Regular Meeting

Monday, May 17, 2021 6:00 PM
Central 301 District Office, 275 South St., Burlington, Illinois 60109

1. **MEETING CALL TO ORDER**

A. Roll Call

B. Approval of Agenda

2. **Pledge of Allegiance**

3. **PUBLIC OPEN FORUM**

A. Recognition of Visitors

B. Public Comments

4. **ACTION REPORTS**

A. Consent Agenda

1) Minutes:

2) Treasurers Reports

B. Elementary School Parent/Student Handbook Revisions

C. Middle School Parent/Student Handbook Revisions

D. High School Parent/Student Handbook Revisions

E. Approve the Refuse Bid

F. Approve the Fuel Bid

G. Approve the Paper Bid

H. Approve the CTE Wheel Alignment Machines Bid

I. Approve the CTE Desktop CNC/Milling Machines Bid

J. Resolution of Honorable Dismissal of Temporary Education Support Personnel

5. **INFORMATION ITEMS**

A. Athletics and Activities Update

B. In-Person/Remote Learning Status Report

C. Capital Project Update

D. Central High School Graduation May 27, 2021

E. German 3 Textbook

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

A. Smart Procure - requested past 6 months purchase orders

B. Chicagoland Laborers' District Council, Jairo Gomez, requested the bid tabulation from the Asbestos and Abatement at Central Middle School.

7. **EXECUTIVE SESSION**

A. Adjourn to Closed Session to hear information regarding:
The appointment, employment, resignation, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee or against legal counsel for the public body to determine its validity [5 ILCS 120/2(c)(1)].)]. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning the salary schedules for one or more classes of employees [5 ILCS 120/2(c)(2)]. The setting of price for sale or lease of property owned by the public body [5 ILCS 120/2(c)(6)]. Litigation, when an action against, affecting, or on behalf of the particular public body has been filed and it pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2(c)(11)].

B. Open Session

C. Action Items from Closed Session

D. Approve the Personnel Report

8. **BOARD OPEN FORUM**

9. **ADJOURN**

Central Community Unit School District 301
BOARD OF EDUCATION RETREAT

Where:	Central District Office Board of Education Room	Meeting:	Special
Date:	April 26, 2021	Time:	6:00 p.m.

Board Members Present		**Administrators Present**	
Stewart Brown	Y	Stirn, Todd	Y
Christina Johnson	Y	Mongan, Esther	Y
Jeff Kellenberger	Y	Pflug, Daina	Y
Eric Nolan	Y	Birkmeier, Shayne	Y
Mitch Penar	Y	Mills, Sofia	Y
Laura Rabe	Y	Tobin, Brian	Y
Jeff Gorman	Y	Potsic, Mike	Y
		Vaughn, Michelle	Y

Agenda

1. Meeting Call to Order – President Gorman
   - 1.1 Roll call
   - 1.2 Approval of agenda

2. Information Reports
   - 2.1 Review of Administrative Focus and Priorities
     The board of education met with district administration to review future priorities.

3. Adjourn

Central Community Unit School District 301
Board of Education Minutes

Where:	Central CUSD #301 District Office	Meeting:	Regular
Date:	April 19, 2021	Time:	6:00 p.m.

Board Members Present	
Brown, Stewart	Y
Johnson, Christina	Y
Kellenberger, Jeff	Y
Nolan, Eric	Y
Penar, Mitch	Y
Rabe, Laura	Y
Gorman, Jeff	Y

Administrators Present	
Stirn, Todd	Y
Mongan, Esther	Y
Pflug, Daina	Y
Ahlsted, Carrie	N
Barr, Christine	N
Birkmeier, Shayne	N
Britts-Axen, Cathy	N
Diversey, Steve	Y
Engle, Graydon	N
Farrington, Sarah	Y
Jeff Gerard	N
Haug, Matthew	Y
Jurs, Rebecca	N
Lewis, Kim	N
McCastland, Kerrie	N
Mills, Sophia	N
Mirenda, Pamela	N
Moretti, Megan	N
Paszt, Alex	N
Polowy, Dan	Y
Porto, Pam	N
Potsic, Mike	N
Schreiber, Jill	Y
Stroh, Terry	N
Testone, Chris	N
Tobin, Brian	Y
Vaughn, Michelle	N
Walter, Carie	N

Roll Call — Roll was called at 6:00 p.m.

Present: Brown, Kellenberger, Johnson, Nolan, Penar, Rabe, Gorman
Absent: None

Approve Agenda — Motion by Johnson, second by Kellenberger, to approve the agenda as presented.

Voting yes: Brown, Kellenberger, Johnson, Nolan, Penar, Rabe, Gorman
Voting no: None
Absent: None

Consent Agenda	Motion by Nolan, second by Johnson, to approve the consent agenda as presented. Voting yes: Brown, Kellenberger, Johnson, Nolan, Penar, Rabe, Gorman Voting no: None Absent: None
Natural Gas Bid	Motion by Brown, second by Nolan, to approve the bid from Direct Energy to supply natural gas for a three-year term. Voting yes: Brown, Kellenberger, Johnson, Nolan, Penar, Rabe, Gorman Voting no: None Absent: None
Mid Valley Classroom Agreement	Motion by Nolan, second by Penar, to approve the classroom use agreement with Mid Valley Special Education Cooperative as presented. Voting yes: Brown, Kellenberger, Johnson, Nolan, Penar, Rabe, Gorman Voting no: None Absent: None
IHSA Renewal	Motion by Nolan, second by Johnson to approve membership renewal with IHSA as presented. Voting yes: Brown, Kellenberger, Johnson, Nolan, Penar, Rabe, Gorman Voting no: None Absent: None
CMS Gym Roof Bid	Motion by Johnson, second by Nolan to approve bid from Top Roof Inc. to replace the Central Middle School gym roof as presented. Voting yes: Brown, Kellenberger, Johnson, Nolan, Penar, Rabe, Gorman Voting no: None Absent: None
CHS & CMS Window Bid	Motion by Johnson, second by Nolan, to approve the bid from Rock Valley Glass as presented. Voting yes: Brown, Kellenberger, Johnson, Nolan, Penar, Rabe, Gorman Voting no: None Absent: None

Asbestos Abatement	Motion by Nolan, second by Johnson, to approve the asbestos abatement bid from Universal Asbestos Removal that TEM Environmental will oversee.
	Voting yes: Brown, Kellenberger, Johnson, Nolan, Penar, Rabe, Gorman Voting no: None Absent: None
NSN Addendum	Motion by Nolan, second by Rabe, to approve the addendum from NSN Employer Services as presented.
	Voting yes: Brown, Kellenberger, Johnson, Nolan, Penar, Rabe, Gorman Voting no: None Absent: None
Executive Session	Motion by Brown, second by Johnson to adjourn open session and move into executive session at 7:00 p.m.
	Voting yes: Brown, Kellenberger, Johnson, Nolan, Penar, Rabe, Gorman Voting no: None Absent: None
Open Session	Motion by Brown, second by Penar to adjourn executive session and return to open session at 7:55 p.m.
	Voting yes: Brown, Kellenberger, Nolan, Penar, Rabe, Gorman Voting no: None Absent: Johnson
Personnel Report	Motion by Brown, second by Kellenberger to approve the April personnel report as presented.
	Voting yes: Brown, Kellenberger, Johnson, Nolan, Penar, Rabe, Gorman Voting no: None Absent: None
Adjourn	Motion by Kellenberger, second by Johnson to adjourn at 8:02 p.m.
	Voting yes: Brown, Kellenberger, Johnson, Nolan, Penar, Rabe, Gorman Voting no: None Absent: None

BOE Meeting

1. Roll Call
2. Pledge of Allegiance
3. Public Open Forum
   - 3.1 Public Comments – Dr. Stirn and President Gorman welcomed guests attending in person and virtually.

3.2 Recognition of Outgoing Board Members – President Gorman and Dr. Stirn thanked the outgoing board members and presented them with a service clock. Board Member Kellenberger addressed the board about his years on the board.

3.3 Public Comments – David Kruse addressed the board regarding the effects of the lockdown and masks on children.
Dave Chapman – thanked the board for the institute day March 26, 2021, to prepare for the students coming back to school. He thanked the custodial staff for their hard work that day.

4. Action Items

4.1 Consent Agenda – Business Manager Pflug reviewed revenues and expenditures. Revenues are currently at 50.12% compared to 48.02% a year ago. Expenditures are at 55.82% as compared to 57.21% a year ago. The District received impact fees for 12 new home starts totaling $86,472.83 for February and 38 home starts in March for a total of $184,600.64. Transition fees totaling for February were $5,700.02 and for March were $18,610.04. The bills payable is typical for March.

4.2 Approve Natural Gas Bid – Nania Energy Advisors ran a reverse auction for us on March 31, 2021. Prices were comparable to what we are paying now. The first part of the bid was for contract quantities and was awarded to Mid-American. The second part is for the swing product and Direct Energy bid the lowest therms over 36 months. The transportation building uses very little natural gas and that will go to Constellation.

4.3 Approve Mid-Valley Special Education Cooperative Classroom Use Agreement – This agreement allows Mid Valley Special Education Cooperative the lease of a classroom at Prairie Knolls Middle School and Central High School. Batavia, Kaneland, St. Charles, and Geneva form the cooperative and all have classrooms in their buildings.

4.4 Approve IHSA Membership Renewal – The IHSA Board of Directors voted to charge renewal based on enrollment for three years. The cancellation of sports during the pandemic has hurt their budget and the advance fees will help.

4.5 Approve Bid to Replace the Central Middle School Gymnasium Roof – Three companies submitted bids and Top Roof Inc. was the lowest responsible bidder.

4.6 Approve Bid to Replace Windows at Central Middle School and Central High School – Bids were sent out for the Middle School windows along with an alternate bid for Central High School windows Four companies submitted bids and Rock Valley Glass won both bids.

4.7 Approve Bid for Abatement Work at Central Middle School – Asbestos abatement bids were sent to 13 companies. Eight companies submitted bids and Universal Asbestos Removes was the lowest responsible bidder.

4.8 Approve Addendum Between NSN Employer Services and the Board of Education Central Community Unit School District 301 – NSN is our service provider for unemployment claims. It was necessary to add language to have safeguards in place in the event of a data breach.

5. Information Items

5.1 Athletics and Activities Update – Director Diversey reported that the final football game is Friday, April 23rd, Volleyball is coming to an end and Central has played well. Next athletics start spring sports. Wrestling started today. Baseball, softball and soccer all start this week and spring sports will have State tournaments with the exception of wrestling. Wrestling will host a tournament of their own. Masks have been a huge task to maintain. IDPH is allowing athletes to have their mask down while playing or running but while sitting on the bench they must wear their mask. Space has been increased in the dugouts to maintain social distancing. The high school play was Clue and was held virtually April 9-11. The kids did a great job. Band and chorus are arranging an outdoor concert. The Scholastic Bowl was virtual this year, but regionals were in person. The students had 2 days of practice in person before the regionals took place. Central came in second. The math team competed in the Fox Valley Conference and came in third. They entered a new competition and Central finished second. They are looking to enter additional competitions. The WYSE team qualified a group of students and Director Diversey is waiting for the State results. May 3rd is the annual banquet.

