFING OF ILLINOIS IN	723.00
MARENGO AUTO BODY AN	20609	Windshield replacement	40E001 2550 3230 00 000000 0000	280.00
			Totals for MARENGO AUTO BODY AND GLASS	280.00
MARTENS, RICHARD	Shoes FY15	2014-2015 Work Boot Reimbursement	20E001 2540 3160 00 000000 0000	72.50
			Totals for MARTENS, RICHARD	72.50
MAYER-JOHNSON LLC	M241655-WE	Classroom software Boardmaker	10E001 1200 4100 00 462000 0000	174.00
MAYER-JOHNSON LLC	M241655-WE	Classroom software Boardmaker	10E005 1205 4100 00 000000 0000	225.00
			Totals for MAYER-JOHNSON LLC	399.00
MAYS-ALVAREZ, LESLIE	March 19	Bilingual S/L Evaluation	10E001 2150 3140 00 000000 0000	200.00
			Totals for MAYS-ALVAREZ, LESLIE	200.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
MCHENRY ANALYTICAL W	317153	Water Sample Testing	20E001 2540 3100 00 000000 0000	167.00
MCHENRY ANALYTICAL W	316844	Water Testing	20E001 2540 3100 00 000000 0000	1,800.00
Totals for MCHENRY ANALYTICAL WATER LABO				1,967.00
MENARDS, ELGIN	68743	Lights	40E001 2550 4100 00 000000 0000	119.94
MENARDS, ELGIN	67460	Grounds Supplies	20E001 2540 4120 00 000000 0000	1.99
MENARDS, ELGIN	67399	Grounds Supplies	20E001 2540 4120 00 000000 0000	12.72
MENARDS, ELGIN	66800	Grounds Supplies	20E001 2540 4120 00 000000 0000	37.84
MENARDS, ELGIN	67267	Grounds Supplies	20E001 2540 4120 00 000000 0000	90.75
MENARDS, ELGIN	67007	Grounds Supplies	20E001 2540 4120 00 000000 0000	195.70
MENARDS, ELGIN	66436	Grounds Supplies	20E001 2540 4120 00 000000 0000	247.96
MENARDS, ELGIN	68406	Maintenance Supplies	20E001 2540 4110 00 000000 0000	8.81
MENARDS, ELGIN	68253	Maintenance Supplies	20E001 2540 4110 00 000000 0000	292.03
MENARDS, ELGIN	68013	Maintenance Supplies	20E001 2540 4110 00 000000 0000	23.86
Totals for MENARDS, ELGIN				1,031.60
METRO PROFESSIONAL P	134845	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,012.91
Totals for METRO PROFESSIONAL PRODUCTS				1,012.91
MID VALLEY SP ED COO	March 2015	Mid-ValleyTuition 3rd Installment	10E001 4120 3190 00 000000 0000	26,332.66
MID VALLEY SP ED COO	March 2015	Mid-ValleyTuition 3rd Installment	10E001 4220 6700 00 000000 0000	105,330.66
MID VALLEY SP ED COO	April 2015	Mid-Valley tuition-last installment 2nd semester	10E001 4120 3190 00 000000 0000	26,332.66
MID VALLEY SP ED COO	April 2015	Mid-Valley tuition-last installment 2nd semester	10E001 4220 6700 00 000000 0000	105,330.66
Totals for MID VALLEY SP ED COOPERATIVE				263,326.64
MIDWEST COMPUTER PRO	705046	Mimios	10E010 2410 7100 00 000000 0000	10,104.60
MIDWEST COMPUTER PRO	704995	Digital Display-paid by PTO	10E011 2410 3900 00 000000 0000	0.00
Totals for MIDWEST COMPUTER PRODUCTS, IN				10,104.60
MIDWEST EQUIPMENT CO	723003	Supplies	10E002 2560 4900 00 000000 0000	77.41
Totals for MIDWEST EQUIPMENT COMPANY				77.41
MIDWEST TRANSIT EQUI	X101011499	Front Grille	40E001 2550 4100 00 000000 0000	465.21
MIDWEST TRANSIT EQUI	X101011597	Star Seats and Wire	40E001 2550 4100 00 000000 0000	22.63
MIDWEST TRANSIT EQUI	X101011765	Star Seats and Wire	40E001 2550 4100 00 000000 0000	399.29
MIDWEST TRANSIT EQUI	R311000147	Replace Headlight Switch	40E001 2550 3230 00 000000 0000	262.14
MIDWEST TRANSIT EQUI	R101002204	Oil & filter change	40E001 2550 3230 00 000000 0000	214.40
Totals for MIDWEST TRANSIT EQUIPMENT, IN				1,363.67
MIRENDA, PAMELA	551164SI	Reimb for PKMS supplies	10E011 2560 4100 00 000000 0000	196.30
Totals for MIRENDA, PAMELA				196.30
MIX, LANCE	Shoes FY15	2014-2015 Work Boot Reimbursement	20E001 2540 3160 00 000000 0000	30.00
Totals for MIX, LANCE				30.00
MUNAO, HALLIE	March 12	Lang. Arts 6th grade supplies	10E011 1120 4100 00 000000 0000	116.43
Totals for MUNAO, HALLIE				116.43
MUSIC & ARTS CENTER,	9852029	Vocal music	10E002 1130 4100 00 000000 0000	40.00
MUSIC & ARTS CENTER,	4626722	Band supplies	10E002 1130 4100 00 000000 0000	40.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
MUSIC & ARTS CENTER,	4626719	Band supplies	10E002 1130 4100 00 000000 0000	49.60
MUSIC & ARTS CENTER,	8643242	Band supplies	10E002 1130 4100 00 000000 0000	48.00
MUSIC & ARTS CENTER,	8949873	Band supplies	10E002 1130 4100 00 000000 0000	41.90
MUSIC & ARTS CENTER,	4641514	Band supplies	10E002 1130 4100 00 000000 0000	18.00
MUSIC & ARTS CENTER,	4634655	Band supplies	10E002 1130 4100 00 000000 0000	5.00
MUSIC & ARTS CENTER,	9477830	Band supplies	10E002 1130 4100 00 000000 0000	44.00
MUSIC & ARTS CENTER,	4665847	Band supplies	10E002 1130 4100 00 000000 0000	14.40
MUSIC & ARTS CENTER,	9645024	Band supplies	10E002 1130 4100 00 000000 0000	104.00
MUSIC & ARTS CENTER,	9854160	Band supplies	10E002 1130 4100 00 000000 0000	46.40
MUSIC & ARTS CENTER,	9875580	Band supplies	10E002 1130 4100 00 000000 0000	32.00
MUSIC & ARTS CENTER,	312958	Band supplies	10E002 1130 4100 00 000000 0000	262.50
MUSIC & ARTS CENTER,	4691597	Band supplies	10E002 1130 4100 00 000000 0000	36.00
MUSIC & ARTS CENTER,	329534	Band supplies	10E002 1130 4100 00 000000 0000	45.00
MUSIC & ARTS CENTER,	4706541	Band supplies	10E002 1130 4100 00 000000 0000	148.00
MUSIC & ARTS CENTER,	4703191	Band supplies	10E002 1130 4100 00 000000 0000	168.80
Totals for MUSIC & ARTS CENTER, INC				1,143.60
MUSIC IN MOTION	494596	End of year music awards	10E005 1110 4100 00 000000 0000	40.15
Totals for MUSIC IN MOTION				40.15
n2y	S169701	Annual online subscription renewal	10E001 1200 4100 00 462000 0000	598.00
Totals for n2y				598.00
NASCO	293393	Tadpoles	10E010 1110 4100 00 000000 0000	71.50
NASCO	295210	PE Supplies	10E004 2410 4900 00 000000 0000	169.08
NASCO	326408	PE Supplies	10E004 2410 4900 00 000000 0000	66.03
Totals for NASCO				306.61
NATIONAL SEED	551164SI	Pros Choice Red for Field Preparation	20E001 2540 4120 00 000000 0000	740.00
Totals for NATIONAL SEED				740.00
NEFF COMPANY	2315772	Central Athletic Supplies	10E002 1500 4100 00 000000 0000	93.00
Totals for NEFF COMPANY				93.00
NICOR GAS	01-61-78-1	Nicor gas CHS Bus Garage	40E001 2550 4650 00 000000 0000	195.62
Totals for NICOR GAS				195.62
NIHIP	20150313AD	Payroll accrual	10L000 4810 4010 00 000000 0000	18,887.70
NIHIP	20150313AD	Payroll accrual	20L000 4810 4010 00 000000 0000	2,605.20
NIHIP	20150313AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,047.75
NIHIP	20150313AD	Payroll accrual	40L000 4810 4010 00 000000 0000	209.55
NIHIP	20150313AD	Payroll accrual	10L000 4810 4010 00 000000 0000	854.30
NIHIP	20150313AD	Payroll accrual	10L000 4810 4010 00 000000 0000	130.75
NIHIP	20150313AD	Payroll accrual	10L000 4810 4010 00 000000 0000	484.77
NIHIP	20150313AD	Payroll accrual	20L000 4810 4010 00 000000 0000	161.59
NIHIP	20150313AD	Payroll accrual	10L000 4810 4010 00 000000 0000	2,173.44
NIHIP	20150313AD	Payroll accrual	20L000 4810 4010 00 000000 0000	543.36
NIHIP	20150313AD	Payroll accrual	10L000 1120 0010 00 000000 0000	71.25
NIHIP	20150313AD	Payroll accrual	20L000 1120 0010 00 000000 0000	11.55
NIHIP	20150313AD	Payroll accrual	40L000 1120 0010 00 000000 0000	3.00
NIHIP	20150313AD	Payroll accrual	10L000 1120 0010 00 000000 0000	43.75
NIHIP	20150313AD	Payroll accrual	20L000 1120 0010 00 000000 0000	3.75
NIHIP	20150313AD	Payroll accrual	10L000 1120 0010 00 000000 0000	610.05
NIHIP	20150313AD	Payroll accrual	20L000 1120 0010 00 000000 0000	103.15

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NIHIP	20150313AD	Payroll accrual	40L000 1120 0010 00 000000 0000	134.15
NIHIP	20150313AD	Payroll accrual	10L000 4810 2240 00 000000 0000	733.72
NIHIP	20150313AD	Payroll accrual	20L000 4810 2240 00 000000 0000	106.08
NIHIP	20150313AD	Payroll accrual	40L000 4810 2240 00 000000 0000	8.84
NIHIP	20150313AD	Payroll accrual	10L000 4810 2240 00 000000 0000	292.26
NIHIP	20150313AD	Payroll accrual	20L000 4810 2240 00 000000 0000	40.24
NIHIP	20150313AF	Payroll accrual	10L000 4810 2220 00 000000 0000	75,768.99
NIHIP	20150313AF	Payroll accrual	20L000 4810 2220 00 000000 0000	8,684.13
NIHIP	20150313AF	Payroll accrual	40L000 4810 2220 00 000000 0000	868.41
NIHIP	20150313AF	Payroll accrual	10L000 4810 2220 00 000000 0000	36,549.70
NIHIP	20150313AF	Payroll accrual	20L000 4810 2220 00 000000 0000	6,645.40
NIHIP	20150313AF	Payroll accrual	40L000 4810 2220 00 000000 0000	332.27
NIHIP	20150313AF	Payroll accrual	10L000 4810 2220 00 000000 0000	3,143.30
NIHIP	20150313AF	Payroll accrual	40L000 4810 2220 00 000000 0000	628.66
NIHIP	20150313AF	Payroll accrual	10L000 4810 2200 00 000000 0000	1,282.84
NIHIP	20150313AF	Payroll accrual	10L000 4810 2220 00 000000 0000	3,246.46
NIHIP	20150313AF	Payroll accrual	10L000 4810 2220 00 000000 0000	915.25
NIHIP	20150313AF	Payroll accrual	10L000 4810 2220 00 000000 0000	1,454.34
NIHIP	20150313AF	Payroll accrual	20L000 4810 2220 00 000000 0000	484.78
NIHIP	20150313AF	Payroll accrual	10L000 4810 2220 00 000000 0000	756.75
NIHIP	20150313AF	Payroll accrual	10L000 4810 2220 00 000000 0000	7,244.93
NIHIP	20150313AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,630.11
NIHIP	20150313AF	Payroll accrual	10L000 4810 2220 00 000000 0000	1,979.11
NIHIP	20150313AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,413.65
NIHIP	20150313AF	Payroll accrual	10L000 4810 2210 00 000000 0000	367.74
NIHIP	20150313AF	Payroll accrual	20L000 4810 2210 00 000000 0000	37.26
NIHIP	20150313AF	Payroll accrual	40L000 4810 2210 00 000000 0000	5.67
NIHIP	20150313AF	Payroll accrual	10L000 4810 2200 00 000000 0000	245.09
NIHIP	20150313AF	Payroll accrual	20L000 4810 2200 00 000000 0000	10.79
NIHIP	20150313AF	Payroll accrual	40L000 4810 2200 00 000000 0000	13.78
NIHIP	20150327AD	Payroll accrual	10L000 4810 4010 00 000000 0000	19,321.90
NIHIP	20150327AD	Payroll accrual	20L000 4810 4010 00 000000 0000	2,605.20
NIHIP	20150327AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,047.75
NIHIP	20150327AD	Payroll accrual	20L000 4810 4010 00 000000 0000	419.10
NIHIP	20150327AD	Payroll accrual	40L000 4810 4010 00 000000 0000	209.55
NIHIP	20150327AD	Payroll accrual	10L000 4810 4010 00 000000 0000	854.30
NIHIP	20150327AD	Payroll accrual	10L000 4810 4010 00 000000 0000	130.75
NIHIP	20150327AD	Payroll accrual	10L000 4810 4010 00 000000 0000	484.77
NIHIP	20150327AD	Payroll accrual	20L000 4810 4010 00 000000 0000	161.59
NIHIP	20150327AD	Payroll accrual	10L000 4810 4010 00 000000 0000	2,173.44
NIHIP	20150327AD	Payroll accrual	20L000 4810 4010 00 000000 0000	543.36
NIHIP	20150327AD	Payroll accrual	10L000 1120 0010 00 000000 0000	71.25
NIHIP	20150327AD	Payroll accrual	20L000 1120 0010 00 000000 0000	13.05
NIHIP	20150327AD	Payroll accrual	40L000 1120 0010 00 000000 0000	3.00
NIHIP	20150327AD	Payroll accrual	10L000 1120 0010 00 000000 0000	43.75
NIHIP	20150327AD	Payroll accrual	20L000 1120 0010 00 000000 0000	6.25
NIHIP	20150327AD	Payroll accrual	10L000 1120 0010 00 000000 0000	610.05
NIHIP	20150327AD	Payroll accrual	20L000 1120 0010 00 000000 0000	118.15
NIHIP	20150327AD	Payroll accrual	40L000 1120 0010 00 000000 0000	134.15
NIHIP	20150327AD	Payroll accrual	10L000 4810 2240 00 000000 0000	769.08
NIHIP	20150327AD	Payroll accrual	20L000 4810 2240 00 000000 0000	123.76
NIHIP	20150327AD	Payroll accrual	40L000 4810 2240 00 000000 0000	8.84
NIHIP	20150327AD	Payroll accrual	10L000 4810 2240 00 000000 0000	282.84
NIHIP	20150327AD	Payroll accrual	20L000 4810 2240 00 000000 0000	37.10
NIHIP	20150327AF	Payroll accrual	10L000 4810 2220 00 000000 0000	77,071.61
NIHIP	20150327AF	Payroll accrual	20L000 4810 2220 00 000000 0000	8,684.13

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NIHIP	20150327AF	Payroll accrual	40L000 4810 2220 00 000000 0000	868.41
NIHIP	20150327AF	Payroll accrual	10L000 4810 2220 00 000000 0000	35,552.89
NIHIP	20150327AF	Payroll accrual	20L000 4810 2220 00 000000 0000	5,648.59
NIHIP	20150327AF	Payroll accrual	40L000 4810 2220 00 000000 0000	332.27
NIHIP	20150327AF	Payroll accrual	10L000 4810 2220 00 000000 0000	3,143.30
NIHIP	20150327AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,257.32
NIHIP	20150327AF	Payroll accrual	40L000 4810 2220 00 000000 0000	628.66
NIHIP	20150327AF	Payroll accrual	10L000 4810 2200 00 000000 0000	1,282.84
NIHIP	20150327AF	Payroll accrual	10L000 4810 2220 00 000000 0000	3,246.46
NIHIP	20150327AF	Payroll accrual	10L000 4810 2220 00 000000 0000	915.25
NIHIP	20150327AF	Payroll accrual	10L000 4810 2220 00 000000 0000	1,454.34
NIHIP	20150327AF	Payroll accrual	20L000 4810 2220 00 000000 0000	484.78
NIHIP	20150327AF	Payroll accrual	10L000 4810 2220 00 000000 0000	756.75
NIHIP	20150327AF	Payroll accrual	10L000 4810 2220 00 000000 0000	7,244.93
NIHIP	20150327AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,630.11
NIHIP	20150327AF	Payroll accrual	10L000 4810 2220 00 000000 0000	1,979.11
NIHIP	20150327AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,413.65
NIHIP	20150327AF	Payroll accrual	10L000 4810 2210 00 000000 0000	366.93
NIHIP	20150327AF	Payroll accrual	20L000 4810 2210 00 000000 0000	37.26
NIHIP	20150327AF	Payroll accrual	40L000 4810 2210 00 000000 0000	5.67
NIHIP	20150327AF	Payroll accrual	10L000 4810 2200 00 000000 0000	245.09
NIHIP	20150327AF	Payroll accrual	20L000 4810 2200 00 000000 0000	10.79
NIHIP	20150327AF	Payroll accrual	40L000 4810 2200 00 000000 0000	13.78
NIHIP	April 2015	Medical Adjustment	10E002 1130 2210 00 000000 0000	2.43
NIHIP	April 2015	Medical Adjustment	10E002 1130 2220 00 000000 0000	735.03
NIHIP	April 2015	Medical Adjustment	20E001 2540 2210 00 000000 0000	1.62
NIHIP	April 2015	Medical Adjustment	20E001 2540 2220 00 000000 0000	1,390.76
Totals for NIHIP				369,547.35
NOLAN, SARAH	Jan-March	Mileage reimbursement	10E001 2140 3320 00 000000 0000	95.45
Totals for NOLAN, SARAH				95.45
NORMOYLE, KATIE	March 6	Conference reimb ASCD Kindergarten 3/6/15	10E001 2210 3190 00 462000 0000	163.27
Totals for NORMOYLE, KATIE				163.27
NSN EMPLOYER SERVICE	2015-2016	Unemployment Claim Service	80E001 2363 3830 00 000000 0000	1,220.70
Totals for NSN EMPLOYER SERVICES, INC				1,220.70
OCCUPATIONAL HEALTH	554-271	DOT & WC Exams March 2015	40E001 2550 3190 00 000000 0000	455.00
OCCUPATIONAL HEALTH	554-271	DOT & WC Exams March 2015	80E001 2362 3820 00 000000 0000	104.00
Totals for OCCUPATIONAL HEALTH SVCS				559.00
OCONOMOWOC DEVELOPME	262269	Monthly Tuition	10E001 1912 6700 00 000000 0000	3,973.83
Totals for OCONOMOWOC DEVELOPMENTAL TRAI				3,973.83
OFFICE DEPOT	7583146360	Toner	10E001 2520 4100 00 000000 0000	71.81
OFFICE DEPOT	7568139810	File folders and velcro	10E010 2410 4100 00 000000 0000	266.64
OFFICE DEPOT	7580676030	White card stock & Stamps for Student Files	10E004 2410 4100 00 000000 0000	54.72
OFFICE DEPOT	7580688190	White card stock & Stamps for Student Files	10E004 2410 4100 00 000000 0000	73.76
OFFICE DEPOT	7597971540	Office Supplies	20E001 2540 4110 00 000000 0000	186.59
OFFICE DEPOT	7599454320	Camera and GPS	40E001 2550 4100 00 000000 0000	142.49
OFFICE DEPOT	7599447110	Camera and GPS	40E001 2550 4100 00 000000 0000	156.79
OFFICE DEPOT	7617700440	Office supplies	10E010 2410 4100 00 000000 0000	55.26

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
OFFICE DEPOT	7607961240	Writing Pads, Index Cards, Stackable Organizers	10E005 1110 4100 00 000000 0000	29.21
Totals for OFFICE DEPOT				1,037.27
ORKIN EXTERMINATING	101349276	Pesticide Treatment CHS	20E001 2540 3100 00 000000 0000	110.62
ORKIN EXTERMINATING	101349280	Pesticide Treatment CMS	20E001 2540 3100 00 000000 0000	110.62
ORKIN EXTERMINATING	101350270	Pesticide Treatment PKMS	20E001 2540 3100 00 000000 0000	95.38
ORKIN EXTERMINATING	101349282	Pesticide Treatment HBT	20E001 2540 3100 00 000000 0000	91.40
ORKIN EXTERMINATING	101349994	Pesticide Treatment LL	20E001 2540 3100 00 000000 0000	107.28
ORKIN EXTERMINATING	101349278	Pesticide Treatment PV	20E001 2540 3100 00 000000 0000	100.17
ORKIN EXTERMINATING	101350269	Pesticide Treatment CT	20E001 2540 3100 00 000000 0000	95.38
ORKIN EXTERMINATING	101350040	Pesticide Treatment DO	20E001 2540 3100 00 000000 0000	101.74
ORKIN EXTERMINATING	101350164	Pesticide Treatment PC	20E001 2540 3100 00 000000 0000	108.88
Totals for ORKIN EXTERMINATING				921.47
PAR, INC	692756-1	Manual for protocols	10E001 2140 4100 00 000000 0000	72.00
Totals for PAR, INC				72.00
PARRA, ROBERTO	March 2015	Mileage reimb	10E001 2660 3320 00 000000 0000	52.08
Totals for PARRA, ROBERTO				52.08
PASQUINI, CHRISTOPHE	March 2015	Mileage reimb	10E001 2660 3320 00 000000 0000	26.88
Totals for PASQUINI, CHRISTOPHER				26.88
PASZT, ALEXANDRA	March 12	Spring Parent Night	10E011 2410 4900 00 000000 0000	30.81
Totals for PASZT, ALEXANDRA				30.81
PATRIOT DOOR SOLUTIO	March 17	Garage door repair	40E001 2550 3230 00 000000 0000	135.00
Totals for PATRIOT DOOR SOLUTIONS				135.00
PAULUS, KIMBERLY	136502	Athletics - Scholastic Bowl party	10E011 1500 4100 00 000000 0000	42.95
PAULUS, KIMBERLY	March 12-1	Conference reimb for NSTA National	10E011 2210 6400 00 000000 0000	320.59
Totals for PAULUS, KIMBERLY				363.54
PEARSON EDUCATION	7024049023	3rd grade fraction tiles	10E004 1110 4100 00 000000 0000	160.02
Totals for PEARSON EDUCATION				160.02
PEPSI COLA GEN BOT I	28459801	Pop	10E004 2410 4900 00 000000 0000	113.55
PEPSI COLA GEN BOT I	23089360	Central Athletic Pepsi Purchase	10E002 1500 4900 02 000000 0000	464.56
PEPSI COLA GEN BOT I	23089359	Pop	10E002 2560 4100 00 000000 0000	491.79
PEPSI COLA GEN BOT I	24974757	Pop	10E002 2560 4100 00 000000 0000	340.62
PEPSI COLA GEN BOT I	28459803	Vending Machine	10E003 1120 4900 00 000000 0000	237.00
PEPSI COLA GEN BOT I	8662558	Pop	10E002 2560 4100 00 000000 0000	324.58
PEPSI COLA GEN BOT I	96519804	Pepsi	10E011 2410 4900 00 000000 0000	280.04
PEPSI COLA GEN BOT I	83611609	Pop	10E002 2560 4100 00 000000 0000	390.46
PEPSI COLA GEN BOT I	8662559	Pop	10E004 2410 4900 00 000000 0000	128.25
PEPSI COLA GEN BOT I	96750458	Pepsi - Soda for lounge	10E008 2410 3900 00 000000 0000	112.16
PEPSI COLA GEN BOT I	96205202	Pop	10E002 2560 4100 00 000000 0000	264.70
Totals for PEPSI COLA GEN BOT INC				3,147.71
PERMA-BOUND	1626835-00	LMC Books	10E011 2220 4100 00 000000 0000	287.82
PERMA-BOUND	1621926-01	LMC Books	10E011 2220 4100 00 000000 0000	119.89
PERMA-BOUND	1626835-01	LMC Books	10E011 2220 4100 00 000000 0000	62.32

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for PERMA-BOUND	470.03
PETERSON, HEIDI	March 10	Athletics Supplies	10E011 1500 4100 00 000000 0000	87.47
PETERSON, HEIDI	March 18	PE monitors	10E011 1120 4100 00 000000 0000	84.98
			Totals for PETERSON, HEIDI	172.45
PFLUG, DAINA	March 2015	Mileage reimb	10E001 2520 3320 00 000000 0000	9.89
			Totals for PFLUG, DAINA	9.89
PIEL, JONATHAN	50227973	Vocal cart	10E011 1120 4100 00 000000 0000	32.69
			Totals for PIEL, JONATHAN	32.69
PIONEER MANUFACTURIN	INV546668	Grounds Parts for Painter	20E001 2540 4120 00 000000 0000	69.00
PIONEER MANUFACTURIN	INV548827	Brite Stripe White Paint - Grounds	20E001 2540 4120 00 000000 0000	3,948.00
PIONEER MANUFACTURIN	INV549480	Ground Field Supplies	20E001 2540 4120 00 000000 0000	550.00
			Totals for PIONEER MANUFACTURING CO/ATHL	4,567.00
PITNEY BOWES	687370	Postage Machine Ink cartridge	10E003 2410 3410 00 000000 0000	135.98
			Totals for PITNEY BOWES	135.98
PITNEY BOWES GLOBAL	7242969-MR	Postage meter CT	10E001 2410 3250 00 000000 0000	138.00
PITNEY BOWES GLOBAL	7045909-MR	Postage meter LL	10E001 2410 3250 00 000000 0000	117.00
PITNEY BOWES GLOBAL	5423959-MR	Postage meter CMS	10E001 2410 3250 00 000000 0000	195.00
PITNEY BOWES GLOBAL	402081-MR1	Postage meter PKMS	10E001 2410 3250 00 000000 0000	198.00
PITNEY BOWES GLOBAL	7107444-MR	Postage meter CHS	10E001 2410 3250 00 000000 0000	102.00
PITNEY BOWES GLOBAL	1402081-MR	Postage meter PV	10E001 2410 3250 00 000000 0000	114.00
PITNEY BOWES GLOBAL	1297978-MR	Postage meter HBT	10E001 2410 3250 00 000000 0000	38.00
			Totals for PITNEY BOWES GLOBAL FINANCIAL	902.00
PMA LEASING, INC	413914	4 Ricoh Pro 907EX copiers	10E001 2410 3250 00 000000 0000	2,781.35
			Totals for PMA LEASING, INC	2,781.35
PMA SECURITIES, INC	D442	Dissemination Agent Fee Filing for 2014	30E001 5400 3190 00 000000 0000	2,000.00
			Totals for PMA SECURITIES, INC	2,000.00
POLLASTRINI, SHEILA	Tuition 04-	Tuition Reimb Instr Strategies that Work EDUC 609L 704	10E011 1120 2300 00 000000 0000	300.00
			Totals for POLLASTRINI, SHEILA	300.00
POMP'S TIRE SERVICE	640029081	Dr Ed Car Tires	10E002 1730 4100 00 000000 0000	541.00
POMP'S TIRE SERVICE	640029852	Tires	40E001 2550 4130 00 000000 0000	698.34
			Totals for POMP'S TIRE SERVICE	1,239.34
POSITIVE REFLECTION	3-08-2014	Social media March	10E001 2900 3000 00 000000 0000	2,000.00
			Totals for POSITIVE REFLECTION PUBLIC RE	2,000.00
POTSIC, MICHAEL	March 2015	Out of District Mileage Reimbursement	10E001 2330 3320 00 000000 0000	289.24
			Totals for POTSIC, MICHAEL	289.24
PREMIUM SEWING OUTLE	10709-0302	Paint pens	10E010 1110 4100 00 000000 0000	269.88
			Totals for PREMIUM SEWING OUTLET	269.88

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
PRO-ED	2282583	Protocols	10E001 2140 4100 00 000000 0000	75.90
PRO-ED	2287938	S/L supplies	10E001 2150 4100 00 000000 0000	238.21
		Totals for PRO-ED		314.11
PROGRESSIVE BUSINESS	435206	Annual Compliance Renewal	10E001 2320 6400 00 000000 0000	279.65
		Totals for PROGRESSIVE BUSINESS COMPLIAN		279.65
QUILL CORPORATION	2851046	Encore supplies	10E011 1120 4100 00 000000 0000	13.35
QUILL CORPORATION	2778215	Encore supplies	10E011 1120 4100 00 000000 0000	70.49
QUILL CORPORATION	2801583	Encore supplies	10E011 1120 4100 00 000000 0000	9.42
QUILL CORPORATION	2811680	6 Red team items	10E011 1120 4100 00 000000 0000	21.52
QUILL CORPORATION	2778188	6 Red team items	10E011 1120 4100 00 000000 0000	102.36
QUILL CORPORATION	2514094	Office Supplies	10E003 2410 4100 00 000000 0000	40.72
QUILL CORPORATION	2541178	Office Supplies	10E003 2410 4100 00 000000 0000	97.17
QUILL CORPORATION	2334076	Ink Cartridge for classroom printers	10E003 1120 4170 00 000000 0000	89.99
QUILL CORPORATION	2292827	Ink Cartridges for Classroom Printers	10E003 1120 4170 00 000000 0000	303.27
		Totals for QUILL CORPORATION		748.29
RADI-LINK, INC	105610	Radio Repairs	40E001 2550 3240 00 000000 0000	488.50
		Totals for RADI-LINK, INC		488.50
RALPH HELM INC	246398	Parts for Stihl Weed Trimmers	20E001 2540 4120 00 000000 0000	117.41
		Totals for RALPH HELM INC		117.41
REALLY GOOD STUFF	5039121	ESL - Privacy Shields	10E004 1110 4100 00 000000 0000	38.94
REALLY GOOD STUFF	5040970	Classroom supplies	10E004 1205 4100 00 000000 0000	74.90
		Totals for REALLY GOOD STUFF		113.84
REBONE, STEPHANIE	March 6	Conference Reimb for ASCD Kindergarten	10E008 2210 6400 00 000000 0000	129.00
		Totals for REBONE, STEPHANIE		129.00
REPUBLIC SERVICES #9	551-011540	Refuse & Recycle All Bldgs	20E001 2540 3210 00 000000 0000	1,557.36
		Totals for REPUBLIC SERVICES #933		1,557.36
RIDDELL ALL AMERICAN	97466282	Athletic Repairs	10E011 1500 3230 00 000000 0000	1,499.88
RIDDELL ALL AMERICAN	60262740	Football Helmets Middle School	10E003 1500 3230 00 000000 0000	3,391.41
RIDDELL ALL AMERICAN	97466408	Helmets Football - Middle School	10E003 1500 3230 00 000000 0000	582.73
		Totals for RIDDELL ALL AMERICAN SPORTS C		5,474.02
ROEDER, AMIE	Feb 27	Reimb for Music Clinic	10E005 2210 6400 00 000000 0000	42.00
		Totals for ROEDER, AMIE		42.00
SAFETY KLEEN CORP	66399818	Removal of Waste Barrel	20E001 2540 3100 00 000000 0000	1,061.82
SAFETY KLEEN CORP	66458747	Removal of 6th Drum for Acid Neutralization Tank	20E001 2540 3100 00 000000 0000	221.82
		Totals for SAFETY KLEEN CORP		1,283.64
SCHOLASTIC MAGAZINES	M5562869	Story Works for Grade 3	10E008 1110 4200 00 000000 0000	369.78
SCHOLASTIC MAGAZINES	M5591539	Scholastic Magazines	10E011 1120 4200 00 000000 0000	1,413.95
		Totals for SCHOLASTIC MAGAZINES		1,783.73

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SCHOLASTIC, INC	10715575	Short Reads Level A-Z	10E008 1110 4900 00 000000 0000	2,287.91
SCHOLASTIC, INC	10742937	The Holocaust Reader	10E003 1120 4200 00 000000 0000	485.60
Totals for SCHOLASTIC, INC				2,773.51
SCHOOL HEALTH CORPOR	2967984-00	Nurse supplies	10E011 1120 4250 00 000000 0000	56.55
SCHOOL HEALTH CORPOR	2959085-00	Gloves for student	10E001 2130 4100 00 000000 0000	52.90
SCHOOL HEALTH CORPOR	2965701-00	Wall unit for Health office	10E008 1110 4100 00 000000 0000	81.70
Totals for SCHOOL HEALTH CORPORATION				191.15
SCHOOL SPECIALTY	2081138260	Credit Supplies	10E004 1110 4100 00 000000 0000	-13.70
SCHOOL SPECIALTY	2081140438	Team - 7 Red	10E011 1120 4100 00 000000 0000	134.05
SCHOOL SPECIALTY	2081140626	Classroom supplies	10E002 1130 4100 00 000000 0000	40.05
SCHOOL SPECIALTY	2081140077	Speech ELL	10E011 1120 4100 00 000000 0000	52.21
SCHOOL SPECIALTY	2081140851	Classroom supplies	10E002 1130 4100 00 000000 0000	80.82
Totals for SCHOOL SPECIALTY				293.43
SCHUMER CHAPMAN, FER	May 5	Author Presentation at CMS May 5, 2015	10E003 1120 4900 00 000000 0000	930.00
Totals for SCHUMER CHAPMAN, FERN				930.00
SCHURING & SCHURING	Feb 2015	C Dairy	10E010 2560 4100 00 000000 0000	985.06
SCHURING & SCHURING	Feb 2015	H Dairy	10E004 2560 4100 00 000000 0000	1,081.69
SCHURING & SCHURING	Feb 2015	C Dairy	10E002 2560 4100 00 000000 0000	1,877.98
SCHURING & SCHURING	Feb 2015	L Dairy	10E005 2560 4100 00 000000 0000	360.42
SCHURING & SCHURING	Feb 2015	C Dairy	10E003 2560 4100 00 000000 0000	419.25
SCHURING & SCHURING	Feb 2015	P Dairy	10E011 2560 4100 00 000000 0000	639.32
SCHURING & SCHURING	Feb 2015	P Dairy	10E008 2560 4100 00 000000 0000	998.78
SCHURING & SCHURING	March 2015	Dairy	10E008 2560 4100 00 000000 0000	846.98
SCHURING & SCHURING	March 2015	Dairy	10E011 2560 4100 00 000000 0000	627.27
SCHURING & SCHURING	March 2015	Dairy	10E003 2560 4100 00 000000 0000	385.70
SCHURING & SCHURING	March 2015	Dairy	10E005 2560 4100 00 000000 0000	393.62
SCHURING & SCHURING	March 2015	Dairy	10E002 2560 4100 00 000000 0000	2,193.05
SCHURING & SCHURING	March 2015	Dairy	10E004 2560 4100 00 000000 0000	1,003.09
SCHURING & SCHURING	March 2015	Dairy	10E010 2560 4100 00 000000 0000	808.30
Totals for SCHURING & SCHURING				12,620.51
SCHWAN, SUSAN	March 16	Science - 6th grade	10E011 1120 4100 00 000000 0000	187.26
Totals for SCHWAN, SUSAN				187.26
SCRUGGS, TINA	March 12	Lang. Arts supplies	10E011 1120 4100 00 000000 0000	152.17
Totals for SCRUGGS, TINA				152.17
SENRWOOLY.COM	14-315	Subscription	10E002 1130 4100 00 000000 0000	35.00
Totals for SENRWOOLY.COM				35.00
SERVICE CONCEPTS, IN	15050	CT HVAC Repairs	20E001 2540 3100 00 000000 0000	358.13
SERVICE CONCEPTS, IN	15051	LL HVAC Repairs	20E001 2540 3100 00 000000 0000	377.58
SERVICE CONCEPTS, IN	15054	LL HVAC Repairs	20E001 2540 3100 00 000000 0000	715.66
SERVICE CONCEPTS, IN	15023	CMS HVAC Repairs	20E001 2540 3100 00 000000 0000	721.20
SERVICE CONCEPTS, IN	15022	CHS HVAC Repairs	20E001 2540 3100 00 000000 0000	876.47
SERVICE CONCEPTS, IN	15055	CT HVAC Repairs	20E001 2540 3100 00 000000 0000	878.18
SERVICE CONCEPTS, IN	15027	HVAC Repairs / Additional Hours	20E001 2540 3100 00 000000 0000	9,950.00
SERVICE CONCEPTS, IN	15110	LL HVAC Repairs	20E001 2540 3100 00 000000 0000	146.29
SERVICE CONCEPTS, IN	15109	CT HVAC Repairs	20E001 2540 3100 00 000000 0000	336.41
SERVICE CONCEPTS, IN	15114	HVAC Repairs / Service	20E001 2540 3100 00 000000 0000	8,291.67