5.2 In-Person/remote Learning Status Report – Dr. Stirn reported that 53% of people 18 years old and older have been vaccinated. The health department is now offering the vaccine to 16 year olds and are considering vaccinating 13 year olds. One issue we are having is the 3 foot distancing in the classroom but 6 foot distancing when contact tracing. The contact tracing is causing more kids to be quarantined out of school for 14 days. The area Superintendents are asking for the data to back this up and have not received anything, which is very frustrating. The district is obligated to follow the rules of IDPH and ISBE. Dr. Mongan said the main goal for fall is to get all students back in school unless there is a medical issue. Students in grades 6-12 with a medical condition will be virtual and elementary kids will have virtual teachers. This is our third week back and the staff really appreciates having the kids back. Dr. Mongan gave kudos to the staff for their adjustments and flexibility. Board member Nolan told the board the teachers really appreciated the institute day to prepare for the kids to come back to in person learning. The transportation department has done a phenomenal job getting the kids to and from school.

5.3 Elementary School Parent/Student Handbook Revisions – Dr. Schreiber reviewed the changes in the elementary student/parent handbook. Minor changes we made. They include lunch, visitors to the building and in-person and remote full day schedules.

5.4 Middle School Parent/Student Handbook Revisions – Dr. Haug reviewed the changes in the middle school handbook. Changes included attendance policies, unexcused absences, attendance start and end school day times, visitor rules, cafeteria changes and the middle school retention policy.

5.5 High School Parent/Student Handbook Revisions – Assistant Principal Farrington updated the board with the high school changes. The high school changes included some language clean-up, the cafeteria changes, attendance issues and driver education.

5.6 Board of Education Meeting Dates for the 2021-2022 School Year – all members received the list of meeting dates for the next school year.

6.0 Executive Session
- 6.1 Adjourn Executive Session
- 6.2 Return to Open Session
- 6.3 Action Items from Closed Session
- 6.3.1 The personnel report was approved as presented.

7.0 Adjourn

Jeff Gorman, President

Laura Rabe, Secretary

Central Community Unit School District 301
Special Meeting Minutes

Where:	Central District Office	Meeting:	Special
Date:	April 26, 2021	Time:	6:00 p.m.

Board Members Present		**Administrators Present**	
Junaid Afeef	Y	Stirn, Todd	Y
Marc Falk	Y	Mongan, Esther	Y
Dornetria Hemphill	Y	Pflug, Daina	Y
Eric Nolan	Y		
Mitch Penar	Y		
Laura Rabe	Y		
Jeff Gorman	Y		

Meeting Call to Order - President Gorman

Roll Call Roll call was taken at 6:00 p.m.
Present: Nolan, Penar, Rabe, Gorman
Absent: None

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

Voting yes: Nolan, Penar, Rabe, Gorman
Voting no: None
Absent: None

Abstract of Vote Motion by Penar second Nolan to approve the abstract of votes for the April 6, 2021 election for members of the Central 301 Board of Education from Kane County Elections.

Voting yes: Nolan, Penar, Rabe, Gorman
Voting no: None
Absent: None

Oath of Office

Adjourn Motion by Penar, second by Nolan, to adjourn the meeting at 6:10 p.m.

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

President Pro Tem	Motion by Nolan, second by Penar to appoint Member Gorman as President Pro Tem

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

Secretary Pro Tem	Motion by Nolan, second by Penar to appoint Pam Israelson as Secretary Pro Tem

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

President — Member Rabe nominated, second by member Falk to nominate member Gorman for the office of President.

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

Member Gorman shall act as President

Vice President — Member Gorman nominated, second by member Falk to nominate member Rabe for the office of Vice President.

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

Member Rabe shall act as Vice President

Secretary — Member Nolan nominated member Afeef for the office of Secretary. Member Penar nominated member Rabe for the office of Secretary.

Votes for Afeef – Afeef, Nolan,
Votes for Falk – Falk, Hemphill, Penar, Rabe, Gorman

Member Falk shall act as Secretary

Adjourn — Motion by Penar second by Nolan to adjourn at 6:22 p.m.

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

BOE Meeting

1. Roll Call

2. Pledge of Allegiance

3 Action Items

3.1 Abstract of Votes – The Board approved the Abstract of votes from the April 26, 2021 election.

3.2 Oath of Office - Superintendent Stirn administered the oath of office for the newly elected Board members.

Adjournment to reorganize the Board of Education – President Gorman adjourned the school board meeting.

3.3 Organizational Meeting of the New Board – Dr. Stirn called the meeting of the new School Board of Central Community Unit School District No. 301 to order. Member Gorman was nominated as President Pro Tem and Pam Israelson was nominated as Secretary Pro Tem,

President Pro Tem asked for nominations for Board President:

Board Member Rabe nominated Member Gorman for President, no other nominations were made.

Jeff Gorman shall act as Board President.

President Gorman asked for nominations for the office of Vice President:

President Gorman nominated Member Rabe for the office of Vice President.

Member Rabe shall act as Board Vice President

President Gorman asked for nominations for the office of Secretary.

Member Nolan nominated Member Afeef, Member Penar nominated Member Falk as board secretary.

Member Afeef received two votes, Member Falk received five votes. .

Member Falk shall act as Secretary.

6.0 Adjournment

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Recording Secretary

FD	Description	April 2020-21 Beginning Balance	April 2020-21 Deposits	April 2020-21 Withdrawals	April 2020-21 Monthly Activity	Ending Balance
10	IMPREST-DISTRICT	1,192.64	13,000.00	12,000.00	1,000.00	2,192.64
10	IMPREST-CHS	3,079.47	5,000.00	5,433.00	-433.00	2,646.47
10	IMPREST-ELEMENTARY	2,728.20				2,728.20
10	CASH IN BANK-EDUCATION	6,315,481.95	2,939,733.00	3,822,712.53	-882,979.53	5,432,502.42
10	CASH IN BANK - PAYROLL	925.53	2,224,609.87	2,224,697.00	-87.13	838.40
10	RESTRICTED ACCT. FOR HEALTH INS	16,553.13				16,553.13
10	PAYFLEX ACCOUNT	4,186.51	7,525.30	6,160.97	1,364.33	5,550.84
10	DEBIT CARD ACCOUNT		110.43	75.43	35.00	35.00
10	PETTY CASH	1,380.00				1,380.00
10	INVESTMENT- BUSINESS NOW/SWEEP	14,186,532.92	341.01	1,746,455.24	-1,746,114.23	12,440,418.69
10		20,532,060.35	5,190,319.61	7,817,534.17	-2,627,214.56	17,904,845.79
20	IMPREST-DISTRICT					
20	CASH IN BANK-O&M	219,255.28	504,710.27	362,757.24	141,953.03	361,208.31
20	CASH IN BANK - PAYROLL	471.84	158,706.72	158,749.05	-42.33	429.51
20	INVESTMENT-BUSINESS NOW/SWEEP	4,426,695.46	28,437.89	500,000.00	-471,562.11	3,955,133.35
20		4,646,422.58	691,854.88	1,021,506.29	-329,651.41	4,316,771.17
30	CASH IN BANK-DEBT SERVICE	111,435.14				111,435.14
30	INVESTMENT-BUSINESS NOW/SWEEP	1,095,480.87	26.33		26.33	1,095,507.20
30		1,206,916.01	26.33		26.33	1,206,942.34
40	IMPREST-DISTRICT					
40	CASH IN BANK-TRANSPORTATION	125,079.65	620,115.76	260,568.54	359,547.22	484,626.87
40	CASH IN BANK - PAYROLL	646.11	192,641.79	192,744.34	-102.55	543.56
40	INVESTMENT-BUSINESS NOW/SWEEP	4,143,704.50	99.60		99.60	4,143,804.10
40		4,269,430.26	812,857.15	453,312.88	359,544.27	4,628,974.53
50	CASH IN BANK-IMRF	48,132.38	399,668.46	247,916.49	151,751.97	199,884.35
50	CASH IN BANK-PAYROLL		99,677.26	99,677.26		
50	INVESTMENT-BUSINESS NOW/SWEEP	1,534,581.62	12,063.36	300,000.00	-287,936.64	1,246,644.98
50		1,582,714.00	511,409.08	647,593.75	-136,184.67	1,446,529.33
60	CASH IN BANK-CAPITAL PROJECT	1,118,574.44	184,600.64		184,600.64	1,303,175.08
60	INVESTMENTS-BUSINESS NOW/SWEEP	1,761,186.89	42.33		42.33	1,761,229.22
60		2,879,761.33	184,642.97		184,642.97	3,064,404.30
70	CASH IN BANK-WORKING CASH	422.61				422.61
70	INVESTMENT-BUSINESS NOW/SWEEP	2,454,277.55	58.99		58.99	2,454,336.54
70		2,454,700.16	58.99		58.99	2,454,759.15
80	CASH IN BANK-TORT	10,643.58	50,000.00	12,427.72	37,572.28	48,215.86
80	INVESTMENT- BUSINESS NOW/SWEEP	799,827.73	19.23	50,000.00	-49,980.77	749,846.96
80		810,471.31	50,019.23	62,427.72	-12,408.49	798,062.82
	Grand Asset Totals	38,382,476.00	7,441,188.24	10,002,374.81	-2,561,186.57	35,821,289.43

Number of Accounts: 29

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

Central Community Unit School Dist. 301
Revenue Detail Report
April 2021

Account Number	Description	2020-21 Original Budget	April MTD	2020-21 FYTD	Remaining Budget	FYTD Percent
30R000 1112 0000	TAXES	7,963,588.00	-	4,494,673.33	3,468,914.67	56.44%
30R001 1510 0000	INTEREST	19,090.00	26.33	1,234.87	17,855.13	6.47%
30R000 1930 0000	IMPACT FEES	525,000.00	-	528,175.00	(3,175.00)	100.60%
Total Local Revenue		**8,507,678.00**	**26.33**	**5,024,083.20**	**3,483,594.80**	**59.05%**
Total Debt Service Fund		**8,507,678.00**	**26.33**	**5,024,083.20**	**3,483,594.80**	**59.05%**
40R000 1113 0000	TAXES	2,607,852.00	-	1,482,232.75	1,125,619.25	56.84%
40R000 1415 0000	FIELD TRIP FEES	500.00	-	-	500.00	0.00%
40R001 1510 0000	INTEREST	15,200.00	99.60	1,313.05	13,886.95	8.64%
40R000 1999 0000	OTHER REVENUE	20,000.00	-	17,883.50	2,116.50	89.42%
Total Local Revenue		**2,643,552.00**	**99.60**	**1,501,429.30**	**1,142,122.70**	**56.80%**
40R000 3001 0000	EVIDENCE-BASE FUNDING	100,000.00	-	-	100,000.00	0.00%
40R000 3500 0000	STATE AID, REGULAR	660,312.00	410,331.99	1,530,110.49	(869,798.49)	231.73%
40R000 3510 0000	STATE AID, SPECIAL ED	400,000.00	209,560.57	833,082.73	(433,082.73)	208.27%
Total State Revenue		**1,160,312.00**	**619,892.56**	**2,363,193.22**	**(1,202,881.22)**	**203.67%**
Total Transportation Fund		**3,803,864.00**	**619,992.16**	**3,864,622.52**	**(60,758.52)**	**101.60%**
50R000 1114 0000	IMRF TAXES	1,030,452.00	-	587,024.07	443,427.93	56.97%
50R000 1151 0000	SOC SEC/MEDICARE TAXES	1,045,124.00	-	601,696.64	443,427.36	57.57%
50R000 1230 0000	CORP PERSONAL PROPERTY TAX	60,260.00	12,000.00	58,460.44	1,799.56	97.01%
50R001 1510 0000	INTEREST	10,150.00	63.36	1,253.73	8,896.27	12.35%
Total Local Revenue		**2,145,986.00**	**12,063.36**	**1,248,434.88**	**897,551.12**	**58.18%**
Total IMRF/SS Fund		**2,145,986.00**	**12,063.36**	**1,248,434.88**	**897,551.12**	**58.18%**
60R001 1510 0000	INTEREST	23,000.00	42.33	577.19	22,422.81	2.51%
60R000 1930 0000	IMPACT FEES	150,000.00	184,600.64	747,161.15	(597,161.15)	498.11%
Total Local Revenue		**173,000.00**	**184,642.97**	**747,738.34**	**(574,738.34)**	**432.22%**
Total Capital Projects Fund		**173,000.00**	**184,642.97**	**747,738.34**	**(574,738.34)**	**432.22%**
70R000 1115 0000	TAXES	92,819.00	-	58,690.24	34,128.76	63.23%
70R001 1510 0000	INTEREST	14,020.00	58.99	737.26	13,282.74	5.26%
Total Local Revenue		**106,839.00**	**58.99**	**59,427.50**	**47,411.50**	**55.62%**
Total Working Cash Fund		**106,839.00**	**58.99**	**59,427.50**	**47,411.50**	**55.62%**
80R000 1120 0000	TAXES	874,182.00	-	498,958.30	375,223.70	57.08%
80R001 1510 0000	INTEREST	3,000.00	19.23	208.21	2,791.79	6.94%
80R000 1999 0000	REFUND PRIOR YEAR EXPENDITURES	-	-	47,991.00	(47,991.00)	0.00%
Total Local Revenue		**877,182.00**	**19.23**	**547,157.51**	**330,024.49**	**62.38%**
Total Tort Fund		**877,182.00**	**19.23**	**547,157.51**	**330,024.49**	**62.38%**
	Revenue-All Funds					
1000	Total Local Revenue	56,779,584.00	499,951.70	33,676,400.91	23,103,183.09	59.31%
3000	Total State Revenue	25,098,617.00	1,380,145.24	8,836,471.11	16,262,145.89	35.21%
4000	Total Federal Revenue	1,814,133.00	86,688.99	1,397,704.39	416,428.61	77.05%
	Total Revenue-All Funds	**83,692,334.00**	**1,966,785.93**	**43,910,576.41**	**39,781,757.59**	**52.47%**

Central Community Unit School Dist. 301
Revenue Detail Report
April 2021

Account Number	Description	2020-21 Original Budget	April MTD	2020-21 FYTD	Remaining Budget	FYTD Percent
10R000 1110 0000	TAXES	28,593,231.00	-	16,348,547.66	12,244,683.34	57.18%
10R000 1140 0000	SPECIAL ED TAXES	5,840,804.00	-	3,316,667.82	2,524,136.18	56.78%
10R001 1510 0000	INTEREST	103,845.00	341.01	7,067.74	96,777.26	6.81%
10R002 1611 0000	LUNCH, STUDENTS	416,417.00	30,105.36	76,474.10	339,942.90	18.36%
10R002 1620 0000	LUNCH, ADULTS	10,800.00	18.05	802.80	9,997.20	7.43%
10R000 1711 0000	ATHLETIC ADMISSION	17,000.00	-	-	17,000.00	0.00%
10R000 1720 0000	ATHLETIC PART FEE	70,000.00	25,228.00	62,879.00	7,121.00	89.83%
10R002 1720 0000	OTHER FEES	172,100.00	3,997.00	38,175.76	133,924.24	22.18%
10R000 1790 0000	ACTIVITY ACCOUNTS REVENUE	440,000.00	-	-	440,000.00	0.00%
10R000 1811 0000	TEXTBOOK INCOME	427,000.00	122,111.65	525,869.69	(98,869.69)	123.15%
10R000 1830 0000	TECHNOLOGY FEES	250,000.00	92,964.59	230,370.76	19,629.24	92.15%
10R000 1930 0000	TRANSITION FEES	80,000.00	18,610.04	156,090.32	(76,090.32)	195.11%
10R000 1950 0000	REFUND OF PRIOR YEAR EXPEND	20,000.00	2,281.95	91,941.64	(71,941.64)	459.71%
10R000 1970 0000	DRIVERS ED B-T-W	43,000.00	500.00	15,362.50	27,637.50	35.73%
10R000 1991 0000	MID VALLEY REIMBURSEMENT	141,960.00	-	-	141,960.00	0.00%
10R002 1991 0000	CAREER PATHWAYS	118,500.00	-	21,000.00	97,500.00	17.72%
10R000 1999 0000	OTHER LOCAL REVENUES	20,000.00	(23,598.00)	162,502.35	(142,502.35)	812.51%
Total Local Revenue		**36,764,657.00**	**272,559.65**	**21,053,752.14**	**15,710,904.86**	**57.27%**
10R000 3001 0000	EVIDENCE-BASE FUNDING	6,456,329.00	659,666.00	5,939,593.20	516,735.80	92.00%
10R001 3001 0000	EVIDENCE-BASE FUNDING-MV COOP	-	-	135,815.03	(135,815.03)	
10R000 3100 0000	SPECIAL ED - PRIVATE FACILITY	192,000.00	71,029.04	309,572.23	(117,572.23)	161.24%
10R000 3120 0000	SPECIAL ED - ORPHANAGE	-	-	2,193.00	(2,193.00)	
10R000 3220 0000	CAREER & TECHNICAL EDUCATION	26,502.00	-	13,543.93	12,958.07	51.11%
10R000 3235 0000	CTE AGRICULTURE EDUCATION	4,700.00	3,256.00	3,256.00	1,444.00	69.28%
10R002 3235 0000	CTE FFA 3 CIRCLES GRANT	21,574.00	10,266.00	27,010.00	(5,436.00)	125.20%
10R000 3360 0000	STATE FREE LUNCH & BREAKFAST	2,000.00	82.88	966.12	1,033.88	48.31%
10R000 3370 0000	DRIVER ED	22,200.00	12,722.51	34,942.13	(12,742.13)	157.40%
10R000 3998 0000	TRS-ON BEHALF PAYMENTS	16,500,000.00	-	-	16,500,000.00	0.00%
10R000 3999 0000	SAFETY MAINTENANCE GRANT	10,000.00	-	-	10,000.00	0.00%
10R001 3999 0000	LIBRARY GRANT	3,000.00	3,230.25	6,386.25	(3,386.25)	212.88%
Total State Revenue		**23,238,305.00**	**760,252.68**	**6,473,277.89**	**16,765,027.11**	**27.86%**
10R000 4210 0000	NAT'L SCHOOL LUNCH PROGRAM	150,000.00	3,465.18	24,536.86	125,463.14	16.36%
10R000 4225 0000	SUMMER FOOD SERVICE PROGRAM	15,000.00	-	-	15,000.00	0.00%
10R000 4300 0000	TITLE I LOW INCOME	285,650.00	-	312,956.00	(27,306.00)	109.56%
10R000 4400 0000	TITLE IV-A SSAE GRANT	25,800.00	-	39,297.00	(13,497.00)	152.31%
10R000 4600 0000	IDEA PRESCHOOL	7,181.00	-	8,731.00	(1,550.00)	121.58%
10R000 4620 0000	IDEA FLOW THROUGH	790,619.00	-	474,817.00	315,802.00	60.06%
10R000 4625 0000	IDEA FLOW THROUGH ROOM & BOARD	20,000.00	56,219.60	191,185.72	(171,185.72)	955.93%
10R000 4745 0000	CARL PERKINS	20,744.00	5,000.00	12,436.06	8,307.94	59.95%
10R000 4909 0000	TITLE III ELL-TBE/TPI LIPLEPS	35,235.00	(14,558.00)	28,610.00	6,625.00	81.20%
10R001 4909 0000	TITLE III EL BILINGUAL ED PD	-	14,733.00	14,733.00	(14,733.00)	
10R000 4932 0000	TITLE II-TEACHER QUALITY	55,814.00	-	23,688.00	32,126.00	42.44%
10R000 4991 0000	MEDICAID MATCHING-ADMIN OUTREACH	70,000.00	-	100,082.58	(30,082.58)	142.98%
10R000 4992 0000	MEDICAID MATCHING-FEE FOR SVC	58,000.00	21,829.21	25,415.17	32,584.83	43.82%
10R000 4998 0000	ESSER GRANT (CARES ACT)	280,090.00	-	141,216.00	138,874.00	50.42%
Total Federal Revenue		**1,814,133.00**	**86,688.99**	**1,397,704.39**	**416,428.61**	**77.05%**
Total Education Fund		**61,817,095.00**	**1,119,501.32**	**28,924,734.42**	**32,892,360.58**	**46.79%**
20R000 1111 0000	TAXES	5,337,875.00	-	3,052,500.89	2,285,374.11	57.19%
20R000 1230 0000	CORP PERSONAL PROPERTY TAX	60,260.00	28,305.01	74,765.44	(14,505.44)	124.07%
20R001 1510 0000	INTEREST	44,350.00	132.88	2,521.42	41,828.58	5.69%
20R001 1720 0000	PARKING FEES	27,000.00	800.00	28,706.00	(1,706.00)	106.32%
20R000 1910 0000	RENTALS	64,205.00	-	67,621.00	(3,416.00)	105.32%
20R000 1950 0000	REFUND OF PRIOR YEAR EXPENDITURES	2,000.00	-	15,364.48	(13,364.48)	768.22%
20R000 1999 0000	OTHER REVENUE	25,000.00	1,243.68	252,898.81	(227,898.81)	1011.60%
Total Local Revenue		**5,560,690.00**	**30,481.57**	**3,494,378.04**	**2,066,311.96**	**62.84%**
20R000 3001 0000	EVIDENCE-BASE FUNDING	700,000.00	-	-	700,000.00	0.00%
Total State Revenue		**700,000.00**	**-**	**-**	**700,000.00**	**0.00%**
Total O&M Fund		**6,260,690.00**	**30,481.57**	**3,494,378.04**	**2,766,311.96**	**55.81%**