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		Renewal Preventative Contract		
SERVICE CONCEPTS, IN	15082	CHS HVAC Repairs	20E001 2540 3100 00 000000 0000	291.36
SERVICE CONCEPTS, IN	15081	PKMS HVAC Repairs	20E001 2540 3100 00 000000 0000	397.04
SERVICE CONCEPTS, IN	15080	CT HVAC Repairs	20E001 2540 3100 00 000000 0000	500.79
SERVICE CONCEPTS, IN	15084	LL HVAC Repairs	20E001 2540 3100 00 000000 0000	530.02
SERVICE CONCEPTS, IN	15083	LL HVAC Repairs	20E001 2540 3100 00 000000 0000	613.69
		Totals for SERVICE CONCEPTS, INC		24,984.49
SHIFFLER EQUIPMENT S	1508303500	Drive Rivet	10E008 1110 4900 00 000000 0000	31.35
		Totals for SHIFFLER EQUIPMENT SALES, INC		31.35
SHOTT, JAROD	Tuition 0	Tuition Reimbursement OL-505 Augustana	10E010 1110 2300 00 000000 0000	200.00
		Totals for SHOTT, JAROD		200.00
SHOW ME CABLES	INV0032973	Fiber Patch Cable	10E001 2660 4100 00 000000 0000	141.99
		Totals for SHOW ME CABLES		141.99
SKYWARD ACCOUNTING D	171242	Crystal reports maintenance renewal FY16	10E001 2520 3160 00 000000 0000	119.00
		Totals for SKYWARD ACCOUNTING DEPT		119.00
SMITH CARREL, INC	611119	Carrels	10E011 1120 4100 00 000000 0000	1,182.14
		Totals for SMITH CARREL, INC		1,182.14
SMITH, LINDSAY	March 27	Soc. St. - 7th grade	10E011 1120 4100 00 000000 0000	214.31
		Totals for SMITH, LINDSAY		214.31
SMITH, MARGARET	Feb 27	Reimb for DuPage Music Clinic	10E004 2210 6400 00 000000 0000	42.00
		Totals for SMITH, MARGARET		42.00
SOCIAL STUDIES SCHOO	SI42090	3rd grade Maps	10E004 1110 4200 00 000000 0000	241.92
SOCIAL STUDIES SCHOO	SI43231	Soc. Studies - 6th grade	10E011 1120 4100 00 000000 0000	232.62
SOCIAL STUDIES SCHOO	SI44419	Social studies - 7th grade	10E011 1120 4100 00 000000 0000	33.95
		Totals for SOCIAL STUDIES SCHOOL SERVICE		508.49
SOCIAL THINKING PUBL	121679	Social Worker	10E011 1120 4100 00 000000 0000	108.40
		Totals for SOCIAL THINKING PUBLISHING		108.40
SONITROL CHICAGOLAND	220841	Security Services	20E001 2540 3100 00 000000 0000	1,095.00
SONITROL CHICAGOLAND	220843	Security Services	20E001 2540 3100 00 000000 0000	320.00
SONITROL CHICAGOLAND	220842	Security Services	20E001 2540 3100 00 000000 0000	296.00
		Totals for SONITROL CHICAGOLAND WEST		1,711.00
SOURCE ONE OFFICE PR	389271	Office supplies	10E008 2410 4900 00 000000 0000	376.51
SOURCE ONE OFFICE PR	390152	Envelopes for registration material	10E008 2410 4900 00 000000 0000	58.77
		Totals for SOURCE ONE OFFICE PRODUCTS		435.28
SPEEDY SPEECH	Feb 2015	SI,P materials	10E010 2410 4100 00 000000 0000	291.00
		Totals for SPEEDY SPEECH		291.00
STAN'S FINANCIAL SER	16385	Transportation copier lease #592	10E001 2410 3250 00 000000 0000	140.00
STAN'S FINANCIAL SER	16413	HBT copier lease #585	10E001 2410 3250 00 000000 0000	199.00
STAN'S FINANCIAL SER	16440	PV copier lease #574	10E001 2410 3250 00 000000 0000	181.00

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
			Totals for STAN'S FINANCIAL SERVICES, IN	520.00
STAN'S OFFICE TECHNO	311285	Staples for Ricoh	10E008 1110 4170 00 000000 0000	73.43
STAN'S OFFICE TECHNO	311581	Copies	10E001 2410 3250 00 000000 0000	9,045.88
STAN'S OFFICE TECHNO	311247	Staples for copy machine	10E005 1110 4100 00 000000 0000	169.08
			Totals for STAN'S OFFICE TECHNOLOGIES	9,288.39
STEINER ELECTRIC COM	S004984961	Powertron	10E001 2660 4100 00 000000 0000	5,853.00
			Totals for STEINER ELECTRIC COMPANY	5,853.00
STOVER, GAIL	March 2015	March Mileage Reimb	10E001 2212 3320 00 000000 0000	264.84
			Totals for STOVER, GAIL	264.84
SUBURBAN WELL DRILLI	15028	Lily Lake Well Repair	20E001 2540 3100 00 000000 0000	523.00
			Totals for SUBURBAN WELL DRILLING CO, IN	523.00
SUMMIT SCHOOL, INC	March 2015	Monthly Tuition	10E001 1912 6700 00 000000 0000	8,502.21
			Totals for SUMMIT SCHOOL, INC	8,502.21
SUPPLYWORKS	332950302	HBT Custodial Supplies	20E001 2540 4100 00 000000 0000	873.72
SUPPLYWORKS	332950310	PKMS Custodial Supplies	20E001 2540 4100 00 000000 0000	708.81
SUPPLYWORKS	332950328	CMS Custodial Supplies	20E001 2540 4100 00 000000 0000	1,315.90
SUPPLYWORKS	332950336	LL Custodial Supplies	20E001 2540 4100 00 000000 0000	55.68
SUPPLYWORKS	332950344	CT Custodial Supplies	20E001 2540 4100 00 000000 0000	578.72
SUPPLYWORKS	332950294	PV Custodial Supplies	20E001 2540 4100 00 000000 0000	304.56
SUPPLYWORKS	333288876	CT Custodial Supplies	20E001 2540 4100 00 000000 0000	-102.12
SUPPLYWORKS	333174571	PKMS Custodial Supplies	20E001 2540 4100 00 000000 0000	109.40
SUPPLYWORKS	332619097	CHS Custodial Supplies	20E001 2540 4100 00 000000 0000	115.61
SUPPLYWORKS	333288892	PV Custodial Supplies	20E001 2540 4100 00 000000 0000	270.42
SUPPLYWORKS	333407955	PKMS Custodial Supplies	20E001 2540 4100 00 000000 0000	338.15
SUPPLYWORKS	333288884	CHS Custodial Supplies	20E001 2540 4100 00 000000 0000	2,419.94
SUPPLYWORKS	333722833	CMS Custodial Supplies	20E001 2540 4100 00 000000 0000	27.57
SUPPLYWORKS	333609048	CT Custodial Supplies	20E001 2540 4100 00 000000 0000	177.58
			Totals for SUPPLYWORKS	7,193.94
SURVEYMONKEY.COM, LL	24195746	Survey Monkey Renewal	10E001 2320 6400 00 000000 0000	250.00
			Totals for SURVEYMONKEY.COM, LLC	250.00
SYBRANT, ELLEN	Feb 2015	Mileage reimbursement	10E001 2150 3320 00 000000 0000	29.67
SYBRANT, ELLEN	March 4	Conference reimb Childhood Apraxia of Speech	10E001 2210 3190 00 462000 0000	288.00
SYBRANT, ELLEN	March 2015	Mileage reimbursement	10E001 2150 3320 00 000000 0000	51.92
			Totals for SYBRANT, ELLEN	369.59
THE CENTER	23694	ISEL Online Literacy Assessment system and services for FY15	10E001 2212 3800 00 000000 0000	3,720.00
			Totals for THE CENTER	3,720.00
THE COURIER NEWS	169032130	LMC Periodicals	10E011 2220 4100 00 000000 0000	143.00
			Totals for THE COURIER NEWS	143.00
TIERNEY BROTHERS INC	46749	Smart board	10E003 1120 7100 00 000000 0000	4,557.00
			Totals for TIERNEY BROTHERS INC	4,557.00
TIGERDIRECT.COM	L147557701	6' power cord	10E001 2660 4100 00 000000 0000	114.94

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
TIGERDIRECT.COM	L147557701	Tripp Lite Cord	10E001 2660 4100 00 000000 0000	410.11
		Totals for TIGERDIRECT.COM		525.05
TIMEOUT SERVICES	1543	Central High School Athletics wireless receiver/controller	10E002 1500 3190 00 000000 0000	1,000.00
		Totals for TIMEOUT SERVICES		1,000.00
TIPPETT, HAZEL	Lunch Refu	HBT Lunch Refund	10R004 1611 0000 00 000000 0000	22.10
		Totals for TIPPETT, HAZEL		22.10
TROPHIES BY GEORGE	2216H	Central Athletic Trophies	10E002 1500 3900 02 000000 0000	594.10
TROPHIES BY GEORGE	2217H	Central Athletic Trophies	10E002 1500 3900 02 000000 0000	580.35
		Totals for TROPHIES BY GEORGE		1,174.45
UNIVERSITY OF ILLINO	59207	Commercial Pesticide Training & Certification clinic - Dan Joiner	20E001 2540 6400 00 000000 0000	55.00
		Totals for UNIVERSITY OF ILLINOIS-PSEP		55.00
UPS	R79R80135	Shipping charges	10E010 1205 4100 00 000000 0000	4.37
		Totals for UPS		4.37
US BANK EQUIPMENT FI	275748689	Copier	10E001 2410 3250 00 000000 0000	253.42
US BANK EQUIPMENT FI	274001718	Copier Lease	10E001 2410 3250 00 000000 0000	122.42
US BANK EQUIPMENT FI	276158086	Copier Lease	10E001 2410 3250 00 000000 0000	112.72
US BANK EQUIPMENT FI	274001635	Copier Lease	10E001 2410 3250 00 000000 0000	620.92
US BANK EQUIPMENT FI	276158037	Copier Lease	10E001 2410 3250 00 000000 0000	571.72
US BANK EQUIPMENT FI	276157989	Copier Lease	10E001 2410 3250 00 000000 0000	1,567.94
US BANK EQUIPMENT FI	275894517	Copier Lease	10E001 2410 3250 00 000000 0000	678.44
US BANK EQUIPMENT FI	274669753	Copier Lease	10E001 2410 3250 00 000000 0000	979.46
		Totals for US BANK EQUIPMENT FINANCE, IN		4,907.04
VALENTINI, MARK	March 17	Reimb for Wrestling Party	10E011 1500 4100 00 000000 0000	136.46
		Totals for VALENTINI, MARK		136.46
VERIZON WIRELESS SER	9742361949	B & G Cell Phone Service	20E001 2540 3400 00 000000 0000	471.06
		Totals for VERIZON WIRELESS SERVICES LLC		471.06
VILLAGE OF BURLINGTO	0023 04-15	Water Service to District Office	20E001 2540 3700 00 000000 0000	39.50
		Totals for VILLAGE OF BURLINGTON		39.50
WAGNER, EMILY	Tuition 03	Reimb for Literacy and Learning: The Building Blocks 506	10E010 1110 2300 00 000000 0000	300.00
		Totals for WAGNER, EMILY		300.00
WALLNER, NEIL	Feb 25	Reimb for PE supplies for repairs	10E004 2410 4900 00 000000 0000	45.93
		Totals for WALLNER, NEIL		45.93
WATSON, KARA	Lunch Refu	CHS Lunch Refund	10R002 1611 0000 00 000000 0000	500.00
		Totals for WATSON, KARA		500.00
WEICK, BRIAN	Feb 27	Reimb for ICE Conference 2015	10E003 2210 6400 00 000000 0000	125.00
		Totals for WEICK, BRIAN		125.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
WENGER CORPORATION	681803	Chorus Risers	10E011 1120 4100 00 000000 0000	1,693.00
		Totals for WENGER CORPORATION		1,693.00
WEST MUSIC COMPANY	SI1100859	Recorder neck straps	10E004 1110 4900 00 000000 0000	42.50
		Totals for WEST MUSIC COMPANY		42.50
WEST SIDE ELECTRIC S	1338591-00	Maintenance Supplies	20E001 2540 4110 00 000000 0000	53.30
WEST SIDE ELECTRIC S	1338084-01	Maintenance Supplies	20E001 2540 4110 00 000000 0000	58.44
WEST SIDE ELECTRIC S	1338285-00	Maintenance Supplies	20E001 2540 4110 00 000000 0000	465.30
WEST SIDE ELECTRIC S	1338827-00	Maintenance Supplies	20E001 2540 4110 00 000000 0000	212.76
WEST SIDE ELECTRIC S	1338821-00	Maintenance Supplies	20E001 2540 4110 00 000000 0000	35.80
		Totals for WEST SIDE ELECTRIC SUPPLY CO,		825.60
WILLIAM V. MACGILL &	IN0513390	Nurse supplies	10E011 1120 4250 00 000000 0000	280.11
		Totals for WILLIAM V. MACGILL & CO		280.11
WOODCRAFT SUPPLY LLC	IV00036540	Cable HP Router Motor, Screw Selector Wheel	10E002 1130 4100 00 322000 0000	640.55
WOODCRAFT SUPPLY LLC	IV00035910	Tools for wood crafting	10E002 1130 4100 00 322000 0000	520.29
WOODCRAFT SUPPLY LLC	IV00035910	Tools for wood crafting	10E002 1130 7100 00 322000 0000	2,339.98
		Totals for WOODCRAFT SUPPLY LLC		3,500.82
WOW BUSINESS	March 16	Internet	10E001 2660 3190 00 000000 0000	1,270.00
		Totals for WOW BUSINESS		1,270.00
YODER, CONRAD	March 2015	Mileage reimb	10E001 2660 3320 00 000000 0000	96.97
YODER, CONRAD	March 2015	Mileage reimb	10E001 2660 4100 00 000000 0000	12.99
		Totals for YODER, CONRAD		109.96
YODER, SPENCER	March 2015	Mileage reimb	10E001 2660 3320 00 000000 0000	32.60
YODER, SPENCER	March 2015	Mileage reimb	10E001 2660 4100 00 000000 0000	13.65
		Totals for YODER, SPENCER		46.25
ZIERK, CARRIE	Tuition 03	Tuition Reimb EDT6010 Integrating Technology Across Curriculum	10E003 1120 2300 00 000000 0000	300.00
		Totals for ZIERK, CARRIE		300.00
ZORO	INV942114	Dial Calipers and Cases	10E002 1130 4100 00 322000 0000	1,705.50
		Totals for ZORO		1,705.50
Totals for checks				1,188,615.77

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATIONAL FUND	317,851.42	625.50	591,994.04	910,470.96
20	OPERATIONS AND MAINTENANCE	45,675.23	0.00	181,848.90	227,524.13
30	DEBT SERVICE, BOND & INTEREST	0.00	0.00	2,000.00	2,000.00
40	TRANSPORTATION FUND	4,408.66	0.00	34,475.69	38,884.35
80	TORT FUND	0.00	0.00	9,736.33	9,736.33
*** Fund Summary Totals ***		367,935.31	625.50	820,054.96	1,188,615.77

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

Approved by the Board of Education

\_\_\_\_\_  
Laura Rabe – President

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Date

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Gary Weigand – Secretary

\_\_\_\_\_  
Date

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BORGES, RICKY	Feb 10	CHS Freshman Girls BB Official 2/10	10E002 1500 3190 00 000000 0000	45.00
			Totals for BORGES, RICKY	45.00
BROCK, ROBERT	Feb 17	CHS Varsity Girls BB Official 2/17	10E002 1500 3190 00 000000 0000	58.00
			Totals for BROCK, ROBERT	58.00
CORDOGAN, TOM	Feb 24	CHS Varsity Boys BB official 2/24	10E002 1500 3190 00 000000 0000	58.00
			Totals for CORDOGAN, TOM	58.00
COUSINS, KEN	Feb 24	CHS Soph Boys BB Official 2/24	10E002 1500 3190 00 000000 0000	45.00
COUSINS, KEN	Feb 26	CHS Freshman Boys BB official 2/26	10E002 1500 3190 00 000000 0000	45.00
			Totals for COUSINS, KEN	90.00
CUMMINGS, MICHAEL	Feb 24	CHS FR Boys BB Official 2/24	10E002 1500 3190 00 000000 0000	45.00
			Totals for CUMMINGS, MICHAEL	45.00
DELL, SCOTT	Feb 24	CHS Soph Boys BB Official 2/24	10E002 1500 3190 00 000000 0000	45.00
			Totals for DELL, SCOTT	45.00
DINKHELLER, JAMES	Feb 26	CHS Varsity Boys BB official 2/26	10E002 1500 3190 00 000000 0000	58.00
			Totals for DINKHELLER, JAMES	58.00
DOTY, STEVE	Feb 10	CHS Varsity Girls BB Official 2/10	10E002 1500 3190 00 000000 0000	58.00
			Totals for DOTY, STEVE	58.00
ENGEN, LUCAS	Feb 17	CHS Freshman Girls BB Official 2/17	10E002 1500 3190 00 000000 0000	45.00
			Totals for ENGEN, LUCAS	45.00
FRENCH, JAMES	Feb 26	CHS Varsity Boys BB official 2/26	10E002 1500 3190 00 000000 0000	58.00
			Totals for FRENCH, JAMES	58.00
GESSERT, SCOTT	Feb 20	CHS Soph Boys BB Official 2/20	10E002 1500 3190 00 000000 0000	45.00
			Totals for GESSERT, SCOTT	45.00
GILBERT, CHRISTOPHER	Feb 10A	CHS Varsity Girls BB Official 2/10	10E002 1500 3190 00 000000 0000	58.00
			Totals for GILBERT, CHRISTOPHER	58.00
HARVARD HIGH SCHOOL	March 21	Central High School Entry Fee-GV Soccer	10E002 1500 6400 00 000000 0000	180.00
			Totals for HARVARD HIGH SCHOOL	180.00
HOBSCHIED, JOHN	Feb 24	CHS FR Boys BB Official 2/24	10E002 1500 3190 00 000000 0000	45.00
			Totals for HOBSCHIED, JOHN	45.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
HOWARD, RUSSELL	March 21	CHS VRBB-DH Official 3/21/15	10E002 1500 3190 00 000000 0000	105.00
		Totals for HOWARD, RUSSELL		105.00
HUDGENS, JON	March 3	CMS Girls BBall official 3/3/15	10E003 1500 3190 00 000000 0000	55.00
		Totals for HUDGENS, JON		55.00
IHSA	March 2-6	Central HS Athletics Tournament-Boy's BBall, Regionals	10E002 1500 3900 02 000000 0000	1,276.40
		Totals for IHSA		1,276.40
JOYES, JAMES	March 2	CHS Regional BB official	10E002 1500 3900 02 000000 0000	135.00
JOYES, JAMES	Nov 22	CHS GBB Tournament Official 11/22	10E002 1500 3900 02 000000 0000	60.00
		Totals for JOYES, JAMES		195.00
KOZIOL, RICHARD	Feb 17	CHS Soph Girls BB Official 2/17	10E002 1500 3190 00 000000 0000	45.00
		Totals for KOZIOL, RICHARD		45.00
KRUEGER, WESLEY	Feb 20	CHS Soph Boys BB Official 2/20	10E002 1500 3190 00 000000 0000	45.00
		Totals for KRUEGER, WESLEY		45.00
LACHER, DANIEL	Feb 17	CHS Varsity Girls BB Official 2/17	10E002 1500 3190 00 000000 0000	58.00
		Totals for LACHER, DANIEL		58.00
LOHREY, JASON	March 2	CHS Regional BB official	10E002 1500 3900 02 000000 0000	202.50
		Totals for LOHREY, JASON		202.50
MANNING, JOHN	Feb 17	PKMS Wrestling official 2/17	10E011 1500 3190 00 000000 0000	55.00
MANNING, JOHN	Feb 24	PKMS Wrestling official 2/24	10E011 1500 3190 00 000000 0000	55.00
		Totals for MANNING, JOHN		110.00
MARCUSON, GARY	Feb 23	PKMS Girls BB official 2/23	10E011 1500 3190 00 000000 0000	55.00
		Totals for MARCUSON, GARY		55.00
MARTINKA, TERENCE	Feb 20	CHS Varsity Boys BB Official 2/20	10E002 1500 3190 00 000000 0000	58.00
		Totals for MARTINKA, TERENCE		58.00
MERENESS, GUY	Feb 26	CHS Freshman Boys BB official 2/26	10E002 1500 3190 00 000000 0000	45.00
MERENESS, GUY	March 3	CMS Girls BBall official 3/3/15	10E003 1500 3190 00 000000 0000	55.00
		Totals for MERENESS, GUY		100.00
MIKONIS, KEN	Feb 23	PKMS Girls BB official 2/23	10E011 1500 3190 00 000000 0000	55.00
		Totals for MIKONIS, KEN		55.00
MOORE, KEVIN	March 2	CHS Regional BB official	10E002 1500 3900 02 000000 0000	202.50
MOORE, KEVIN	March 21	CHS VRBB-DH Official 3/21/15	10E002 1500 3190 00 000000 0000	105.00
		Totals for MOORE, KEVIN		307.50

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
PARSONS, RICHARD	Feb 26	CHS Varsity Boys BB official 2/26	10E002 1500 3190 00 000000 0000	58.00
Totals for PARSONS, RICHARD				58.00
PEVONKA, EDWARD	March 2	CHS Regional BB official	10E002 1500 3900 02 000000 0000	135.00
Totals for PEVONKA, EDWARD				135.00
PRICE, DOUGLAS	March 2	CHS Regional BB official	10E002 1500 3900 02 000000 0000	135.00
Totals for PRICE, DOUGLAS				135.00
REEDY, GERALD	Feb 20	CHS Freshman Boys BB Official 2/20	10E002 1500 3190 00 000000 0000	45.00
Totals for REEDY, GERALD				45.00
SAUNDERS, MARK	Feb 10	CHS Varsity Girls BB Official 2/10	10E002 1500 3190 00 000000 0000	58.00
Totals for SAUNDERS, MARK				58.00
SHIFFER, JOSEPH	Feb 10	CHS FR Girls BB Official 2/10	10E002 1500 3190 00 000000 0000	45.00
SHIFFER, JOSEPH	Feb 17	CHS Freshman Girls BB Official 2/17	10E002 1500 3190 00 000000 0000	45.00
Totals for SHIFFER, JOSEPH				90.00
SKOOG, CRAIG	Feb 10	CHS Soph Girls BB Official 2/10	10E002 1500 3190 00 000000 0000	45.00
Totals for SKOOG, CRAIG				45.00
SULLIVAN, THOMAS	Feb 26	CHS Soph Boys BB official 2/26	10E002 1500 3190 00 000000 0000	45.00
Totals for SULLIVAN, THOMAS				45.00
TAYLOR, DAVID	Feb 17	CHS Soph Girls BB Official 2/17	10E002 1500 3190 00 000000 0000	45.00
TAYLOR, DAVID	Feb 20	CHS Freshman Boys BB Official 2/20	10E002 1500 3190 00 000000 0000	45.00
Totals for TAYLOR, DAVID				90.00
TAYLOR, DON	Feb 20	CHS Varsity Boys BB Official 2/20	10E002 1500 3190 00 000000 0000	58.00
Totals for TAYLOR, DON				58.00
VETTER, JOHN	Feb 24	CHS Varsity Boys BB official 2/24	10E002 1500 3190 00 000000 0000	58.00
Totals for VETTER, JOHN				58.00
VITO JR, JOHN	Feb 20	CHS Varsity Boys BB Official 2/20	10E002 1500 3190 00 000000 0000	58.00
Totals for VITO JR, JOHN				58.00
VITO, JOHN	Feb 17	CHS Varsity Girls BB Official 2/17	10E002 1500 3190 00 000000 0000	58.00
Totals for VITO, JOHN				58.00
WARRICK, TOM	March 2	CHS Regional BB official	10E002 1500 3900 02 000000 0000	202.50
Totals for WARRICK, TOM				202.50

<u>VENDOR</u>	<u>INVOICE #</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
WEEL, JOHN	Feb 24	CHS Varsity BB Official 2/24/15	10E002 1500 3190 00 000000 0000	58.00
			Totals for WEEL, JOHN	58.00
WILLIAMS, L A	Feb 26	CHS Soph Boys BB official 2/26	10E002 1500 3190 00 000000 0000	45.00
			Totals for WILLIAMS, L A	45.00
WILMOT, MICHAEL	Feb 10	CHS Soph Girls BB Official 2/10	10E002 1500 3190 00 000000 0000	45.00
			Totals for WILMOT, MICHAEL	45.00
WINESBURG, RAY	86	PKMS Athletics Wrestling assignor	10E011 1500 3190 00 000000 0000	22.00
			Totals for WINESBURG, RAY	22.00
			Totals for checks	4,860.90

FUND SUMMARY

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATIONAL FUND	0.00	0.00	4,860.90	4,860.90
*** Fund Summary Totals ***		0.00	0.00	4,860.90	4,860.90

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

Approved by the Board of Education

\_\_\_\_\_  
Laura Rabe -- President

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Date

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Gary Weigand -- Secretary

\_\_\_\_\_  
Date

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAVARO, MANDARIN	Feb 19	CT reimb for supplies	10E010 2410 4100 00 000000 0000	40.40
BAVARO, MANDARIN	Feb 27	CT reimb for office supplies	10E010 2410 4100 00 000000 0000	67.32
BAVARO, MANDARIN	March 2	CT reimb for registration night supplies	10E010 2410 4100 00 000000 0000	42.89
BAVARO, MANDARIN	March 13	CT reimb for Beach Bingo supplies	10E010 2410 4900 00 000000 0000	115.94
BAVARO, MANDARIN	March 12	CT reimb for PARCC testing supplies	10E010 2410 4100 00 000000 0000	25.82
		Totals for BAVARO, MANDARIN		292.37
BURESH, THOMAS	March 20	Reimb for ground's crew	20E001 2540 4120 00 000000 0000	45.37
		Totals for BURESH, THOMAS		45.37
DELGADO, LESLIE	March 3	PV reimb for registration night supplies	10E008 2410 4900 00 000000 0000	67.85
DELGADO, LESLIE	March 10	PV reimb for supplies	10E008 2410 4900 00 000000 0000	101.90
		Totals for DELGADO, LESLIE		169.75
DERAEDT, SHERRI	Feb 5	PKMS reimb for supplies	10E011 2410 4900 00 000000 0000	153.80
		Totals for DERAEDT, SHERRI		153.80
DIECKHOFF, JILL	Feb 17	PV reimb for staff supplies	10E008 2410 4900 00 000000 0000	36.44
		Totals for DIECKHOFF, JILL		36.44
DIVERSEY, STEVEN	Feb 26	CHS reimb for supplies	10E002 1500 4100 00 000000 0000	220.00
		Totals for DIVERSEY, STEVEN		220.00
FEDEX	2-965-9259	Fed Ex charges for Fiber Contract	10E001 2660 4100 00 000000 0000	33.79
		Totals for FEDEX		33.79
GOEDEN, RACHEL	March 4	CHS reimb for Art supplies	10E002 1130 4100 00 000000 0000	240.09
		Totals for GOEDEN, RACHEL		240.09
GOUSIOS, DARLENE	Feb 25	PKMS reimb for supplies	10E011 1120 4100 00 000000 0000	10.99
		Totals for GOUSIOS, DARLENE		10.99
GROOM, MATTHEW	March 16	CHS reimb for AP Reading books	10E002 1130 4100 00 000000 0000	158.76
		Totals for GROOM, MATTHEW		158.76
HADZIMA, JAMIE	March 10	CMS reimb for classroom novels	10E003 1120 4200 00 000000 0000	81.00
		Totals for HADZIMA, JAMIE		81.00
HAYNES, CYNTHIA	February 2	Mileage reimb for Feb 2015	10E001 2900 4000 00 430000 0000	515.20
		Totals for HAYNES, CYNTHIA		515.20
HOME DEPOT CREDIT SE 8419 02-15		CHS supplies	10E002 1130 4100 00 000000 0000	150.00
		Totals for HOME DEPOT CREDIT SERVICES		150.00
JOHNS, MADELINE	Feb 9	Jury Duty mileage reimb	10R000 1999 0000 00 000000 0000	2.80
		Totals for JOHNS, MADELINE		2.80
MACIANO'S	March 23	Driver Appreciation	40E001 2550 4100 00 000000 0000	85.73
		Totals for MACIANO'S		85.73

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
MAISTO, ERICA	Feb 3	PKMS reimb for Math supplies	10E011 2410 4900 00 000000 0000	19.36
		Totals for MAISTO, ERICA		19.36
MAJOR, JANET	Feb 17	Reimb for Living Skills supplies	10E011 1120 4100 00 000000 0000	87.64
MAJOR, JANET	March 11	Living Skills - supplies	10E011 1120 4100 00 000000 0000	139.32
		Totals for MAJOR, JANET		226.96
MARENGO COMMUNITY MI	Scholastic	Prairie Knolls MS entry fee 4/23/15	10E011 1500 6400 00 000000 0000	30.00
		Totals for MARENGO COMMUNITY MIDDLE SCHO		30.00
NEMEC, STACY	Feb 20	CHS reimb for reading promotion	10E002 2220 4100 00 000000 0000	60.00
		Totals for NEMEC, STACY		60.00
PETTY CASH	February	CMS Petty Cash reimb for supplies	10E003 2410 4100 00 000000 0000	73.20
PETTY CASH	March 2015	DO reimb for office supplies, postage	10E001 2330 4100 00 000000 0000	14.38
PETTY CASH	March 2015	DO reimb for office supplies, postage	10E001 2520 4100 00 000000 0000	249.85
		Totals for PETTY CASH		337.43
PORTO, PAMELA	March 24	Driver appreciation supplies	40E001 2550 4100 00 000000 0000	8.12
		Totals for PORTO, PAMELA		8.12
ROCHA, REBECCA	March 3	PV reimb for supplies	10E008 1110 3900 00 000000 0000	17.70
		Totals for ROCHA, REBECCA		17.70
SCHRAMER, THERESA	March 2	CT reimb for supplies	10E010 2410 4100 00 000000 0000	68.27
SCHRAMER, THERESA	March 13	CT reimb for supplies	10E010 2410 4100 00 000000 0000	31.28
		Totals for SCHRAMER, THERESA		99.55
SCHUTH, DANIEL	Feb 27	PV reimb for supplies	10E008 2410 4900 00 000000 0000	136.62
		Totals for SCHUTH, DANIEL		136.62
STURWOLD, LAUREN	Feb 27	CMS reimb for Social Studies supplies	10E003 1120 4100 00 000000 0000	49.92
STURWOLD, LAUREN	March 3	CMS reimb for Social Studies supplies	10E003 1120 4100 00 000000 0000	16.70
		Totals for STURWOLD, LAUREN		66.62
TESTONE, CHRISTOPHER	Feb 24	PKMS reimb for supplies	10E011 2410 4900 00 000000 0000	137.42
TESTONE, CHRISTOPHER	March 5	PKMS reimb for supplies	10E011 2410 4900 00 000000 0000	81.46
		Totals for TESTONE, CHRISTOPHER		218.88
THAYER, REBEKAH	Feb 27	CT reimb for Art supplies	10E010 1110 4100 00 000000 0000	32.39
THAYER, REBEKAH	March 3	CT reimb for Art supplies	10E010 1110 4100 00 000000 0000	34.47
		Totals for THAYER, REBEKAH		66.86
ZAGORSKI, SUSAN	Feb 28	CHS reimb for CTE supplies	10E002 1400 4100 03 000000 0000	39.90
		Totals for ZAGORSKI, SUSAN		39.90
ZIMMERMAN, MICHELLE	Feb 13	PV reimb for Visiting Author	10E008 2410 4900 00 000000 0000	47.50

<u>VENDOR</u>	<u>INVOICE #</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
		supplies		
			Totals for ZIMMERMAN, MICHELLE	47.50
			Totals for checks	3,571.59

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATIONAL FUND	0.00	2.80	3,429.57	3,432.37
20	OPERATIONS AND MAINTENANCE	0.00	0.00	45.37	45.37
40	TRANSPORTATION FUND	0.00	0.00	93.85	93.85
***	Fund Summary Totals ***	0.00	2.80	3,568.79	3,571.59

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

Approved by the Board of Education

\_\_\_\_\_  
Laura Rabe – President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gary Weigand – Secretary

\_\_\_\_\_  
Date

<u>VENDOR</u>	<u>INVOICE #</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
BURPEE MUSEUM OF NAT	March 27	LL 2nd grade field trip 3/27/15	10E005 1110 3900 00 000000 0000	137.80
Totals for BURPEE MUSEUM OF NATURAL HIST				137.80
CHILDREN'S THEATRE O	April 9	PV 5th grade field trip 4-9-15	10E008 1110 3900 00 000000 0000	460.00
CHILDREN'S THEATRE O	April 9A	CT 5th grade field trip	10E010 1110 3900 00 000000 0000	450.00
Totals for CHILDREN'S THEATRE OF ELGIN				910.00
Totals for checks				1,047.80

FUND SUMMARY

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATIONAL FUND	0.00	0.00	1,047.80	1,047.80
*** Fund Summary Totals ***		0.00	0.00	1,047.80	1,047.80

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

Approved by the Board of Education

\_\_\_\_\_  
Laura Rabe – President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gary Weigand – Secretary

\_\_\_\_\_  
Date



BOARD OF EDUCATION MEMORANDUM

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**TO:** DISTRICT 301 BOARD OF EDUCATION

**FROM:** DR. TODD STIRN, SUPERINTENDENT

**SUBJECT:** 2015-2016 SCHOOL CALENDAR REVISION

**DATE:** 4/16/2015

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High school administration brought forward a concern regarding the May 6, 2016 school improvement day. There is AP testing that day at CHS and it was the request of the high school to move the school improvement day to May 13, 2016. The District Leadership Team discussed the potential calendar change and supports and adjustment to the calendar for 2015 – 2016.

# CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301

Elementary School Student and Parent Handbook

# Central Community Unit School District 301 Elementary Student/Parent Handbook 2015-2016

## Mission Statement

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

### **Country Trails Elementary School**

Jeff King, Principal  
3701 Highland Woods Blvd  
Elgin, IL 60124  
(847) 717-8000

### **Howard B. Thomas Grade School**

Carrie Ahlstedt, Principal  
Box 395 - 44W575 Plato Road  
Burlington, IL 60109  
(847) 464-6008

### **Lily Lake Grade School**

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

### **Prairie View Grade School**

Daniel Schuth, Principal  
10N630 Nesler Road  
Elgin, IL 60124  
(847) 464-6014

### **Central School District 301 Office**

Dr. Todd Stirn, Superintendent  
Box 396 - 275 South Street  
Burlington, IL 60109  
(847) 464-6005

### **INFORMATION TO NOTE:**

Office Hours: 7:30am-4:00pm

Attendance Hours: 9:00am-3:35pm

Arrival Time: School doors open at 8:50am.  
(Please do not arrive at school before that time.)

August 2015

**TO:** Parents and Guardians of Elementary School Children  
**FROM:** The Elementary Principals  
**SUBJECT:** The 2015-2016 Elementary Handbook

Dear Parents:

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

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

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

Sincerely,

Jeff King  
Principal  
Country Trails

Carrie Ahlstedt  
Principal  
Howard B. Thomas

Rebecca Jurs  
Principal  
Lily Lake

Daniel Schuth  
Principal  
Prairie View

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## ABOUT THE HANDBOOK

This handbook is not a contract with students; it is a general description of the schools' policies, practices, rules, and expectations. The board reserves the right for school administrators to exercise professional discretion when enforcing these policies, allowing for situational differences that may arise.

## ENROLLMENT REQUIREMENTS

### Kindergarten Enrollment

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

### Kindergarten and Transfer Student Required Enrollment Documentation

All Registration Forms can be found on the district website at [www.burlington.k12.il.us](http://www.burlington.k12.il.us)

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

### STATE OF ILLINOIS AND DISTRICT 301 HEALTH REQUIREMENTS

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

**IMMUNIZATION REQUIREMENTS:** Illinois Administrative Code, Section 665 for 2015/16:

**6th grade:** Upon entry must show proof of one dose of meningococcal conjugate vaccine (MCV4) on or after age 11.

**12th grade:** Upon entry must show proof of receiving two doses of the meningococcal conjugate vaccine (MCV4); the second dose of MCV4 shall be administered after 16 years of age. If the

first dose was administered after 16 years of age, then only 1 dose of MCV4 is required at twelfth grade entry.

Any child entering **kindergarten, sixth grade, or ninth grade** for the first time shall show proof of having received two doses of varicella (chickenpox) vaccine. **ECSE** students to show proof of pneumococcal vaccination.

New Students (to Illinois schools) need to provide documentation of (1) physical exam, (2) complete eye examination (3) dental exam from the most recent of K, 2nd or 6th grade and (4) a D301 New Student Health Questionnaire. The records are due within 30 days of entering school and will be reviewed for compliance with Illinois requirements.

Transfer Students (within the state of Illinois) need to provide documentation of the most recent physical, eye and dental reports that meet the state requirements listed in the grades above and a D301 New Student Health Questionnaire. Documents are due within 30 days of the first day of attendance.

*(Delete this and the following 7 lines as it is not exactly accurate because new to IL and transfer have different requirements)*

~~NEW and TRANSFER Students (to Illinois schools) need to provide documentation of~~

- ~~● Physical exam~~
- ~~● Complete eye examination~~
- ~~● Dental exam from the most recent of K, 2<sup>nd</sup> or 6<sup>th</sup> grade~~
- ~~● D301 New Student Health Questionnaire.~~

~~The records are due within 30 days of entering school and will be reviewed for compliance with Illinois requirements.~~

#### Physical Forms & Immunizations

- Exam forms & immunization records are requested prior to the first day of attendance but required by October 15<sup>th</sup>
- *Parents/guardians* must complete & sign the Health History section on page 2 of the physical exam report.
- **An IHSA / IESA sports physical does not fulfill the requirement**
- Reports may be dated no earlier than one calendar year prior to the first day of attendance

#### Eye Examinations

- Exam forms are requested prior to the first day of attendance but required by October 15<sup>th</sup>
- Exams must be conducted by a licensed optometrist or ophthalmologist or a physician licensed to perform complete eye examinations.
- **Vision screening does not fulfill this requirement for a complete eye & vision evaluation**
- Reports may be dated no earlier than one calendar year prior to the first day of attendance

#### Dental Exams

- ~~*Delete this: it is not correct: Documentation as proof of examination for all K, 2 & 6 grade students required at least 60 days prior to May 15<sup>th</sup> of the school year*~~ Documents are due for all K, 2<sup>nd</sup> and 6<sup>th</sup> grade students by May 15<sup>th</sup> of the school year
- Reports must be dated within 18 months prior to the May 15<sup>th</sup> deadline

The Illinois Department of Public Health has established waivers for the dental and eye exam for children who show undue burden or lack of access to a dentist, licensed physician, ophthalmologist or optometrist.

Failure to comply with the above requirements may result in the student being excluded from school.

State law mandates strict privacy rules. As a result, school personnel cannot contact a doctor, dentist, nurse or pharmacist about a student, health records or health exams unless the parent/guardian gives written consent. If desired, a consent form permitting communication between healthcare professionals can be obtained in the school health office.

## PARENTS AND OUR SCHOOLS

### Contacting Your Child's Teacher

If you would like to speak to a teacher, call the office. If you leave your name, number, and a brief message, we will have the teacher call you back as soon as possible. You may also contact the teacher by school email. Most teachers' emails follow this format: first initial last name @central301.net (jsmith@central301.net.) Isn't it first name.last name (jack.smith)? Keep in mind that our district spam filter may interrupt the delivery of some messages. We encourage you to contact the faculty if you have any questions about your child or our program.

### Visiting the School

You are welcome to visit school any time after the first few days. We feel this gives the children and teachers a chance to settle into their routine. Please contact the teacher ahead of time to prevent schedule conflicts which might arise.

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

If you would like to have a conference with your child's teacher, please call ahead so that a time can be arranged that will be convenient to you and the teacher.

### Student Dismissal

With the exception of acute illness or injury, we will release students only to their legal parent/guardian unless we have written permission from one or both of them to release the student to someone else. In cases of an early dismissal, we require that the person checking the student out of school come to the office and sign for them. Please notify the office in writing if there is a change in your child's dismissal. Parents are encouraged to communicate these changes by 2:30 p.m.

### Student Records

A cumulative record folder is started when your child enters school. It contains basic identification facts, standardized test scores (when available), and other information which might be helpful to teachers (such as reading test scores). At your request, your child's folder will be made available for your examination. Please phone ahead so we can arrange to have a teacher or principal present to help you interpret the records.

### Parent-Teacher Organization / Committee (PTO/PTC)

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

## **ABSENCES**

### Reporting Absences

When a student is absent, the parents are asked to call the school office between 7:45am and 9:00am each morning that the student will be absent. If the parents do not call the school office, school personnel will call the home or, if necessary, the parent's work place. If a student has been absent from school due to illness/injury for 5 or more consecutive school days a doctor's note stating the child is well enough to return to school must be presented upon returning to school. An absence that occurs as the result of a religious holiday is excused. The student has an equal number of days to make up classroom work as the number of days he/she was absent.

### Excessive Absences

Regular, on time, and consistent school attendance is one critically important factor in a student's academic progress and success. Parents/guardians may be notified following 5, 10, and 15 days of absence or tardies within a school year, and a school intervention may be initiated. When a student has accumulated unexcused absences equal to 5% of the previous 180 school days, a report may be filed with the Kane County Truancy Office.

### Family Vacations

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

### Appointments During School

If possible, dental and doctor appointments should be scheduled during non-school hours. We believe that school is your child's most important business. District 301 does not encourage early dismissal of students. Students must be excused by their teacher and principal if they leave before the regular dismissal time. Punctuality and regular attendance are important

factors in future success. Please help your child to form these habits and enable the school to serve the educational needs of students more effectively.

## MEDICAL INFORMATION/POLICY

### Contagious Conditions

Please notify the school health office immediately for all contagious conditions so we can take proper measures within the school environment. All children suffering from contagious conditions (e.g. head lice, etc) must be excluded from school until no longer contagious.

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

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

<b>Communicable disease:</b>	<b>Return to school...</b>
Conjunctivitis	After 24 hours of meds; signs of improvement; no drainage
Chickenpox	A minimum of 5 days after eruption of last vesicles; once all vesicles have dried & crusted over; as directed by health dept
Hepatitis	With doctor's written permission
Impetigo	24 hours after initial dose of medication with lesion covered and/or no drooling/saliva
Measles	A minimum of 4-5 days after appearance of rash, with doctor's written permission, as directed by health dept
Mononucleosis	With doctor's written permission; absence of fever > 100
Mumps	A minimum of 5 days after onset of swelling, and with doctor's written permission, as directed by health dept
MRSA	24 hours after initial dose of medication and lesion begins to shrink, unless lesion can be covered
Pertussis (Whooping Cough)	A minimum of 5 days after initial dose of medication or until 3 weeks after onset of cough, and with doctor's written permission
Pink eye (Conjunctivitis)	24 hours after initial dose of medication
Rash of unknown origin	With doctor's written permission
Ringworm	24 hours after initial dose of medication and lesion begins to shrink, unless lesion can be covered
Rubella	A minimum of 7 days after appearance of rash, with doctor's written permission, as directed by health dept
Shingles	When all lesions are crusted, and with doctor's written permission
Strep Throat/Scarlet Fever	24 hours after initial dose of medication and fever free
TB	With doctor's written permission

**Medication Administration** Whenever possible, the parent or guardian should make arrangements for medication to be administered at home, before or after school hours. In situations when a student's health could be compromised by not receiving medication during school hours, school district guidelines must be followed in administering prescription and over-the-counter medications.

A. Medication is defined as either prescription or over-the-counter drugs.

B. Medication will not be given without the completion and submission of a Med-A form or Individual Health Plan (IHP) signed by both the parent, and the medical doctor when required. Special forms are now required for *asthma, diabetes, significant allergies, and seizures*. Forms & packets can be obtained in the school office or on the district website. ALL medications, even short-term treatments, ointments, **or cough drops**, require this documentation. The Med-A & IHP forms must be completed annually or each time a prescription changes.

C. Children may self-carry inhalers and epi-pens only when specific district self-carry administration forms have been completed and are on file in the health office as per district policies; forms and packets can be obtained in the school office or on the district website at [www.burlington.k12.il.us](http://www.burlington.k12.il.us).

D. For safety, students may not transport medication to and/or from school. It is the parent's responsibility to personally deliver the medication to school and to pick up any "left-over" medication at the close of the school year. Any medication left at the school at the end of the school year will be disposed of in a safe manner.

E. Medications must be in their original containers labeled with the student's name, dosing information and expiration date.

F. Medicines at school will be stored in a locked cabinet or in the school nurse's refrigerator if required.

G. When necessary, the school nurse will provide appropriate staff members with information concerning the medications being taken by students (i.e., side effects, other medical implications).

H. **The school district may reject requests for administration of medicine. (from D. below)**

**A. Medication administration guidelines include:**

**A. Medications will be dispensed to one student at a time.**

**B. The designated personnel will transfer the indicated dosage from the container to the student.**

**C. The person supervising the administration of medications will initial the Individual Student Med Log form at the time it is administered.**

~~D. The school district may reject requests for administration of medicine.~~

~~E. Students who must take medications during school hours are expected to follow the above guidelines. Parents may discuss with the school nurse and building principal options for flexibility in the self-administration and carrying of epinephrine or an asthma rescue inhaler on their person, which is permitted in Illinois schools when certain conditions are met.~~

I. Field Trip Medications: Only routine 'daily' medications and 'emergency' medications are sent on field trips. A Meds-A form and /or IHP must be on file in the health office to ensure those medications are taken on the field trip. Medications such as Tylenol/Advil/Pepto-Bismol are considered 'as needed' and are not taken unless pre-arranged by a parent or guardian and the school nurse.

### **Injuries/Illness**

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

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

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

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

**If your child exhibits any of the following, do not send child to school or**

If your child exhibits any of the following during the school day s/he must go home.

- Fever (temperature of 100 degrees or above)
- Vomiting
- Diarrhea (3 or more loose stools in past 24 hours, or stools that contain blood)
- Excessive cough and/or unable to manage secretions
- Suspicious Rash
- Loss of consciousness

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

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

## GENERAL INFORMATION

### Dress Code

We request your assistance in making sure that your child is dressed properly, particularly during the colder months. Students are encouraged to wear layers during the winter months; if the building temperature fluctuates during the day, it is easy to add or remove sweaters or sweatshirts. During the warm months students should wear cooler clothing. Please note: clothing which is considered revealing will not be allowed on any student. Short shorts/skirts, bare mid-driffs, halter tops, exposed undergarments, spaghetti straps and other clothing items determined by school personnel to pose a significant distraction of the learning environment are not considered appropriate attire. For safe movement within and out of the building please provide appropriate footwear for your child. Articles of clothing that have weapons, alcohol, or tobacco messages are prohibited. Messages/logos on clothing must be appropriate to the elementary school environment.

### Outside Play

Please dress your child appropriately so that s/he may be outside when the weather permits. Snow and moderately cold weather do not keep the children inside. All children will participate in outdoor activities if the outside temperature with wind chill is 0 degrees or above ~~unless a note from the child's doctor is received. A medical excuse written by a healthcare provider is required and should state the diagnosis and the specific weather parameters that warrant remaining inside. (redundant; in PE and Recess Med Excuses above)~~ Snow pants and boots are required for children to play in the snow. Each school has playground rules to follow.

**Physical Education & Recess Medical Excuses:** Students healthy enough to attend school are considered healthy enough to attend PE and recess. A parent note excusing the student from physical activity, PE and recess, can be accepted for up to two days for an injury or illness. A maximum of two parent notes per semester will be accepted; beyond this, a medical excuse from a physician is required. The medical excuse should state the diagnosis, length of time the student must not participate, and a date of return to activities without restriction

### Emergency Weather Procedures

District 301 uses an instant messaging service that will simultaneously contact parents at home or work, via email or cell phone, to alert them of school closings or other emergencies that may interrupt the school's regular day. Therefore it is very important that parents notify the school office with any change in contact information. You may also check the District 301 website for

school closing information at [www.burlington.k12.il.us](http://www.burlington.k12.il.us) or listen to the radio. When we decide to close the school we will notify these radio stations:

WRMN	1410 AM	Elgin
WLBK	1360 AM / WDEK 92.5 FM	DeKalb
WGSB	1480 AM	St. Charles
WBBM	780 AM	Chicago
WGN	720 AM	Chicago
WLS	890 AM	Chicago

In the event of an emergency early dismissal or delayed release, we will contact you through the instant messaging service. However, please tell your child what to do in the event that you are not home (e.g. where they should go, who should be called) to minimize their concerns and confusion.

Should an emergency occur during school hours, please do not call the school or go to the school to pick up your child. We will hold the children until it is safe and, if you normally pick up your child, until you arrive.

#### Student Insurance

If a student insurance program is offered, it will be the responsibility of the student's parents, not that of the school, to file claims with the designated insurance representative in the event of injury. When an optional student insurance program is offered, claim forms will be available in the school office.

#### Lost and Found

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

#### Lunch

Your children may bring their lunch from home or they may participate in our hot lunch program. All District 301 schools will be using an on-line payment system. Money can be sent to school in an envelope marked with the child's name, grade, and teacher's name or by going to the website and paying with a credit or debit card. Students who do not have a lunch or lunch money will be given a lunch or sandwich and milk. Students will be billed for this lunch and a lunchroom staff member will contact parents regarding money owed.

#### Items Brought to School

1. Due to student allergy and school safety issues pets are not allowed in the school building or outside of a vehicle while on school grounds.
2. Bring Your Own Device (BYOD) is a policy that allows students to bring and use their own personal electronic devices in a classroom with teacher approval. Devices include

but may not be limited to: smartphones, tablets, eReaders, laptops, and netbooks. With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize productivity tools available to them. The school is not responsible for these items if they are damaged, lost, or stolen. Additionally, at no time may a student use said devices in the bathroom.

- Cameras – In some cases the student may seek approval to use a camera from the Transportation Director or Building Administrator for special situations (field trips, athletic trips).
  - If a parent deems it necessary for a student to have a cell phone, the phone must be turned off and kept zippered in the child's backpack. Any misuse of a cell phone will result in disciplinary action as outlined in the Student/Parent Handbook. Examples of misuse include but are not limited to:
    - Using phone as a camera.
    - Displaying inappropriate images/websites.
    - Use of inappropriate language during calls or texts.
    - Use of phone for harassment or intimidation.
3. No gum is allowed at school.
  4. With regard to food, commercially prepackaged items that are clearly labeled with all ingredients are required. This applies to all school sponsored events.
  5. Birthday treats should be in the form of a non-food item such as birthday pencils or bringing your favorite story to have the teacher read for the class. Food items are not allowed as they can distract from the educational environment and is counterproductive to the health curriculum standards.

#### Vehicles on School Grounds

The use of unlicensed motorized vehicles on School District 301 property is prohibited. This includes but is not limited to all-terrain vehicles, dirt bikes, snowmobiles, go-carts, and any off-road vehicles. Consequences for this behavior may include suspension out of school as well as charges filed with local authorities.

#### Bicycles, Skateboards, In-line Skates, etc.

If you ride a bike to school it must be walked on school property and parked in the bike racks provided. All bicycles should be kept locked when you are in the school building. The school is not responsible for damage or theft of parts while bicycles are parked in the racks. Bicycles may be ridden to and from school provided good safety rules are followed. Bicycles cannot be housed in the school. Bicycle racks will be off limits during school hours.

Skateboards, in-line skates, and wheelies are not allowed on school grounds. Any students found with such items will:

- 1) receive a verbal warning
- 2) have such item confiscated to be picked up by a parent/guardian
- 3) have such item confiscated for the remainder of the school year

## **STUDENT SUPPORT SERVICES AND SPECIAL EDUCATION SERVICES**

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

In accordance with regulations set forth by the federal and state educational departments, Central must use a process known as Response to Intervention (RtI) to determine entitlement for special education services. School teams identify students struggling academically, emotionally, and/or behaviorally and are responsible for developing interventions to increase skills and monitor student progress. If a student is determined to be eligible, services may be delivered by speech and language therapists, occupational and physical therapists, school psychologists, school social workers, special education teachers, paraprofessionals, and hearing and vision itinerant teachers. With regard to the identification of students in need of special education, the district provides the following screenings: vision and hearing screenings, speech/language screenings, and early childhood screenings (ages 3-5).

Students with disabilities receive special education assistance within the learning environment determined most appropriate: within their home schools and the regular classroom environment; within special education classrooms; or within non-district facilities when alternatives to the public school setting are needed. Central District 301 works cooperatively with Mid-Valley Special Education Cooperative and Northwestern Illinois Association (NIA) to provide a full continuum of special education and related services.

In accordance with the provisions of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Central District 301 has also developed policies and procedures designed to assure an appropriate education to eligible students. Additional information regarding these programs and services can be obtained by contacting your building principal or the Student Services Department.

All students who attend Central District 301 schools may be eligible for homebound tutoring if they are unable to attend school for an extended period of time because of illness or disability. For more information please contact your building principal.

### **Medicaid Data Release – Special Education Students Only**

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

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

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

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

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

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

### Suspected Child Abuse

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

### Transferring Schools

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

## **ACADEMIC POLICIES**

### Academic Expectations

For a listing of the curriculum in the elementary schools of District 301, please refer to the district website. Copies are available to view at any of the district's elementary schools.

### Field Trips

Field trips correlate with the educational program. Our faculty prepares and defines trip objectives before a field trip is taken. Field trips are considered to be an extension and enrichment of the normal classroom.

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

### Homework

Homework is a vital part of education. Homework is not assigned as a punitive measure; it helps students learn and develop skills. Encouraging your child to complete assigned work to the best of his or her ability will help your child assume responsibility for learning. As general rule of thumb, students on average can expect 10 minutes of homework, per night, per grade level, outside of reading time. For example, a typical third grader could expect 30 minutes of homework plus independent reading time per night.

### Parent Reports

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

### Retention Policy

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

## **SCHOOL DISCIPLINE POLICIES**

### Discipline Goals

- To help students learn to control themselves appropriately
- To create and maintain an optimal educational climate for all students
- To maintain a safe and healthy environment
- To provide order within the school organization
- To teach students respect for the rules and the regulations of the school
- To teach students respect for the authority of school personnel

### Discipline Guidelines

Fair and equitable discipline is intended to protect the rights and privileges of all persons, in all matters relating to the conduct of students during school. Principals, teachers, bus drivers, and certified personnel stand *in loco parentis*, that is, in the supervision of students in the absence of parent/guardian. Disciplinary action, including suspension, shall be in keeping with federal law, the School Code of Illinois, the rules and regulations of the State Board of Education for the State of Illinois, case law (pertinent court decisions), Board of Education policy, and responsible and proper professional procedures and ethics.

The teaching of self-discipline (responsibility for a person's own actions) is a goal of our school's discipline code. To insure that students exhibit appropriate behavior and performance, it is the school's responsibility to implement a program for teaching a system of essential rules and to administer just and constructive corrective measures.

Considerations include:

- Student's age
- Ability-functioning level
- Seriousness of the offense

- Frequency of inappropriate behavior
- Circumstances and intent – including family circumstances and/or home environment situations
- Potential effect of the misconduct on the school environment
- Relationship of the behavior to any handicapping condition
- Relationship of the behavior to alcohol or drug influence

### Behavioral Interventions

Illinois law requires all Illinois school districts to develop a policy and procedures addressing the use of behavioral interventions for special education students. District 301 has developed its policy and procedures using guidelines provided by the State Board of Education. The Act requires that all parents and students be notified about the existence of this policy. A copy of the District 301 policy and procedures is available by calling the Student Services office at (847) 464-5863. You may obtain a copy of the State guidelines by contacting the Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777.

### Students' Rights and Responsibilities

#### Rights:

- To be given the opportunity to be heard as well as have witnesses and/or an advocate speak on one's behalf
- To pursue a successful education without disruption
- To discuss educational concerns with teacher and other school staff
- To be informed of student responsibilities, rights, and discipline policies
- To receive fair and equitable treatment without discrimination in every aspect of the educational system
- To be treated respectfully and as an individual
- To expect cultural respect and understanding
- To expect learning to be relevant to life
- To equitably participate in courses and co-curricular activities that promote individual skills and talents
- To be academically challenged
- To work, play, and be transported in a safe environment

#### Responsibilities:

- To resolve problems and issues while providing dignity for all
- To become productive citizens
- To recognize when personal actions are interfering with the rights, personal space, feelings, and property of others
- To be culturally sensitive and respect cultural diversity
- To develop a sense of responsibility for personal choices
- To succeed in school by working to the best of one's ability
- To attend school regularly, arrive on time, and bring supplies
- To follow discipline guidelines adopted by the District, as well as one's school and class
- To ask for help when in need of assistance
- To be an active listener
- To act in a courteous and responsible manner in all school related activities

- To be a participating learner

### Parents' Rights and Responsibilities

#### Rights:

- To view records and visit school in accordance with Board of Education policy
- To be informed and receive explanations of academic progress and behavior
- To be consulted as soon as possible when decisions are made that affect one's child
- To request and be granted conferences with school personnel
- To express feelings without intimidating or being intimidated
- To expect school to be a safe place for learning
- To expect cultural respect and understanding
- To be treated respectfully
- To be informed of the Discipline Goals and Guidelines
- To expect children to be academically challenged and to learn

#### Responsibilities:

- To abide by the Legal Compulsory Attendance Laws
- To communicate an expectation to achieve in every class
- To provide a regular place to do homework
- To expose children to learning activities
- To praise children for effort, improvement, and achievement
- To act in a courteous and responsible manner in all school related activities
- To act as partners with school staff for improving student learning and behavior
- To assist children in learning how to make choices and deal with the consequences
- To provide the school with accurate home and emergency phone numbers
- To be culturally sensitive and to instill this in children
- To be an active listener and learner

### Staff Rights and Responsibilities

#### Rights:

- To be supported by other staff and parents/guardians
- To work in a positive atmosphere for learning and teaching
- To work in an atmosphere free from verbal or physical threats and abuse
- To be present at student/parent conferences
- To be involved in the decision making process for the school district
- To expect cultural respect and understanding
- To be provided with resources necessary to carry out responsibilities
- To work in partnership with others
- To participate with parents, community, and staff in school decisions
- To have a safe working environment (includes school bus)

#### Responsibilities:

- To respect the rights, dignity, and confidentiality of students, parents/guardians, and other staff
- To inform and consult parents/guardians in assessing the needs and progress of students
- To be pro-active toward resolving issues

- To empower students to be personally responsible
- To be culturally sensitive and respect cultural diversity
- To act in a courteous and responsible manner in all school related activities
- To be fair, equitable, and consistent in all interactions
- To be responsive to student needs
- To be informed of the Discipline Goals and Guidelines
- To implement approved and accepted teaching and assessment practices
- To initiate parent contact/support at the first occurrence of academic or behavioral changes
- To develop, with student input and administrator review, a classroom rights and responsibilities plan
- To develop, communicate, and enforce clear behavioral and learning expectations

### Examples of Student Behaviors Requiring Discipline

Some common examples of student behaviors requiring discipline interventions are listed below. The list has been categorized into three tiers or increasing levels of significance. Every situation, however, is unique and must be addressed with consideration given to its specific conditions and circumstances. These examples are presented to serve as samples and are not a complete listing of either prohibited behaviors or possible interventions.

## ***Level 1***

*Documented evidence of persistent behaviors, appropriate interventions, and administrative dialogue and approval may move the matter to Level 2*

The resolution of Level 1 behaviors is primarily the responsibility of teachers, support personnel, and parents/guardians. Administrative and parental assistance can be initiated without engaging the formal referral process. Level 1 behaviors include, but are not limited to the following:

### BEHAVIORS SUCH AS

- Being excessively inattentive
- Derogatory remark
- Disobedience
- Distracting others
- Excessive and/or loud talking
- Excessive tardiness
- Failure to do assigned work
- Failure to bring necessary materials to class
- Inappropriate dress
- Inappropriate physical contact
- Littering
- Inappropriate use of electronic devices
- Use of inappropriate language and/or gestures
- Pushing and shoving
- Throwing objects

## POSSIBLE INTERVENTIONS

- Assigned school service relative to behavior
- Classroom or individual behavioral contracts/behavior management plans
- Classroom activity exclusion
- Classroom meeting
- Conference with student
- Conference with administration
- Consultation/intervention with other teachers/counselors/support personnel
- Contact with parent/guardian (site, phone, letter, visit)
- Controlled ignoring
- Cooling off/time out
- Incentives/positive reinforcers
- Nonverbal correction
- Peer mediation
- Seating change
- Supportive confrontation
- Teacher initiated detention
- Temporary alternative placement (another class)
- Temporary removal of items that disrupt
- Use of verbal de-escalation methods
- Verbal correction
- Withdrawal of privileges
- Written response or letter

## *Level 2*

These interventions are the responsibility of school-based administration, with assistance from teachers, support staff, and parents/guardians. One or more interventions may be utilized. Level 2 behaviors include, but are not limited to the following:

### BEHAVIORS SUCH AS

- Altering/destruction of school property
- Discriminatory conduct
- Distribution, possession, exhibition of offensive materials
- Damage to property of others
- Fighting
- Fireworks/incendiary objects
- Gambling
- Gang related behavior
- Hazing
- Leaving school without permission
- Persistent Level 1 behaviors
- Possession of harmful objects
- Possession of stolen property
- Possession, use, or reasonable suspicion of being under the influence of alcohol/drugs
- Physical abuse

- Reckless behavior
- Sexual misconduct
- Temper tantrum/out of control behavior
- Theft
- Threats/intimidation
- Trespassing
- Use/possession of tobacco
- Verbal abuse

#### POSSIBLE INTERVENTIONS

- Detention before/after school
- Establish/implement a behavior plan
- In School Suspension
- Out of School Suspension
- Parent/guardian conference with administrator/teacher
- Parent/guardian In Class or In School Suspension with child
- Peer mediation
- Referral to outside agency or authority
- Referral to the Problem Solving Team
- Restitution or community service

### *Level 3*

These interventions are the responsibility of school-based administration and central office personnel, with assistance from teachers, support staff, and parents/guardians. One or more interventions may be utilized. Board of Education action may also be necessary. Level 3 behaviors include, but are not limited to the following:

#### BEHAVIORS SUCH AS

- Arson/attempted arson
- Battery
- Bomb threats
- Burglary
- Distribution or sale of alcohol/drugs or look-alike alcohol/drugs
- Extortion
- Fire alarms
- Group violence
- Interference with school personnel
- Persistent Level 2 behaviors
- Possession, use, or transporting explosives
- Robbery
- Sexual harassment
- Staff assault
- Threats with a weapon
- Use/possession of a weapon, knife, or look-alike weapons

- Use of a legitimate object as a weapon
- Vandalism
- Other matters as covered by Illinois School Code or State Law

#### Possible Interventions

- Out of School Suspension (10 days)
- Restitution and/or follow-up to outside agency or authority
- Possible recommendation for expulsion
- Referral/consultation to police agency and possible arrest
- Referral to Intervention Assistance Team and Child Study Office

### Bullying

District 301 Elementary School Bullying Intervention Plan:

#### **Legal Requirements**

The General Assembly passed Public Act 95-0349, which deals with bullying prevention education.

This bill requires each school district to create, maintain and file a policy on bullying with the State Board of Education beginning 180 days after the effective date of the amendatory Act. The bill was signed by the Governor on August 23, 2007. Each school district must communicate its policy on bullying to its students and their parent or guardian on an annual basis. The policy must be updated and then filed every two years with ISBE.

A school board is required to have a student discipline policy that includes provisions to address students who have demonstrated behaviors that put them at risk for aggressive behaviors, “including without limitations, bullying as defined in the policy”. The policy must include procedures for notifying parents or legal guardians and early intervention procedures based on available community based and district resources.

#### **Bullying Defined**

**INTIMIDATION / HARASSMENT / TAUNTING / BULLYING / CYBER-BULLYING:**

repeated aggression in which a student or group of students physically or psychologically (mentally) harasses a victim.

- a. The action could include but is not limited to hitting, pushing, kicking, tripping, destroying things, name-calling, ridiculing, verbal threats, gossip, rumors, isolating others, and making sexual comments or gestures.
- b. This policy prohibits any person from harassing or intimidating a student based upon a student’s sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.
- c. Inappropriate Written / Electronic Materials:
  - i. Accessing and / or distributing at school any written or electronic material, including material from the Internet that will cause substantial disruption of the

- proper and orderly operation and discipline of the school or school activities.
- ii. Creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operation or interferes with the rights of other students or staff members.

### Unacceptable Behaviors

Listed above are examples of unacceptable behaviors, which may result in major disciplinary consequences. The prohibition of the offenses listed above pertains in school, on school property, on school buses, at any school-related activities, and to students traveling to and from school. *Disciplinary actions can be taken on behaviors that take place off of school grounds when the behavior has an effect on the educational process.* Please be advised that students who are guilty of chronic misbehavior may be subject to more severe disciplinary consequences than those guilty of an isolated, single event.

### Bullying Prevention

Central Community School District #301 strives to prevent bullying before it can even take place. At the elementary level this is done through the Character Education program, the Health Curriculum, and ongoing administrative/teacher expectation discussion with all students.

#### Character Education-

The Character Education Program focuses on the character traits of: Responsibility, Respect, Citizenship, Caring, Accepting, Honesty, Perseverance, and Fairness. Several of these traits link back to bullying and the appropriate way to treat other students at school. These traits are covered in all areas ongoing in the school and students are rewarded for showing these traits during the school day. The students are rewarded through awards which are given by the staff. Drawings are done throughout the school year to further reward positive behavior. The students are educated about bullying while the building promotes positive behaviors.

#### Health Curriculum-

One of the major components to the Health Curriculum is decision making and bully prevention. The students openly discuss problems related to bullying in society and locally in the district. Students are given warning signs of bullying and coping skills on how to handle bullying. They go through bullying scenarios related to self and others. Information on resources available at each building is also given to the students. This information contains who handles bullying in the building and how it is managed. The students also discuss how to report bullying.

#### Administrative/Teacher Discussions-

Setting expectations on day one is another very important tool against bullying. During the first day, administration/teachers clearly define bullying and the consequences. They explain the bully reporting system and how bullying incidents are handled.

### Interventions for Bullying

Once a bullying incident is reported we target how the bullying is affecting the victim psychologically, physically, socially and academically. We will get the victim's version of the incident and a list of possible witnesses. We will gather information on the type of bullying, (psychological or physical,) number of incidents, time of the incidents, and location of the

incidents. Once we gather all of the needed information we will talk to the student who has been displaying the bullying actions. After all the information is collected we will make a determination on the severity of the bullying.

### **Level I Intervention**

*-Minor 1<sup>st</sup> offense*

A level one intervention results in a verbal warning and a peer mediation session if the victim is comfortable. In the peer mediation session we discuss how the behavior makes the victim feel. We discuss appropriate behavior in conjunction with our character education program. Next, the student who was displaying the bullying behavior is told what the consequences would be if the behavior continues and their parents are contacted. Lastly, we meet privately with the victim and explain to them the importance of reporting the bullying. The student is told that any other incidents, even minor ones, must be reported. In some cases we set up weekly meetings to discuss how things are going. The victim's parents are contacted and asked to contact the school if they hear of any other incidents.

### **Level II Intervention**

*-Major 1<sup>st</sup> offense*

*-Minor 2<sup>nd</sup> offense*

A level two intervention results in a temporary classroom removal (TCR) or suspension for a time period of 1-5 days. In the TCR the student has to complete a character education assignment which allows the student to reflect on their behavior and, more importantly, what the appropriate behavior would have been. We review the character education assignment after its completion and discuss the student's behavior in conjunction with our character education program. Next, the student who was displaying the bullying behavior is told what the consequences would be if the behavior continues and their parents are contacted. As in level one, we meet privately with the victim to discuss the importance of reporting bullying, we set a weekly meeting time, and contact the parents.

### **Level III Intervention**

*-Major 2<sup>nd</sup> and subsequent offenses*

*-Minor 3<sup>rd</sup> and subsequent offenses*

A level three intervention results in a temporary classroom removal (TCR) or suspension for a time period of 5-10 days. In the TCR the student has to complete a character education assignment which focuses on appropriate behavior. Next, the student who was displaying the bullying behavior is told what the consequences would be if the behavior continues and their parents are again contacted. In some cases we may move toward a behavior contract at this time as well. If the victim is a consistent victim we would refer them to the school social worker to discuss coping strategies and other behavioral cues that may be resulting in the bullying. The victim's parents would again be contacted.

## **CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301** **TRANSPORTATION HANDBOOK**

### **BUS TRANSPORTATION**

Illinois State Law requires that School Districts provide transportation to and from school for all public school pupils living more than 1 1/2 miles from their school of attendance. Where a hazard is identified which significantly jeopardizes the safety of a student (due to vehicular traffic), the district will follow the State of Illinois guidelines. **All students are assigned a District 301 bus unless they are within walking boundaries.**

The State of Illinois has very strict legislation on the matter of school buses. District 301 is committed to carrying out these regulations in order to provide the most efficient and safest transportation possible. Usually common sense will clearly tell the pupil what his/her conduct should be in any school bus situation. However, the following rules are included here to insure understanding of what is expected while entering, riding, or leaving the school bus.

#### **Instructions to Parents**

Busing information for the current school year is available for viewing on the district's website through E-link, [burlington.k12.il.us](http://burlington.k12.il.us). E-link is a web based program which will provide you with the most current busing information such as bus time, bus stop location and bus number.

Students should not be removed from the bus during the boarding/releasing of buses. Parents must give 60 minutes notice to the school to avoid any confusion during dismissal. **A Student Transportation Information Form needs to be completed for ALL students regarding their transportation arrangements. Please allow 48 hours to process any busing changes and then check the e-Link for the updated changes.**

#### **Instructions to School Bus Riders**

The school bus is an extension of the classroom. All school rules apply on the school bus. The District #301 Transportation Handbook which is included in this handbook governs school bus conduct.

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local Board of Education designates some adult to supervise the riders. Any pupil who violates the regulations below will be reported by the driver to the building administration via a bus conduct report and a consequence will occur. This is in addition to the expectations and

enforcement of other school rules as outlined in the student handbook. Days of bus riding suspension will be effected only when a student is in school. That is, if a student is suspended from bus riding for one day, he/she must be in attendance at school for one day without riding the bus.

1. Arrive at your designated bus stop (**5**) five minutes prior to your scheduled pickup time. Students may only ride their assigned school bus.
2. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
3. Remain in your assigned seat while the bus is in motion.
4. Always be alert and listen for any instructions given by the driver.
5. Windows are to remain at or above the white safety line at all times. Do not throw anything out of the windows. When you are on the bus, keep hands and feet inside the bus at all times.
6. Refrain from abrupt, loud noises and/or an unnecessary confusion that could divert the driver's attention from safely driving the bus.
7. Be absolutely quiet when approaching and crossing a railroad tracks.
8. Refrain from littering, defacing or destroying bus property. Never tamper with the bus or any of its equipment.
9. Assist in keeping the bus safe and sanitary at all time. Eating, drinking or gum chewing is not allowed on the bus.
10. Animals are not allowed on the bus.
11. Take all belongings with you.
12. Respect the driver, fellow pupils and yourself. Help look after the safety and comfort of smaller children.
13. Do not ask the driver to stop at places other than the regular assigned bus stop. The driver is not permitted to alter their route without proper authorization from an administrator.
14. Observe safety precautions at discharge points. Know and observe the rules. When it is necessary to cross the roadway proceed to a point at least 10 feet in front of the bus on the right shoulder of the roadway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.