Central Community Unit School Dist. 301
Revenue Summary Report
April 2021

	2020-21 Original Budget	% of Fund	April MTD	2020-21 FYTD	Remaining Budget	FYTD Percent
10-Education Fund						
Total Local Revenue	36,764,657.00	59.47%	272,559.65	21,053,752.14	15,710,904.86	57.27%
Total State Revenue	23,238,305.00	37.59%	760,252.68	6,473,277.89	16,765,027.11	27.86%
Total Federal Revenue	1,814,133.00	2.93%	86,688.99	1,397,704.39	416,428.61	77.05%
Total Education Fund	**61,817,095.00**	**100.00%**	**1,119,501.32**	**28,924,734.42**	**32,892,360.58**	**46.79%**
20-O&M Fund						
Total Local Revenue	5,560,690.00	88.82%	30,481.57	3,494,378.04	2,066,311.96	62.84%
Total State Revenue	700,000.00	11.18%	-	-	700,000.00	0.00%
Total O&M Fund	**6,260,690.00**	**100.00%**	**30,481.57**	**3,494,378.04**	**2,766,311.96**	**55.81%**
30-Debt Service Fund						
Total Local Revenue	8,507,678.00	100.00%	26.33	5,024,083.20	3,483,594.80	59.05%
Total Debt Service Fund	**8,507,678.00**	**100.00%**	**26.33**	**5,024,083.20**	**3,483,594.80**	**59.05%**
40-Transportation Fund						
Total Local Revenue	2,643,552.00	69.50%	99.60	1,501,429.30	1,142,122.70	56.80%
Total State Revenue	1,160,312.00	30.50%	619,892.56	2,363,193.22	(1,202,881.22)	203.67%
Total Transportation Fund	**3,803,864.00**	**100.00%**	**619,992.16**	**3,864,622.52**	**(60,758.52)**	**101.60%**
50-IMRF/SS Fund						
Total Local Revenue	2,145,986.00	100.00%	12,063.36	1,248,434.88	897,551.12	58.18%
Total IMRF/SS Fund	**2,145,986.00**	**100.00%**	**12,063.36**	**1,248,434.88**	**897,551.12**	**58.18%**
60-Capital Projects Fund						
Total Local Revenue	173,000.00	100.00%	184,642.97	747,738.34	(574,738.34)	432.22%
Total Capital Projects Fund	**173,000.00**	**100.00%**	**184,642.97**	**747,738.34**	**(574,738.34)**	**432.22%**
70-Working Cash Fund						
Total Local Revenue	106,839.00	100.00%	58.99	59,427.50	47,411.50	55.62%
Total Working Cash Fund	**106,839.00**	**100.00%**	**58.99**	**59,427.50**	**47,411.50**	**55.62%**
80-Tort Fund						
Total Local Revenue	877,182.00	100.00%	19.23	547,157.51	330,024.49	62.38%
Total Tort Fund	**877,182.00**	**100.00%**	**19.23**	**547,157.51**	**330,024.49**	**62.38%**
Revenue-All Funds						
1000 Total Local Revenue	56,779,584.00	67.84%	499,951.70	33,676,400.91	23,103,183.09	59.31%
3000 Total State Revenue	25,098,617.00	29.99%	1,380,145.24	8,836,471.11	16,262,145.89	35.21%
4000 Total Federal Revenue	1,814,133.00	2.17%	86,688.99	1,397,704.39	416,428.61	77.05%
Total Revenue-All Funds	**83,692,334.00**	**100.00%**	**1,966,785.93**	**43,910,576.41**	**39,781,757.59**	**52.47%**

Central Community Unit School Dist. 301
Expenditure Summary by Fund Report
April 2021

	2020-21 Original Budget	% of Fund	April MTD	2020-21 FYTD	Encumbered Amount	Budget Remaining	FYTD Percent
10-Education							
1000 Salaries	27,878,170.00	44.60%	2,218,045.11	22,199,274.33	-	5,678,895.67	79.63%
2000 Benefits	8,026,236.00	12.84%	655,448.66	6,587,055.97	-	1,439,180.03	82.07%
3000 Purchased Services	2,945,486.00	4.71%	270,320.39	1,850,588.37	(29,757.32)	1,124,654.95	61.82%
4000 Supplies	3,297,675.00	5.28%	162,967.90	930,189.58	661,233.68	1,706,251.74	48.26%
5000 Capital Outlay	267,600.00	0.43%	-	147,374.48	326.59	119,898.93	55.19%
6000 Other/Dues/Fees	19,755,725.00	31.61%	436,738.93	1,324,685.20	12,368.36	18,418,671.44	6.77%
7000 Non-Capital Equipment	336,975.00	0.54%	8,102.91	120,407.05	313,652.47	(97,084.52)	128.81%
Total Education Fund	**62,507,867.00**	**100.00%**	**3,751,623.90**	**33,159,574.98**	**957,823.78**	**28,390,468.24**	**54.58%**
20-O&M							
1000 Salaries	2,065,400.00	27.74%	156,409.32	1,600,036.68	-	465,363.32	77.47%
2000 Benefits	528,665.00	7.10%	37,039.73	405,112.99	-	123,552.01	76.63%
3000 Purchased Services	1,071,500.00	14.39%	61,573.83	666,078.03	52,385.28	353,036.69	67.05%
4000 Supplies	1,852,000.00	24.88%	82,125.75	1,240,148.04	50,802.12	561,049.84	69.71%
5000 Capital Outlay	1,650,000.00	22.16%	16,516.39	1,051,008.98	(4,891.30)	603,882.32	63.40%
6000 Other/Dues/Fees	102,000.00	1.37%	-	564.00	-	101,436.00	0.55%
7000 Non-Capital Equipment	175,000.00	2.35%	6,881.26	92,835.76	4,775.76	77,388.48	55.78%
Total O&M	**7,444,565.00**	**100.00%**	**360,546.28**	**5,055,784.48**	**103,071.86**	**2,285,708.66**	**69.30%**
30-Debt Service							
3000 Purchased Services	5,000.00	0.06%	-	2,138.00	-	2,862.00	42.76%
6000 Other/Bonds	7,992,625.00	99.94%	-	7,473,625.00	-	519,000.00	93.51%
Total Debt Service	**7,997,625.00**	**100.00%**	**-**	**7,475,763.00**	**-**	**521,862.00**	**93.47%**
40-Transportation							
1000 Salaries	2,476,345.00	55.48%	191,106.01	1,874,378.48	-	601,966.52	75.69%
2000 Benefits	128,890.00	2.89%	12,393.07	120,005.79	-	8,884.21	93.11%
3000 Purchased Services	1,342,075.00	30.07%	17,351.70	1,213,148.38	9,434.82	119,491.80	91.10%
4000 Supplies	383,900.00	8.60%	38,866.54	193,018.85	20,411.20	170,469.95	55.60%
6000 Other/Dues/Fees	112,000.00	2.51%	664.90	14,041.40	(954.00)	98,912.60	11.69%
7000 Non-Capital Equipment	20,000.00	0.45%	-	734.00	-	19,266.00	3.67%
Total Transportation	**4,463,210.00**	**100.00%**	**260,382.22**	**3,415,326.90**	**28,892.02**	**1,018,991.08**	**77.17%**
50-IMRF/SS							
2000 Benefits	1,835,466.00	100.00%	148,248.03	1,475,481.46	-	359,984.54	80.39%
Total IMRF/SS	**1,835,466.00**	**100.00%**	**148,248.03**	**1,475,481.46**	**-**	**359,984.54**	**80.39%**
60-Capital Projects							
5000 Capital Outlay	175,000.00	100.00%	-	-	-	175,000.00	0.00%
Total Capital Projects	**175,000.00**	**100.00%**	**-**	**-**	**-**	**175,000.00**	**0.00%**
70-Working Cash							
6000 Transfers	-		-	-	-	-	0.00%
Total Working Cash	**-**	**0.00%**	**-**	**-**	**-**	**-**	**0.00%**
80-Tort							
3000 Purchased Services	790,600.00	100.00%	12,427.72	178,814.36	(3,044.00)	614,829.64	22.23%
Total Tort	**790,600.00**	**100.00%**	**12,427.72**	**178,814.36**	**(3,044.00)**	**614,829.64**	**22.23%**
Total Expenditures	**85,214,333.00**		**4,533,228.15**	**50,760,745.18**	**1,086,743.66**	**33,366,844.16**	**60.84%**
Expenditures Across All Funds							
1000 Salaries	32,419,915.00	38.05%	2,565,560.44	25,673,689.49	-	6,746,225.51	79.19%
2000 Benefits	10,519,257.00	12.34%	853,129.49	8,587,656.21	-	1,931,600.79	81.64%
3000 Purchased Services	6,154,661.00	7.22%	361,673.64	3,910,767.14	29,018.78	2,214,875.08	64.01%
4000 Supplies	5,533,575.00	6.49%	283,960.19	2,363,356.47	732,447.00	2,437,771.53	55.95%
5000 Capital Outlay	2,092,600.00	2.46%	16,516.39	1,198,383.46	(4,564.71)	898,781.25	57.05%
6000 Other/Dues/Fees/Bonds	27,962,350.00	32.81%	437,403.83	8,812,915.60	11,414.36	19,138,020.04	31.56%
7000 Non-Capital Equipment	531,975.00	0.62%	14,984.17	213,976.81	318,428.23	(430.04)	100.08%
Total Expenditures Across all Funds	**85,214,333.00**	**100.00%**	**4,533,228.15**	**50,760,745.18**	**1,086,743.66**	**33,366,844.16**	**60.84%**