15. Students must sit three (3) in a seat on the school bus when necessary due to the load.
16. The same rules and regulations apply on other school sponsored trips as between home and school. Respect the wishes of the chaperone appointed by the school.

### **Restricted Items**

1. Because of the potential for disrupting the school bus driver, certain items are not to be brought on the bus. Some examples of such items could be, but are not limited to:
  - Skateboards
  - Toys
  - Playing cards
  - Laser lights
  - Cameras
  - In-line skates
  - Snowboards
  - Sleds

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

2. Cell Phones and other electronic devices may be used responsibly on the school bus. Any misuse of these items will result in disciplinary action as outlined in the Student/Parent Handbook. Bus drivers are not responsible for devices lost, damaged or stolen.

Examples of misuse include, but are not limited to:

- Using device as a camera
  - Displaying inappropriate images/website
  - Use of inappropriate language
  - Use of device for harassment or intimidation
3. Music Devices are allowed on the school bus as long as they are kept at a volume that cannot be heard by others and the listener can still hear emergency directions. Music devices must be in the student's backpack before exiting the bus

### **Kindergarten Transportation**

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

## Handbook Proposals 2015-2016

**Currently Reads on pg. 8 and 9:**

### **STUDENT DRESS**

Students are expected to wear proper clothing to school. Student dress should always be in accordance with principles of modesty, good taste and safety.

The following are several examples of unacceptable dress for school:

1. Underwear worn as outerwear or visible undergarments.
2. Clothing and jewelry imprinted with profanity, obscenity, and/or the display of words, pictures, or symbols associated with alcohol, drugs, sex, gang affiliation, weapons or violence.
3. Outdoor wear like coats, jackets, dark glasses, shoes with built-in wheel(s), etc., in the school building
4. Chains, leashes, etc., attached to person or clothing
5. Any other apparel or footwear that has been determined by the administration to be inappropriate for the school setting or safety of the school.

**Currently Reads on Page 11:**

### **MEDICATION POLICY**

**Proposal to Add Title above at the beginning of the health section and move to its own section prior to transportation:**

**Health Services**

**Currently Reads on pg. 16:**

### **DISTRICT 301# MIDDLE SCHOOL RETENTION POLICY**

State legislation prohibits school districts from promoting students to the next grade level without evidence of mastery of the academic content of the student's present grade.

In order for a student to be promoted to the next grade level, he or she must have an overall grade average of D- or higher. The way in which this will be determined will be through a credit system. Middle school students take 24 credit hours per year, not including band or chorus. The following is the credit break-down for middle school academic courses:

Core subject courses	=	1 credit per quarter
Quarter encore subject courses	=	½ credit per quarter
Semester encore subject courses	=	1 credit per semester (equivalent to ½ credit per quarter)
Band & chorus courses	=	¼ credit per quarter

To be promoted to the next grade level, a student enrolled the entire year must earn 14.5 credits throughout the school year. These 14.5 credits are the equivalent of a D- grade point average. If a student fails to earn 14.5 credits for the school year, he or she would be required to take summer school course(s). Students may take up to 4 credits in the summer, thus giving the student a chance to still be promoted if all required summer credits are earned. If the student fails to make up the required credits, retention will occur. If a student earned 10 credits or less during the school year, he or she would be unable to make up the required 4 ½ credits during the summer due to the maximum of 4 summer credits accepted. This would also result in retention.

Students that move into the district during the school year, and are enrolled a full semester must earn 7.25 credits to be promoted to the next grade level. Students may take up to 4 credits in the summer, thus giving the student a chance to still be promoted if all required summer credits are earned. If the student fails to make up the required credits, retention will occur.

The Student Services Director will be responsible for the management of all retention issues, while keeping the building principal informed at all stages of the process.

- *8<sup>th</sup> graders enrolled all year who have not earned at least the required 14.5 credits, or move in 8<sup>th</sup> graders who have not earned the required 7.25 credits by the last day of school will not be allowed to participate in the 8<sup>th</sup> Grade Promotion Ceremony.*

Communication and Intervention with students and parents regarding retention will occur in the following ways:

1. Parents of students who earn multiple failing grades will receive an academic concern letter at the end of quarter 1 and quarter 2. Interventions such as parent-teacher meetings and/or PST meetings may also occur.
2. At the end of quarter 3, parents of possible retention candidates will receive a retention warning letter along with summer school information. Parents will also be notified by phone from the Student Services Director. At this point, students may be recommended for Academic Recovery Class if they haven't already qualified.
3. At the end of quarter 4, students who haven't earned the required 14.5 credits will receive:
  - a. A retention letter with the summer school subjects that are required for promotion, along with a phone call from the student services director (or)
  - b. a retention letter and a phone call from the building principal to set up a meeting regarding retention (if the student has 10 credits or less, thus automatic retention)

**Change to:**

**District 301 Middle School Retention Policy**

Our policy, as stated in the Student / Parent Handbook is that “the school district reserves the right to retain a student at any grade level based on professional evaluation and in view of each student’s academic progress.” Moreover, state legislation prohibits school districts from promoting students to the next grade level without evidence of mastery of the academic content of the student’s present grade.

In order for a student to be promoted to the next grade level, he or she must have an overall grade average of D- or higher. The way in which this will be determined will be through a credit system. **Middle school students are scheduled for 20 credit hours per year.** The following is the credit break-down for middle school academic

courses:

ELA	=	1 credit per quarter
Math	=	1 credit per quarter
Science	=	1 credit per quarter
Social Studies	=	1 credit per quarter
Encore	=	1/2 credit per quarter
P.E.	=	1/2 credit per quarter
Band / Chorus	=	1/4 credit per quarter

*\*Reading Intervention and Special Education Courses taken in place of Core Courses also count as 1 credit per quarter.*

To be promoted to the next grade level, a student must earn **12** core credits throughout the school year. These **12** credits are the equivalent of a D- grade point average. If a student fails to earn **12** credits for the school year, he or she would be required to take summer school course(s). Students may take up to 4 credits in the summer, thus giving the student a chance to still be promoted if all required summer credits are earned. If the student fails to make up the required credits, retention will occur. If a student earned **7** credits or less during the school year, he or she would be unable to make up the required **4** credits during the summer due to the maximum of 4 summer credits accepted. This would also result in retention. The **Assistant Principal or designee** will be responsible for the management of all retention issues, while keeping the building Principal informed at all stages of the process.

### **8<sup>th</sup> Grade Credit Recovery Program**

Any student who receives an F in a core subject course, in a given quarter, will be placed in an on-line Credit Recovery Course for the following quarter. This includes students who fail a 4<sup>th</sup> quarter core course in 7<sup>th</sup> grade. Students who have received multiple F's in Quarters 1, 2 and 3 of his or her 7<sup>th</sup> grade year may be placed in this course as well. The 8<sup>th</sup> Grade Credit Recovery Courses are taken in place of the student's current encore class. This program is designed to provide intervention in content areas covered in the previous Quarter. Completion of each Credit Recovery Course will result in the recovery of the subject area credit for one quarter.

- *8<sup>th</sup> graders who have not earned at least the required **12** credits by the last day of school will not be allowed to participate in the 8<sup>th</sup> Grade Promotion Ceremony.*

**Communication and Intervention with students and parents regarding retention will occur in the following ways:**

1. Parents of students who earn multiple failing grades will receive an academic concern letter at the end of Quarter 1 and Quarter 2. Interventions such as Parent-Teacher meetings, **Task Intervention placements**, and/or **Problem Solving Team** meetings may also occur.
2. At the end of quarter 3, parents of possible retention candidates will receive a retention warning letter along with summer school information. Parents will also be notified by phone.
3. At the end of quarter 4, students who haven't earned the required **12** credits will receive a retention letter with the summer school subjects that are required for promotion (*if applicable*).

**Rationale:** This aligns with the new schedule and adjustments are made in numbers because we no longer have English and Literature, but ELA instead.

### **Health Changes pgs. 11-14:**

*Order of topics follows the universal sequencing of health topics for all district handbooks*

*Purple = changes dictated by outside regulatory agencies and universal in all district handbooks.*

*Green = new suggestions;*

*Rationale is italicized and highlighted in yellow to remind to delete*

## STATE OF ILLINOIS AND DISTRICT 301 HEALTH REQUIREMENTS

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

### **NEW IMMUNIZATION REQUIREMENTS: Illinois Administrative Code, Section 665 for 2015/16:**

**Sixth grade:** Upon entry must show proof of one dose of meningococcal conjugate vaccine (MCV4) on or after age 11.

**12th grade:** Upon entry must show proof of receiving two doses of the meningococcal conjugate vaccine (MCV4); the second dose of MCV4 shall be administered after 16 years of age. If the first dose was administered after 16 years of age, then only 1 dose of MCV4 is required at twelfth grade entry.

**For 2014/15:** Any child entering **kindergarten, sixth grade, or ninth grade** for the first time shall show proof of having received two doses of varicella (chickenpox) vaccine. **ECSE** students to show proof of pneumococcal vaccination.

**NEW Students** (to Illinois schools) need to provide documentation of (1) physical exam, (2) complete eye examination (3) dental exam from the most recent of K, 2nd or 6th grade and (4) a D301 New Student Health Questionnaire. The records are due within 30 days of entering school and will be reviewed for compliance with Illinois requirements.

**TRANSFER Students** (within the state of Illinois) need to provide documentation of the most recent physical, eye and dental reports that meet the state requirements listed in the grades above and a D301 New Student Health Questionnaire. Documents are due within 30 days of the first day of attendance.

### Physical Forms & Immunizations

- Exam forms & immunization records are requested prior to the first day of attendance but required by October 15<sup>th</sup>
- *Parents/guardians* must complete & sign the Health History section on page 2 of the physical exam report.
- An IHSA / IESA sports physical does not fulfill the requirement
- Reports may be dated no earlier than one calendar year prior to the first day of attendance

### Eye Examinations

- Exam forms are requested prior to the first day of attendance but required by October 15<sup>th</sup>
- Exams must be conducted by a licensed optometrist or ophthalmologist or a physician licensed to perform complete eye examinations.
- **Vision screening does not fulfill this requirement for a complete eye & vision evaluation**
- Reports may be dated no earlier than one calendar year prior to the first day of attendance

### Dental Exams

- Documents are due for all K, 2<sup>nd</sup> and 6<sup>th</sup> grade students by May 15<sup>th</sup> of the school year
- Reports must be dated within 18 months prior to the May 15<sup>th</sup> deadline

The Illinois Department of Public Health has established waivers for the dental and eye exam for children who show undue burden or lack of access to a dentist, licensed physician, ophthalmologist or optometrist.

Failure to comply with the above requirements may result in the student being excluded from school or report card withheld.

State law mandates strict privacy rules. As a result, school personnel cannot contact a doctor, dentist, nurse or pharmacist about a student, health records or health exams unless the parent/guardian gives written consent. If desired, a consent form permitting communication between healthcare professionals can be obtained in the school health office.

*The Medication section was revised to accurately reflect current practice & was moved after Contagious Conditions in order to follow universal district sequencing of health topics – delete these comments.*

### MEDICATION POLICY

~~Whenever possible, the parent or guardian should make arrangements for medication to be administered at home, before or after school hours. In situations when a student's health could be compromised by not receiving medication during school hours, school district guidelines must be followed in administering prescription and over-the-counter medications.~~

- ~~1. Medication is defined as either prescription or over-the-counter drugs.~~
- ~~2. **Medication will not be given without the completion and submission of a Med-A form or Individual Health Plan (IHP) signed by both the parent and the medical doctor, if required. ALL medications, even short-term treatments or ointment, require this documentation.**~~  
~~— **Special forms are now required for asthma, diabetes, significant allergies, and seizures. Forms and packets can be obtained in the school office or on the district website at [www.burlington.k12.il.us](http://www.burlington.k12.il.us).**~~
- ~~3. **The Med-A form must be completed annually or each time a prescription changes before any administration of medication can occur.**~~
- ~~4. **Child may self-carry inhalers and epi-pens only when specific district Self-Carry Administration forms have been completed and are on file in the health office; forms and packets can be obtained in the school office or on the district website at [www.burlington.k12.il.us](http://www.burlington.k12.il.us).**~~
- ~~5. It is the parent's responsibility to personally deliver the medication to school and to pick up any "left over" medication at the close of the school year. Any medications left at the school at the end of the school year will be disposed of in a safe manner.~~
- ~~6. Medications must be in their original containers and the containers must include the student's name, dosing information, and expiration date.~~
- ~~7. Medicines at school will be stored in a locked cabinet or in the school nurse's refrigerator if required.~~
- ~~8. When necessary, the school nurse will provide appropriate staff members with information concerning the medications being taken by students (i.e. side effects, other medical implications).~~
- ~~9. The person supervising the administration of medications will initial the Med-A form at the time it is administered.~~
  - ~~A. Medications will be dispensed to one student at a time.~~
  - ~~B. The designated personnel will transfer the indicated dosage from the container to the student.~~
  - ~~**C. The person supervising the administration of medications will initial the Individual Student Med Log form at the time it is administered.**~~
- ~~10. The school district may reject requests for administration of medicine.~~

11. ~~Students who must take medications during school hours are expected to follow the above guidelines. Parents may discuss with the school nurse and building principal options for flexibility in the self-administration and carrying of epinephrine or an asthma rescue inhaler on their person, which is permitted in Illinois schools when certain conditions are met.~~

12. ~~Field Trip Medications: For all current complete Med-A and IHP documents, only routine 'daily' medications and 'emergency' medications are sent on field trips. 'As needed' Med-A medications on file, such as Tylenol, Advil or Pepto-Bismol will not be sent on the field trip unless pre-arranged by a parent/guardian and the school nurse.~~

Replace with

**CONTAGIOUS CONDITIONS** *(Headers are good bold, but rest of health info doesn't need to be)*

Please notify the school health office immediately for all contagious conditions so we can take proper measures **within the school environment**. **to prevent further transmission of the condition.** *(Suggested language is more accurate, is used at elementary, and has less implication that D30I can prevent transmission.-delete these comments)* All children suffering from contagious **conditions** ~~diseases~~, **as well as head lice**, *(delete as lice has its own paragraph, next)* must be excluded from school until no longer contagious.

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

Examples of communicable diseases and the guidelines for re-admittance are as follows. *(See Table on the following page)* *(DELETE if not on next page)*

<b>Illness</b>	<b>Time out of school</b>	<b>Return to school</b>
Chicken Pox	A minimum of <b>five (5) days after eruption of last vesicles.</b>	<b>Once all vesicles have dried and crusted over.</b>
Head Lice		<b>After pediculicide treatment and no live lice.</b>
Hepatitis		With doctor's <del>written</del> permission
Impetigo		24 hours after initial dose of medication
Measles <del>A</del>	A minimum of <b>five (5) days after appearance of rash</b>	<b>With doctor's written permission</b>
Mononucleosis		With doctor's permission
Mumps <del>A</del>	A minimum of 9 days after the onset of swelling	<b>With doctor's written permission</b>
<b>Pertussis (Whooping Cough)</b>	<b>A minimum of five (5) days after initial dose of medication or until three (3) weeks after the onset of cough.</b>	<b>With doctor's written permission</b>
Pink eye (Conjunctivitis)		24 hours after initial dose of medication
<b>Rash of unknown origin</b>		<b>With doctor's written permission</b>
Scabies		24 hours after initial dose of medication
Strep Throat/Scarlatina		24 hours after initial dose of medication
Ringworm		24 hours after initial dose of medication
Rubella	A minimum of 7 days after the onset of a rash	
<b>Shingles</b>		<b>When all lesions are crusted, and with doctor's written permission</b>
<b>Strep Throat/Scarlet Fever</b>		<b>24 hours after initial dose of medication and fever free</b>
<b>TB</b>		<b>With doctor's written permission</b>

<b>Communicable disease:</b>	<b>Return to school...</b>
Conjunctivitis	After 24 hours of meds; signs of improvement; no drainage
Chickenpox	A minimum of 5 days after eruption of last vesicles; once all vesicles have dried & crusted

	over; as directed by health dept.
Hepatitis	With doctor's written permission
Impetigo	24 hours after initial dose of medication with lesion covered and/or no drooling/saliva
Measles	A minimum of 4-5 days after appearance of rash, with doctor's written permission, as directed by health dept.
Mononucleosis	With doctor's written permission; absence of fever > 100
Mumps	A minimum of 5 days after onset of swelling, and with doctor's written permission, as directed by health dept.
MRSA	24 hours after initial dose of medication and lesion begins to shrink, unless lesion can be covered
Pertussis (Whooping Cough)	A minimum of 5 days after initial dose of medication or until 3 weeks after onset of cough, and with doctor's written permission
Pink eye (Conjunctivitis)	24 hours after initial dose of medication
Rash of unknown origin	With doctor's written permission
Ringworm	24 hours after initial dose of medication and lesion begins to shrink, unless lesion can be covered
Rubella	A minimum of 7 days after appearance of rash, with doctor's written permission, as directed by health dept.
Shingles	When all lesions are crusted, and with doctor's written permission
Strep Throat/Scarlet Fever	24 hours after initial dose of medication and fever free
TB	With doctor's written permission

**All illnesses should be reported to the school office as soon as diagnosed to prevent the spread of disease and to comply with reporting to local health authorities.**

Keep your student home from school if they have: —

1. A temperature of 100 degrees or above.
2. For the health, safety and well-being of your child as well as other children and adults in the school community; please do not allow your child to return to school until s/he has been FEVER FREE for a FULL 24 HOURS
3. vomited.
4. If your child has been vomiting, in most cases, he/she must not return to school until at least 24 hours after last experiencing vomiting (some cases can be excused by building administration or the nurse).
5. Three or more loose stools.
6. Stools containing blood.

### **MEDICATION ADMINISTRATION**

Whenever possible, the parent or guardian should make arrangements for medication to be administered at home, before or after school hours. In situations when a student's health could be compromised by not receiving medication during school hours, school district guidelines must be followed in administering prescription and over-the-counter medications.

A. Medication is defined as either prescription or over-the-counter drugs.

B. Medication will not be given without the completion and submission of a Med-A form or Individual Health Plan (IHP) signed by both the parent and the medical doctor, when required. Special forms are now required for asthma, diabetes, significant allergies, and seizures. Forms and packets can be obtained in the school office or on the district website at [www.burlington.k12.il.us](http://www.burlington.k12.il.us). ALL medications, even short-term treatments, ointments, or cough drops, require this documentation. The Med-A form must be completed annually or each time a prescription changes.

C. Student may self-carry inhalers and epi-pens only when specific district self-carry administration forms have been completed and are on file in the health office as per district policies; forms and packets can be obtained in the school office or on the district website at [www.burlington.k12.il.us](http://www.burlington.k12.il.us).

D. For safety, students may not transport medication to and/or from school. It is the parent's responsibility to personally deliver the medication to school and to pick up any "left over" medication at the close of the school year. Any medications left at the school at the end of the school year will be disposed of in a safe manner.

E. Medications must be in their original containers and the containers must include the student's name, dosing information, and expiration date.

F. Medicines at school will be stored in a locked cabinet or in the school nurse's refrigerator if required.

G. When necessary, the school nurse will provide appropriate staff members with information concerning the medications being taken by students (i.e. side effects, other medical implications.)

H. The school district may reject requests for administration of medicine.

I. Field Trip Medications: Only routine 'daily' medications and 'emergency' medications are sent on field trips. A Meds-A form and /or IHP must be on file in the health office to ensure those medications are taken on the field trip. Medications such as Tylenol/Advil/Pepto-Bismol are considered 'as needed' and are not taken unless pre-arranged by a parent or guardian and the school nurse.

**The possession, distribution, or use of any drug (including over-the-counter drugs) without proper authorization is in violation of the school policy relating to drug use (listed under Unacceptable Behavior).**

**OVERNIGHT / EXTENDED FIELD TRIP MEDICATION** (moved this section verbatim so that it is near Medication Admin directly following section I. It does not appear in element handbook; high school is now going to include it- delete these comments!)

Overnight/extended field trips are handled independently of the health office. A special authorization and release form must be completed by the parent or guardian and is available upon request from the main office. Any medications that are required should be given to the chaperones with detailed administrative information. Medications should be in their original containers and clearly marked with the student's name.

**STATE OF ILLINOIS AND DISTRICT 301 HEALTH REQUIREMENTS** new 2015-16 graph and requirements are 1\* item in health section

**Please be reminded that it is the responsibility of the parent/guardian that the required documents are provided to school in the required time frames. Forms can be found on the district website: [www.burlington.k12.il.us](http://www.burlington.k12.il.us)**

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

**NEW IMMUNIZATION REQUIREMENTS: Illinois Administrative Code, Section 665**

~~2014/15: 665.240: Children entering school at any grade level (kdg through 12) shall show proof of having received two doses of live rubella and live mumps viruses. Any child entering kindergarten, sixth grade, or ninth grade for the first time shall show proof of having received two doses of varicella vaccine. Children 24 to 59 months of age who have not received the primary series of pneumococcal conjugate vaccine, according to the recommended vaccination schedule, shall show proof of receiving one dose of pneumococcal vaccine. The hepatitis requirement was moved from 5th grade to 6th.~~

~~2013/14: every child entering grades 6 through 12 shall show proof of receiving one dose of T-dap vaccine.~~

~~NEW Students (to Illinois schools) need to provide documentation of (1) physical exam, (2) complete eye examination (3) dental exam from the most recent of K, 2nd or 6th grade and (4) a D301 New Student Health Questionnaire. The records are due within 30 days of entering school and will be reviewed for compliance with Illinois requirements.~~

~~TRANSFER Students (within the state of Illinois) need to provide documentation of the most recent physical,~~

eye and dental reports that meet the state requirements listed in the grades above and a D301 New Student Health Questionnaire. Documents are due within 30 days of the first day of attendance.

#### Physical Forms and Immunizations

- Exam forms and immunization records are requested prior to the first day of attendance but required by October 15th
- Parents/guardians must complete and sign the Health History section on page 2 of the physical exam report
- An IHSA / IESA sports physical does not fulfill the requirement
- Reports may be dated no earlier than one calendar year prior to the first day of attendance

#### Eye Examinations

- Exam forms are requested prior to the first day of attendance but required by October 15th
- Exams must be conducted by a licensed optometrist or ophthalmologist or a physician licensed to perform complete eye examinations
- Reports may be dated no earlier than one calendar year prior to the first day of attendance

#### Dental Exams

- Documents are due for all K, 2 & 6 grade students by May 15th of the school year
- Reports must be dated within 18 months prior to the May 15th deadline

The Illinois Department of Public Health has established waivers for the dental and eye exam for children who show undue burden or lack of access to a dentist, licensed physician, ophthalmologist or optometrist.

Failure to comply with the above requirements may result in the student being excluded from school or having his or her report card withheld.

Privacy Practices: State law mandates strict privacy rules. As a result, school personnel cannot contact a doctor, dentist, nurse or pharmacist about a student, health records or health exams unless the parent/guardian gives written consent. If desired, a consent form permitting communication between health care professionals can be obtained in the school office.

#### Medicaid Data Release – Special Education Students Only (move this to the end of the Health Section)

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

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

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

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

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

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

#### ILLNESS OR INJURY AT SCHOOL (Revised to be universal with high school and most of what elementary)

~~It is expected that illness/injuries that occur outside of the typical school day will be cared for by parents/ guardians prior to arrival at school. A student who becomes ill or is injured at school should report to the nurse's office (when the nurse is in the building) or to the school office. Generally, the student's parent or guardian will be contacted and a decision made on whether the student should go home. Students will not be allowed to ride the bus home if they are exhibiting signs/symptoms of a contagious condition. Parents should designate emergency contacts that are available to drive students home if they are unable to. In case of serious illness or injury, paramedics will be called and a parent/guardian called. In emergency situations, school officials will be guided by the information provided by parents/guardians on the registration cards filled out annually.~~

~~Keep your student home from school if they have:—~~

- ~~\* Fever (temperature of 100 degrees or above)~~
- ~~\* Vomiting~~
- ~~\* Diarrhea (3 or more loose stools in past 24 hours, or stools that contain blood)~~
- ~~\* Excessive cough and/or unable to manage secretions~~
- ~~\* Suspicious Rash~~
- ~~\* Loss of consciousness~~

~~If they exhibit any of the above symptoms at school, s/he must go home.~~

~~Generally, criteria for re-admittance is evidence that s/he is no longer contagious, such as symptom-free for over 24 hours or documentation of medical release or treatment; nurses will help with those determinations. Students who come to school with mobility devices (such as crutches, walking boot/shoe, wheelchair, splints or casts) for an acute episode need to submit a note from the doctor that states the activity restriction that warrants the use of the device at the school, including the time frame for the restriction.~~

*Next Section is Injuries/Illness*

*Middle Schools: after the contagious grid, insert same intro to Illness/Injury section as CHS has (elementary has a different intro)*

### Injuries/Illness

Students needing the services of the nurse must report to scheduled classes, request permission and obtain a pass from the teacher to go to the nurse's office. If the possibility exists that the student may go home, generally, the parent/guardian will be contacted by the nurse or office staff, **not by the student on his/her device**, to collaborate on that decision. Students must report **to the nurse** or office staff before going home ill **or the absence may be considered 'unexcused.'** When the nurse is not **in the health office**, a student who is ill should report to the **main** office.

*Middle Schools: Add the intro with the rest of the illness/injury section that all elementary & CHS have. Delete these comments*

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

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

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

*Add above on page 14:*

*If your child exhibits any of the following, do not send student to school or*

*If your child exhibits any of the following during the school day s/he must go home*

- Fever (temperature of 100 degrees or above)
- Vomiting
- Diarrhea (3 or more loose stools in past 24 hours, or stools that contain blood)
- Excessive cough and/or unable to manage secretions
- Suspicious Rash
- Loss of consciousness
-

**Change the wording:**

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

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

**SCHOOL DAY FIELD TRIP MEDICATION** *is in Medication Administration section, item I. Delete these comments*

~~Only routine "daily" medications and "emergency" medications are sent on field trips. A Meds-A form must be on file in the health office to ensure these medications are taken on the field trip. Medications such as Tylenol/Advil/Pepto-Bismol are considered "as needed" and are not taken unless pre-arranged by a parent or guardian and the school nurse.~~

**Currently Reads on pg. 20:**

f) Students may join the team up until the first competition. Other exceptions may be approved by the athletic director.

**Change to:**

f) Students may join the team up until the first competition **unless official tryouts were held**. Other exceptions may be approved by the athletic director.

**Rationale:** If tryouts are held, the team has already been selected. Extenuating circumstances due to injury or illness will be handled at the discretion of the Athletic Director.

**Currently Reads on pg. 21:**

f) Track – fifty seventh and fifty eighth graders  
**(Intramurals may be offered)**

**Change to:**

f) Track – **no size limit for 7<sup>th</sup> and 8<sup>th</sup> Graders**

**Rationale:** Track cuts do not happen at most high schools or middle schools. Intramural track will not be an option as there is no limit for joining the team.

**Currently Reads on pg. 21:**

8. There will be a \$10 t-shirt fee for Intramurals.

**Change to:**

Remove 8.from handbook.

**Rationale:** Purchase of t-shirts should be options for each team.

**Currently Reads on pg. 21:**

I. Intramurals

1. Intramurals may be offered for Volleyball, Boys' Basketball, Girls' Basketball, Scholastic Bowl and Track.

**Change to:**

I. Intramural

1. Intramurals may be offered for Volleyball, Boys' Basketball, Girls' Basketball and Scholastic Bowl.

**Rationale:** Track Intramurals will no longer be offered based on no limit to team size.

**CENTRAL HIGH SCHOOL**

2015 – 2016

DRAFT

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# 2015 - 2016 HANDBOOK REVISIONS

Approved by the Board of Education - May 19, 2014

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Central Community Unit School District 301

## MISSION STATEMENT

It shall be the mission of Central Community Unit School District 301:

To provide quality education within a nurturing environment which enables all students to become life-long learners who strive for excellence and who are responsible contributors to our ever-changing global society.

## RESPONSIBILITIES AS MEMBER OF A SCHOOL COMMUNITY

### Students are expected to:

- Respect parents, fellow students, school personnel, and the public.
- Become informed of and adhere to reasonable rules and regulations as stated in the Student Handbook and established by your local Board of Education and implemented by school administrators and teachers.
- Attend school on a regular basis and be on time for classes
- Accept the possible consequences for violations of rules.
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- Refrain from gross disobedience or misconduct or behavior that disrupts the educational process.
- Maintain the best possible level of academic achievement.
- Assist in communication between school and home.
- Help develop a sense of community within the school.

### Parents are expected to:

- Respect their children and impart respect for students, school personnel and the public.
- Accept the overall responsibility for the actions of their children and the possible consequences of those actions.
- Explain school rules to their children and cooperate with the school in the implementation of school rules.
- Teach their children respect for school rules and for local, state, and federal laws; for school property and the property of others; and for their fellow students and school personnel.
- Respond to any school communication when a reply is requested.
- Help develop a sense of community within the school.

**Teachers are expected to:**

- Respect students, parents, and school personnel and the public.
- Help students to feel they belong and provide assistance to students when it's needed.
- Explain, maintain and enforce school rules and regulations.
- Communicate as necessary with students and as appropriate with parents and school personnel when possible violations of the discipline procedure occur.
- Discuss and refer to appropriate school personnel those problems requiring special attention and accept responsibility to share in planning a program to help the students.
- Help develop a sense of community within the school.

**Deans are expected to:**

- Respect students, parents, school personnel and the public.
- Explain, maintain and enforce school rules and regulations.
- Exercise all authority delegated by the Board of Education.
- Discuss and refer to appropriate school personnel and community agencies when necessary those problems requiring special attention.
- Help develop a sense of community within the school.

**Administrators are expected to:**

- Respect students, parents, school personnel and the public.
- Exercise and/or properly delegate the authority and responsibility under Federal and State laws and Board of Education in regards to the Student Handbook.
- Establish, explain, maintain and enforce school building rules consistent with the Board of Education
- Communicate as necessary with student, parents, and school personnel when possible violations of the School Building Rules exist.
- Discuss and refer to appropriate school personnel and others whose problems require special attention.
- Lend appropriate support to school personnel in the performance of their professional responsibilities.
- Help develop a sense of community within the school.

**Disclaimer**

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

**INSERT HIGH SCHOOL MISSION STATEMENT**

# **STUDENT SERVICES**

## **HIGH SCHOOL OFFICE**

The High School Office functions as the administrative center of the Senior High School. The offices of Principal, Assistant Principal, Athletic Director, and Dean of Students are in the High School Office.

## **STUDENT INSURANCE**

1. If a student insurance program is offered, it will be the responsibility of the student to initiate and file a claim in the event of injury. Claim forms will be available in the office.
2. Athletic participants must present evidence showing coverage for injuries. A signed statement from the parents stating the student is covered for injuries is sufficient.

## **THE GUIDANCE DEPARTMENT**

The Guidance Department is an integral part of the student's overall educational program. Professional school counselors, assigned to students by alphabet, offer a variety of services to students through individual counseling, group counseling, and classroom presentations.

In transitioning to a developmental counseling model, the Central High School counselors work closely with students in helping them develop competencies in three areas:

1. Personal/social: Students learn to better understand and express themselves, explore relationships with others, and assess feelings and behaviors which shape their personalities, make appropriate decisions and assume responsibility for themselves.
2. Career/vocational: Students explore career opportunities, make use of career-training related resources, formulate strategies for attaining career goals, and the transition from school to college or the world of work.
3. Academic/educational: Students assess their progress toward maximizing their educational success as they make course selections, examine credit status reports, interpret test results, and plan for high school graduation.

In addition, the Guidance Office coordinates on campus visits from representatives of colleges, specialty schools, and the military during lunch periods, assists students in the formal college application process, and coordinates standardized testing.

Students are encouraged to make an appointment in the Guidance Office to meet with their assigned counselor to take advantage of any of the above services.

## **PROBLEM SOLVING TEAM**

The Problem Solving Team (P.S.T.) is a team consisting of the high school counselors, social worker, school psychologist, dean of students, school nurse, and several teachers. The Problem Solving Team exists to identify and assist students at risk due to severe social, emotional, family, mental health, attendance, and academic issues. The goal of the Problem Solving Team is to be proactive, rather than reactive, providing assistance to students before problems become overwhelming or chronic. Help and referral to appropriate outside professional agencies will be made where appropriate. Referrals to the Problem Solving Team can be made by any member of the team or any other member of the professional staff or a parent. Referral forms can be obtained in the Guidance Office and should be returned to the students' counselor. Student services also works closely with the Student services and Special Education team.

## **STUDENT SUPPORT SERVICES**

District #301 provides special education services to eligible youngsters between the age of 3 and 21. Referrals may be made by any member of the professional staff working with a student and/or by the parents. As a member of Mid-Valley Special Education Cooperative, services are available to Central students with learning problems classified as Learning Disabled, Behavior Disordered, Educable Mentally Handicapped, Trainable Mentally Handicapped, Emotionally Disturbed, Hearing or Visually Impaired, Physically Impaired, and Multiply Impaired. In addition, other services available include: psychological evaluations to assist in individual program planning, social work services, home and hospital instruction for children missing more than two consecutive weeks of school due to illness or accident, hearing and therapy, gifted education,

curricular and co-curricular opportunities, self-directed study, off-campus programs, industrial partnerships, community programs, reading assistance, peer tutoring, career experience programs, and direct teacher/student tutoring. Additional information about any of these programs and services is available through your principal or the Director of Student Support Services.

**Behavioral Interventions** - Public Act 89-191 requires all Illinois school districts to develop a policy and procedures addressing the use of behavioral interventions for special education students. Central School District has developed its policy and procedures using guidelines provided by the State Board of Education. The Act requires that all parents and students be notified about the existence of this policy. A copy of the Central District policy and procedures is available by calling the Student Support Services office at 847-464-5863. You may obtain a copy of the State Guidelines by contacting the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777.

### **Medicaid Data Release – Special Education Students Only**

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

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

If you approve of the release of information to Medicaid, do nothing. If you object to the release of information to Medicaid, now or any time in the future, please state your objection in writing and forward to the DIRECTOR OF STUDENT SUPPORT SERVICES, at 275 SOUTH STREET, BURLINGTON, IL 60109.

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

- A) decrease lifetime coverage or any other public insurance benefit,
- B) result in the family paying for services that would otherwise be covered by Medicaid,
- C) increase your premiums or lead to discontinuation of benefits or insurance, or
- D) result in the loss of eligibility for home and community-based services

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

### **STUDENT RECORDS - PRACTICES AND PROCEDURES**

All students receive a handout regarding student records at registration. Questions and/or requests for additional copies of the handout may be made in the Student Services Office.

## HEALTH SERVICES

### State of Illinois and District 301 Health Requirements

Please be reminded that it is the responsibility of the parent/guardian that the required documents are provided to school in the required time frames. Forms can be found on the district website: [www.burlington.k12.il.us](http://www.burlington.k12.il.us)

Requirements for:	EC SE	K	1	2	3	4	5	6	7	8	9	10	11	12
Physical Exam	X	X						X			X			
Dental Exam		X		X				X						
Eye Exam		X												
Immunization Requirements	X	X					X	X	X	X	X	X	X	X

### **NEW IMMUNIZATION REQUIREMENTS:** Illinois Administrative Code, Section 665

**2014/15:** 665.240: Children entering school at any grade level (**kdg through 12**) shall show proof of having received two doses of live rubella and live mumps viruses. Any child entering **kindergarten, sixth grade, or ninth grade** for the first time shall show proof of having received two doses of varicella vaccine. Children **24 to 59 months of age** who have not received the primary series of pneumococcal conjugate vaccine, according to the recommended vaccination schedule, shall show proof of receiving one dose of pneumococcal vaccine. The **hepatitis** requirement was moved from 5<sup>th</sup> grade to 6<sup>th</sup>.

**2013/14:** every child entering **grades 6 through 12** shall show proof of receiving one dose of Tdap vaccine.

**NEW** Students (to Illinois schools) need to provide documentation of (1) physical exam, (2) complete eye examination (3) dental exam from the most recent of K, 2<sup>nd</sup> or 6<sup>th</sup> grade and (4) a D301 New Student Health Questionnaire. The records are due within 30 days of entering school and will be reviewed for compliance with Illinois requirements.

**TRANSFER** Students (within the state of Illinois) need to provide documentation of the most recent physical, eye and dental reports that meet the state requirements listed in the grades above and a D301 New Student Health Questionnaire. Documents are due within 30 days of the first day of attendance.