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
A DISCOUNT T	20213776	T-Shirt	10E008 1110 4900 00 000000 0000	14.00
A DISCOUNT T	20213784	4th grade class shirts	10E008 1110 4900 00 000000 0000	450.00
			Totals for A DISCOUNT T	464.00
A TO Z RENTALS	21155	Rental of Tables, Chairs SAT Testing CARES CHS	20E001 2540 4100 00 490000 0000	1,497.50
A TO Z RENTALS	21158	Rental of Canopy, Tables, Chairs for Student Lunches CARES PKMS	20E001 2540 4100 00 490000 0000	5,795.30
			Totals for A TO Z RENTALS	7,292.80
ACEVEDO, SANDRA	Uniform FY21	2020-2021 Uniform Reimb	20E002 2540 4110 00 000000 0000	231.07
			Totals for ACEVEDO, SANDRA	231.07
ADVANCE AUTO PARTS	2454-444976	Wrench Set	40E001 2550 4100 00 000000 0000	22.99
			Totals for ADVANCE AUTO PARTS	22.99
ADVOCATE SHERMAN OCC	790330	Bus Driver Physical	40E001 2550 3190 00 000000 0000	210.00
ADVOCATE SHERMAN OCC	789759	Bus Driver Physical	40E001 2550 3190 00 000000 0000	198.00
ADVOCATE SHERMAN OCC	773615	Bus Driver Physical	40E001 2550 3190 00 000000 0000	210.00
			Totals for ADVOCATE SHERMAN OCCUPATIONAL	618.00
AGUINAGA, JACOB	Apr 2021	Reimb for Mileage Apr 2021	10E001 2660 3320 00 000000 0000	25.09
			Totals for AGUINAGA, JACOB	25.09
AL WARREN OIL CO, IN	W1382929	Fuel	40E001 2550 4640 00 000000 0000	3,245.12
AL WARREN OIL CO, IN	W1382928	Fuel	40E001 2550 4640 00 000000 0000	2,448.25
AL WARREN OIL CO, IN	W1384387	Fuel	40E001 2550 4640 00 000000 0000	3,604.28
AL WARREN OIL CO, IN	W1384386	Fuel	40E001 2550 4640 00 000000 0000	1,507.06
AL WARREN OIL CO, IN	W1385493	Fuel	40E001 2550 4640 00 000000 0000	4,572.49
AL WARREN OIL CO, IN	W1385492	Fuel	40E001 2550 4640 00 000000 0000	2,523.17
AL WARREN OIL CO, IN	W1386982	Fuel	40E001 2550 4640 00 000000 0000	3,431.07
AL WARREN OIL CO, IN	W1386981	Fuel	40E001 2550 4640 00 000000 0000	2,278.06
			Totals for AL WARREN OIL CO, INC	23,609.50
ALEXANDER LEIGH CENT	3396	Monthly Tuition April	10E001 1912 6700 00 000000 0000	27,147.39
			Totals for ALEXANDER LEIGH CENTER FOR AU	27,147.39
ALPERIN, KEVIN	May 1	Reimb for Science supplies	10E002 1130 4100 00 000000 0000	8.06
			Totals for ALPERIN, KEVIN	8.06
ALPHA BAKING COMPANY	210274103019	Bread	10E004 2560 4100 00 000000 0000	75.34
ALPHA BAKING COMPANY	210260102021	Bread	10E008 2560 4100 00 000000 0000	26.50
ALPHA BAKING COMPANY	210260095017	Bread	10E008 2560 4100 00 000000 0000	76.89
ALPHA BAKING COMPANY	210274102014	Bread	10E003 2560 4100 00 000000 0000	25.72
ALPHA BAKING COMPANY	210274098011	Bread	10E005 2560 4100 00 000000 0000	61.16
ALPHA BAKING COMPANY	210260102020	Bread	10E011 2560 4100 00 000000 0000	75.14
ALPHA BAKING COMPANY	210260102022	Bread	10E010 2560 4100 00 000000 0000	70.44
ALPHA BAKING COMPANY	210274103018	Bread	10E002 2560 4100 00 000000 0000	21.40
ALPHA BAKING COMPANY	210274110017	Bread	10E004 2560 4100 00 000000 0000	26.01
ALPHA BAKING COMPANY	210260109021	Bread	10E008 2560 4100 00 000000 0000	22.57
ALPHA BAKING COMPANY	210260116022	Bread	10E008 2560 4100 00 000000 0000	69.15
ALPHA BAKING COMPANY	210274112014	Bread	10E005 2560 4100 00 000000 0000	55.84
ALPHA BAKING COMPANY	210260113022	Bread	10E011 2560 4100 00 000000 0000	80.06
ALPHA BAKING COMPANY	210274117015	Bread	10E004 2560 4100 00 000000 0000	40.72
ALPHA BAKING COMPANY	210260116023	Bread	10E010 2560 4100 00 000000 0000	24.78
ALPHA BAKING COMPANY	210260123019	Bread	10E010 2560 4100 00 000000 0000	21.06

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ALPHA BAKING COMPANY	210274116017	Bread	10E003 2560 4100 00 000000 0000	45.37
ALPHA BAKING COMPANY	210274124018	Bread	10E004 2560 4100 00 000000 0000	16.50
ALPHA BAKING COMPANY	210274124017	Bread	10E003 2560 4100 00 000000 0000	35.14
ALPHA BAKING COMPANY	210260123018	Bread	10E008 2560 4100 00 000000 0000	20.11
			Totals for ALPHA BAKING COMPANY	889.90
AMAZON.COM	876863338688	Supplies for transportation appreciation	10E001 2520 4100 00 000000 0000	156.52
AMAZON.COM	446669746984	Supplies for Transportation/Special Ed mtg	10E001 2520 4100 00 000000 0000	52.79
AMAZON.COM	987384937554	Spark Box Supplies	10E001 2212 4100 00 000000 0000	32.97
AMAZON.COM	993358846336	Gift bags, tissue for M/P gifts	10E001 2212 4100 00 000000 0000	32.94
AMAZON.COM	938358657579	4x5 Labels	10E001 2212 4100 00 000000 0000	8.89
AMAZON.COM	967979933433	Vet Science supplies, Stuffed Animals Models	10E002 1130 4100 00 322000 0000	56.00
AMAZON.COM	684797747987	Vet Science supplies, Stuffed Animals Models	10E002 1130 4100 00 322000 0000	56.00
AMAZON.COM	488763978934	Vet Science supplies, Stuffed Animals Models	10E002 1130 4100 00 322000 0000	688.75
AMAZON.COM	579868859897	Vet Science supplies, Stuffed Animals Models	10E002 1130 4100 00 322000 0000	9.24
AMAZON.COM	989543393393	Vet Science supplies, Stuffed Animals Models	10E002 1130 4100 00 322000 0000	89.98
AMAZON.COM	538543738734	Books	10E001 2210 4100 60 490900 0000	131.80
AMAZON.COM	436336657363	ELL Supplies, Books	10E001 2210 4100 00 430000 0000	-125.20
AMAZON.COM	793383683694	Heater	20E001 2540 4110 00 000000 0000	129.99
AMAZON.COM	899943539459	Testing snacks	10E002 2120 4100 00 000000 0000	279.75
AMAZON.COM	439686793778	Nurse supplies	10E002 1130 4250 00 000000 0000	23.99
AMAZON.COM	765696696743	Nurse supplies	10E002 1130 4250 00 000000 0000	9.99
AMAZON.COM	876879453846	Library supplies	10E002 2220 4100 00 000000 0000	133.09
AMAZON.COM	454766793668	Library supplies	10E002 2220 4100 00 000000 0000	16.43
AMAZON.COM	966984455874	Supplies	10E001 2660 4100 00 000000 0000	12.24
AMAZON.COM	458383563976	Supplies	10E001 2660 4100 00 000000 0000	79.92
AMAZON.COM	749789898356	Supplies	10E001 2660 4100 00 000000 0000	120.00
AMAZON.COM	888375846584	Supplies	10E001 2660 4100 00 000000 0000	93.63
AMAZON.COM	453987597439	Supplies	10E001 2660 4100 00 000000 0000	96.00
AMAZON.COM	435749665795	Supplies	10E001 2660 4100 00 000000 0000	110.54
AMAZON.COM	634766868394	Logitech Webcam with HD	10E001 2660 4100 00 000000 0000	1,720.00
AMAZON.COM	469946635654	Supplies	10E001 2660 4100 00 000000 0000	911.60
AMAZON.COM	435844739459	EC Classroom Supplies	10E001 1200 4100 00 462000 0000	29.45
AMAZON.COM	439473638778	EC Classroom Supplies	10E001 1200 4100 00 462000 0000	77.55
AMAZON.COM	459584488766	EC Classroom Supplies	10E001 1200 4100 00 462000 0000	26.33
AMAZON.COM	689434863937	EC Classroom Supplies	10E001 1200 4100 00 462000 0000	25.82
AMAZON.COM	743774433533	EC Classroom Supplies	10E001 1200 4100 00 462000 0000	37.92
AMAZON.COM	644768688769	Supplies for EC students	10E001 1110 4100 00 460000 0000	24.28
AMAZON.COM	958833346768	Supplies	10E001 1200 4100 00 462000 0000	23.95
AMAZON.COM	536985488845	Art supplies	10E004 1110 4100 00 000000 0000	198.91
AMAZON.COM	749474647538	Classroom supplies	10E004 1110 4100 00 000000 0000	7.19
AMAZON.COM	773665798334	Classroom supplies	10E004 1110 4100 00 000000 0000	47.83
AMAZON.COM	694639386446	Office supplies	10E004 2410 4100 00 000000 0000	66.90
AMAZON.COM	766834843789	Office supplies	10E004 2410 4100 00 000000 0000	62.58
AMAZON.COM	793867875483	Office supplies	10E004 1110 4100 00 000000 0000	47.56
AMAZON.COM	756388887466	Classroom supplies	10E004 1110 4100 00 000000 0000	59.59
AMAZON.COM	785464485455	Reading supplies	10E004 1110 4100 00 000000 0000	96.62
AMAZON.COM	936863475897	Science supplies	10E004 1110 4100 00 000000 0000	177.47
AMAZON.COM	659383447776	Math supplies	10E004 1110 4100 00 000000 0000	95.20