#### Physical Forms & Immunizations

- Exam forms & immunization records are requested prior to the first day of attendance but required by October 15<sup>th</sup>
- *Parents/guardians* must complete & sign the Health History section on page 2 of the physical exam report
- An IHSA / IESA sports physical does not fulfill the requirement
- Reports may be dated no earlier than one calendar year prior to the first day of attendance

#### Eye Examinations

- Exam forms are requested prior to the first day of attendance but required by October 15<sup>th</sup>
- Exams must be conducted by a licensed optometrist or ophthalmologist or a physician licensed to perform complete eye examinations

- Reports may be dated no earlier than one calendar year prior to the first day of attendance

### Dental Exams

- Documents are due for all K, 2 & 6 grade students by May 15<sup>th</sup> of the school year
- Reports must be dated within 18 months prior to the May 15<sup>th</sup> deadline

<b>Communicable disease:</b>	<b>Return to school...</b>
Chickenpox	A minimum of 5 days after eruption of last vesicles and once all vesicles have dried and crusted over
Head Lice	After pediculicide treatment and no live lice
Hepatitis	With doctor's written permission
Impetigo	24 hours after initial dose of medication
Measles	A minimum of 5 days after appearance of rash, and with doctor's written permission
Mononucleosis	With doctor's written permission
Mumps	A minimum of 9 days after onset of swelling, and with doctor's written permission
Pertussis (Whooping Cough)	A minimum of 5 days after initial dose of medication or until 3 weeks after onset of cough, and with doctor's written permission
Pink eye (Conjunctivitis)	24 hours after initial dose of medication
Rash of unknown origin	With doctor's written permission
Ringworm	24 hours after initial dose of medication and lesion begins to shrink, unless lesion can be covered
Rubella	A minimum of 7 days after appearance of rash, and with doctor's written permission
Scabies	24 hours after initial dose of medication
Shingles	When all lesions are crusted , and with doctor's written permission
Strep Throat/Scarlet Fever	24 hours after initial dose of medication and fever free

The Illinois Department of Public Health has established waivers for the dental and eye exam for children who show undue burden or lack of access to a dentist, licensed physician, ophthalmologist or optometrist.

Failure to comply with the above requirements may result in the student being excluded from school or having his or her report card withheld.

Privacy Practices: State law mandates strict privacy rules. As a result, school personnel cannot contact a doctor, dentist, nurse or pharmacist about a student, health records or health exams unless the parent/guardian gives written consent. If desired, a consent form permitting communication between health care professionals can be obtained in the school office.

### CONTAGIOUS CONDITIONS

Please notify the school health office immediately for all contagious conditions so we can take proper measures to prevent further transmission of the condition. All children suffering from contagious diseases, as well as head lice, must be excluded from school until no longer contagious.

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

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

#### Illness/Injury

Students needing the services of the nurse must report to scheduled classes and request permission and obtain a pass from the teacher to go to the nurse's office. If the possibility exists that the student may go home, generally the parent/guardian will be contacted by the nurse or office staff to collaborate on that decision. Students must report to office staff before going home ill, or the absence will be considered "unexcused." When the nurse is not in the building, a student who is ill should report to the office. Students may not remain in the nurse's office for more than one class period.

If an older student (one who can drive him/herself home or ride with a friend) requests to leave school early because of an illness, only a parent can give verbal approval over the phone for that student to leave/drive..

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

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

In the event of serious symptoms or injury, paramedics will be called and a parent/guardian contacted. In emergency situation, school officials will be guided by the information provided by parents/guardians on the registration documents filled out annually. It is the responsibility of the parent/guardian to provide accurate

contact information to the school in case of illness, injury, or emergency. Parents should select emergency contacts that are available to pick up their child in a timely manner, if they are unable to.

If your child exhibits any of the following during the school day s/he must go home:

- Fever (temperature of 100 degrees or above)
- Vomiting
- Diarrhea (3 or more loose stools in past 24 hours, or stools that contain blood)
- Excessive cough and/or unable to manage secretions
- Suspicious Rash
- Loss of consciousness

Criteria for re-admittance is generally based upon evidence that the child is no longer contagious; this may include a release from the physician, absence of symptoms for over 24 hours, or documentation of treatment; these determinations will be guided by the nurse.

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

#### Medical Excuses from PE

- a. When a student is unable to participate in PE class for more than one day, he/she must present a medical excuse from his/her licensed physician stating the reason for the excuse, activities to be avoided, and the length of time the student must not participate.
- b. Medical excuses from PE classes are to be presented to the office; office staff will notify the PE teacher of the excuse.

#### **MEDICATION POLICY**

Whenever possible, the parent or guardian should make arrangements for medication to be administered at home, before or after school hours. In situations when a student's health could be compromised by not receiving medication during school hours, school district guidelines must be followed in administering prescription and over-the-counter medications.

1. Medication is defined as either prescription or over-the-counter drugs.
2. Medication will not be given without the completion and submission of a Med-A form or Individual Health Plan (IHP) signed by both the parent and the medical doctor, if required. ALL medications, even short-term treatments or ointment, require this documentation. Special forms are now required for asthma, diabetes, significant allergies, and seizures. Forms and packets can be obtained in the school office or on the district website at [www.burlington.k12.il.us](http://www.burlington.k12.il.us).
3. The Med-A form must be completed annually or each time a prescription changes.
4. Student may self-carry inhalers and epipens only when specific district self-carry administration forms have been completed and are on file in the health office as per district policies; forms and packets can be obtained in the school office or on the district website at [www.burlington.k12.il.us](http://www.burlington.k12.il.us).
5. For safety, students may not transport medication to and /or from school. It is the parent's responsibility to personally deliver the medication to school and to pick up any "left over" medication at the close of the school year. Any medications left at the school at the end of the school year will be disposed of in a safe manner.

6. Medications must be in their original containers and the containers must include the student's name, dosing information, and expiration date.
7. Medicines at school will be stored in a locked cabinet or in the school nurse's refrigerator if required.
8. When necessary, the school nurse will provide appropriate staff members with information concerning the medications being taken by students (i.e. side effects, other medical implications).
9. Medication administration guidelines include:
  - A. Medications will be dispensed to one student at a time.
  - B. The designated personnel will transfer the indicated dosage from the container to the student.
  - C. The person supervising the administration of medications will initial the **Individual Student Med Log** form at the time it is administered.
10. The school district may reject requests for administration of medicine.
11. Students who must take medications during school hours are expected to follow the above guidelines. Parents may discuss with the school nurse and building principal options for flexibility in the self-administration and carrying of epinephrine or an asthma rescue inhaler on their person, which is permitted in Illinois schools when certain conditions are met.
12. Field Trip Medications: Only routine 'daily' medications and 'emergency' medications are sent of field trips. A Med-A form and /or IHP must be on file in the health office to ensure those medications are taken on the field trip. Medications such as Tylenol, Advil, Pepto-Bismol are considered 'as needed' are not taken unless pre-arranged by a parent or guardian and the school nurse.

*The possession, distribution, or use of any drug (including over-the-counter drugs) without proper authorization is in violation of the school policy relating to drug use (listed under Unacceptable Behavior).*

## **ASBESTOS MANAGEMENT PLAN**

As required by the Asbestos Hazard Emergency Response Act (AHERA), Central High School has been inspected for the presence of asbestos. No asbestos containing materials were specified or installed during construction of the building. A copy of the Inspection and Management Plan is available for viewing in the high school office.

## **DENIAL OF RE-ENROLLMENT FOR STUDENT DROP-OUTS**

Any student over 16 years of age who has dropped out of school, and because of age and lack of credits, will be ineligible to graduate from Central High School before his/her 21st birthday shall be denied enrollment or re-enrollment into Central High School. The Student Services Department of Central High School shall provide any such individual who is a district resident with information regarding possible alternative education programs available in the area.

# GENERAL INFORMATION

## MORNING ENTRANCE TO BUILDING

Students may not enter the building until 7:10 a.m. without special permission of a teacher or administrator.

## STUDENT DRESS

1. Students are expected to wear appropriate clothing to school. Student dress is expected to be in accordance with the principles of good taste and discretion.
2. Administrative action regarding dress will be taken whenever student attire or grooming presents a threat to school and/or classroom decorum, creates a distraction to other students or teachers, interferes with the learning atmosphere or jeopardizes the health and/or safety of other students:
  - a. Coats, gloves, hats, caps, bandannas, handkerchiefs, and other head coverings, as well as dark glasses, are not to be worn in school during class hours (7:30 a.m. to 2:30 p.m.) and should be left in the student's locker.
  - b. Clothing imprinted with profanity, obscenity and/or the display of words, pictures, or symbols associated with alcohol, drugs, tobacco, sex, weapons, or violence will not be allowed.
  - c. Shoes must be worn at all times.
  - d. The entire middle of the body must be covered; sides as well as and back, and underwear must not be visible at any time. Any combination of tank tops with any width of strap may be worn but still cover the sides, front, and back of the body as well as undergarments in accordance with the principles of good taste (see illustration). Shorts and skirts may be worn but must be below the fingertips when standing.
  - e. Chains are not to be brought to school. This would include chains on wallets, choker chains, etc.

Illustration



front  
must

Deviation from the above mentioned expectations may result in disciplinary action, including changing of clothes and/or summoning of the student's parents to bring a change of clothes or to remove the student from school.

3. Students may carry a bag or purse as long as it comfortably fits under a desk within the classroom. Administration and/or teachers will have discretion should bags pose a safety issue or disrupt the learning environment.

## CAFETERIA

Central High School will be offering Type A and a la carte lunch programs for all its students. Each pupil may go through the line and choose from a variety of hot and cold foods. Each item is priced individually so that the student pays only for what he/she wants. Type A lunches will be identified as the daily special.

So that this system works efficiently for all, we ask that the following rules be observed:

1. Move through the lunch line making your selections quickly and then proceed to the cashier.
2. Lunch trays are to be emptied into trash bins and the trays returned to the kitchen.
3. Lunchroom materials appropriate for recycling should be put in specified recycling containers.

A swipe card system is available during the lunch periods. Students may use the student ID cards to debit their account. Money may be placed on the account by cafeteria cashiers during lunch or by using [mylunchmoney.com](http://mylunchmoney.com) on your home computer. (There is a \$1.95 service fee charged by [mylunchmoney.com](http://mylunchmoney.com).) All checks brought to the cashiers must be placed on their swipe card account. There is no charge for this service. Cash is also accepted.

## LOCKERS

1. Locker assignments are made by the administration.
2. Students may not switch lockers unless permission has been granted by the administration. Students who switch lockers without permission will receive a Saturday School.
3. Students who intentionally damage or alter their lockers so that the lockers do not lock will be subject to

disciplinary action and will be required to reimburse the school for repairs.

4. Lockers are the property of the school and may be opened, inspected, and searched by school officials at any time.
5. The school will not be responsible for items lost or stolen from school lockers.

## **PASSES**

1. A student must have a pass to be anywhere in the school building other than the place designated on the student's schedule. A separate pass must be issued for each student.
2. Students in off campus classes must follow the same rules as do all other students.

## **VISITORS**

Each visitor and volunteer will report to the high school office upon entering the school. He/she will be issued a visitor or volunteer name tag. Upon both entering and leaving the building, each visitor must sign a school register indicating the time he/she entered the school, the reason for the visit, and the time he/she left the building.

## **STUDENT VISITORS**

1. Visiting of Central High School by students from other schools is generally prohibited. Exceptions may be made by the principal or his/her designee.
2. Visitor's passes are also required when guests are brought to school activities.

\*\*\* Visits to school and classrooms by parents are encouraged. By visiting classrooms, the parents can get a better idea about what educational opportunities are being offered to their children. Please notify school in advance.

## **EMERGENCY DAY - SCHOOL DISMISSAL DUE TO WEATHER**

1. At times during the winter, severe snow conditions may make bus transportation impossible or unsafe and all schools in the district will be forced to close or have a delayed starting time. In such cases, local radio stations will be notified prior to 7:00 in the morning. If weather conditions are questionable, tune your radio to WRMN in Elgin (1410 AM or 94.3 FM), WLBK in DeKalb (1360 AM or 92.5 FM), or to WFXW in Geneva (1480 AM). The school may also utilize School Reach via phone and/or email to notify parents.
2. Also, on occasion during the school day, weather conditions may become severe and it may be advisable to close school early. Since it is impossible to notify parents when this is done, it is suggested that parents arrange with their child where he/she should go if any early dismissal is deemed necessary.
3. Many bus routes have areas where buses are required to turn around in a driveway. At these points, during times with considerable snow and drifting, it may be advisable for the bus to stay on the main route and to eliminate all points where backing is necessary. Parents are requested to give their bus driver full cooperation and to provide transportation to and from the bus in all cases where snow conditions are bad.

## **BUS TRANSPORTATION**

Illinois State Law requires that School Districts provide transportation to and from school for all public school pupils living more than 1 1/2 miles from their school of attendance. Where a hazard is identified which significantly jeopardizes the safety of a student (due to vehicular traffic), the district will follow the State of Illinois guidelines. All students are assigned a District 301 bus unless they are within walking boundaries.

The State of Illinois has very strict legislation on the matter of school buses. District 301 is committed to carrying out these regulations in order to provide the most efficient and safest transportation possible. Usually common sense will clearly tell the pupil what his/her conduct should be in any school bus situation. However, the following rules are included here to insure understanding of what is expected while entering, riding, or leaving the school bus.

### Instructions to Parents

Busing information for the current school year is available for viewing on the district's website through E-link, burlington.k12.il.us. E-link is a web based program which will provide you with the most current busing information such as bus time, bus stop location and bus number.

Students should not be removed from the bus during the boarding/releasing of buses. Parents must give 60 minutes' notice to the school to avoid any confusion during dismissal. A Student Transportation Information Form needs to be completed for ALL students regarding their transportation arrangements. Please allow 48 hours to process any busing changes and then check the e-Link for the updated changes.

### Instructions to School Bus Riders

The school bus is an extension of the classroom. All school rules apply on the school bus. The District #301 Transportation Handbook which is included in this handbook governs school bus conduct.

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local Board of Education designates some adult to supervise the riders. Any pupil who violates the regulations below will be reported by the driver to the building administration via a bus conduct report and a consequence will occur. This is in addition to the expectations and enforcement of other school rules as outlined in the student handbook. Days of bus riding suspension will be effected only when a student is in school. That is, if a student is suspended from bus riding for one day, he/she must be in attendance at school for one day without riding the bus.

1. Arrive at your designated bus stop (5) five minutes prior to your scheduled pickup time. Students may only ride their assigned school bus.
2. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
3. Remain in your assigned seat while the bus is in motion.
4. Always be alert and listen for any instructions given by the driver.
5. Windows are to remain at or above the white safety line at all times. Do not throw anything out of the windows. When you are on the bus, keep hands and feet inside the bus at all times.
6. Refrain from abrupt, loud noises and/or an unnecessary confusion that could divert the driver's attention from safely driving the bus. Be absolutely quiet when approaching and crossing a railroad tracks.
7. Refrain from littering, defacing or destroying bus property. Never tamper with the bus or any of its equipment.
8. Assist in keeping the bus safe and sanitary at all times. Eating, drinking or gum chewing is not allowed on the bus.
9. Animals are not allowed on the bus.
10. Take all belongings with you.
11. Respect the driver, fellow pupils and yourself. Help look after the safety and comfort of smaller children.
12. Do not ask the driver to stop at places other than the regular assigned bus stop. The driver is not permitted to alter their route without proper authorization from an administrator.
13. Observe safety precautions at discharge points. Know and observe the rules. When it is necessary to cross the roadway proceed to a point at least 10 feet in front of the bus on the right shoulder of the roadway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
14. Students must sit three (3) in a seat on the school bus when necessary due to the load.
15. The same rules and regulations apply on other school sponsored trips as between home and school. Respect the wishes of the chaperone appointed by the school.

### Restricted Items

1. Because of the potential for disrupting the school bus driver, certain items are not to be brought on the bus. Some examples of such items could be, but are not limited to:
  - Skateboards
  - Toys
  - Playing cards
  - Laser lights
  - In-line skates
  - Snowboards
  - Sleds
  - Cameras

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

2. Cell Phones and other electronic devices may be used responsibly on the school bus. Any misuse of these items will result in disciplinary action as outlined in the Student/Parent Handbook. Bus drivers are not responsible for devices lost, damaged or stolen. Examples of misuse include, but are not limited to:
  - a. Using device as a camera
  - b. Displaying inappropriate images/website
  - c. Use of inappropriate language
  - d. Use of device for harassment or intimidation
3. Music Devices are allowed on the school bus as long as they are kept at a volume that cannot be heard by others and the listener can still hear emergency directions. Music devices must be in the student's backpack before exiting the bus.

### Kindergarten Transportation

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

## **BULLETINS AND ANNOUNCEMENTS**

Daily announcements will be read ~~at the beginning of second period in each individual class and~~ **daily, and** should be submitted for an administrator's approval the day previous. Announcements are also posted in the commons each day. No announcement will be approved for publication without the signature of a staff member. Students are responsible for knowing the content of the daily announcements.

## **LOST AND FOUND**

All lost and found items should be turned into the office immediately.

## **EVACUATION PROCEDURES AND DRILLS**

1. From time to time during the school year, there will be evacuation drills (fire, tornado, bus). When the alarm is sounded, students and teachers should proceed immediately, without delay, according to the appropriate procedures. It is important that evacuation drills be taken seriously so as to avoid injury if the real thing occurs.
2. Procedures for evacuation are posted in all classrooms.

## **TELEPHONE**

1. Students will not be called from class to receive phone calls except in cases of emergency. Messages may be accepted and relayed to students by the end of the school day.
2. In cases of emergency students will be permitted to use the office telephones.

## **FUND RAISING**

All fund raising by school organizations must have prior approval of the Principal.

## **ID CARDS**

ID cards will be given to each student. These cards should be carried by students throughout each school day and must be presented upon request of a staff member. They are also required for admission to certain home and away co-curricular events. Failure to carry or present the ID at school may lead to a detention being assigned. ID cards are also necessary to check out materials from the LMC, as well as purchase lunch.

## **SCHOOL SONG - "Central Loyalty" (tune of "Illinois Loyalty")**

We're loyal to you Central High  
We know you're true blue Central High  
We know you're the best of all schools east or west  
And we'll back you with zest  
Central High, (Rah, Rah)  
So crack out that ball Central High  
We're backing you all Central High

Our team is our fame protector  
On teams for we expect a victory from you  
Central High, (Rah, Rah)

## **SALE OF OBJECTS**

No objects or materials of any kind may be sold on school property without authorization of the administration.

## **AUTHORIZED AND UNAUTHORIZED ITEMS**

1. Students are not to bring items to school that disrupt the educational environment. Should they do so the item(s) will be confiscated.
2. Bring Your Own Device (BYOD) is a policy that allows students to bring and use their own personal electronic devices at school. Devices include but may not be limited to: smart phones, tablets, eReaders, laptops, and netbooks. With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize productivity tools available to them. The school is not responsible for these items if they are damaged or lost. Additionally, at no time may a student use said devices in a bathroom, locker room or health office. (See page 34 for consequences of misuse.) Students & parents will be required to sign a user agreement outlining expectations, purpose & consequences.

**NOTE REGARDING CAMERA CELL PHONES OR OTHER ELECTRONIC DEVICES WITH A CAMERA FEATURE.** If a student is found to be in possession of a camera cell phone or other electronic device with a camera in a restroom or locker room, and it is on and visible, a first violation will result in a four-hour Saturday School. Further violations will result in a suspension from school for one to ten days.

\*\* Use of the camera feature on ANY electronic device in a restroom or locker room may result in up to a ten day suspension from school and possible recommendation for expulsion, depending upon the content & intent of the photo. Students actively participating in the taking of photos in a restroom or locker room will also receive consequences depending upon the content & intent of the photo.

3. Beverages in a closed, non-breakable container will be allowed in hallways, and in classrooms with teacher approval. All food must be consumed in the cafeteria. Open containers of food & beverage are not to be stored in lockers.

## **RECYCLING**

Paper recycling is required by law; therefore, students are encouraged to deposit paper and cardboard recyclables into marked receptacles. Aluminum and plastic recyclables should be placed into proper receptacles in the commons.

## **SCHOOL SECURITY**

The safety of everyone at Central High School is of great importance. Therefore, all exterior doors are kept locked between the hours of 7:30 a.m. and 2:30 p.m. Students should not open any exterior door to strangers during this time. Failure to abide by this policy will result in disciplinary action which may include warning, detention, or Saturday School depending on the frequency or severity of the incident(s).

## **STUDENT DRIVING TO SCHOOL**

It is recommended that students ride the school bus to school instead of driving their automobiles. If it is necessary for a student to drive, he/she should apply for a parking permit in the high school office. Students must possess a valid Illinois Driver's License in order to apply for a parking permit.

## **STUDENT PARKING**

Student parking is provided for those students whose parents find it necessary for them to drive to school. The student parking areas are southwest and east of the building. Students must park in the numbered space that corresponds with the number on their parking permit hang tag. Students will be permitted to drive to school provided they obey the following regulations. Remember: DRIVING TO SCHOOL IS A PRIVILEGE AND CAN BE REVOKED BY THE SCHOOL.

## **STUDENT PARKING PERMITS**

1. The price of a parking permit will be determined by the Board of Education each year.

2. Only 11th and 12th grade students who have earned at least 13 credits are allowed to purchase a parking permit. (9th & 10th graders are NOT allowed to drive to school.) The application for such a permit must be filled out completely and signed by the student and parent/guardian.
3. Only 12th grade students with a six semester cumulative GPA of 2.0 or higher are allowed to purchase a parking permit (except in special cases as determined by the principal).
4. If a 12th grade student's seven semester cumulative grade point average drops below 2.0 the parking permit will be revoked.
5. Only 11th grade students with a four semester cumulative grade point average of 2.2 or higher will be allowed to purchase a parking permit (except in special cases as determined by the principal).
6. If an 11th grade student's fifth semester cumulative grade point average drops below 2.2 the parking permit will be revoked.
7. Parking permits may also be revoked if a student does not demonstrate mature and responsible behavior at school or on school grounds.
8. All automobiles driven to school by students must be properly registered in the high school office and display a student parking permit. Failure to comply will result in:

First Violation	\$20 ticket
Second Violation	\$20 ticket and a half Saturday School
Additional offenses	\$20 ticket and full Saturday School / suspension from school / revocation of parking privileges / vehicle towed at owner's expense depending on the severity of the act.

9. Students may be issued temporary parking permits (up to a limit of 5 school days per school year) by school administrators when a family emergency or unusual circumstance exists.
10. Any 11th or 12th grade student may apply for a parking permit whose previous semester GPA is at the acceptable level for their grade. This may be issued as a temporary permit and is subject to review at the end of each grading quarter. If the acceptable GPA is not maintained, the permit will be revoked.
11. Permits cannot be shared among students (except siblings when both qualify).

## **DRIVING REGULATIONS**

1. All drivers must possess a valid Illinois Driver's License.
2. Un-Licensed Motorized Vehicles - The use of un-licensed motorized vehicles on School District 301 property is prohibited. This includes but is not limited to all-terrain vehicles, snowmobiles, go-carts and any and all off-road vehicles. Consequences for this behavior may include suspension out of school as well as charges filed with the local authorities.
3. Parking permits must be displayed from the inside rear view mirror.
4. Students are to park only in the numbered space that corresponds to the number on their hang tag.
  - a. Students are prohibited from parking in the visitor / faculty parking lot, north of the building.
5. Safe driving techniques are to be exercised at all times.
  - a. A 15 MPH speed limit shall be in effect for all vehicles driving on school grounds.
  - b. If a student is witnessed driving recklessly on the way to school, on school property, or on the way home from school, the student's driving privileges will be suspended a minimum of two weeks. A second offense will result in the revocation of the driving privilege for the remainder of the year.
  - c. In most cases of reckless driving, the name and license plate number will be reported to the police and a complaint signed against the student.
6. When a student drives his/her automobile to school, he/she must park it in an appropriate designated parking space and proceed immediately into the building. No one is to loiter in the parking lot.
  - a. No student may go to the automobile during the school day for any reason without first receiving permission from the building administration.

- b. A student may not operate his/her automobile during the school day without having been properly dismissed from school.
  - c. Any student who goes out to an automobile during the school day without proper permission or who uses an automobile to leave school without being properly dismissed will have his/her driving privileges suspended a minimum of two weeks.
  - d. Any student who aids another student in leaving school without being properly dismissed will have his/her driving privileges suspended a minimum of two weeks.
  - e. Any second violation of the student driving regulations may result in the revocation of the driving privilege for the remainder of the school year.
  - f. Students who develop patterns of tardiness may have their driving privileges suspended/revoked.
7. Any violation of the student driving policy will result in:

First Violation	\$20 ticket
Second Violation	\$20 ticket and a half Saturday School
Additional Offenses	\$20 ticket and full Saturday School/suspension from school/revocation of parking privileges/vehicle towed at owner's expense depending on the severity of the act.

8. Search Of Vehicles - Upon entering school grounds, the person driving any vehicle is deemed to consent to complete search of the automobile, with or without cause, by school officials or police. If any person other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also. The area of search will include the entire passenger compartment, engine compartment, trunk and all containers therein, locked or unlocked, and the undercarriage.

## **ATTENDANCE POLICY**

### **DEFINITIONS**

1. Excused Absence: An excused absence is defined as an absence caused by personal illness, death in the family, or a family emergency situation. Doctor and dentist appointments are excused if the procedure outlined below is followed. Other absences which have prior approval of the school administrator or at the principal's discretion will be excused.
2. Unexcused Absence: An unexcused absence is defined as an absence from school with or without permission of the parents without approval of the school officials.
3. Class Cut: A class cut is defined as willful absence from part of a period or an entire period of a student's assigned schedule with or without permission of the parents, and without approval of the school officials. Arriving late to class by more than five minutes without an approved excuse, shall also be considered a class cut. A class cut is an unexcused absence.
4. Truancy: A truancy is defined as willful absence from more than one period of a student's assigned schedule with or without permission of the parents, and without permission of school officials. A truancy is an unexcused absence.
5. Disciplinary Agreements: A disciplinary agreement is a probation agreement signed by a student, his/her parents or guardian, and the principal, assistant principal or Dean of Students detailing past attendance problems of the student and warning him/her of the consequences of continued attendance problems. Refusal of any parent, guardian or student to execute and acknowledge the Disciplinary Agreement shall not limit its effect.
6. Pre-arranged Excused Absence: A pre-arranged excused absence is defined as a family vacation or other situation when an absence is anticipated. In order for a pre-arranged absence to be excused, it must have the approval of school officials. It must be kept in mind that a request for a pre-arranged excused absence is not automatically granted. Requests may be denied because of truancy, disciplinary record, and/or poor academic record. The pre-arranged excused absence form is to be presented to the classroom teacher at least two days before the day of the absence. The form must be presented to the administration for final approval. The form is available in the student attendance office.

\*Note – Administration will accept up to five (5) vacation days per school year. Any further vacation days will be deemed unexcused.

## **STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL**

1. When a student is absent from school, parents or guardians are requested to contact the school prior to 7:30 a.m. and inform the attendance secretary of the student's absence. The school phone number is 847-464-6030.
2. A parent or guardian phone call made on the day of the student's absence shall be counted as an excused absence. Failure of a parent or guardian phone call on the date of the student's absence shall be counted as "unverified", unless a note is received by a parent to confirm the absence. If the note is not received, the absence will be recorded as unexcused and the student will not receive credit for work missed during the absence.

## **MAKE-UP WORK**

1. When a student receives an excused absence from school, he/she may make up work for full credit. The time allotted to make up missed work shall be one class day (A or B) for each "class" day (A or B) missed during the excused absence. Work assigned during the student's absence and due the following "class" day (A or B), will be due on the second "class" day (A or B) held, after returning to school. This applies to tests and quizzes as well as other assignments. Long term projects that are assigned far in advance are due on the day when the student returns to school.
2. When a student is truant or has an unexcused absence from school, he/she is expected to make up missed work but will not receive credit for the work. A zero will be recorded for all work missed as a result of truancy or unexcused absence.
3. Make-up work during a suspension. See the Suspension section of the handbook.
4. Requests for homework for more than one day of absence should be made to the office prior to 8:00 a.m. and will usually be available after 3:15 p.m.

## **CLASS CUTS**

See page 30.

## **TRUANCIES**

Truancy reflects an absence from school for more than one period without school approval. Truancy absences will be handled as follows:

Student **17** years of age or older

1. For the first truancy, the student will be assigned to Saturday School. The student shall meet with his/her guidance counselor to discuss the reasons for the truancy.
2. For the second truancy, the student will be assigned to Saturday School. A parent conference will be required. The student shall be referred to the Problem Solving Team for consideration of any supportive services to be offered.
3. For a third truancy the student will be assigned to a Saturday School and a parent conference will be required for the student to continue in regular classes. The student will be placed on a Probation Disciplinary Agreement.
4. For the fourth truancy the student will be assigned to TCR.
5. For a fifth truancy the student will be assigned to TCR.
6. For a sixth truancy, the student will be suspended from school for two (2) to ten (10) days pending a hearing before the Board of Education for expulsion.
7. For a seventh truancy, the student will be suspended from school for two (2) to ten (10) days pending a hearing before the Board of Education for expulsion.

Student under **17** years of age

1. For the first truancy, the student will be assigned to Saturday School. The student shall meet with his/her guidance counselor to discuss the reasons for the truancy.

2. For the second truancy, the student will be assigned to Saturday School and will also be referred to the Kane County Truant Officer. A parent conference will be required. The student shall be referred to the Problem Solving Team for consideration of any supportive services to be offered.
3. For a third truancy the student will be assigned to Saturday School and a referral will again be sent to the Kane County Truant Officer listing the supportive services the student has received or been offered to correct the truancy problem. The student will be placed on a Probation Disciplinary Agreement.
4. For the fourth truancy the student will be assigned to TCR.
5. For the fifth truancy the student will be assigned to TCR.
6. All subsequent truanies shall result in the assignment to Saturday School or suspension from school, as well as referral to the Kane County Truant Officer. ~~The truant may be recommended to the Board of Education for expulsion.~~

## **CHRONIC OR HABITUAL TRUANCY**

A child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for five percent (5%) or more of the previous 180 days is considered to be a chronic truant.

When any student is absent from school for more than 10 out of any 40 consecutive school days the student may be declared chronically truant from school. Any student age 16 or more who is declared chronically truant may be required to attend a hearing with his/her parents or guardians to show the cause as to why he/she should not be taken before the Board of Education for expulsion for failure to regularly attend school.

The hearing will include the student, parents or guardians, building principal and/or assistant principal, the guidance counselor and/or social worker, and teachers. The results of the hearing may lead to a recommendation to the superintendent that an expulsion hearing be held regarding the student or the student and parents or guardians may be requested to enter into a Probation Disciplinary Agreement with school officials.

Any student under age 16 who is declared chronically truant will be required to attend a hearing with his/her parents or guardians to show cause why he/she should not be referred to the County Truant Officer for legal action. The hearing will include the student, parents or guardians, building principal and/or assistant principal, the guidance counselor and/or social worker, and teachers. The results of the hearing may lead to referral to the County Truant Officer for legal action or the student and parents/guardians may be requested to enter into a Probation Disciplinary Agreement with school officials.

## **CHRONIC ABSENTEEISM (6 DAY LIMIT PER SEMESTER)**

Regular attendance in classes is extremely important to a student's success in school. To establish definite absence limits which students understand and which will be enforced by the school, all absences that are caused by a student or his/her parents will be counted toward an established limit of six (6) days. All absences in excess of six (6) in any specific A day or B day class during a semester, shall be considered "unexcused" unless the student presents a note from a physician stating that the student was too ill to attend school and listing the specific dates. (A note simply confirming that a doctor's visit was held will not be sufficient.) Students may present a doctor's note for any absence to avoid having those absences count toward the limit of six (6). The following procedures will be followed by the attendance office:

1. Parents will receive notification by mail after a student's fourth (4th) absence (not verified by a doctor) from a specific class or classes during a semester. The student's guidance counselor shall meet with the student to discuss his/her attendance.
2. Parents will again receive notification by mail after a student's sixth (6th) absence (not verified by a doctor) from a specific class or classes during a semester. The Dean of Students may meet with the student to discuss his/her attendance and the consequences for further absences.
3. For each and every absence from a class or classes between six (6) and (10) (not verified by a doctor) during a semester, the student shall be considered "unexcused". He/she will be expected to make up missed work but will not receive credit for the work. A zero will be recorded for all work missed during each unexcused absence.
4. ~~Upon a student's eleventh (11th) absence (not verified by a doctor) from a class or classes during a~~

~~semester, the student may be withdrawn from that class or classes with a failing grade, and assigned to the TCR room.~~

## **LEAVING SCHOOL EARLY**

1. Students wishing to leave school early for medical purposes (doctor or dental appointments) must bring a note to the Attendance Office before leaving school. That note must include: (1) time of requested dismissal, (2) doctor's or dentist's name and phone number, and (3) parent's signature. When an early dismissal is arranged by a telephone conversation, the parent must personally pick up the student in the Attendance Office or send a note before the student leaves. When this procedure is followed, doctor and dentist appointments will be excused.
2. Requests for a student to leave school early for purposes other than medical are generally denied.

## **WORKING STUDENTS (CO-OP STUDENTS)**

Students leaving school early to work must leave the school property immediately at the designated time. If a student is absent from regular school classes on a given day, the student may not attend work.

## **FOX VALLEY CAREER CENTER & OFF CAMPUS FOX VALLEY STUDENTS**

Students enrolled in classes through the Fox Valley Career Center are responsible for attending these classes. Excessive absences will result in consequences ranging from a warning up to removal from the class.

## **LATE ARRIVALS TO SCHOOL**

See page 29.

## **TARDINESS**

See page 29.

## **SKIP DAYS**

1. The school does not authorize "skip days".
2. Students absent from school on so-called "skip days" will be subject to the attendance policy as outlined.

## **COLLEGE VISITATION AND JOB INTERVIEWS**

Central High School administrators recognize the importance of college visitations and job interviews. Seniors and juniors may be excused two days for college visitations, job interviews or military exams. These absences must be pre-arranged using the following procedure:

- A pre-arranged absence form must be completed by both student & parent before the date of absence. The form must then be signed by all of the student's teachers with homework & assignments listed. Once complete, the student should turn the form into the office.
- Students are required to submit, on college, university, business or military letterhead, documentation of their visit.
- A student may choose to complete a thoughtful reflection in *Naviance* regarding their visit. If approved by the administration, the absence would not count against Perfect Attendance.

However, these activities should be scheduled during non-school time whenever possible.

# **ACADEMICS**

## **ACADEMIC STATUS**

1. For the purposes of identifying Juniors for state testing, 15.00 credits are needed for classification as Juniors and can be acquired by the end of first semester in the student's third year. If a student has not earned 15.00 credits by the end of first semester, they will not be eligible for state testing.

## **GRADUATION REQUIREMENTS**

1. Students graduating from Central High school must earn 29 credits to be eligible for graduation:
2. All requirements for graduation must be completed prior to graduation and no student will be allowed to participate in graduation exercises that have not completed all graduation requirements. (Listings of the

specific course requirements are distributed at registration and are also available in the Student Services Office.)

3. A student must be enrolled and in attendance the entire last semester prior to completing graduation requirements and meet graduation requirements to qualify for a diploma from Central High School.
4. Participation in the graduation ceremony and other senior-related activities is a privilege. Seniors who demonstrate inappropriate behavior and conduct, or who exhibit poor attendance (chronic truancy) may be denied the privilege of participating in graduation ceremonies and other senior-related activities. In such cases, a copy of the student's official transcript may be given rather than a diploma.

## **CLASS LOAD**

1. Choice of subjects should be discussed with the student's parents and counselor before final enrollment.
2. All students must register for courses which combine for a total of eight credits per school year.

## **CORRESPONDENCE AND SUMMER SCHOOL COURSES**

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

1. Courses must have prior approval of the guidance counselor and the principal.
2. Correspondence courses may be accepted from American School in Chicago or the University of Missouri, any accredited college or university, or program sponsored by the State Board of Education. No other correspondence course will normally be accepted.
3. Students who wish to bring in more than two (2) Carnegie units of correspondence or summer school course credit to apply toward graduation at Central High School must meet with their counselor and submit a transcript(s). Credit requires principal approval.

## **COURSE OFFERINGS**

Refer to Curriculum Handbook for specific course offerings and descriptions.

## **GRADING**

1. Grades are distributed to students after the end of each nine weeks grading period. They are also available through the Parent Portal of PowerSchool. However, semester grades are the only grades which will appear on permanent record.
2. Two methods of determining semester grades are approved for teacher use.
  - a. Numerical Average Method - Teachers may average the two quarter grades and the semester examination grade to determine the semester grade for the course. In using this method, semester examination grades may be weighed equal to or less than the two quarter grades, which will be weighed equally. In other words the semester grade is a numerical average of quarter grades and the semester exam grade with quarter grades possibly weighed more than the semester exam grade.
  - b. Continuous Semester Method - Teachers may determine semester grades on the basis of grades earned on course work for the entire semester. When this method is employed, quarter grades are not final grades that will be used for averaging; but rather, they are mid-semester grade reports to students and parents.

At the beginning of each course, each teacher will inform the students in his/her class of the grading method he/she will employ. With administrative approval, teachers may incorporate an attendance requirement into their grading policy.

3. Students work will be evaluated using the following letter grades:
  - A - Superior
  - B - Excellent
  - C - Average
  - D - Below average
  - F - Fails to meet required standards

- P - Pass
- W - Withdrawn (no credit and no grade)
- I - Incomplete\*

\* The Incomplete grade may be issued when students have experienced prolonged periods of excused absence during the grading period. All incompletes must be cleared within two weeks of the end of the semester. Incompletes not cleared by that time will be converted to grades of "F". If incompletes are for a semester exam and semester grade, the exam grade will become an "F", and teachers must calculate the semester grade and report it to the Guidance Office after the two-week time period has elapsed. (If extenuating circumstances exist, the principal may exercise discretion in extending the two week deadline.)

#### 4. Weighted Grades

- a. ~~Starting with the 2010-2011 school year,~~ Advanced placement (AP) courses approved by the College Board will be given weighted credit. Additionally, honors courses designated in the course catalogue will be given weighted credit based on at least five of the seven characteristics listed below:
  - i. The course includes college level content or syllabus.
  - ii. The quality of learning activities, projects and assignments in the course is significantly more than in other courses.
  - iii. The ideas and concepts studied in the course are significantly more complex than in other courses.
  - iv. The pace is accelerated in comparison to standard courses.
  - v. The course includes assessments in the areas of analysis, synthesis, and evaluation.
  - vi. The time required outside of regular class period is significantly more than in other classes.
  - vii. The course completes the sequence of classes/programs.

Grade	Un-weighted Courses	Weighted Courses
A	4	5
B	3	4
C	2	3
D	1	1
F	0	0

- b. Grade point averages are calculated by dividing the total quality points earned by the number of credits attempted. "+" and "-" grades are printed on ~~quarterly report cards~~ **transcripts** only to provide additional information. ~~to parents~~. Quality points are not affected by "+" or "-" grades.
- c. Transfer Credits

Transfer students will receive weighted credit only for courses that are given weights at Central High School. The weight given each transfer grade will be the same as the weight given courses at Central High School.

#### 5. Reporting of GPA and Class Rank

The school will track both weighted and un-weighted grade point averages and class ranks. The student will be allowed to choose which class rank and grade point average to be recorded on the permanent transcript.

#### 6. Repeating Courses

Students are allowed to repeat courses that they have previously taken and passed with the following conditions:

- a. The course must be repeated prior to the student's taking any course for which it is a prerequisite.
- b. The teacher of the course must give permission for the student to repeat the course

If a student repeats a course (s) he will not receive duplicate credit for the course (i.e. the student may receive only .5 credits for each semester of the course, regardless of the number of times the course is taken). The grade for the course that appears on the student's transcript will be an average of the grades received for the course. Averages ending in .5 or less will be rounded down in all cases

## **PROGRESS REPORTS**

Progress reports will be issued upon request of the parent. The use of the Power School Parent Portal is highly encouraged as a daily or weekly way for parents and students to check class progress.

## **EARLY GRADUATION**

1. A request for early graduation must meet with the approval of the student's parents.
2. Seniors requesting early graduation must do so to their counselor, in writing, by October 1<sup>st</sup>. All correspondence course work must be completed and the final grades reported to the school by December 1<sup>st</sup>. If course work is not done by that time, students will not be eligible for early graduation.
3. All school fines, fees and materials must be paid and returned by a student's last day of school.
4. The student must have met all graduation requirements of Central High School.
5. Students graduating early become graduates of Central High School. As such, they relinquish student privileges and assume adult privileges. They will be required to pay adult admission to student activities. Early graduates may be invited to attend Prom, senior breakfast, and other such senior activities that might be scheduled.
6. Seniors graduating early will be permitted to participate in graduation exercises.

## **SEMESTER EXAMS**

1. All students must take final exams on the designated date and time established by the school unless an Early Exam Form has been completed and approved by administration.
2. A senior may be exempt from a second semester exam if he/she:
  - a. Has at least a B average for the second semester in the class in question.
  - b. Has had no Saturday Schools, Temporary Classroom Removal (TCR), or Out of School Suspension during the second semester.
  - c. Has missed no more than four days of school during the second semester, not including approved college visits.

## COURSE REGISTRATION AND SCHEDULE CHANGES

1. Students will be permitted to make changes to their course requests up until five (5) days after the last day of student attendance for the current school year, **when counselors are available**. Students should contact their counselor in person, by phone, or by e-mail to request such changes  
~~Students will be mailed a copy of their schedule during the summer with their registration materials. Unless a schedule change is necessary because a student either 1) failed a course, or 2) needs a course in a particular area in order to graduate, all other requests to change a schedule after this point will require:~~
  - ~~a. Permission from the teacher whose class the student wishes to drop~~
  - ~~b. Permission of the teacher whose class the student wishes to add~~
  - ~~c. Permission from the student's counselor~~
  - ~~d. Permission of the student's parent~~
  - ~~e. Approval by the principal or his/her designee~~
2. **All schedule changes need to be completed prior to the start of a semester.**
3. **Schedule changes during a semester will only be made due to pre-requisite restrictions, graduation requirements, college requirements and scheduling errors.**
4. **Changes are subject to class availability, and approval of administration and/or their designee.**
5. Students can obtain course change request forms from their counselor.  
~~Student schedule changes will not be permitted after 5 days from the start of a semester.~~

## FIELD TRIPS

When field trips are taken by a class, students will be required to obtain parental permission prior to the excursion. Students should remember that their conduct and behavior reflects on the school and community. The school expects students who are on field trips to conduct themselves in a mature and adult manner so as not to embarrass the school, the teacher or the other students on the trip. Normal classroom expectations/consequences will apply. Students must have forms signed by all teachers when they will be missing school for a field trip or school function. Students should get work and assignments before they leave.

## DRIVER'S EDUCATION

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

1. Classroom Instruction:
  - a. Classroom instruction shall be open to all students who reach their fifteenth birthday within three (3) calendar months from the first day of classroom instruction. Student attendance is important since 30 hours of classroom instruction is required by law to pass.
  - b. Students will be enrolled in Driver's Education according to their age in relation to others eligible to be enrolled. Students who are sixteen during or shortly after the first semester will be enrolled during the first semester.
2. Behind-the-Wheel:
  - a. No student may begin behind-the-wheel driving until he/she has been enrolled and started in the classroom portion of the program.
  - b. Six hours of behind-the-wheel experience are required by law.
  - c. Students who complete the classroom instruction and whose sixteenth birthday falls after December 1 in the following year will not be enrolled for behind-the-wheel driving until the first semester of the

following year.

## HONOR ROLL AND SCHOLASTIC AWARDS

1. Any student who maintains a grade point of 3.75 or better will be placed on high honor roll.
2. Any student who maintains a grade point average of 3.40 or better will be placed on honor roll.
3. Any student who maintains a grade point average of 3.0 or better will be placed on honorable mention.
4. Honor rolls ~~will be announced each semester~~ **will be recognized at the end of the current school year.**
5. No student who receives an F or I (incomplete) for the grading period in any course may be placed on any of the three honor rolls regardless of the grade point average earned. Students receiving a D for the grading period in any course may attain no higher than honorable mention status regardless of their grade point average. (Note: Students held off the honor roll due to incompletes caused by extenuating circumstances approved by the principal, may be added at a later date, once the incomplete work is turned in and an accurate grade point average is calculated.)
6. Scholastic awards will be given to any student who maintains at least a 3.40 grade point average for first semester of a school year and has received all grades of C or better for all grading periods. Scholastic awards will be distributed on Recognition Night.
7. A valedictorian award is given each year to the graduate who has maintained the highest cumulative weighted grade point average upon his/her completion of high school. A salutatorian award is given each year to the graduate with the second highest cumulative weighted grade point average. To qualify for this valedictorian or salutatorian award, a student must have been in attendance at Central High School for two years or more. In the event there is more than one valedictorian, no salutatorian will be named. **Students may not be valedictorian or salutatorian if they take a student internship within the district their senior year.**
8. Students will graduate with honors if they have earned a 3.40 G.P.A. for their high school work. They will graduate with high honors if they have earned a 3.75 G.P.A. for their high school work.

## PERFECT ATTENDANCE HONOR ROLL

1. ~~A Perfect Attendance Honor Roll will be published at the end of each grading period. Students who have met the requirements of perfect attendance for the quarter will have their names listed in the Perfect Attendance Honor Roll.~~
2. Students who have had perfect attendance for the entire year will be recognized ~~and will receive an award on Recognition Night~~ **at the end of the year.**

## HOMEWORK

1. Students are expected to complete all assigned homework in a timely, neat, and correct fashion. Homework is the key to successful completion of requirements for classes.
2. Students can expect to have homework almost every night. They should not expect to have sufficient time during the school day to do all assigned homework. As a general rule, students should schedule at least one hour each night to complete their homework.

## NATIONAL HONOR SOCIETY

National Honor Society is an organization whose membership is composed of outstanding high school students.

The faculty council has sole responsibility for determining membership. Selection is made on the basis of scholarship, service, leadership, and character. The faculty council may remove from membership or warn any member who does not maintain acceptable standards in these areas.

The faculty council shall be composed of five faculty members appointed by the principal. The NHS sponsor is an ex-official member of the faculty council and votes on all council matters.

A cumulative grade point average of at least 3.5 after 5 semesters of high school will be required to qualify for membership in NHS.

# PHILOSOPHY OF DISCIPLINE

The primary responsibility of School District 301 is to educate each student enrolled in its programs. A discipline policy must contribute to the fulfillment of that responsibility. General rules of conduct have been formulated to ensure that all students have the opportunity to realize their potential through education, and to promote mutual respect and responsibility among students and staff members. Adults at Central High School are expected to show care and respect for the young people in their charge. Students are expected to exhibit that same care and respect toward staff members and other students.

Rules, punishments, and rewards will be made in each building under the guideline that they either contribute to the education of the student to become a happy and productive member of society or prevent the student from interfering with the rights of his classmates to receive a high quality education in a positive, non-threatening environment.

Students, parents, administrators, faculty, and staff will cooperate in the creation of a discipline policy, its periodic review, and its fair and consistent enforcement.

## GOALS OF THE STUDENT DISCIPLINE PROGRAM

1. To develop a sense of self-discipline in students in the control of their behavior and conduct.
2. To maintain an educational climate conducive to maximizing learning opportunities and achievement of students.
3. To maintain a safe and healthy environment in which students can attend school.
4. To provide order within the school organization.
5. To teach students respect for the rules and regulations of the school.
6. To teach students respect for the authority of school personnel.

## GENERAL STUDENT DISCIPLINE POLICY

1. The necessary authority to maintain order and enforce policy, rules, and regulations is delegated to the superintendent and through him to principals, teachers, and staff.
2. Teachers and administrators stand "in loco parentis" (in place of the parent) to the students and as such have the control and authority of a reasonably prudent parent when dealing with student's school sponsored activities.
3. Principals and teachers may establish rules of conduct, and when established, must see that students and parents are provided copies of the rules.
4. Maintaining good student conduct and enforcement of rules shall be the responsibility of teachers, principals, and all school employees. Student discipline shall be maintained by the total staff membership in order to provide educational opportunities for each student.
5. When a behavior intervention plan has been developed for a student, teachers and administrators shall rely upon the plan guidelines when assigning disciplinary consequences, as well as all other school policies.
6. A progressive plan of discipline shall be adhered to. Student disregard of rules and regulations may result in (and is not limited to) any one or more of the following disciplinary actions:
  - a. Verbal request to discontinue the inappropriate behavior.
  - b. A private conference with the student.
  - c. A phone call or note to the student's parent(s).
  - d. A conference with the student and parent(s) held at school.
  - e. Assignment of a before or after school detention.
  - f. Temporary or permanent eviction from a class.
  - g. Assignment to a two hour Saturday School.
  - h. Assignment to a four hour Saturday School.

- i. Assignment to school or community service.
  - j. Suspension from school for one to ten days.
  - k. Expulsion from school.
7. The behavior of students is the ultimate responsibility of the parents. When a staff member becomes concerned about the behavior/conduct of a student, he/she shall communicate those concerns to the parent. Teachers and parents should cooperate with each other in encouraging proper behavior on the part of students.
8. Disciplinary action, including corporal punishment and suspension, shall be in keeping with federal law, the School Code of Illinois, the rules and regulations of the State Board of Education, the case law of court decisions, Board of Education policy, and responsible and proper professional procedures and ethics.
9. Teachers are responsible for the discipline in their classrooms and may temporarily eject students from their classes for behavior that substantially disrupts the learning climate of the classroom. Except in extreme circumstances, teachers must first attempt to control the situation through other means.
10. Suspension and Expulsion
- a. The superintendent, principals, assistant principals, and Dean of Students may suspend students for up to ten days as provided by law. The Board may suspend or expel for any number of days up through the end of the school year.
  - b. Students may be suspended for violation of or failure to abide by the School Code of Illinois, District 301 policy, school rules or regulations, and other misconduct or disobedience.
  - c. The procedure for student suspension, expulsion, and review proceedings for the district shall be in conformance with the School Code of Illinois and regulations based on the latest mandatory rulings adopted by the State Board of Education.
11. Hearing Officers
- Pursuant to the School code of Illinois, the Board of Education will appoint a hearing officer(s) to conduct hearings with students and parents relating to student discipline matters. The hearing officer will report to the Board with a written summary of the evidence heard at any such discipline hearing and the Board may take such action thereon as it finds appropriate.
13. Use of Physical Force by Staff Members
- A staff member may use physical force against a pupil for self-defense, for the protection of people or property, to direct a student to a desired location, or to detain a student, when the student refuses to obey instructions.
15. Handbook and Other Regulations
- a. The High School Student-Parent Handbook contains specific rules and regulations and examples of consequences of misconduct and inappropriate behavior. These will be distributed to students within 15 days of the students' first day of school.
  - b. All school district personnel have a right to issue instruction, rules, regulations, and/or expectations as needed which students must obey.
  - c. It is the responsibility of students and parents to read & understand the contents of the handbook.

## **STUDENT CONDUCT AND BEHAVIOR POLICY**

### **TEACHER'S RIGHT REGARDING STUDENT CONTROL**

1. Maintaining a positive atmosphere for learning is the intent of the staff at Central High School. In the event that a student violates the guidelines as set forth in this student handbook, teachers and staff members may take disciplinary measures which may be employed as a means of helping students change their behavior and attitude and may include the following: reprimanding, warning, counseling, use of reasonable period of detention, removal from class, and use of parental conferences or referral to designated personnel. In taking disciplinary action, school personnel shall exercise their best

professional judgment and shall observe state laws and regulations and directives, rules, or guidelines of the Superintendent.

2. In certain instances, teachers may find it necessary to exercise influence of a negative nature in order to maintain the desired learning atmosphere. In such instances and after verbal directions and other techniques have failed, a teacher may use his/her hands to direct the pupil toward a desired location or to restrain a student, but should avoid the use of excessive force.

## **ADMINISTRATOR'S RIGHTS REGARDING STUDENT CONTROL**

It is to be understood that the school administrators maintain the authority to use their discretion in dealing with a student who displays unacceptable behavior or conduct. Severity and circumstances of a situation may alter punishment and remediation imposed on the student.

## **GENERAL CONDUCT AND BEHAVIOR**

1. It is assumed that students are enrolled in school to learn and otherwise benefit from school programs and activities. As such, students are expected to conduct themselves like young adults.
2. Students are expected to show courtesy toward teachers, administrators, secretaries, custodians, bus drivers, visitors, and other students at all times. Insolence, insubordination, and refusal to obey school rules and regulations will not be tolerated.
3. Inappropriate displays of affection, such as kissing, embracing, etc., will be considered unacceptable conduct on school property.
4. Conduct which materially and substantially interferes with the educational process is prohibited, including the use of obscene, profane language or gestures.  
Repeated misconduct that interferes with the educational opportunity of students, that endangers people or property or that reflects adversely on the school or its reputation, will be cause for removal from school.
5. Suspension and expulsion will result from gross disobedience or misconduct.

## **CLASSROOM CONDUCT**

1. Students are expected to be orderly and respectful at all times. Students must always remember that the teacher is in charge of the classroom and has complete authority and responsibility over it. Students must come to class prepared for class with pencil or pen, paper, textbooks, completed assigned work, and any other material that the teacher requests the students to bring. Students should ask permission from the teacher before leaving their seats for any reason. Students should not expect to be excused from class to go to lockers, rest rooms, or the office.
2. When a student's behavior is such that it interferes with the educational opportunity and learning of other students or endangers people or property, the student may be told by the teacher to leave the class. When a student is evicted from a class, he/she must report to the Main Office. The student will be required to complete a Disciplinary Referral form. After completing the form, he/she must see the Dean of Students or another administrator regarding the circumstances that lead to the class eviction. The teacher will inform an administrator of the circumstances of the incident as soon as possible. Appropriate disciplinary action will then be taken.
3. When a student is evicted from the same class a second time, a conference may be held with the student, parent or guardian, teacher, and assistant principal or principal. Repeated evictions from class will result in strong disciplinary action being taken, such as Saturday School, Temporary Classroom Removal, Out of School Suspension, removal from class, or other appropriate action.

## **DETENTIONS**

1. In general, teachers will handle individual student behavior within the framework of classroom control and management. Minor discipline problems will be handled by the teacher and not be referred to the office. Major discipline problems will be referred to the office using established procedures.
2. Detentions may be given to students by teachers or administrators. When assigned a detention, a detention slip will be given to the student and building administrator notifying them of the date of the detention, the location, and the reason the detention was given.

3. Detentions serve two purposes. They are designed to require a student to make up learning activity time that was lost due to the actions or behavior of the student. Detentions are also used as a punishment for unacceptable behavior or conduct that is not related to learning time that is lost.
4. Continued conduct leading to detention may result in suspension from school or a Board of Education hearing to consider expulsion.

### LATE ARRIVALS TO SCHOOL

1. When a student arrives late to school, he/she must report to the office. The office will issue a tardy pass to admit him/her to class. Work missed may be made up if the teacher permits it. The date of the tardy will be recorded by the office. Students will be allowed only three (3) tardies each semester for any reason, such as appointments, car problems, oversleeping, etc. (The only exceptions shall be unavoidable medical or dental appointments which cannot be scheduled during non-school hours.)
2. For the duration of each semester, the following shall be the result of each tardy (A and B day tardies are combined).

3rd tardy	warning and possible detention
4th and 5th tardy	½ Saturday School, TCR or community service and parent notification
6th – 9th tardy	full Saturday School, TCR or community service, and a parent/administrator conference
10th tardy & above	TCR or Out of School Suspension

The purpose of this policy is to get students to school on time.

### TARDINESS TO CLASS

1. Students are expected to be in class and in their seats when the bell rings. Any student not in class will be considered tardy.
2. Teachers will monitor and record individual class tardiness. The office will not issue passes for class tardiness. Teachers may issue detentions or administer other corrective measures. For excessive class tardiness, teachers will refer the student to the Dean of Students with a written discipline report.
3. The Dean of Students shall conference with the student and report back to the teacher making the referral.

### CLASS CUTS

Cutting class is a serious infraction of school rules and a disruption of the education process for the student and teachers. Students cutting class or any other assigned period (lunch, homeroom, etc.) will conference with the Dean of Students and be assigned to a two (2) hour Saturday School, Full four (4) hour Saturday School or Temporary Classroom Removal.

### TEMPORARY CLASSROOM REMOVAL (TCR)

Temporary Classroom Removal (TCR) will be used as a disciplinary consequence for specific acts of misbehavior as outlined within this handbook, as an alternative to OSS, and/or as determined by the school administration. Students may be assigned to the TCR room for a portion of a class period, one or more class periods, one or more days, or for the remainder of a semester.

Rules:

1. Students are expected to be quiet.
2. Eating and drinking is not allowed.
3. Students must stay in their assigned seats.
4. No lounging on the desk or sleeping.
5. ~~No electronic devices are allowed~~ **Electronic devices are only allowed for educational purposes as determined by the administration.**
6. Students will be expected to bring school related study materials with them to study for the entire period. Teachers, administrators, or the TCR room supervisor may assign additional work also.

8. Student behavior deemed to be inappropriate during TCR will result in further disciplinary action(s) which may include additional assignment(s) to in Temporary Classroom Removal, out of school suspension, or expulsion, depending on the severity of the improper behavior.

## **SATURDAY SCHOOL PROGRAM**

Saturday School sessions will be held to serve as a disciplinary consequence for various acts of misconduct and/or to make up learning activity time that was lost due to the actions or behavior of a student. Saturday School half sessions will run from 8:00 a.m. to 10:00 a.m. while full sessions will run from 8:00 a.m. to 12:00 noon. The following is a list of rules and expectations:

1. All Saturday School rules are in effect immediately upon arriving on school property.
2. Students will not be present on school property before 7:45 a.m.
3. Students will enter the building between 7:50 - 7:58 a.m. using door #2 and proceed immediately to the designated area.
4. Students will be expected to bring with them enough study material to keep them busy the entire session. Other required work may also be assigned and collected.
5. Students will be assigned seats, and must be seated prior to 8:00 a.m. and remain seated until dismissed.
6. Work to be done on school computers must be approved by an administrator in advance, along with a note from the teacher verifying the assignment.
7. No electronic devices will be permitted.
8. There is to be no talking, visiting, destructive movement, questions, or noise that is deemed disruptive.
9. Lounging on furniture or sleeping will not be permitted.
10. A break will be permitted by the supervisor at 10:00 a.m. No other breaks will be permitted.
11. Should, in the judgment of the supervising teachers, misconduct requires removal from the session, parents will be contacted and expected to pick up the student immediately. Other local authorities will be used if necessary.
12. At the conclusion of the session, all students will be expected to leave the building and school grounds immediately.
13. Students not present, arriving late, or evicted due to misconduct, will be considered to have missed the session and will be assigned a re-assignment of the Saturday School and assignment to the next two (2) regularly scheduled Saturday Schools. Failure to attend either of these will result in a one (1) to four (4) day Temporary Classroom Removal (TCR) or out-of-school suspension and reassignment of the missed Saturday School(s). All assigned Saturday Schools must be served.

## **OUT OF SCHOOL SUSPENSION (O.S.S.)**

1. Suspension is a temporary exclusion from school due to gross disobedience or misconduct. School officials may impose suspensions of from one (1) to ten (10) days. Longer suspensions may be imposed by the Board of Education. In addition, if a student is suspended or expelled for any reason from public or private school in this state or any other state, the student must complete the entire term of the suspension or expulsion before being admitted into Central High School.
2. When a student is suspended from school, he/she may not participate in or be present at any district activity or event and is prohibited from being on district property. A first suspension will be marked as excused and all missed daily work can be made up for half credit. Subsequent suspensions: the day missed due to suspension will be considered authorized unexcused absence. Missed daily work must be made up, but a grade of zero will be given. (Exception: Long-term assignments and tests will be allowed to be made up for prorated credit, based on the number of current suspension days served at the time the test or assignment is due, divided by the total number of school days that the assignment or unit to be tested over, has lasted.) Example: A student misses a unit test on the 4th day of a suspension. The unit has lasted 10 school days (6 prior to the suspension and 4 during). Therefore the student's score is

lowered by 4/10 or 40%.

3. Pre-suspension Disciplinary Procedures - In all cases involving the suspension of any student, no student shall be removed from school premises while school is in session until the following informal hearing procedures have been followed:
  - a. Prior to removal from school the Superintendent, or any school Principal or Assistant Principal/Dean of Students duly authorized by the Superintendent, shall first provide the student with oral or written notice and explanation of the charges against him.
  - b. The student shall be given the opportunity to explain his/her version of the facts surrounding the incident(s).
  - c. The student shall not have the right to cross-examine any witnesses against him or to retain counsel to represent him at such a pre-suspension informal hearing except as may be allowed at the discretion of the disciplinary official conducting the hearing.
  - d. Following the pre-suspension hearing, the disciplinary official may take such disciplinary action as he finds appropriate in accordance with Board Policy.
  - e. The pre-suspension hearing may be conducted immediately following the occurrence of the alleged misconduct. However, no student shall be removed from the school premises until such a hearing has been conducted.
  - f. Exception: A student, whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be immediately removed from school without a hearing. In cases of immediate removal from school without a hearing, the pre-suspension hearing shall be followed as soon thereafter as reasonably practicable.
4. Suspension by the Superintendent, Principal, or Assistant Principal/Dean of Students and review by the Board of Education.
  - a. The Superintendent, Principal or Assistant Principal/Dean of Students who are hereafter duly authorized by the Superintendent, may suspend pupils guilty of gross disobedience or misconduct for a period not to exceed ten (10) school days. Any such suspension shall be reported in writing immediately to the parent(s) or legal guardian(s) of the student along with a statement of the reasons for such suspension and notice of their right to a review of the suspension. A copy of said notice shall be given to the school board. The Superintendent, executive officer of the Board of Education, shall maintain on file the notification of suspension for examination by the Board.
  - b. When a parent or guardian feels that their student's suspension from school is unjust and/or unwarranted, (s) he may appeal the suspension to the Board of Education. This appeal shall be in writing and shall be sent to the Principal of the building within five (5) school days of the first day of suspension.
    - i. Upon receipt of the letter of appeal, the Principal shall inform the District Hearing Officer of the appeal. Within five (5) school days of receipt of the letter of appeal, the District Hearing Officer shall conduct a hearing regarding the incident leading to the suspension.
    - ii. At the hearing, the parent or guardian of the student and the student may appear and state their objections and/or present evidence concerning the suspension to the District Hearing Officer. A building administrator shall also appear at the hearing.
    - iii. The District Hearing Officer shall prepare a written report for the Board of Education regarding all evidence heard at the hearing.
    - iv. Within ten (10) school days of the hearing, the Board of Education shall meet to review the District Hearing Officer's report and take such action as it finds appropriate.
    - v. The decision of the Board of Education shall be sent to the parent or guardian in writing within five (5) school days of the Board's decision
  - c. Bus riding privileges may be suspended, either temporarily or for the remainder of the school year, for students guilty of gross disobedience and misconduct on the school bus. In such cases, parents or guardians will be notified in writing of the suspension and their right to a review.

## 5. Mentor Program

Students who opt to enter a mentoring program will receive support for completing missing daily work and assignments. Teacher mentors will also serve as a social/emotional guides as necessary. Students will have an option of choosing from a list of mentor teachers. The student and mentor will:

- a. Arrange to meet on the first day a student returns from their suspension.
- b. Create future meeting dates based on the need of the student and the length of suspension.
- c. Report the day(s) and length of time for the meeting(s) to the Dean of Students.
- d. Create an environment of support and personal responsibility.

## **SCHOOL/COMMUNITY SERVICE PROGRAM**

The School/Community Service program is an alternative disciplinary agreement between a student, his/her parents, and the school administration. School administrators shall make all decisions as to when and under what circumstances this alternative will be offered. It involves a student performing an assigned service for the school or community. The following procedures and rules shall be followed:

1. School officials shall solicit school/community service projects needing to be done, and will keep a list of these projects.
2. Students assigned to school/community projects shall sign a written agreement identifying the work to be done, the location, the name of the contact person requesting the work, and time limits as to when the project shall be completed.
3. The student shall schedule a time to complete the work with the contact person.
4. Once a project is completed, the contact person shall be asked to sign a form, indicating satisfactory completion of the project. It is the student's responsibility to then turn the signed form into the high school office.
5. If the student does not satisfactorily complete the project within the time limits agreed to, he/she will be suspended out of school from one (1) to four (4) days, depending upon the severity of the original offense.

Note: The school assumes no responsibility for injuries or damage to property related to school/community service project activities.

## **EXPULSION BY THE BOARD OF EDUCATION**

Expulsion is the removal of a student from school for a period of time ranging from in excess of ten days to two calendar years for gross disobedience or misconduct. In addition, if a student is suspended or expelled for any reason from any public or private school in this state or any other state, the student must complete the entire term of the suspension or expulsion before being admitted into Central High School.

1. Upon the recommendation of the Superintendent, the Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s) or legal guardian(s) of the student have been requested to appear at the meeting of the Board, or with a hearing officer appointed by it, to discuss their child's behavior. Such a request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The Board, or a hearing officer appointed by it, at such meetings shall state the reasons for expulsion and the date on which the expulsion is to become effective.
2. The Superintendent shall communicate the results of the hearing and action of the Board to the parent(s) or legal guardian(s) by registered or certified mail.
3. When a student's misconduct or disobedience is such that an expulsion hearing will be held, the student will be suspended up to ten (10) days pending the Board hearing.
4. An expelled student may not attend school activities or an event held at District 301 Schools, and is prohibited from being on School District 301 property during the period of expulsion.

## **ACTIONS AND PUNISHMENTS**

The following list is a general guideline for the punishments that may be given for certain actions. The list is not intended to include all actions that will result in punishment, but rather to give some examples of

punishments that certain misconduct will bring. Appropriate alternate punishments may be imposed. All disciplinary consequences must be served prior to the start of the next school year and prior to the issuing of a student's diploma.

1. Fighting (punching, wrestling, and other physically aggressive behavior) on or near school property- two (2) to ten (10) day suspension depending on severity and intent. The use of "fighting words" or actions aimed at inciting a fight may also be grounds for suspension. Board of Education hearing for expulsion may be held in extreme cases. The Kane County Sheriff's Office may be notified.

Note: Any student who willingly participates in a fight or purposely incites a fight at school will be suspended from school. If a student is provoked or assaulted, he/she should retreat from the situation and seek help from staff members.

2. Minor pushing or shoving, etc. - Detention or Saturday School depending on severity and intent
3. Cigarettes, E-Cigarettes or any form of tobacco on school property

Possession on school property:

1st offense	Four hour Saturday School & ticket may be issued by Liaison Officer
2nd offense	One day suspension & ticket <del>will</del> may be issued by Liaison Officer.

Each repeated offense will result in a suspension of up to ten days & a ticket ~~will~~ may be issued by Liaison Officer for each offense

Smoking or using tobacco products on school property:

1st offense	One to three day suspension & ticket <del>will</del> may be issued by Liaison Officer
2nd offense	Three to five day suspension & ticket <del>will</del> may be issued by Liaison Officer

Each repeated offense will result in a suspension of up to ten days & a ticket ~~will~~ may be issued by Liaison Officer for each offense

4. Possession of lighters, matches, fireworks, firecrackers, ammunition, chemical agents or other potentially dangerous items.

Saturday School, suspension or expulsion, depending upon the severity of the act. The Kane County Sheriff's Office may be notified.

5. Possession of weapons, parts of weapons or look-alike weapons on school property or within 1000 feet of school property.

Possession of weapons or parts of weapons on school property or within 1000 feet of school property ~~will~~ may result in a 10 day suspension. Student may be recommended for expulsion depending upon the severity and intent.

Possession of look-alike weapons on school property or within 1000 feet of school property will result in a Saturday School or may result in up to a ten day suspension. Student may be recommended for expulsion depending upon the severity and intent.

6. Defacement of School Property ,Vandalism and/or damaging school property, including cases of avoidable negligence

Detention, Saturday School, suspension, and/or referral to Board of Education for expulsion hearing depending on severity, plus restitution for damages. The Kane County Sheriff's Office will be notified.

7. Stealing or possession of stolen property

Saturday School, or one (1) to ten (10) day suspension and/or referral to Board of Education for expulsion hearing (depending on severity), and restitution for damages. If the value of the property is less than \$300 charges may be filed with the Kane County Sheriff's Office. If the value of the property is greater than \$300 charges will be filed with the Kane County Sheriff's Office.

8. Profanity or obscenity

Detention, Saturday School, suspension, or other appropriate action depending on severity and intent

9. Disrespect/Disobedience towards teachers and/or other staff members

1st offense	Verbal and/or written warning up to a suspension depending upon severity of the act.
2nd offense	Repeated instances of gross disrespect which disrupt the learning environment will result in progressive consequences.

10. Intimidation or threats toward staff, students, or school facilities.

Verbal or written warning, Saturday School or suspension and parent conference or expulsion depending upon severity of act. The Kane County Sheriff's Office may be notified.

11. Physical attack of staff

Ten day suspension pending Board of Education hearing for expulsion. The Kane County Sheriff's Office will be notified.

12. Bullying

**A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students. According to this definition, bullying is considered a subcategory of aggressive behavior and for bullying to occur the negative behavior(s) must be intentional and repeated over time. Bullying further requires a perceived or actual imbalance of power between the bully or bullies and the victim.**

Bullying is defined as "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:

- a. placing the student or students in reasonable fear of harm to the student's or students' person or property
- b. causing a substantially detrimental effect on the student's or students' physical or mental health
- c. substantially interfering with the student's or students' academic performance; or
- d. substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school." ILCS5/27-23.7

This policy prohibits any person from harassing or intimidating a student based upon a student's or students' sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. This prohibition pertains to in school, on school property, on school buses, at any school-related activities, and to students traveling to and from school. *The school reserves the right to adjust consequences depending upon severity and intent.*

Consequences:

1st offense	Verbal warning to offender and possible peer mediation session if victim feels comfortable and possible referral to Student Services Personnel
2nd offense	Verbal warning, detention and/or Saturday School for offender depending on severity of the incident; a phone call to both victim and offender's parents; both students would be referred to the Student Services Personnel
3rd offense	Saturday School or suspension for the offender depending on severity of the incident; phone call and/or conference with offender's parents; phone call and/or conference with victim's parents; Kane County Sheriff's Office may be notified
4th offense	Two to ten day out of school suspension; conference with offender and parents must take place before student returns to school; Kane County Sheriff's Office will be notified

\*\* It is important that victims of bullying report incidents of repeated bullying behaviors, even if they are minor. We encourage victims and/or victim's parents to keep track of dates, times and types of incidents, to help facilitate investigations.

13. Harassment/Sexual Harassment

Unwelcome conduct or communication having the effect of substantially interfering with a student's school performance or that creates an intimidating hostile, or offensive environment at school, will not be tolerated. This includes the use of ethnic or racial slurs. Media manipulation of any kind (morphing, photo-editing, etc.) will be considered harassment. The following actions may be taken.

Verbal or written warning, detention, Saturday School, Community Service, suspension, and/or referral to the Board of Education for expulsion, depending on the severity of the act.

14. Sexual Assault (Commonly identified as "rape" or "attempted rape" this action involves the use of or threatened use of force, bodily harm or threats of bodily harm or other forms of physical intimidation to obtain participation in sexual acts.)

10 day suspension and recommendation to the Board of Education for expulsion. The Kane County Sheriff's Office will be notified.

Note: By law persons under 13 years of age cannot make a determination of whether the act was sexually illegal in nature. Thus, if school officials learn of sexual activity involving a person less than 13 years of age it shall immediately be reported to the Kane County Sheriff's Office, regardless of offense, location or time.

15. Stalking (defined as threatening or placing another in reasonable apprehension of receiving bodily harm, sexual assault, confinement, or restraint and following or placing the intended victim under surveillance.)

1st offense 4 to 10 day suspension and a report may be filed with the Kane County Sheriff's Office.

Subsequent offenses - 10 day suspension and recommendation to the Board of Education for expulsion. The Kane County Sheriff's Office will be notified.

16. False Emergency Alert Alarm

Ten day suspension with recommendation to Board of Education for expulsion.

17. Bomb threat

Ten day suspension pending Board of Education hearing for expulsion. The Kane County Sheriff's Office will be notified.

18. Trespassing

Students are authorized to be on school grounds only while attending classes or school sanctioned events, and must be under the supervision of a staff member. Violations of this policy may lead to police involvement, the signing of a complaint, and/or school disciplinary action as follows:

Saturday School, suspension, and/or referral to Board of Education for expulsion hearing depending on the severity of the incident.