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AMAZON.COM	436579474585	Classroom supplies	10E004 1110 4100 00 000000 0000	117.25
AMAZON.COM	447559846994	PE shelving	10E004 1110 4100 00 000000 0000	139.98
AMAZON.COM	845868483969	Classroom supplies	10E004 1110 4100 00 000000 0000	32.99
AMAZON.COM	454749555878	Classroom materials	10E004 1110 4100 00 000000 0000	40.97
AMAZON.COM	736885869889	Supplies	10E008 2410 4900 00 000000 0000	82.84
AMAZON.COM	787883669794	Kindergarten Planting Supplies	10E008 1110 4100 00 000000 0000	7.69
AMAZON.COM	676538857379	Kindergarten Planting Supplies	10E008 1110 4100 00 000000 0000	17.98
AMAZON.COM	473544747457	Supplies	10E011 1120 4110 00 000000 0000	576.95
AMAZON.COM	688585439634	Supplies	10E011 1120 4110 00 000000 0000	46.00
AMAZON.COM	744568584689	Supplies	10E011 1120 4110 00 000000 0000	21.41
AMAZON.COM	894698896836	Supplies	10E011 1120 4110 00 000000 0000	86.28
AMAZON.COM	896649369797	Supplies	10E011 1120 4110 00 000000 0000	111.13
AMAZON.COM	897964595796	Supplies	10E011 1120 4110 00 000000 0000	189.98
AMAZON.COM	935754377764	Supplies	10E011 1120 4110 00 000000 0000	39.96
AMAZON.COM	997966869587	Supplies	10E011 1120 4110 00 000000 0000	24.99
AMAZON.COM	684443635473	Supplies	10E011 1120 4110 00 000000 0000	43.11
AMAZON.COM	954479487567	Supplies	10E011 1120 4110 00 000000 0000	19.99
AMAZON.COM	958833734477	Supplies	10E011 1120 4110 00 000000 0000	19.99
AMAZON.COM	448475388488	Supplies	10E011 1120 4110 00 000000 0000	42.64
AMAZON.COM	459646954949	Nurse Supplies	10E011 1120 4250 00 000000 0000	174.75
AMAZON.COM	993577668475	Supplies	10E011 1120 4100 00 000000 0000	111.90
AMAZON.COM	446374635784	Supplies	10E011 1120 4110 00 000000 0000	77.22
AMAZON.COM	477463834363	Supplies	10E011 1120 4110 00 000000 0000	142.33
AMAZON.COM	747539779358	Supplies	10E011 1120 4110 00 000000 0000	61.96
AMAZON.COM	868749987947	Supplies	10E011 1120 4110 00 000000 0000	19.99
AMAZON.COM	457789745844	Credit Supplies	10E011 1120 4110 00 000000 0000	-2.35
AMAZON.COM	799485685389	Classroom Supplies	10E010 1110 4200 00 000000 0000	71.40
AMAZON.COM	693477494478	Classroom supplies	10E010 1110 4100 00 000000 0000	10.46
AMAZON.COM	849898778444	PE classroom supplies	10E010 1110 4100 00 000000 0000	148.80
AMAZON.COM	993398594749	EC Classroom Supplies	10E010 1225 4100 00 000000 0000	74.95
AMAZON.COM	988845935469	Cart for Music	10E008 1110 4100 00 000000 0000	86.30
AMAZON.COM	938453763467	Sprayer	10E005 2410 4100 00 000000 0000	11.99
AMAZON.COM	939634648933	Supplies	10E005 2410 4100 00 000000 0000	239.76
AMAZON.COM	465995937549	Crates for Kindergarten	10E005 1110 4100 00 000000 0000	199.96
AMAZON.COM	459377899777	Nurse supplies, Student supplies	10E005 1110 4100 00 000000 0000	12.98
AMAZON.COM	459377899777	Nurse supplies, Student supplies	10E005 1110 4250 00 000000 0000	33.98
AMAZON.COM	559979774958	Health Office Labels	10E005 1110 4250 00 000000 0000	13.55
AMAZON.COM	788855358888	Rolling Music cart	10E005 1110 4100 00 000000 0000	230.00
AMAZON.COM	934669585947	Supplies	10E005 1110 4100 00 000000 0000	32.94
AMAZON.COM	453456589579	Supplies for classrooms	10E005 1110 4100 00 000000 0000	311.97
AMAZON.COM	845569766498	Supplies for classrooms	10E005 1110 4100 00 000000 0000	-38.57
AMAZON.COM	736969869858	Nurse Supplies	10E003 1120 4250 00 000000 0000	44.97
AMAZON.COM	943846357937	CMS LMC Grant	10E001 2220 4100 00 399900 0000	22.98
AMAZON.COM	467998584799	Supplies	10E003 1120 4100 00 000000 0000	289.98
AMAZON.COM	958795365393	German Supplies	10E003 1120 4100 00 000000 0000	26.23
AMAZON.COM	569955538899	German Supplies	10E003 1120 4100 00 000000 0000	24.93
AMAZON.COM	469847945886	iPad Case	10E001 1200 4100 00 462000 0000	22.76
AMAZON.COM	589454898569	DO Supplies	10E001 2520 4100 00 000000 0000	86.64
AMAZON.COM	538536664594	Storage Crate	10E005 2410 4100 00 000000 0000	54.48
AMAZON.COM	696498388785	Supplies	10E008 1110 4100 00 000000 0000	120.48
AMAZON.COM	435649388783	Kindergarten folders	10E008 1110 4100 00 000000 0000	61.16
			Totals for AMAZON.COM	10,476.01
AMERICAN RED CROSS H 22338981		First Aid Certification, students in Adv Health	10E002 1130 3900 00 000000 0000	255.00
			Totals for AMERICAN RED CROSS HEALTH & S	255.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AMERICAN TIME & SIGN	844620	Maintenance Supplies Clocks	20E001 2540 4110 00 000000 0000	793.97
			Totals for AMERICAN TIME & SIGNAL CO	793.97
AMIN, NINA	Apr 9	Reimb for Virtual Seminar Current Ethical and Cultural Competency	10E001 2210 3100 00 462000 0000	60.00
			Totals for AMIN, NINA	60.00
AMITA GLENOAKS SCHOO	TDS-W 3477	Tuition April	10E001 1912 6700 00 000000 0000	7,425.58
			Totals for AMITA GLENOAKS SCHOOL	7,425.58
APPLE INC	AE41233462	iPads for SPED students	10E001 1200 4100 00 462000 0000	1,495.00
			Totals for APPLE INC	1,495.00
ASCD	14026144	Renewal Membership R. Jurs	10E005 2410 6400 00 000000 0000	89.00
			Totals for ASCD	89.00
B & H PHOTOS	187015134	Supplies for Video Production class at CHS	10E002 1130 4100 00 474500 0000	864.53
B & H PHOTOS	187015134	Supplies for Video Production class at CHS	10E002 1130 7100 00 474500 0000	5,284.98
			Totals for B & H PHOTOS	6,149.51
BEAN'S FARM LANDSCAP	5857	Grounds Supplies Topsoil	20E001 2540 4120 00 000000 0000	100.00
			Totals for BEAN'S FARM LANDSCAPE SUPPLY	100.00
BERG, CHERYL	May 3	Reimburse for student Online testing	10E001 2230 3190 00 462000 0000	19.99
			Totals for BERG, CHERYL	19.99
BIO RAD LABORATORIES	904699395	Ag supplies	10E002 1400 4100 00 000000 0000	196.24
BIO RAD LABORATORIES	904705502	Ag supplies	10E002 1400 4100 00 000000 0000	194.94
			Totals for BIO RAD LABORATORIES, INC	391.18
BOB JASS CHEVROLET I	262270	Tire Rotation, Bus 83	40E001 2550 3230 00 000000 0000	149.95
			Totals for BOB JASS CHEVROLET INC	149.95
BSN SPORTS, INC	912484686	Track supplies Toe Boards	10E002 1500 4100 00 000000 0000	557.55
BSN SPORTS, INC	912600403	Athletic Supplies	10E011 1500 4100 00 000000 0000	4,085.23
BSN SPORTS, INC	912600403	Athletic Supplies	10E011 1500 7100 00 000000 0000	2,920.00
			Totals for BSN SPORTS, INC	7,562.78
BUCK BROS, INC	294412	Grounds Parts	20E001 2540 4120 00 000000 0000	105.59
BUCK BROS, INC	297743	Grounds Equipment Repair	20E002 2540 3230 00 000000 0000	509.74
			Totals for BUCK BROS, INC	615.33
CARDMEMBER SERVICE	7577 05-21	T. Stirn Administrative Expenses	10E001 2310 4100 00 000000 0000	80.99
CARDMEMBER SERVICE	7577 05-21	T. Stirn Administrative Expenses	40E001 2550 6400 00 000000 0000	500.00
CARDMEMBER SERVICE	7577 05-21	T. Stirn Administrative Expenses	10E001 2320 6400 00 000000 0000	27.72
CARDMEMBER SERVICE	7577 05-21	T. Stirn Administrative Expenses	10E001 2310 4100 00 000000 0000	19.30
CARDMEMBER SERVICE	7577 05-21	T. Stirn Administrative Expenses	10E001 2310 4100 00 000000 0000	25.44
CARDMEMBER SERVICE	7577 05-21	T. Stirn Administrative Expenses	10E001 2310 3100 00 000000 0000	150.00
CARDMEMBER SERVICE	7577 05-21	T. Stirn Administrative Expenses	10E001 2320 6400 00 000000 0000	27.72
CARDMEMBER SERVICE	7577 05-21	T. Stirn Administrative Expenses	10E001 2320 6400 00 000000 0000	26.24
CARDMEMBER SERVICE	7577 05-21a	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	3.09
CARDMEMBER SERVICE	7577 05-21a	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	237.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CARDMEMBER SERVICE	7577 05-21a	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	965.00
CARDMEMBER SERVICE	7577 05-21a	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	1,497.00
CARDMEMBER SERVICE	7577 05-21a	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	1,377.75
CARDMEMBER SERVICE	7577 05-21b	E. Mongan Curicculum Expenses	10E001 2520 3100 00 000000 0000	500.87
CARDMEMBER SERVICE	7577 05-21b	E. Mongan Curicculum Expenses	10E001 2520 3410 00 000000 0000	97.68
CARDMEMBER SERVICE	7577 05-21b	E. Mongan Curicculum Expenses	10E002 1130 4100 00 322000 0000	85.32
CARDMEMBER SERVICE	7577 05-21b	E. Mongan Curicculum Expenses	10E001 2520 3100 00 000000 0000	511.70
CARDMEMBER SERVICE	7577 05-21b	E. Mongan Curicculum Expenses	10E001 2520 6400 00 000000 0000	219.00
CARDMEMBER SERVICE	7577 05-21b	E. Mongan Curicculum Expenses	10E001 2212 6400 00 000000 0000	142.00
CARDMEMBER SERVICE	7577 05-21b	E. Mongan Curicculum Expenses	10E001 3000 4100 00 493200 0000	367.30
CARDMEMBER SERVICE	7577 05-21b	E. Mongan Curicculum Expenses	10E001 3000 4100 00 493200 0000	9.14
CARDMEMBER SERVICE	7577 05-21b	E. Mongan Curicculum Expenses	10E001 2520 3100 00 000000 0000	510.82
CARDMEMBER SERVICE	7577 05-21b	E. Mongan Curicculum Expenses	10E001 2210 6400 00 000000 0000	14.95
CARDMEMBER SERVICE	7577 05-21b	E. Mongan Curicculum Expenses	10E001 2520 3100 00 000000 0000	268.55
			Totals for CARDMEMBER SERVICE	7,664.58
CHEMSEARCH	7302363	Grease	40E001 2550 4120 00 000000 0000	262.52
			Totals for CHEMSEARCH	262.52
CHG ALTERNATIVE EDUC	Jan 2021	Monthly tuition Jan Acct Ref #1503296	10E001 1912 6700 00 000000 0000	3,730.46
CHG ALTERNATIVE EDUC	Feb 2021	Monthly Tuition Feb Acct Ref #1510308	10E001 1912 6700 00 000000 0000	3,730.46
CHG ALTERNATIVE EDUC	INV111932	Monthly Tuition March	10E001 1912 6700 00 000000 0000	3,534.12
			Totals for CHG ALTERNATIVE EDUCATION INC	10,995.04
CINTAS CORPORATION #	4081852985	Floor Mats	40E001 2550 4100 00 000000 0000	71.66
CINTAS CORPORATION #	4083186306	Service Mats	40E001 2550 4100 00 000000 0000	71.66
			Totals for CINTAS CORPORATION #355	143.32
CITY OF ELGIN	330845-42337 04/	Water Service CT	20E001 2540 3700 00 000000 0000	850.29
CITY OF ELGIN	330845-39520 04/	Water Service PK	20E001 2540 3700 00 000000 0000	1,288.57
			Totals for CITY OF ELGIN	2,138.86
CLIENTFIRST TECHNOLO	12438	Consulting-BEAR, E-Rate	10E001 2660 3190 00 000000 0000	2,490.00
			Totals for CLIENTFIRST TECHNOLOGY CONSUL	2,490.00
CMS PETTY CASH	Apr 4	CMS Principal Supplies	10E003 2410 4100 00 000000 0000	100.00
			Totals for CMS PETTY CASH	100.00
COEO SOLUTIONS LLC	1050568	Phones	20E001 2540 3400 00 000000 0000	3,698.48
			Totals for COEO SOLUTIONS LLC	3,698.48
COMMUNITY THERAPY CO	1403	Speech Therapy Services for CHS	10E001 2150 3100 00 462000 0000	5,475.00
			Totals for COMMUNITY THERAPY CORP	5,475.00
CONNECTIONS DAY SCHO	28464	Monthly Tuition April	10E001 1912 6700 00 000000 0000	5,387.34
			Totals for CONNECTIONS DAY SCHOOL SOUTH	5,387.34
CONSERV FS	6405602	Grounds Supplies	20E001 2540 4120 00 000000 0000	2,150.00
CONSERV FS	6405910	Grounds Supplies	20E001 2540 4120 00 000000 0000	730.00
			Totals for CONSERV FS	2,880.00
CONSTELLATION NEWENE	3140450	Gas Service	20E001 2540 4650 00 000000 0000	1,189.45
CONSTELLATION NEWENE	3140450	Gas Service	20E002 2540 4650 00 000000 0000	7,996.30
CONSTELLATION NEWENE	3140450	Gas Service	20E003 2540 4650 00 000000 0000	3,721.71