19. Cheating, forgery, or altering of documents or plagiarism (plagiarism is defined as not giving credit to your sources). Using the guidelines established by the Modern language Association (MLA), provide documentation for the following: charts, diagrams, graphs, direct quotations, examples and anecdotes, paraphrased information, statistics, and any information not considered common knowledge. If you find the same information in at least three sources, consider it common knowledge. You need to document common knowledge information only if you include a direct quotation.

Loss of assignment credit, detention, Saturday School, suspension, and/or referral to the Board of Education for expulsion, depending on the severity of the act.

20. Use of the School's computer network

The following rules apply when using school computers before, during or after school:

- a. Students are not to change any computer configurations.
- b. Students are to sign in using their own password and are not allowed in anyone else's files.
- c. Students may not install or use programs or games on school computers, without getting permission from school officials. Students may only access approved websites. Installing games and/or programs, or running games and/or programs from flash drives, network drives or other removable media is prohibited.

- d. Students may not tamper with computers or peripherals.
- e. All information created and stored on student files should be appropriate for school, as outlined elsewhere in the student handbook.
- f. Prior to students using or viewing the Internet at school, each student and parent/guardian shall be required to read and sign an Internet Access Agreement Form, available in the high school office. This form should then be forwarded to the Principal. Violation of the terms of the agreement may lead to a graduated revocation of the internet access privileges, school disciplinary action, and/or legal action.

Consequences - Failure to abide by the above rules will result in assignment to Temporary Classroom Removal (TCR), Saturday School, Out-of-School Suspension, revocation of computer privileges or expulsion depending on the severity of the act.

21. Unauthorized Area

Students found to be in an unauthorized area of the building shall be assigned to a two (2) hour Saturday School.

22. Propping Open Doors

Any student who props open a door or window with an object to gain entrance to the building for themselves or others shall be assigned a two or four hour Saturday School, one to ten day assignment to the TCR room, one to ten day out of school suspension and/or possible recommendation to the board of education for expulsion due to severity and intent.

23. Leaving a school sponsored field trip without permission will result in the following (cumulative over a student's school career):

1st Offense - One (1) to ten (10) day suspension and loss of field trip privileges for one calendar year.

2nd Offense - One (1) to ten (10) day suspension and permanent loss of field trip privileges.

24. General school misbehavior

Detention and other appropriate punishment.

25. Actions of a Reckless Manner

Any student that endangers the bodily safety or causes bodily harm to anyone while acting in a reckless manner is subject to the following: Saturday School/one (1) to ten (10) day suspension and/or referral to Board of Education for expulsion hearing, depending on the severity of the act. The Kane County Sheriff's office may be notified.

26. Class cut or skipping school

Refer to Attendance Policy

27. Class eviction

Detention or other appropriate punishment

28. Missed Detention

A student who misses a detention will be assigned to a two hour Saturday School session. Failure to serve the two hour Saturday School will result in assignment to a full four hour Saturday School.

29. Tardiness

Refer to Attendance Policy

30. Failure to carry Student I.D.

Detention

31. Reckless Driving

Refer to Student Driving Policy

32. Cell Phones & Electronic Devices

Students are expected to follow directives and rules of classroom teachers and staff, regarding the use of a device. Teachers will use a variety of methods to manage device usage in their classroom.

Consequences of unauthorized use:

First Violation	Warning <b>by administration</b>
Second Violation	<del>Four</del> <b>Two</b> hour Saturday School
Third Violation	Four hour Saturday School & <del>parent pick up device</del>
Fourth Violation	<del>In School Suspension &amp; parent to pick up device</del> <b>Four hour Saturday School &amp; parent to pick up device</b>

Further Violations – **In School Suspension or Out of School Suspension depending upon the severity & intent of the incident. The device will be confiscated for parent pick up. One to ten day suspension from school and parent to pick up device**

## **CENTRAL CHEMICAL USE POLICY**

Central School District #301 believes the health and well-being of students is of vital importance. Our primary goal is to educate “the whole person” within a safe, caring and supportive learning environment.

Central School District #301 recognizes that the use of alcohol and other illegal and inappropriate chemical substances is a serious problem in our society. Use of these chemical substances may impair physical, mental, social and emotional development in children and adolescents. A young person’s chemical use can have lifelong consequences, compromising development as a “whole person”. Furthermore, chemical dependency is a chronic, progressive and life-threatening disease characterized by denial, and children and adolescents become addicted more quickly than adults. Consequently, we strongly believe that our students should not use alcohol or other illegal or inappropriate chemical substances.

Central School District #301 has a major role, along with parents in our school community, in helping our students abstain from illegal or inappropriate chemical use. When the use of alcohol or other chemical substances interferes with the learning process, prompt and appropriate assistance should be available. Therefore, Central School District #301 is committed to the development of programs addressing education, prevention, intervention, and assistance to students and parents in our school community. The programs will be district-wide and address such issues as peer relationships, self-concept, individual potential, parental education and responsible decision-making. Clear rules prohibiting the use and possession of alcohol and other chemical substances shall be established, and a commitment to enforce these rules shall be demonstrated. Central School District #301 recognizes that fair and consistent enforcement of consequences will help each student achieve a life-style free of illegal or inappropriate chemical use.

Accordingly, appropriate consequences for behavior shall be an integral part of our educational program.

The Central School District #301 Board of Education is committed to sharing with parents and the school community the responsibility of dealing with these serious chemical use issues. Therefore, the Board of Education shall assume the responsibility of monitoring the development and implementation of appropriate programs by the school district’s administration and staff.

## **DEFINITIONS**

“Look-alike” drugs mean a substance, other than a controlled substance, which by overall appearance including shape, color, size, markings, or lack thereof would lead a reasonable person to believe that the substance is an illegal drug. Furthermore, if a person expresses or implies a substance to be a drug and/or is distributing a substance in a way which would lead a reasonable person to believe it is an illegal drug, it will be treated the same as the use/possession/distribution of an illegal chemical substance. Over-the-counter and “look-alike” drugs which are used in an inappropriate manner will be treated the same as the use of illegal chemical substances.

“Use” means use before as well as during school or any school-sponsored activity.

“Inappropriate chemical substances” include look-alikes, inhalants, or any mood-altering chemical which has harmful physical, mental or social consequences.

“Possession” is defined as on a person, in a book bag/purse, in a locker, or in a car.

“Paraphernalia” includes but is not limited to rolling/wrapping papers, pipes and any other device used for the ingestion of an inappropriate chemical substance.

Students who are “under the influence” of any prohibited substance are treated as though they had the prohibited substance, as applicable, in their possession.

## **CONSEQUENCES**

In response to the school board policy above, the administration at Central High School will impose the following consequences with the sole intent of providing a healthier and safer school environment for our students.

1. Being under the influence of alcohol or other illegal/inappropriate chemical substances on the way to and from school, at school, on any school property, during school hours, or at any activity, will result in:  
Ten (10) day Out-of-School Suspension. Student may be recommended to the Board of Education for expulsion, depending on the severity of the incident.
2. Use, or possession of alcohol, other illegal/inappropriate chemical substances, intoxicating compounds, paraphernalia for drug use or look-alike drugs on the way to and from school, at school, on any school property, anywhere during school hours, or at any school activity, will result in:  
Ten (10) day Out-of-School Suspension. Student may be recommended to the Board of Education for expulsion.
3. Sale/distribution of, arranging for the sale/distribution of, or intent to sell/distribute alcohol, other illegal/inappropriate chemical substances, paraphernalia for drug use or look-alike drugs on the way to and from school, at school, on any school property, anywhere during school hours, or at any school related activity, will result in:  
Immediate ten (10) day Out-of-School suspension, a school board hearing to consider expulsion.
4. Possession or the creation of drug-related graffiti on the way to and from school, at school, on any school property, anywhere during school hours, or at any school-related activity will result in:  
Warning, Saturday School, one (1) to ten (10) Out-of-School Suspension and or recommendation to the Board of Education depending on the severity of the incident.
5. Chemical use violations will accumulate throughout a student’s high school career.
6. If a student is reasonably suspected of violating school rules and concealing prohibited items, the student is subject to search. In all cases of violations of the student chemical use policy, police will be notified.
7. Additional sanctions will be imposed regarding participation in extra-curricular activities.
8. First Time Drug and/or Alcohol Offense: An expulsion hearing may be held in abeyance if the student enters into a drug and/or alcohol treatment program. This program will be at the parents’ expense and must be approved by the administration. Successful completion of the program, within the agreed upon time-frame, will result in the expulsion hearing being removed for that offense. Any further offenses that deal with drugs and/or alcohol will result in immediate suspension and a hearing for expulsion. Should a student not complete the treatment successfully, they will be immediately brought before the Board for expulsion. \*\*This does not apply to students who violate #3 above (sale and/or distribution).

The above guidelines are used in most cases. Other behaviors deemed to be inappropriate and disruptive to the educational atmosphere of the school will be handled at the discretion of the administration. Depending on the seriousness of the offense, the penalty may be more severe than listed above.

## **VOLUNTARY ADMISSION AND REQUEST FOR HELP**

Any Central High School student who feels he/she may have a drug or alcohol problem is encouraged to seek appropriate and professional help. All school personnel are sensitive to the underlying social and emotional reasons that can contribute to chemical use and dependency by students of any age. Any student, parent, friend, etc. wishing to seek help and assistance on behalf of themselves or another individual is encouraged to request help through school personnel without fear of disciplinary reprisal. All voluntary admissions and/or referrals will be confidential. Every effort will be made to address the situation with a positive intervention philosophy that will insure that the student’s health and well-being is the most important priority. Any Central High School personnel contacted by a student, parent, friend, etc. will initiate the following procedure on behalf of the student.

- a. Report the information to the principal.
- b. Principal or his designee collects factual information.
- c. Parent/Student conference with principal and other requested staff. The conference will include:
  - i. Review of the case.
  - ii. Discussion of possible solutions.
  - iii. Development of a written intervention plan and a signed agreement which include minimally;
    1. A commitment to enroll into a rehabilitation program authorized and approved by the principal.
    2. A procedure to monitor the student's progress, to verify completion of rehab program, and a plan to support the recovery process.
    3. An understanding that if a student fails to abide by the signed agreement, disciplinary action will be enforced as per the stated policy in the Student/Parent Handbook.

Note regarding disciplinary review and adjudication: Under certain conditions a voluntary admission will not be given the same consideration as a Voluntary Admission and Request for Help. If a student is under suspicion or investigation for any drug or alcohol related incident, disciplinary action will be pursued and imposed as per stated policy in the Parent/Student Handbook.

A student's participation in a drug education program or submission to a professional chemical dependency evaluation will not become part of his/her permanent record. Parents/students are responsible for the cost of a drug education program, any drug screening, professional chemical dependency evaluation, and follow-up on recommendations from the evaluation. If a parent conference is necessary pursuant to a violation of this policy, a student may be excluded from school attendance until the conference can be held.

## **RECURRING INAPPROPRIATE BEHAVIOR**

No student shall be allowed to accumulate more than 24 clock hours of Saturday School and/or Community Service time during a school year. Once a student accumulates 24 clock hours of Saturday School and/or Community Service time, he/she shall be suspended from school for a period of one to ten days for any further acts of misconduct which would normally result in a Saturday School or out of school suspension being assigned.

Note: A Behavior Contract is a probationary agreement signed by a student, his/her parents or guardian, and an administrator, detailing past discipline problems of the student and warning him/her of the consequences of continued misconduct. Refusal of any parent, guardian or student to execute and acknowledge the Behavior Contract shall not limit its effect.

1. If a student has been assigned 16 clock hours of Saturday School and/or Community Service time or two (2) incidences of out of school suspensions (or at other times as determined by the administration) a conference will be held between the student, at least one of the student's parents, the student's counselor, the assistant principal, and other individuals as may be requested by the assistant principal. At this conference, the reason for the student's reoccurring inappropriate actions will be discussed and a behavior contract will be developed indicating that additional occurrences of the inappropriate actions may result in recommendation to the Board-of Education for an expulsion hearing. This contract will be signed by the student, the parent and the assistant principal and will be placed in the student's discipline file.
2. If a student has been assigned to 20 clock hours of Saturday School and/of Community Service time or three (3) incidences of out of school suspensions (or at other times as determined by the administration) a mandatory conference will be held between the student, at least one of the student's parents, the student's counselor, the school social worker, the principal, and other individuals as may be requested by the principal. At the conference the conditions of the previously signed behavior contract will be reviewed and a determination of whether to refer for an expulsion hearing or to take other appropriate action will be made.
3. If a student has been assigned to 24 clock hours of Saturday School and/or Community Service time or four (4) incidences of out of school suspensions (or at other times as determined by the administration) the student may be recommended to the Board of Education for an expulsion hearing.

## **CONTROVERSIAL STUDENT EXPRESSION**

School officials retain the right to regulate and exercise “editorial control” over the style and content of student speech in school-sponsored expressive activities so long as their actions are reasonably related to legitimate educational concerns. If the student expression through publications, theatrical productions, speeches, or other expressive activities is inconsistent with the basic educational mission of the school; it may be forbidden or restricted.

School officials also retain the right to regulate the distribution or display of fliers that are not sponsored by the school, announcements, papers, and other materials, which in their opinion are libelous, invade the privacy of others, are obscene or pornographic, are indecent or vulgar, will cause a material and substantial disruption of the school or school activities, or advertises a product or services not permitted for use by minors under the law. School officials also retain the right to regulate the time, place, and manner in which such materials are distributed or displayed, in order to ensure safe and orderly student passage, and to prevent aesthetic and economic harm from littering.

## **STUDENT QUESTIONING AND SEARCH**

The school district has broad responsibility for students during the school day and during the hours of approved out-of-class activities. It is the responsibility of school personnel to protect student safety and to protect student rights with respect to interrogation by law enforcement officials and school officials.

The right of inspection of students’ school lockers is inherent in the authority granted by school boards and administrators. This authority may be exercised as needed in the interest of safeguarding students, their property, and school property.

Searches by school officials of students’ automobiles or on the student’s person will be conducted so as to protect the students’ rights consistent with the responsibility of the school district to provide an atmosphere conducive to the educational process. School officials have the recognized authority based on the established standards of “reasonable suspicion” to conduct searches.

**Refusal to cooperate with a search based on reasonable suspicion will result in consequences.**

## **POLICE - SCHOOL INTERACTIONS**

The school administration and staff will work cooperatively with law enforcement officials toward maintaining a safe and orderly school environment.

1. Sharing of information and criminal activity of students - In accordance with the Illinois School Code, 105 ILCS 5/10-20.14, the Illinois States Attorney’s Office, through its Probation Department, shall notify the principal or her/his designee of all students who are placed on probation by the Juvenile Court. School officials shall provide probation officers with all information requested regarding these students’ attendance, discipline and academic progress. In addition, officers of the court may share other information regarding juvenile offenders with the principal or his/her designee if it is felt that the information is for the offenders’ welfare. Any information shared in this manner will be strictly confidential.
2. The Kane County Sheriff will share with the principal and/or his/her designee, information on all students 17 years of age and older who are arrested for felony offenses or other offenses which may have an impact on the operation of the school.
3. School officials will share, with the Kane County Sheriff’s office, information regarding student actions on campus which may be considered violations of the criminal code. Specific instances where student actions will be reported are noted throughout the student code of conduct elsewhere in this handbook. In addition, the principal or her/his designee may share other information with law enforcement agencies which she/he feels may be useful in the investigation of criminal activities.
4. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or his designee will be present when possible. An effort will be made to contact the parent/other adult having custody of the child so that the responsible individual may be notified of the situation.
5. If custody and/or arrest is involved, the principal will request that all procedural safeguards, as prescribed by law, will be observed by the law enforcement officials.

6. Students are authorized to be on the school grounds only while attending classes or school sanctioned activities and events. Students detained by law enforcement officials while on school grounds without permission, or while committing illegal or unsanctioned acts, shall be subject to arrest and/or school disciplinary action.
7. When deemed necessary, the following school staff members shall be authorized to sign complaints with law enforcement officials on behalf of the school district: Superintendent, Assistant Superintendent, Principal, Assistant Principal, Athletic Director and Dean of Students.
8. From time to time, law enforcement officers may be called to school to assist with investigations, searches (including those in which trained dogs are used), emergencies, crowd control, and other situations. During such times, the school administration shall remain in charge. Officers shall be considered "agents" of the school, offering assistance as requested. During emergency situations, the administration may request that the officer(s) take charge.

## **GANG POLICY**

It is the school's responsibility to maintain a safe and disruption-free school environment. The School Code of Illinois (ILL. Rev. Stat., Ch. 122, par. 31-1 through 31-4) provides that "any public school fraternity, sorority or secret society is inimical to the public good."

The Board of Education is aware that gangs and gang related activities can cause substantial disruption of or material interferences with school and school related activities. A "gang" as used in this policy is any group of two or more persons whose purposes include the commissions of illegal acts, intimidation, and/or coercive antisocial behavior. Therefore, the possession, display, or use of signs, symbols, colors, or slogans of gangs or public school fraternities, sororities, or secret societies is prohibited on school premises or at school sponsored events. Such symbols representing these groups cause confrontations and disruptions to the educational atmosphere of the school setting. Since it is impractical to list each item, determination will rest with the Administration as to relatedness to gang or other prohibited organizations. The penalties for violation of this policy are as follows:

1st Occurrence	Ten (10) day out of school suspension with possible recommendation to the Board of Education for expulsion.
2nd Occurrence	Ten (10) day out of school suspension and referral to the Board of Education for expulsion.

## **OFF CAMPUS CONDUCT POLICY**

No activity will be tolerated away from campus, whether or not school is in session when such activity occurs, which threatens the ability of the district to maintain a safe, orderly and disciplined educational atmosphere. This policy is in effect year round and is not limited to school sponsored and school related events.

When it is brought to the attention of the district that a student has engaged in such conduct off-campus, the principal (or his/her designee) of the school which the student attends may conduct such investigation as he/she feels is necessary and proper under the circumstances and may initiate disciplinary action, up to and including suspension or expulsion, in the same fashion as if the action had occurred on campus. By way of illustration, but not by way of limitation, the following actions shall be the subject of disciplinary investigation and action under this section:

1. Any use or threat of use of a firearm against another person by a student;
2. Any fighting off campus which results from or arises out of a campus relationship;
3. Any assault by a student which results in the object of the assault requiring medical attention or which otherwise indicates reckless disregard by the student for the personal safety or personal rights of others;
4. The commission of any acts which, if committed by an adult, would be punishable by more than one year in prison upon conviction. School action with regard to such a matter shall be independent, and arrest, indictment, trial, conviction or acquittal in the criminal or juvenile courts shall not be determinative of the action necessary for the school to maintain a safe, orderly and disciplined educational environment.

# ATHLETIC AND ACTIVITIES PARTICIPATION

## ATHLETICS AND ACTIVITIES ARE A PRIVILEGE

Participating in student activities and athletics is considered an extension of, but separate from, the regular school program. While the regular program is a right afforded to each student, participation in the athletics and activities programs are a PRIVILEGE. Those who participate must give extra effort and time. The student has the privilege of participating in a well-organized program of special interest for which the school provides coaches, sponsors, equipment and facilities. This privilege asks students to meet certain expectations beyond those found in the traditional classroom setting.

Participation in athletics and activities is an important part of a student's development. Through participation students develop many lifelong skills and positive values. These include cooperation, leadership, healthful living habits, self-discipline, integrity, teamwork and respect for rules and regulations. In addition, students who participate in athletics and other activities serve as ambassadors of the school and role models for their peers. Individuals who serve in this capacity have a special responsibility to assure that their actions reflect positively on the school and the community.

Since it is a privilege to participate and to represent the school and the various organizations, it is logical that the school has the authority to revoke the privilege for those who do not conduct themselves in a responsible manner. This sense of responsibility extends to the activity as well as to conduct inside and outside school. When the doors of participation and competition are opened to those who have questionable habits or who are not good citizens, the activities or programs can reflect badly on the school and can fail. The privilege of representing the school and its organizations should be left in the hands of those who have earned it.

Activities are for the benefit of the students and should never be used as a reason for absence.

Absence from classes in order to "rest" or prepare for an activity will not be accepted as an adequate reason for absence.

To participate in a school activity or athletic event, students must be in attendance for a full day. A full day is defined as 300 minutes under the direct supervision of teachers. This means a student must arrive by **9:00 a.m.** and remain the entire day; or if they arrive by 7:30 a.m. they must remain in school until 1:00 p.m.

These times are for a regularly scheduled day. When the school has a special schedule the student or parent should check with the athletic office.

Exceptions may be granted upon approval of the administration in unusual circumstances. Student activities are open only to students currently enrolled at Central High school and to their guests when properly approved in advance.

Activities are meant to supplement classroom training, not take the place of it. **CLASSES ARE NOT TO BE MISSED OR INTERRUPTED TO ALLOW STUDENTS TO WORK ON OUTSIDE ACTIVITIES, EXCEPT IN UNUSUAL CIRCUMSTANCES APPROVED BY THE PRINCIPAL**

The following is a listing of co-curricular activities that may be available to students at Central High School:

Academic Bowl	National Honor Society
Art Club	National Honor Society—German
Athletic Band—Fall / Winter	National Honor Society—Spanish
Central Service	Play / Musical, Fall & Spring
Class Sponsor Council—9th	SADD (Students Against Destructive Decisions)
Class Sponsor Council—10th	Site Team
Class Sponsor Council—11th	Spanish Club
Class Sponsor Council—12th	Speech Team
Crimson Masque	Student Council
Diversity Club	Talent Show
German Club	WYSE (Worldwide Youth in Science & Engineering)
Math Contest	Yearbook

There are many opportunities for students to become involved in co-curricular activities at Central High School. Refer to the Activities Page on the school website for the most up to date list of clubs, activities and

## events.

The following is a listing of Athletics that are available to students at Central High School:

### **Boys**

#### **Fall Season**

Cross Country  
Football  
Football  
Golf  
Soccer

#### **Winter Season**

Basketball  
Wrestling

#### **Spring Season**

Baseball  
Track & Field

### **Girls**

#### **Fall Season**

Cheerleading (Football)  
Cross Country  
Golf  
Volleyball

#### **Winter Season**

Basketball  
Cheerleading (Basketball)/**Competition**  
Pom Poms

#### **Spring Season**

Soccer  
Track & Field  
Softball

## **ATTENDANCE AT EVENTS**

1. Students will not be re-admitted to extra-curricular activities once they have exited the building or designated area without the permission of a staff member.
2. No student will be admitted one hour after a dance begins.
3. Middle school students are not allowed to attend high school dances. Conversely, high school students are not allowed to attend middle school dances.
4. Students may also be restricted from attending activities or participating in activities (including sports) for violating the rules of the school.

## **FUNDAMENTALS OF GOOD SPORTSMANSHIP**

The School Board of Central School District #301 recognizes the importance of emphasizing Good Sportsmanship in all aspects of school related activities. With this thought in mind, the following fundamentals of good sportsmanship are recommended for all fans, spectators, participants, coaches, staff members, and parents:

1. Gain an understanding and appreciation for the rules of the event/contest.
2. Exercise positive behavior at all times.
3. Recognize and appreciate skilled performances regardless of affiliation.
4. Exhibit respect for all spectators, participants, coaches/sponsors, and officials.
5. Openly display respect for the opponents at all times.

Unacceptable behavior shall include, but not be limited to, the following types of conduct and such conduct as may be designated unacceptable from time to time by policy of the Board of Education:

1. Disrespect to referees, coaches, or other school personnel supervising the activity.
2. Fighting, intimidation of, or attempt to intimidate, referees, coaches, players or participants, or spectators.
3. Throwing debris or littering the playing field or facility.
4. Verbal abuse or use of profane or obscene words or gestures during a game or activity.
5. Behavior or conduct that is disruptive to the activity or event.

Any athlete or coach engaging in any of the above types of conduct may be suspended from competition for

a period of time depending on the severity of the unacceptable behavior.

## **ACCEPTABLE BEHAVIOR**

Central School District #301 will not tolerate any violations of the above "Fundamentals of Good Sportsmanship" by anyone before, during, or after any interscholastic contest or other school related activity in our district or any other place our students are participating. If anyone has a concern regarding any part of our athletic or activity program, they must comply with the following procedures:

1. Call or notify the appropriate coach/advisor or administrator of your concerns or inquire during normal school hours. Prior to, during, or after an event or practice is NOT the proper time to raise concerns or questions about a program, coaching decision, or administrative policy.
2. A meeting at a mutually agreed upon time will be scheduled to discuss/address the concerns or questions. All persons involved will be encouraged to attend the meeting.
3. A written report or summary of the meeting will be forwarded to all persons attending the meeting.

## **VIOLATIONS - CONSEQUENCES**

Violations of any of the above "fundamentals of Good Sportsmanship" or "Acceptable Behavior" guidelines may result in any or all of the following consequences:

1. Possible immediate removal from the contest or activity.
2. Possible denied admission to school events for periods of one week to one year by a school district administrator.
3. Appeals of denied admissions may be made to the Superintendent and the Board of Education.

## **TRANSPORTATION FROM ATHLETICS OR ACTIVITIES**

All students participating in a school activity away from the Central campus must ride the transportation furnished by the school to and from the event. The only exception made to this policy is when the parents request their student ride with them or an adult driver designated by them. This exception must be approved in advance by the principal, assistant principal, or athletic director, and requires a written request from the parent.

## **TIME LIMIT TO EXIT BUILDING**

Student supervision will be provided for 30 minutes following the conclusion of school sponsored activities. All students are expected to exit the school grounds within that time period.

## **ELIGIBILITY**

Eligibility is based on a point system. In this system, an "F" is worth two points and a "D" is worth one point per credit. A double block "F" can only count as two points total, and a double block "D" will only count as one point total. Courses worth more than one credit will be figured accordingly. When a student-athlete reaches four points on the weekly eligibility form, that athlete will be ruled ineligible. Weekly grades are based on a semester cumulative grade.

## **WEEKLY ELIGIBILITY FORMS**

1. A weekly eligibility report will be run by the Athletic Office on Wednesday of each week.
2. On **Thursday** students and coaches will be informed of those athletes who are ineligible.
3. A list of all ineligible athletes will be given to all coaches in season by Thursday afternoon. Ineligible athletes will not be allowed to participate in any contest during the week of ineligibility (Monday through Sunday) and will be prohibited from wearing the team uniform during that time. Athletes are permitted to practice and attend contests during the time of ineligibility. The ineligibility period starts on Monday and remains in effect until the athlete has accumulated less than four points on a future eligibility weekly check.

## SEMESTER ELIGIBILITY

Eligibility is based on how many classes a student-athlete fails. In this system, if the student- athlete fails two or more classes the athlete is deemed ineligible, they will not be allowed to be on or part of any extracurricular program until their eligibility is re-established at the end of the next semester.

## PRACTICE SCHEDULE

The athletic director will be responsible for approving practice schedules (time and place). Practice schedules will be established on a fair and equitable basis. All practice schedules will be posted on [www.athletic2000.com/bchs](http://www.athletic2000.com/bchs) under the specific sport.

## PARTICIPATION

Athletes may only participate in one sport at a time. Cheerleading and Pom Pons are considered sports.

1. No students will be allowed to practice or participate in any sport until they have been cleared by the athletic office. To receive clearance, the student must have submitted to the school a recent physical examination, all required paperwork, paid the user's fee, submitted evidence of insurance coverage, and turned in all equipment from previous sports.
2. As noted above, students participating in athletics must present evidence of insurance coverage for potential injuries as a result of athletic participation. Appropriate evidence would be a letter from the insurance agent stating the student has such coverage.
3. Students with medical excuses from P.E. may not participate on athletic teams during the day(s) listed on the excuse.
4. Pre-season Meetings:

Prior to the start of each season, players will be required to attend a pre-season meeting. Parents are required to attend at least the first pre-season meeting that their children attend. It is our hope that parents will attend all meetings with their children. The purpose of the meetings will be to present pertinent substance abuse information, explain school and team policies, disseminate and collect required forms and meet with prospective coaches. Failure of an athlete and parent(s) to attend the necessary meetings will result in that athlete not being eligible to participate that season.

5. A student may be president of two (2) organizations each year when voted in by members. He/she may hold other minor offices.

## RULES OF CONDUCT AND TRAINING RULES

1. When Training and Participation Rules are in effect:

Training and participation rules begin when a student first enters the athletic or activities program. They remain in effect during the entire calendar year throughout the student's high school career, including vacation periods.

2. Definitions

- a. Possession of Drugs & Alcohol

Any student that is holding, using, buying, or selling alcohol, illegal drugs, or drug paraphernalia will be considered in possession. Attending a party or gathering (except religious ceremonies) where alcoholic beverages, drugs, or drug paraphernalia are present and in the possession of and/or are being consumed by people under the legal age is also considered to be possession. It is the responsibility of students to make themselves aware of all activities taking place at a party or gathering immediately upon arrival and throughout the duration of their stay. Upon becoming aware of training rule violations, students must leave at once.

- b. Possession of Tobacco

Any student that is holding, using, buying, or selling tobacco will be considered in possession.

- c. Other Non-Acceptable Conduct

Any student who engages in conduct such as fighting, malicious damage to property, vandalism, theft or other activities which may reasonably be considered to be illegal or not in keeping with normal

standards of behavior may be suspended from participation in the athletic and/or activities program.

## **PENALTIES**

### **1. Where the Violation of Training and Participation Rules Occurs**

#### **a. At School and/or School Sponsored Events**

If violations occur at school or at school-sponsored events, a school administrator will be informed and will follow normal school discipline policy. In addition, the appropriate athletic and/or activities program penalties will be accessed and communicated to the appropriate parties.

#### **b. When Not at School or at a School Sponsored Event**

If violations are reported outside of school or when school is not in session, a school administrator will investigate, advise the student of the charges against her/him, and provide the student an opportunity to respond to the charges against him/her. If evidence indicates that a student violated training and participation rules, parents will be contacted and will be offered the opportunity to meet with administrators to discuss the allegations. Administrators will then render a decision and communicate it in writing to the appropriate parties.

### **2. School Suspensions**

During out-of-school suspensions, no practices or participation in activities or contests are allowed. If the suspension encompasses a weekend or school holiday, the student shall not participate in any practices, contests or activities which occur during that weekend or holiday.

### **3. Substance Abuse Penalties**

Penalties for the use or possession of illegal drugs (including steroids), drug paraphernalia, alcohol, and tobacco; and for the misuse or abuse of non-prescription drugs are listed below. Students suspended from participation in athletics and/or activities, or who are being investigated for possible violation of athletic and/or activity training or participation rules, may not "try out" for a team or activity after the first practice. Penalties assessed prior to a student entering high school shall not apply to the student's cumulative disciplinary record at high school.

### **4. Possession of Drugs & Alcohol Penalties**

#### **a. First Offense - Athletic Participation**

The student will be ineligible to participate in forty percent (40%) of the scheduled contests (exact number to be determined by the administration) within a season, beginning with the current (if the athlete is in season) or next season of participation for the athlete. If the suspension continues past the conclusion of a season, the penalty will be continued into the beginning of the next season of the athlete's participation. This penalty may be reduced to twenty percent (20%) of the scheduled contests if the student voluntarily agrees to go for a formal substance abuse assessment at a school approved agency. \*(See "Participation in Substance Abuse Assessment Programs")

#### **b. Second Offense - Athletic Participation**

The student will be ineligible to participate in any sport for one (1) calendar year. This penalty may be reduced to one (1) season if the student voluntarily goes for a formal substance abuse assessment at a school approved agency. \*(See "Participation in Substance Abuse Assessment Programs")

#### **c. Third Offense - Athletic Participation**

The student will be ineligible to participate in any school athletic program for the rest of his/her high school career.

#### **d. First Offense - Activities Program**

The student will be suspended from all non-athletic activities for a period of eighteen (18) weeks of school (exact number of days to be determined by the administration) or until such time as the student has completed a school approved substance abuse assessment. \*(See "Participation in Substance Abuse Assessment Programs")

#### **e. Second Offense - Activities Program**

The student will be suspended from all non-athletic activities for a period of one (1) school year (exact

dates to be determined by the administration) or until such time as the student has completed a school approved substance abuse assessment. \*(See "Participation in Substance Abuse Assessment Programs")

f. Third Offense - Activities Program

The student will be suspended from all non-athletic activities for the remainder of his/her high school or career

NOTE: If the third offense occurred during the student's 9th through 11th grade years, the student and her/his parents may request, in writing to the principal, that a review be held to consider reinstatement of eligibility. This request may not be made prior to one calendar year from the date of the third offense. The burden of proof that appropriate changes have been made in the behavior patterns of the student (including participation in an approved treatment program) will be on the student and his/her parents.

5. Tobacco Abuse Penalties

a. First Offense - Athletic Participation

The student will be ineligible to participate in twenty percent (20%) of the scheduled contests (exact number to be determined by the administration) within a season, beginning with the current (if the athlete is in season) or next season of participation for the athlete. If the suspension continues past the conclusion of a season, the penalty will be continued into the beginning of the next season of the athlete's participation. This penalty may be reduced to ten percent (10%) if the student agrees to participate in a school approved tobacco education/awareness program.

b. Second Offense - Athletic Participation

The student will be suspended from athletic eligibility for one (1) full season. If the suspension continues past the conclusion of the season, the penalty will be continued into the beginning of the next season of the athlete's participation. This penalty may be reduced to fifty percent (50%) of a season if the student agrees to participate in a school approved tobacco education/awareness program.

c. Third Offense - Athletic Participation

The student will be suspended from athletic eligibility for the remainder of his/her middle school or high school career. This penalty may be reduced to one (1) calendar year if the student agrees to participate in a school approved tobacco education/awareness program.

d. First Offense - Activities Program

The student will be suspended from all non-athletic activities for a period of nine (9) weeks of school (exact number of days to be determined by the administration) or until such time as the student has completed a school approved tobacco education/awareness program.

e. Second Offense - Activities Program

The student will be suspended from all non-athletic activities for a period of eighteen (18) weeks of school (exact number of days to be determined by the administration) or until such time as the student has completed a school approved tobacco education/awareness program.

f. Third Offense - Activities Program

The student will be suspended from all non-athletic activities for a period of one school year (exact dates to be determined by the administration).

6. Participation in Substance Abuse Assessment Programs

a. If a student wishes to participate in a substance abuse assessment program to reduce the imposed penalties, the following rules apply:

b. The assessment program must be approved by the principal or her/his designee.

c. The assessment must be scheduled within ten (10) school days of when the penalty is assigned.

d. If the assessment is not completed within thirty (30) school days, the full suspension will be in force.

e. The parents and/or student must sign a waiver which allows the treatment agency to provide school

officials with documentation indicating that the student has completed the assessment program.

- f. The students must agree to complete whatever follow-up activity is recommended by the treatment agency or by the school after the assessment is completed.
  - g. If the assessment agency recommends a follow-up activity, the parents and/or student must sign a waiver allowing the assessment/treatment agency to notify school officials when the student has completed the follow-up activity recommended by the agency.
  - h. If the student does not complete the follow-up program recommended by the treatment agency or by the school within the time frame allowed by the agency or the school, the suspension will be reinstated in full. If the student has participated in any contests as a result of the assumption that the follow-up activity would be completed, these competitions or activities will be added to the end of the suspension.
  - i. The student and/or their parent are responsible for all costs involved in the evaluation and/or follow-up activities.
7. Non-Acceptable Conduct Offense - Range of Possible Discipline Action
- a. Conference with student and coach; parent and coach; parent, coach, student and Athletic/Activities Director
  - b. Temporary suspension from practice/contests
  - c. Suspension for one-third of season by contests
  - d. Suspension for remainder of season
  - e. Suspension for remainder of season and up to one-third of next season
  - f. Monetary restitution for vandalism, destruction of property

## **APPEAL PROCESS**

Since participation in extra-curricular activities is a privilege and not a right, it is not protected by the same due process procedures applicable to regular education. A participant may appeal a suspension from athletic and/or activity participation to the building principal in writing. The building principal or designee shall then render a decision which shall be final.

## **VOLUNTARY ADMISSION**

Any student who recognizes that (s)he has a problem with the use/abuse of alcohol, tobacco or other controlled substances is encouraged to seek professional help for this problem. Any student who voluntarily seeks help for drug, tobacco, or alcohol abuse and notifies school administrators that they are seeking/receiving such help shall have all penalties waived under the following conditions:

1. That student is not under investigation for the violation of this code at the time they request the help.
2. The student has not previously been suspended for violation of this code.
3. The student agrees to go for a formal substance abuse assessment at a school approved agency. \*(See "Participation in Substance Abuse Assessment Programs")

If the conditions of the voluntary admission procedures are not fulfilled in a timely fashion, the admission will count as a first offense. Waiver of penalties by voluntary admission is limited to one time per a student's middle school or high school career.

## **EQUIPMENT CARE**

An athlete will be required to reimburse the school for the replacement costs of any equipment or uniforms lost or damaged, due to abuse or negligence by the athlete.

## **CENTRAL HIGH SCHOOL CONCUSSION POLICY**

1. All athletes will complete an ImPact Baseline test before the start of their ~~2013-2014~~ 2014-2015 season.
2. If an Athlete is diagnosed with a concussion/brain injury/head injury by either our Athletic Trainer or Medical Staff, the athlete must be cleared by the return to practice/play concussion policy.
  1. Diagnosis & Return to Practice/Play

- 1.1. Athletes should complete the following step-by-step process prior to returning to practice/play following a Concussion:
- 1.2. Removal from contest following signs and symptoms of concussion
- 1.3. No return to play in current game or practice
- 1.4. Medical evaluation following injury. (ImPACT, 2010)
2. Criteria for return after a concussion/brain injury/head injury (must complete all of the steps):
  - 2.1. Written clearance from a medical professional (as defined in concussion law). Central High School's Athletic Trainer has the final decision regarding return to play
  - 2.2. Completely asymptomatic – no symptoms at all
  - 2.3. Normal ImPACT testing
  - 2.4. Completed supervised graduated return to practice/play protocol. Each step should take 24 hours
3. The steps must be completed without return of ANY SYMPTOMS. If any symptoms occur, the athlete returns to the previous asymptomatic step, after 24 hours has passed.
  - 3.1. No activity – complete rest until all symptoms subside
  - 3.2. Light aerobic activity (no lifting) – less than 70% max heart rate
    - 3.2.1. Examples include: walking
  - 3.3. Sports Specific exercise – no activities that include head hitting
    - 3.3.1. Examples include: skating, running drills for basketball or soccer
  - 3.4. Non-contact drills – more complex than step 3. May start lifting at this step
    - 3.4.1. Examples: passing drills for football, shooting drills for soccer, basketball
  - 3.5. Full Contact Practice- must have a medical professional's clearance and a normal ImPACT test to progress to this step
  - 3.6. Return to game play. (ImPACT, 2010)

## **PROCEDURE FOR CONSIDERATION OF NEW RULE/CONSEQUENCES AND/OR RECONSIDERATION OF PRESENT RULE/CONSEQUENCES**

Suggestions for new disciplinary rules/consequences and for reconsideration of present disciplinary rules/consequences may be made by any resident of District 301 according to the following procedure:

- A. Meet and discuss the idea with the appropriate building principal.
- B. Submit the idea/suggestion in writing with explanation and rationale at any time to the Chairperson of the Parent-Teacher Advisory Committee on Student Discipline. For consideration for the following year, the idea/suggestion must be submitted not later than April 1.
- C. The Parent-Teacher Advisory committee will give consideration to the idea and advise the Board of Education of its decision.



## TOULMIN MODEL OF ARGUMENT

### PHILOSOPHER STEPHEN TOULMIN

What makes arguments work? What makes arguments effective?

Argumentative Strategies a writer uses leads readers to respond the way they do

- Useful analytical tool applicable to reading and writing).
- Allows you to write a cogent (logical, rational, well-argued, reasonable) argument.
- Allows you to understand the nature of sophisticated arguments that you read on account of the logical procedure.

Components:

- **Claim:** an assertion; the conclusion you reach after testing the evidence that supports your beliefs; statement that something is so
- **Support:** the data used as evidence, reasons, or *grounds* for the claim; backing for the claim; can be evidence (facts or expert opinion) or appeals to the emotions or values of an audience.
- **Warrant:** the assumption necessarily shared by the speaker and audience; inference; glue attaching reasons/supports the claim

### How to Format Your Paper

STYLE RULES: HEADING AND TITLE

In the upper left hand corner of the first page, write your name, teacher's name, the course title and period, and the date. The next line contains the centered title of your paper. Do NOT underline, italicize, or bold your title. MLA requires the title to maintain font consistency with the rest of the paper! Each succeeding page must have your last name and page number in upper right hand corner. See example.

Randy Rocket

Mr. Teacher

Course Name

10 September 2012

Title

Always **double space** between lines.

Use standard font size and style throughout.

Margins are 1" on all sides

Introduce quotes of more than four typed lines with a colon, indented five spaces from both margins, without quotation marks and double-spaced. This is called a block quote.

Do not add extra spaces between paragraphs. See example.

Without doubt, television influences the mental processes and speaking habits of young people who may develop their language skills in the family den as much as they do in the classroom. Indeed, statistics abound on the television habits of children. High school seniors will have watched about 15,000 hours of television by the time they graduate (Powell 41). To gain perspective, Hal Blythe and Charlie Sweet put it this way: “By the time vidkids matriculate at their favorite institution of higher learning, almost one-half of their walking life will have been spent being Superseted, Chromacolored, and Colortaked” (22-23).

Sister Rosemary Winkeljohann reports this incident:

A few seasons ago, on an episode of *Happy Days*, Fonzie got a library card as a small part of the overall story. The producers thought nothing of it until they later learned that librarians all over the country were swamped the next day with children coming to the library. Children who had never used the library facilities and now wanted library cards. (100)

### A WARNING ON PLAGIARISM

Plagiarism is the act of taking, in part or in whole, someone else's original ideas and presenting them as one's own without appropriately crediting the source. The ideas may occur written, visual, auditory, computational, electronic, or other forms. Plagiarism, like other kinds of cheating, sacrifices academic integrity. Students who plagiarize will be subject to the consequences listed in the CHS Handbook.

In word-for-word plagiarism, a researcher repeats the exact words of a source without giving the necessary credit. In paraphrase plagiarism, a researcher says basically the same thing as an original source with just a few words changed. In spot plagiarism, a researcher uses only a source's key words or phrases as his or her own without giving credit. All plagiarism is cheating. In the real world, plagiarism is also **illegal**.

### DOCUMENTING RESEARCH

Most academic disciplines have their own manuals of style for research paper documentation. The style manual of Modern Language Association (MLA Handbook for Writers of Research Papers), for example, is widely used in the humanities (literature, philosophy, history and so on), making it the most popular manual in high school and college writing courses. (For complete information about MLA style, refer to the latest version of the MLA Handbook.)\*\*

**\*\*Remember. Always follow your teacher's directions, which may include special requirements or exceptions for the use of either documentation style.**

### Using quoted material

A quotation can be a single word or an entire paragraph. Choose quotations carefully, keep them as brief as possible and use them only when they are necessary. When you quote material directly, be sure that the capitalization, punctuation, and spelling are the same as that in the original work. Clearly mark changes for your readers: (1) changes within the quotation are enclosed in brackets [like this]; (2) explanations are enclosed in parentheses at the end of the quotation before punctuation (like this).

A *quotation*, a *paraphrase* and a *summary* reference a source in different ways.

- **Quoting:** A quotation states the words of a source exactly. Quoting should be used sparingly in a research paper so that your writing doesn't sound like a patchwork of other people's statements. Use a quotation only when the exact words of the source are essential.
- **Paraphrasing:** in a paraphrase, you recast an idea from a source into your own words. Paraphrasing demonstrates that you understand the idea, and it maintains your voice within your paper. Paraphrasing is more commonly used than quoting or summarizing.
- **Summarizing:** A summary is a condensed version of an entire source. In a research paper, there is seldom any need to summarize an entire work unless that work is the subject of the paper. For example, you might summarize the plot of *Macbeth* in a research paper about that play.

### MLA WORKS CITED

The works cited page of your report lists all of the sources you have referred to in your text. It does not include sources you may have read but did not refer to in your paper.

List each entry alphabetically by author's last name. If there is no author, use the first word of the title (disregard A, An, The). Note that titles are *italicized*. Use a single space after all punctuation in a works cited entry.

### BOOKS

#### Book Format

Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.

Gleick, James. *Chaos: Making a New Science*. New York: Penguin, 1987. Print.

Add page numbers if the citation is to only a part of the work. In the rare instance that a book does not state publication information, use the following abbreviations in place of information you cannot supply:

- |         |                               |
|---------|-------------------------------|
| n.p.    | No place of publication given |
| n.p.    | No publisher given            |
| n.d.    | No date of publication given  |
| n. page | No pagination given           |

### Examples

#### A Work by Two or Three Authors

Haynes, John Earl, and Harvey Klehr. *In Denial: Historians, Communism, & Espionage*. San Francisco: Encounter, 2003. Print.

- List the authors in the same order as they appear on the title page. Reverse only the name of the first author. If there are more than three authors, you may choose to list only the first author followed by the phrase et al. (Latin for "and others") in place of the subsequent authors' names, or you may list all the authors in the order in which their names appear on the title page. (Note that there is a period after "al" in "et al." Also note that there is never a period after the "et" in "et al.")

Wysocki, Anne Frances, et al. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Logan: Utah State UP, 2004. Print.

### **Two or More Books by the Same Author**

Dershowitz, Alan M. *Rights from Wrongs*. New York: Basic Books, 2005. Print.

---. *Supreme Injustice: How the Court Hijacked Election 2000*. Oxford: Oxford Press, 2001. Print.

- List the books alphabetically according to title. After the first entry, substitute three hyphens for the author's name.

### **A Single Work from an Anthology**

Mitchell, Joseph, "The Bottom of the Harbor." *American Sea Writing*. Ed. Peter Neill. New York: Library of America, 2000. 584-608. Print.

### **Play, classical**

Shakespeare, William. *Macbeth. Shakespeare: Twenty-Three Plays and Sonnets*. Ed T.M. Parrot. New York: Scribner's, 1953. 828-58. Print.

### **A Work in an Anthology, Reference, or Collection**

Works may include an essay in an edited collection or anthology, or a chapter of a book. The basic form is for this sort of citation is as follows:

Lastname, First name. "Title of Essay." *Title of Collection*. Ed. Editor's Name(s). City of Publication: Publisher, Year. Page range of entry. Medium of Publication.

Some examples:

Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." *A Tutor's Guide: Helping Writers One to One*. Ed. Ben Rafoth. Portsmouth: Heinemann, 2000. 24-34. Print.

### **Poem or Short Story Examples:**

Burns, Robert. "Red, Red Rose." *100 Best-Loved Poems*. Ed. Philip Smith. New York: Dover, 1995. 26. Print.

Kincaid, Jamaica. "Girl." *The Vintage Book of Contemporary American Short Stories*. Ed. Tobias Wolff. New York: Vintage, 1994. 306-07. Print.

## **PERIODICALS**

### **Article in a Magazine**

Cite by listing the article's author, putting the title of the article in quotations marks, and italicizing the periodical title. Follow with the date of publication. Remember to abbreviate the month. The basic format is as follows:

Author(s). "Title of Article." *Title of Periodical* Day Month Year: pages. Medium of publication.

Poniewozik, James. "TV Makes a Too-Close Call." *Time* 20 Nov. 2000: 70-71. Print.

Buchman, Dana. "A Special Education." *Good Housekeeping* Mar. 2006: 143-48. Print.

## **ONLINE SOURCES**

The format for most online sources is the same as for other media, but with the addition of the electronic publication information.

### **Basic Format**

Editor, author, or compiler name (if available). *Name of Site*. Version number. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access.

*The Purdue OWL Family of Sites*. The Writing Lab and OWL at Purdue and Purdue U, 2008. Web. 23 Apr. 2008.

Felluga, Dino. *Guide to Literary and Critical Theory*. Purdue U, 28 Nov. 2003. Web. 10 May 2006.

Note: If certain details are not available, go to the next item in the entry.

### **An Article in a Web Magazine**

Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*. A List Apart Mag., 16 Aug. 2002. Web. 4 May 2009.

### **An Article from an Online Database (or Other Electronic Subscription Service)**

**Note:** Previous editions of the MLA Style Manual required information about the subscribing institution (name and location). This information is no longer required by MLA.

Junge, Wolfgang, and Nathan Nelson. "Nature's Rotary Electromotors." *Science* 29 Apr. 2005: 642-44. *Science Online*. Web. 5 Mar. 2009.

Langhamer, Claire. "Love and Courtship in Mid-Twentieth-Century England." *Historical Journal* 50.1 (2007): 173-96. *ProQuest*. Web. 27 May 2009.

### **SAMPLE WORKS CITED: PRINT SOURCES**

Rocket 7

#### Works Cited

"Blueprint Lays Out Clear Path for Climate Action." *Environmental Defense Fund*. Environmental Defense Fund, 8 May 2007. Web. 24 May 2009.

Clinton, Bill. Interview by Andrew C. Revkin. "Clinton on Climate Change." *New York Times*. New York Times, May 2007. Web. 25 May 2009.

Dean, Cornelia. "Executive on a Mission: Saving the Planet." *New York Times*. New York Times, 22 May 2007. Web. 25 May 2009.

Ebert, Roger. "An Inconvenient Truth." Rev. of *An Inconvenient Truth*, dir. Davis Guggenheim. *Rogerebert.com*. Sun-Times News Group,

### **Guidelines:**

1. The Works Cited page should include only the sources that you actually end up using in the paper, either as direct quotes or paraphrases.

2. The Works Cited should be the last page(s) of your paper and numbered as such with your last name and corresponding page number listed in the upper right hand corner.
3. Double space the entire Works Cited.
4. Do not put extra spaces between entries.
5. Use a hanging indent for each entry (the first line needs to be all the way to the left, and every additional line within the same entry needs to be indented.)
6. Alphabetize entries by the first real word (not articles like "The", "A", or "An").
7. Follow the same punctuation and **format** as used on your paper. The title of the page will read, Works Cited, with no quotations, underlining, or bolding!

## CITING SOURCES

### In-Text Citations: Author-Page Style

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

Wordsworth extensively explored the role of emotion in the creative process (263).

### In-text Citations for Print Sources with No Known Author

When a source has no known author, use a shortened title of the work instead of an author name. Place the title in quotation marks if it's a short work (e.g. articles) or italicize it if it's a longer work (e.g. plays, books, television shows, entire websites) and provide a page number.

We see so many global warming hotspots in North America likely because this region has "more readily accessible climatic data and more comprehensive programs to monitor and study environmental change . . . ." ("Impact of Global Warming" 6).

### Citing a Work by Multiple Authors

For a source with three or fewer authors, list the authors' last names in the text or in the parenthetical citation:

Smith, Yang, and Moore argue that tougher gun control is not needed in the United States (76).

The authors state "Tighter gun control in the United States erodes Second Amendment rights" (Smith, Yang, and Moore 76).

### **How to use quotes: In Text Citation Sandwich**

Think of each citation requiring three sentences/thoughts:

- **Setup:** Explain who is saying the quote, and set up how you plan to use it.
- **Quote:** Make sure that you're quoting enough of the passage so that you don't take it out of context-don't cut off sentences, or misquote anyone.
- **Analysis:** It is important that you.
  - 1) Justify why you are using the quote
  - 2) Explain how the quote connects to the thesis.

August 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	A Underclass Pictures	B Senior Pictures	1st Day School	A	B	

October 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6		B Picture Retakes	A	B	No School	
7	A	B	A	B	A	12
13	No School	B	Fall Chorus Concert	B Band Concert	A	19
20	B	A	12:50 PM dismissal	B	A	26
27	A	B	A	B	B End 1st Qtr	

September 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
Homecoming Week	A	B	A	B	A	Homecoming Dance
22	23	24	25	26	27	28
	B	A	B	A	Homecoming Football Game B	12:50 PM dismissal
29	30					

November 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
Fall Musical	A	B	A	B	No School Fall Musical	Fall Musical
10	11	12	13	14	15	16
					B	
17	18	19	20	21	22	23
			A	B	A	
24	25	26	27	28	29	30
	No School Parent/Teacher Conferences	No School Parent/Teacher Conferences	No School	No School	No School	

February 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
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March 2014						
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30	31					

December 2013						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014						
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June 2014						
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22	23	24	25	26	27	28
29	30					

July 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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20	21	22	23	24	25	26
27	28	29	30	31		

April 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
		No School	No School	No School	No School	No School
6	7	8	9	10	11	12
	B	A	B	A	B	10:50 PM dismissal
13	14	15	16	17	18	19
	A	B	A	B	No School	
20	21	22	23	24	25	26
	A	B	A	B	A	Prom
27	28	29	30			
	B	A	B			

May 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				A	B	
4	5	6	7	8	9	10
	A	B	A	B	A	
11	12	13	14	15	16	17
	B	A	B	A	B	
18	19	20	21	22	23	24
	A	B	A	B	A	
25	26	27	28	29	30	31
	No School	A / B	A	B	A / B	
			Exams	Exams	Exams	Graduation

## **General Personnel**

### **Family and Medical Leave**

#### Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act, for up to a combined total of 12 weeks each year

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined herein) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. A "covered military member" must be either a member of a Reserve component or a retired member of the regular Armed Forces or Reserve. "Qualifying exigencies" exist in the following categories: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, rest and recuperation, post-deployment activities, and additional activities as provided in the FMLA regulations.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness. A "covered servicemember" is a member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty for which he or she is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with FMLA regulations.

### Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. **In addition, one of the following provisions must describe the employee:**

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than 7 years before the date of the most recent hiring, except when the service break is due to National Guard or Reserve military service or when a written agreement exists concerning the District's intention to rehire the employee.
- ~~2. The employee is a full-time classroom teacher.~~

### Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

### Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a certificate completed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a certificate completed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a certificate completed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request

recertification every 6 months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of 6 months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

#### Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

#### Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within 2 business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for 8 consecutive weeks whether he or she intends to return to work.

#### Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

#### Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.: Family and Medical Leave Act, 29 U.S.C. §2601 et seq., 29 C.F.R. Part 825.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

<b>POSITION TITLE:</b>	ELL District Facilitator
<b>CLASSIFICATION:</b>	Certified Staff
<b>TERMS OF EMPLOYMENT:</b>	187 Days; Part-time
<b>DIRECT SUPERVISOR:</b>	District ELL Director
<b>EVALUATION PROCEDURES:</b>	Annually

**QUALIFICATIONS:**

1. ELL certification with bilingual endorsement.
2. Four years of teaching experience, preferred.
3. Demonstrate excellent people skills, leadership, and organizational skills.
4. Demonstrate excellent teaching skills and possess a strong instructional knowledge base.

**RESPONSIBILITIES:**

*Curricular Leadership*

1. Lead department curriculum development and assist in curricular development and articulation Pre-K-12, including preschool, TPI, and TBE programming.
2. Coordinate department school improvement activities and provide agendas and minutes for department school improvement activities to the ELL Director.
3. Facilitate changes to formative and summative assessments upon completion of grade level department assessments.
4. Assist Administration in analyzing data and informing instruction related to student achievement.

*Instructional Leadership*

1. Substitute within the department to allow teachers to observe others for purposes of increasing knowledge and improving methods.
2. Act as an instructional coach and mentor when appropriate to assist teachers to improve and expand their repertoire of instructional pedagogy, student engagement, and student interventions.
3. Coordinate an annual needs assessment to be used in the development of professional growth opportunities for the department and general education teachers.
4. Coordinate the development of differentiated instructional techniques and student intervention strategies and programs.
5. Participate in professional growth activities.

*Professional Responsibilities*

1. Co-chair department meetings.
2. Chair and facilitate BPAC meetings.
3. Assist in developing the department budget and Title III grant.
4. Coordinate department materials review, ordering, and distribution.
5. Communicate department needs to the ELL Director.
6. Facilitate problem solving within the department.
7. Facilitate district communication to administration, building secretaries, and the special education department regarding programming and procedures.
8. Develop and review ELL handbook annually.
9. Manage student data, state reporting, and ACCESS with district office SIS coordinator.
10. If applicable, serve as the District Translator and ELL representative at IEP meetings.

*Perform any other duties and responsibilities as may be requested by the ELL Director or designee.*



# Central FFA

To: Dr. Stirn  
From: Ryan Robinson  
Date: March 12, 2015

Re: FFA Test Plot

The Central (Burlington) FFA chapter is seeking to utilize 20 acres of the school's land as a test plot. The FFA chapter plans to utilize the test plot in a variety of ways including, but not limited to:

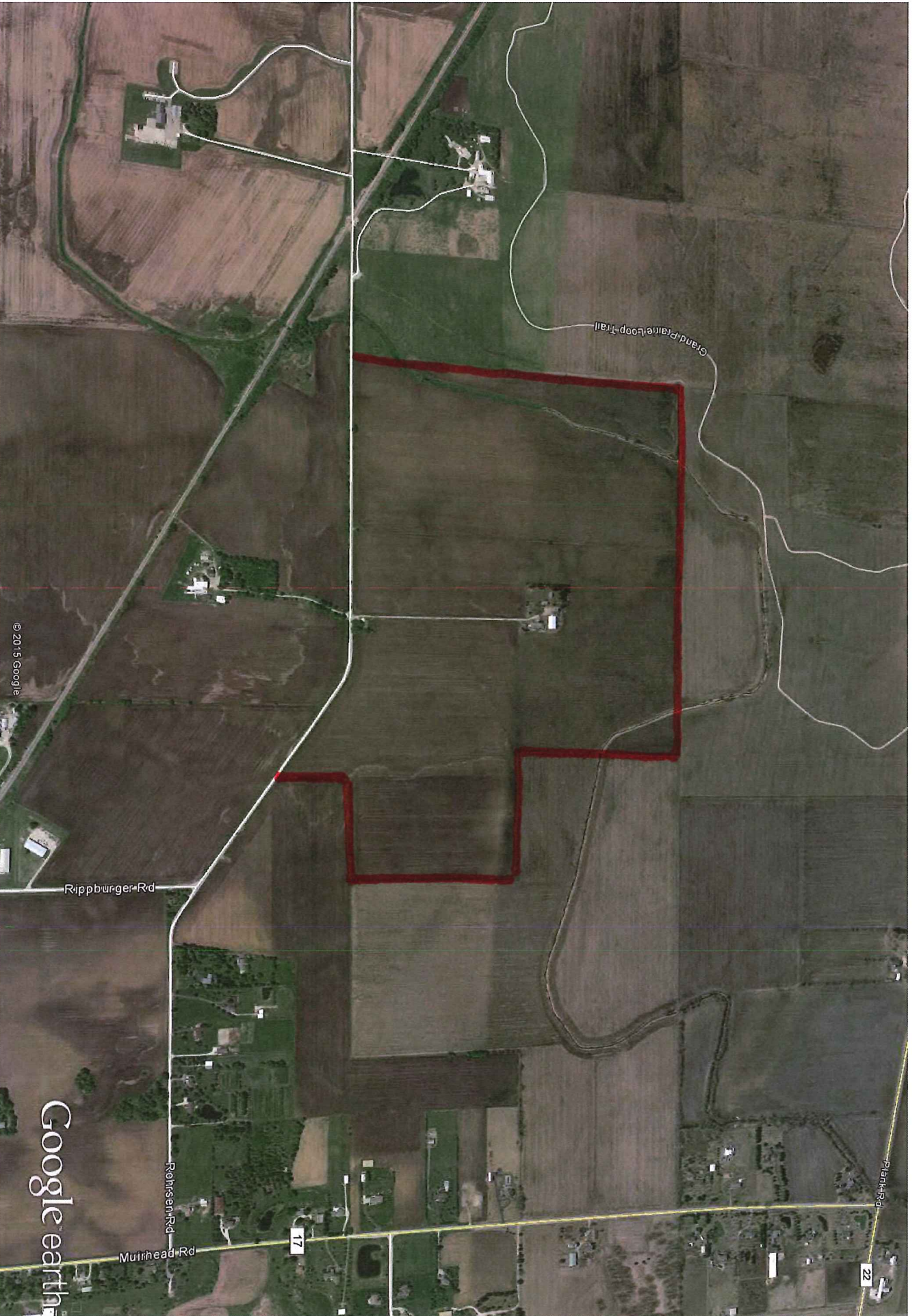
- Research plot where agricultural science classes test multiple hypotheses related to various agronomic research topics
- Serve as students supervised agricultural experience projects for FFA record book/proficiency award contest and FFA Science Fair contests
- Practice area for the land use evaluation team with the possibility of hosting the section contest
- Practice area for the surveying team
- Space for the agricultural science, biotechnology, plant science, environmental science, and earth science classes to study a variety of related topics such as erosion control, nitrogen cycle, land management, soil nutrition, soil horizons, nutrient deficiencies, etc.
- Marketing class on the potential marketing plan of the agricultural commodity received from the test plot

Some of the local surrounding districts that currently have similar test plots include: Sycamore FFA – 41 acres adjacent to their middle school, Marengo FFA – two separate locations but a total of 20 acres, DeKalb FFA – approximately 15 acres, and Kaneland FFA – approximately 25 acres. It is also important to note that prior to the early 90's, the Central FFA had an original test plot where the current high school is now built.

Proceeds from the test plot would serve as the chapter's annual fundraiser and be earmarked for the following: scholarships for graduating seniors, registration for leadership conferences and FFA contests, annual awards banquet, monthly chapter meetings, and various community service events.



44W625 Plato road / P.O. Box 68 / Burlington, IL 60109  
Phone: 847-464-6030 Fax: 847-464-6039



Google earth

miles 1  
km 1

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Google earth





BOARD OF EDUCATION MEMORANDUM

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**TO:** DISTRICT 301 BOARD OF EDUCATION  
**FROM:** ESTHER MONGAN, ASSISTANT SUPERINTENDENT  
**SUBJECT:** BLENDED AND ONLINE LEARNING COLLABORATIVE  
**DATE:** 04/20/2015

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**Executive Summary**

During the course of the 2014-15 school year, the Curriculum Department has been meeting in a collaborative group with representatives from five other local districts in order to pursue common interests related to blended and online learning. In addition to Central Community Unit School District 301, the districts involved in the collaborative work are Batavia District 101, St. Charles District 303, Kaneland District 302, Huntley District 158, and Geneva District 304. While all districts are at a slightly different point in development and implementation of online and blended learning opportunities, as well as 1:1 implementation, we have found great value in planning forward for a collaborative approach to professional development, course development, and vendor negotiations. Please see attached proposal for details of the collaborative work.

Our involvement in this collaborative has already gained significant savings and expansion of access to our current intervention and credit recovery programming, for implementation in 2015-16, because the collaborative has been able to work with existing vendors to leverage discounted pricing. This work is directly connected to current Strategic Planning goals related to development of blended and online curriculum options for students of Central Community Unit School District. We anticipate that through this collaborative work we will be able to move forward on building high-quality, locally-aligned blended and online learning opportunities for students with greater efficiency than each district could accomplish alone.

In building this collaborative model, we have conducted extensive research of collaborative digital learning opportunities in other states. Specifically, the Colorado E-Learning Collaborative and the Wisconsin eSchool Network were two good models that we studied. In both of these cases, a model that started with several local districts expanded to become the leader in the state with regard to provision of blended opportunities and online learning opportunities. We are working forward with this collaborative group of districts in the expectation that our work will provide progressive and innovative leadership within the State of Illinois in the area of blended and online learning.

**Recommendation**

This update is for informational purposes only. No action is required at this time.

Attachment

## **Blended Learning Collaborative Proposal**

### **Background**

In fall 2013, Batavia District 101, Central District 301, Geneva District 304, Kaneland District 302, and St. Charles District 303 began discussions about the possibilities of collaborating across districts to meet some of the shared student needs that were identified, including better serving students in homebound or hospitalized settings. Through discussions, districts focused on a three-pronged approach, including:

- 1) Serving homebound students, hospitalized students, and students in need of credit recovery,
- 2) Supporting blended learning instructional models through inter-district teacher professional development and the development and sharing of digital tools, and
- 3) Innovating within our programs to expand opportunities for all students, by facilitating the development of digital content

Through shared interests, Consolidated School District 158 joined the conversation in summer 2014. Together, the team of technology and curriculum leaders has developed a proposal for consideration.

### **Why we are working together?**

While the original impetus for collaboration arose from the threat of a charter school proposal that did not meet the needs of the students and communities we serve, the need to work together for solutions has evolved. We soon realized that each district has common needs to better serve student populations, including students who are homebound or hospitalized, students in credit recovery, and students whose programming needs are specialized beyond what is currently available or possible within existing programming in the district. Additionally, the member districts have a shared desire to provide online and blended options for all students, given the increase in these learning modalities in post-secondary education and the instructional advantages that are possible with these tools. The commonalities among districts and the need for collaborative learning and professional development continue to beg the question: “why would we embark on this work alone?”

### **Shared Interests**

All districts have identified changing student needs and are responding to demands of a changing world in which students must be college and career ready. The volume and pace of educational change has also created an impetus to work collaboratively across districts to

provide solutions. Because inter-district collaboration in the areas of teaching and learning was relatively untapped or necessary, the group began identifying shared interests for this work.

### **Main Shared Interests**

- Strengthen current programs for students by adding a blended or online component
- Expand services and opportunities to students, both current consumers and non-consumers, by offering blended and online opportunities
- Use purchasing power to drive down costs
- Develop and enhance systems to provide professional development, teacher leadership, and best-practice instructional delivery in digital learning
- Maintain local control of curriculum and content development

### **Other Potential Benefits**

- Establish systems and processes to serve as a foundation for other collaboration among districts
- Strengthen instruction for all students
- Provide a structure for collective advocacy at the state and national level for educational issues and needs related to 21st Century Learning and some of the tenets of Vision 20/20
- Lead as innovators within Illinois in the development and sharing of digital content
- Shift instruction of all students to make it more personalized and competency-based
- Engage and involve non-consumers, both those who are not currently a part of the public education system and those that are enrolled but for whom the traditional classroom structure is not working

Through the process of identifying our shared interests, it became clear that multiple student groups could be served by expansion of blended and online approaches to learning. Students in need of replacement curriculum (homebound/hospitalized and credit recovery students) might be served by immediately having access to online curriculum, while students in other educational programming might benefit from a menu of blended and online options to enhance learning or offer additional opportunities. This process led the team to identify that it would be appropriate to structure short and long term approaches to meet all interests. The team examined pre-developed vendor digital content from five (5) prominent vendors that only partially met the needs of students and staff, leading to a multi-pronged approach. Pre-developed vendor content might be purchased and modified to meet immediate needs of students for replacement curriculum, while the team simultaneously engages in a process to collaboratively develop blended and online curricula using all available resources.

### **Financial Commitments and Costs**

Financial commitments and costs will reflect both governance of and participation in the Collaborative. Each member district shall have equal representation in all fiscal matters, with each district having a single vote in decisions. Costs will be shared based upon proportional participation in each service or program offered by the Collaborative, determined by the number of participants from, or “seats” used by, each member district. Example services and programs may include online course delivery systems, learning management systems (LMSs), and professional development offerings.

Wherever possible, the Collaborative will negotiate optimal pricing on behalf of the member districts. Each district will purchase the services directly from the vendor to avoid the need to create a fiscal agent.

### **Infrastructure**

Ideally, infrastructure will be shared to the greatest extent possible. While not required for participation, a common learning management system will be selected and used as the basis for content and course sharing. Access to the courses and content created and shared by the Consortium will be restricted to protect the integrity and confidentiality of student assessments.

### **Content Development**

A long-term focus of this team is a focus on collaboratively building courses to share amongst the group. In a recent survey of content available from multiple vendors, there were significant concerns about publisher-created content meeting all of the current needs. Although challenging, there is consensus on the benefits of creating the content. The benefits include:

- Flexibility of content and platforms
- Continuity of outcomes and experiences for students in blended, online, and face-to-face learning
- Ensure appropriate standards alignment
- Maintains local control over curriculum and instruction
- Ensure appropriate level of depth and rigor

### **Benefits of the Collaborative Work**

The partners will experience many benefits throughout this process. The ability to oversee and maintain local control and internal quality of products and curriculum development is an important key benefit. Partners will have the ability to develop a cycle for course development, the criteria for course evaluation and revision, and provide an opportunity for teachers’ voice during coursework development and implementation. The collaborative is committed to the

following next steps in a year one action plan: evaluating common functional LMS, course structure, format, and joint professional development.

### **Intellectual Property Rights**

All content and courses contributed by member districts to the Collaborative will be licensed under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International terms, which allows anyone to share and adapt the material as long as the following conditions are met:

- Attribution- appropriate credit must be given, with a link to the license, and indications if changes were made.
- Non-commercial - the material may not be used for commercial purposes.
- ShareAlike- If the material is remixed, transformed, or built upon, the contributions must be distributed under the same license as the original.

### **Potential Considerations**

The work of the group and moving forward together is complex. Below are some potential considerations:

#### **Staffing and Capacity**

- Staffing and capacity issues will need to be addressed on several levels, differentiated by district. As the program becomes established, there will be a need to allocate administrative staff time to attend meetings and oversee the development process. While this allocation of administrative time should be considered as a precondition of participation, it is not static, and the team will be receptive to individual district needs. Other staffing needs in Year One include allocation of time for teacher professional development and course writing. Each district will need to align with its own past practice and contract obligations in terms of staff compensation and allocation for this time. There is no anticipated new staffing need that is required by this proposal for Year One.

#### **Involving Associations**

- It is important to bring along our associations in this process. While our intention is not to replace teachers with computers, this misperception can be a perspective of some staff. We believe that blended and online learning enhances teaching and learning and the opportunities for students. We also believe in the integrity of each district's collective bargaining agreements and are mindful of decisions that might affect each district's agreement. We see this as an opportunity for teachers and for teacher leadership that would keep teachers in the classroom.

### Student Access to Technology

- Each district would need to evaluate student access to technology to determine whether there is sufficient access to allow students to participate in blended or online learning at some level.

### Integration into Infrastructure

- Districts will need to evaluate current capacity within their existing infrastructure to support these programs. Some infrastructure items to consider are: bandwidth, wireless access, LMS access, PD structures, staff access to technology and network storage.

### Policy Implications

- Antiquated state procedures and local policies around online and blended learning modalities need to be taken into consideration as each district's policies should support this work while maintaining compliance with state and local requirements or expectations.
- Districts should also consider reviewing current district policies related to filtering, access, and acceptable use in light of this work.

### Recommendation

- The team would recommend that superintendents and Boards commit philosophically to the ideas contained in this proposal and then discuss the implications of moving forward with the consortium using the guidelines below:
  - Minimum: Representative to attend collaborative meetings
  - Options:
    - Year 1: Per District
      - Purchase Content
      - Learning Management System
        - Canvas: Free for the rest of year, and then \$7.00 with no implementation fees
      - Professional Development
        - Follow up on eLearn PD sessions
        - Supported cohort for consortium teachers/coaches
      - Content Development: Year One, 1 course per district

**Central Community Unit School District 301  
Student Enrollment Report**

**Date: April 16, 2015**

School	Count	EE	KDG	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Current Total	Last Month Total	Change
<b>Country Trails</b>	Head		106	102	89	83	80	90								550	550	0
<i>Sections</i>			5	5	4	4	4	4										
<b>H.B. Thomas</b>	Head	61	76	70	83	74	83	80								527	520	+7
<i>Sections</i>			3	3	3	3	3	3										
<b>Lily Lake</b>	Head		26	33	32	30	46	41								208	209	-1
<i>Sections</i>			2	2	2	2	2	2										
<b>Prairie View</b>	Head		101	102	122	75	73	97								570	571	-1
<i>Sections</i>			5	5	5	3	3	4										
<b>Central MS</b>	Head										255					255	255	0
<b>Prairie Knolls MS</b>	Head								289	267						556	557	-1
<b>Central HS</b>	Head											260	253	259	250	1022	1025	-4
<b>TOTAL DISTRICT</b>	Head	<b>61</b>	<b>309</b>	<b>307</b>	<b>326</b>	<b>262</b>	<b>282</b>	<b>308</b>	<b>289</b>	<b>267</b>	<b>255</b>	<b>260</b>	<b>253</b>	<b>259</b>	<b>250</b>	<b>3688</b>	<b>3687</b>	<b>0</b>
<b>Special Education</b>	Head	<b>3</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>11</b>	<b>36</b>		
Out-of-District	NIA															<b>0</b>		

Contract Class Size Language	Aide/Split
Kindergarten - 2	23/26
Grade 3 - 5	25/28
Grade 6-8	30 split
Grades 9th -12th	31 split

6th Day Enrollment	Year to Date +/-
<b>3636</b>	<b>51</b>