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CONSTELLATION NEWENE	3140450	Gas Service	20E004 2540 4650 00 000000 0000	3,397.22
CONSTELLATION NEWENE	3140450	Gas Service	20E005 2540 4650 00 000000 0000	1,715.37
CONSTELLATION NEWENE	3140450	Gas Service	20E008 2540 4650 00 000000 0000	3,777.69
CONSTELLATION NEWENE	3140450	Gas Service	20E010 2540 4650 00 000000 0000	4,061.93
CONSTELLATION NEWENE	3140450	Gas Service	20E011 2540 4650 00 000000 0000	6,847.35
			Totals for CONSTELLATION NEWENERGY GAS D	32,707.02
COVE SCHOOL, INC	SD301-0421	Monthly Tuition April	10E001 1912 6700 00 000000 0000	5,578.40
			Totals for COVE SCHOOL, INC	5,578.40
CUNA MUTUAL RETIREME	6493 2110 2183 5	1st Quarter 2021 Admin Base Fee	10E001 2310 6400 00 000000 0000	386.66
			Totals for CUNA MUTUAL RETIREMENT SOLUTI	386.66
DATAMATION IMAGING S	MAY-72720	Epson Scanner	10E001 2660 7100 00 000000 0000	750.00
			Totals for DATAMATION IMAGING SERVICES	750.00
DAVIS-FLANNERY, KARE	Uniform FY21	2020-2021 Uniform Reimb	10E011 2560 4110 00 000000 0000	150.00
			Totals for DAVIS-FLANNERY, KAREN	150.00
DECKER INC	380291A	Parking Cones	10E010 2410 4100 00 000000 0000	348.94
			Totals for DECKER INC	348.94
DELUXE BUSINESS CHEC	2049412357	Deposit books-CHS Activity, Education fund	10E001 2520 4100 00 000000 0000	376.46
			Totals for DELUXE BUSINESS CHECKS/SOLUTI	376.46
DILLON, KRISTEN	Tuition 04-21	Tuition Reimb EDU 6070, EDU 6060	10E003 1120 2300 00 000000 0000	600.00
			Totals for DILLON, KRISTEN	600.00
DIVERSEY, STEVEN	Mar-Apr 2021	Reimb for Mileage Mar-Apr 2021	10E002 1500 3320 00 000000 0000	130.30
			Totals for DIVERSEY, STEVEN	130.30
DORSEY, ELISABETH	Apr 21	CT Reimb for Zones of Regulation conference	10E010 2210 6400 00 000000 0000	190.00
			Totals for DORSEY, ELISABETH	190.00
DYNEGY ENERGY SERVIC	395546621041	Electric Service All Bldgs	20E001 2540 4660 00 000000 0000	901.75
DYNEGY ENERGY SERVIC	395546621041	Electric Service All Bldgs	20E002 2540 4660 00 000000 0000	19,815.60
DYNEGY ENERGY SERVIC	395546621041	Electric Service All Bldgs	20E003 2540 4660 00 000000 0000	4,403.38
DYNEGY ENERGY SERVIC	395546621041	Electric Service All Bldgs	20E004 2540 4660 00 000000 0000	5,027.24
DYNEGY ENERGY SERVIC	395546621041	Electric Service All Bldgs	20E005 2540 4660 00 000000 0000	1,564.76
DYNEGY ENERGY SERVIC	395546621041	Electric Service All Bldgs	20E008 2540 4660 00 000000 0000	6,388.85
DYNEGY ENERGY SERVIC	395546621041	Electric Service All Bldgs	20E010 2540 4660 00 000000 0000	5,175.44
DYNEGY ENERGY SERVIC	395546621041	Electric Service All Bldgs	20E011 2540 4660 00 000000 0000	9,789.43
			Totals for DYNEGY ENERGY SERVICES	53,066.45
ECANOPY	546740	Athletics Caravan Classic Canopy	10E003 1500 4100 00 000000 0000	1,694.17
			Totals for ECANOPY	1,694.17
ECODIRECT, INC	167625	Supplies	10E011 1120 4110 00 000000 0000	130.10
			Totals for ECODIRECT, INC	130.10
ECOWATER/DEKALB BOTT	10025 03-21	Water for athletic office	10E002 1500 4900 00 000000 0000	46.85
ECOWATER/DEKALB BOTT	10025 04-21	Water for athletic office	10E002 1500 4900 00 000000 0000	25.01
			Totals for ECOWATER/DEKALB BOTTLED WATER	71.86

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
EDCLUB INC	188725	TypingClub for Elementary Buildings 3 yrs	10E004 1110 4200 00 000000 0000	2,345.36
EDCLUB INC	188725	TypingClub for Elementary Buildings 3 yrs	10E005 1110 4200 00 000000 0000	902.06
EDCLUB INC	188725	TypingClub for Elementary Buildings 3 yrs	10E008 1110 4200 00 000000 0000	2,381.45
EDCLUB INC	188725	TypingClub for Elementary Buildings 3 yrs	10E010 1110 4200 00 000000 0000	2,309.28
			Totals for EDCLUB INC	7,938.15
ELGIN COMMUNITY COLL	21SPBURL	Tuition Dual Credit Spring 2021	10E001 4270 6700 00 000000 0000	9,178.50
ELGIN COMMUNITY COLL	101942	ECC facility rental and catering for Academic Banquet on 5/7	10E002 1500 3190 00 000000 0000	1,222.00
			Totals for ELGIN COMMUNITY COLLEGE	10,400.50
ENGLE, GRAYDON	Apr 29	Reimb for Teacher/Staff Appreciation Supplies	10E010 2410 4100 00 000000 0000	225.96
			Totals for ENGLE, GRAYDON	225.96
ENTEC SERVICES INC	SIN038995	Technical Support Program for Entec	20E001 2540 3100 00 000000 0000	1,761.00
ENTEC SERVICES INC	SIN039148	CHS Entec RTU-1-4 Control Upgrade	20E001 2540 5400 00 000000 0000	32,000.00
			Totals for ENTEC SERVICES INC	33,761.00
ESKRIDGE, VIVIAN	Tuition 05-21	Tuition Reimb EDU 6070, EDU 6060	10E003 1120 2300 00 000000 0000	600.00
			Totals for ESKRIDGE, VIVIAN	600.00
FALCO, GINA	Apr 6	CDL License Reimbursement	40E001 2550 6400 00 000000 0000	30.00
			Totals for FALCO, GINA	30.00
FEECE OIL COMPANY	3780192	Fuel Additive DEF	40E001 2550 4640 00 000000 0000	381.81
			Totals for FEECE OIL COMPANY	381.81
FIRST SECURITY SYSTE	S90709	Intercom Repair PV	20E001 2540 3230 00 000000 0000	347.50
			Totals for FIRST SECURITY SYSTEMS, INC	347.50
FLOOD BROS DISPOSAL	5461083	Refuse & Recycle CHS	20E001 2540 3210 00 000000 0000	417.04
FLOOD BROS DISPOSAL	5461080	Refuse & Recycle CMS	20E001 2540 3210 00 000000 0000	221.38
FLOOD BROS DISPOSAL	5461082	Refuse & Recycle Transportation	20E001 2540 3210 00 000000 0000	31.20
FLOOD BROS DISPOSAL	5461077	Refuse & Recycle HBT	20E001 2540 3210 00 000000 0000	221.38
FLOOD BROS DISPOSAL	5461079	Refuse & Recycle LL	20E001 2540 3210 00 000000 0000	101.40
FLOOD BROS DISPOSAL	5461078	Refuse & Recycle PV	20E001 2540 3210 00 000000 0000	175.29
FLOOD BROS DISPOSAL	5461081	Refuse & Recycle PK	20E001 2540 3210 00 000000 0000	217.06
FLOOD BROS DISPOSAL	5461076	Refuse & Recycle CT	20E001 2540 3210 00 000000 0000	217.06
FLOOD BROS DISPOSAL	5461084	Refuse & Recycle DO	20E001 2540 3210 00 000000 0000	165.29
			Totals for FLOOD BROS DISPOSAL CO	1,767.10
FOLLETT SCHOOL SOLUT	2559396A	English novels	10E002 1130 4200 00 000000 0000	726.11
FOLLETT SCHOOL SOLUT	805116F	Library supplies	10E002 2220 4100 00 000000 0000	68.36
FOLLETT SCHOOL SOLUT	828472F	Library supplies	10E002 2220 4100 00 000000 0000	161.04
FOLLETT SCHOOL SOLUT	848362	Library books	10E004 2220 4300 00 000000 0000	1,180.52
FOLLETT SCHOOL SOLUT	1430959	Supplies	10E011 2220 4100 00 000000 0000	543.39
			Totals for FOLLETT SCHOOL SOLUTIONS, INC	2,679.42
FOX VALLEY FIRE & SA	IN00426786	Annual BluePoint Monitoring April CMS	20E001 2540 3100 00 000000 0000	400.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
FOX VALLEY FIRE & SA	IN00426784	Annual BluePoint Monitoring April HBT	20E001 2540 3100 00 000000 0000	400.00
FOX VALLEY FIRE & SA	IN00426785	Annual BluePoint Monitoring April LL	20E001 2540 3100 00 000000 0000	400.00
FOX VALLEY FIRE & SA	IN00426787	Annual BluePoint Monitoring April PV	20E001 2540 3100 00 000000 0000	400.00
FOX VALLEY FIRE & SA	IN00426788	Annual BluePoint Monitoring April CT	20E001 2540 3100 00 000000 0000	400.00
FOX VALLEY FIRE & SA	IN00431833	Fire Panel Trouble PK	20E001 2540 3230 00 000000 0000	884.00
			Totals for FOX VALLEY FIRE & SAFETY CO	2,884.00
FRANKLIN, KEITH	Uniform FY21	2020-2021 Uniform Reimb	20E002 2540 4110 00 000000 0000	152.02
			Totals for FRANKLIN, KEITH	152.02
FREDRICK, KEVIN	Mar 2021	Reimb for Mileage Mar 2021	10E011 1120 3320 00 000000 0000	61.82
FREDRICK, KEVIN	Apr 2021	Reimb for Mileage Apr 2021	10E011 1120 3320 00 000000 0000	57.96
			Totals for FREDRICK, KEVIN	119.78
FURMAN, MATTHEW	Uniform FY21a	2020-2021 Uniform Reimb	20E002 2540 4110 00 000000 0000	38.78
			Totals for FURMAN, MATTHEW	38.78
GBC DOCUMENT FINISHI	4716036353	Office supplies	10E010 2410 4100 00 000000 0000	38.80
			Totals for GBC DOCUMENT FINISHING	38.80
GET FRESH PRODUCE IN	3738615	Produce	10E011 2560 4100 00 000000 0000	56.90
GET FRESH PRODUCE IN	3737532	Produce	10E002 2560 4100 00 000000 0000	47.46
GET FRESH PRODUCE IN	3733181	Produce	10E004 2560 4100 00 000000 0000	18.66
GET FRESH PRODUCE IN	3732190	Produce	10E002 2560 4100 00 000000 0000	126.64
GET FRESH PRODUCE IN	3743171	Produce	10E002 2560 4100 00 000000 0000	17.19
GET FRESH PRODUCE IN	3740258	Produce	10E011 2560 4100 00 000000 0000	44.69
GET FRESH PRODUCE IN	3744284	Produce	10E004 2560 4100 00 000000 0000	18.66
GET FRESH PRODUCE IN	3745177	Produce	10E008 2560 4100 00 000000 0000	74.76
			Totals for GET FRESH PRODUCE INC	404.96
GOPHER SPORT	IN19269	PE Supplies	10E003 1120 4100 00 000000 0000	798.84
			Totals for GOPHER SPORT	798.84
GORDON FOOD SERVICE	209779111	Non-Food	10E010 2560 4900 00 000000 0000	139.08
GORDON FOOD SERVICE	209779097	Food	10E010 2560 4100 00 000000 0000	525.97
GORDON FOOD SERVICE	209779108	Non-Food	10E011 2560 4900 00 000000 0000	146.62
GORDON FOOD SERVICE	209779099	Food	10E011 2560 4100 00 000000 0000	597.75
GORDON FOOD SERVICE	209623304	Food	10E002 2560 4100 00 000000 0000	1,221.63
GORDON FOOD SERVICE	209623313	Non-Food	10E002 2560 4900 00 000000 0000	524.75
GORDON FOOD SERVICE	209623314	Food	10E002 2560 4100 00 000000 0000	0.00
GORDON FOOD SERVICE	209793889	Food	10E004 2560 4100 00 000000 0000	595.09
GORDON FOOD SERVICE	209793896	Non-Food	10E004 2560 4900 00 000000 0000	177.02
GORDON FOOD SERVICE	209136043	Non-Food	10E004 2560 4900 00 000000 0000	97.40
GORDON FOOD SERVICE	209136039	Food	10E004 2560 4100 00 000000 0000	713.27
GORDON FOOD SERVICE	209102495	Food, Non-Food	10E005 2560 4100 00 000000 0000	277.57
GORDON FOOD SERVICE	209102495	Food, Non-Food	10E005 2560 4900 00 000000 0000	85.78
GORDON FOOD SERVICE	209267889	Food, Non-Food	10E005 2560 4100 00 000000 0000	377.14
GORDON FOOD SERVICE	209267889	Food, Non-Food	10E005 2560 4900 00 000000 0000	48.70
GORDON FOOD SERVICE	208982785	Food	10E003 2560 4100 00 000000 0000	515.57
GORDON FOOD SERVICE	209298987	Food	10E003 2560 4100 00 000000 0000	423.65
GORDON FOOD SERVICE	209298999	Non-Food	10E003 2560 4900 00 000000 0000	408.04
GORDON FOOD SERVICE	209285769	Food	10E011 2560 4100 00 000000 0000	641.22

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
GORDON FOOD SERVICE	209285757	Food	10E011 2560 4100 00 000000 0000	38.08
GORDON FOOD SERVICE	209285758	Non-Food	10E011 2560 4900 00 000000 0000	253.53
GORDON FOOD SERVICE	209285762	Food	10E010 2560 4100 00 000000 0000	400.93
GORDON FOOD SERVICE	209285772	Non-Food	10E010 2560 4900 00 000000 0000	94.92
GORDON FOOD SERVICE	209285761	Food, Non-Food	10E008 2560 4100 00 000000 0000	363.60
GORDON FOOD SERVICE	209285761	Food, Non-Food	10E008 2560 4900 00 000000 0000	162.09
GORDON FOOD SERVICE	209122711	Food	10E008 2560 4100 00 000000 0000	131.52
GORDON FOOD SERVICE	209298996	Food	10E004 2560 4100 00 000000 0000	552.19
GORDON FOOD SERVICE	836315185	Food, Non-Food	10E003 2560 4100 00 000000 0000	35.72
GORDON FOOD SERVICE	836315185	Food, Non-Food	10E003 2560 4900 00 000000 0000	31.34
GORDON FOOD SERVICE	209299000	Non-Food	10E004 2560 4900 00 000000 0000	301.11
GORDON FOOD SERVICE	209445480	Non-Food	10E011 2560 4900 00 000000 0000	131.05
GORDON FOOD SERVICE	209445463	Food	10E011 2560 4100 00 000000 0000	366.65
GORDON FOOD SERVICE	209445482	Food	10E011 2560 4100 00 000000 0000	116.92
GORDON FOOD SERVICE	209445478	Non-Food	10E010 2560 4900 00 000000 0000	133.94
GORDON FOOD SERVICE	209445483	Food	10E010 2560 4100 00 000000 0000	361.55
GORDON FOOD SERVICE	209427743	Food, Non-Food	10E005 2560 4100 00 000000 0000	375.24
GORDON FOOD SERVICE	209427743	Food, Non-Food	10E005 2560 4900 00 000000 0000	71.54
GORDON FOOD SERVICE	209458168	Non-Food	10E002 2560 4900 00 000000 0000	801.73
GORDON FOOD SERVICE	209458153	Food	10E002 2560 4100 00 000000 0000	980.70
GORDON FOOD SERVICE	209299005	Non-Food	10E002 2560 4900 00 000000 0000	511.99
GORDON FOOD SERVICE	209298990	Food	10E002 2560 4100 00 000000 0000	1,410.46
GORDON FOOD SERVICE	209458161	Food	10E004 2560 4100 00 000000 0000	607.40
GORDON FOOD SERVICE	209458155	Non-Food	10E004 2560 4900 00 000000 0000	138.93
GORDON FOOD SERVICE	15125348	Credit Food	10E010 2560 4100 00 000000 0000	-63.98
GORDON FOOD SERVICE	15148584	Credit Food	10E002 2560 4100 00 000000 0000	-5.33
GORDON FOOD SERVICE	209445472	Food, Non-Food	10E008 2560 4100 00 000000 0000	322.22
GORDON FOOD SERVICE	209445472	Food, Non-Food	10E008 2560 4900 00 000000 0000	229.92
GORDON FOOD SERVICE	209609896	Food	10E010 2560 4100 00 000000 0000	340.57
GORDON FOOD SERVICE	209609888	Non-Food	10E010 2560 4900 00 000000 0000	105.65
GORDON FOOD SERVICE	209609887	Food	10E010 2560 4100 00 000000 0000	60.53
GORDON FOOD SERVICE	209609894	Food	10E011 2560 4100 00 000000 0000	892.87
GORDON FOOD SERVICE	209623306	Food	10E004 2560 4100 00 000000 0000	423.94
GORDON FOOD SERVICE	209623309	Non-Food	10E004 2560 4900 00 000000 0000	159.98
GORDON FOOD SERVICE	209586555	Food, Non-Food	10E005 2560 4100 00 000000 0000	405.72
GORDON FOOD SERVICE	209586555	Food, Non-Food	10E005 2560 4900 00 000000 0000	75.94
GORDON FOOD SERVICE	209779105	Food, Non-Food	10E008 2560 4100 00 000000 0000	739.99
GORDON FOOD SERVICE	209779105	Food, Non-Food	10E008 2560 4900 00 000000 0000	231.69
GORDON FOOD SERVICE	209623298	Food	10E003 2560 4100 00 000000 0000	836.68
GORDON FOOD SERVICE	209793893	Food	10E003 2560 4100 00 000000 0000	549.03
GORDON FOOD SERVICE	209609883	Food, Non-Food	10E008 2560 4100 00 000000 0000	1,224.74
GORDON FOOD SERVICE	209609883	Food, Non-Food	10E008 2560 4900 00 000000 0000	328.70
			Totals for GORDON FOOD SERVICE INC	22,748.24
GOT-SPECIAL KIDS	13554	Steam Roller replacement bands	10E001 1200 4100 00 462000 0000	26.19
			Totals for GOT-SPECIAL KIDS	26.19
GRAINGER	9861330935	Maintenance Supplies	20E001 2540 4110 00 000000 0000	6.40
			Totals for GRAINGER	6.40
GREAT LAKES SPORTS	294227-00	PE Equipment	10E004 1110 4100 00 000000 0000	122.37
			Totals for GREAT LAKES SPORTS	122.37
GRZESIAK, EDWARD	Uniform FY21c	2020-2021 Uniform Reimb	20E002 2540 4110 00 000000 0000	36.78
			Totals for GRZESIAK, EDWARD	36.78

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
HALL PASS	HP2021-0125	Supplies	10E011 2410 4100 00 000000 0000	46.50
			Totals for HALL PASS	46.50
HAMILTON ACADEMY	Apr 2021	Monthly Tuition April	10E001 1912 6700 00 000000 0000	11,746.98
			Totals for HAMILTON ACADEMY	11,746.98
HARING, EMILY	Apr 2021	Reimb for Mileage Apr 2021	10E001 2660 3320 00 000000 0000	67.63
			Totals for HARING, EMILY	67.63
HAUG, MATTHEW	Mar 25	Reimb for Staff Supplies	10E011 2410 4900 00 000000 0000	64.76
			Totals for HAUG, MATTHEW	64.76
HERB'S GLASS & MIRRO	210646	Display Case Shelves CMS	20E001 2540 3230 00 000000 0000	599.48
			Totals for HERB'S GLASS & MIRROR, INC	599.48
HERFF JONES, INC	1066744	Diploma	10E002 2410 4100 00 000000 0000	13.80
			Totals for HERFF JONES, INC	13.80
HEROLD, LEAH	Apr 19	Reimb for Whisks	10E001 2212 4100 00 000000 0000	40.00
			Totals for HEROLD, LEAH	40.00
HINCKLEY SPRING WATE	2448865 050121	Water Filtration System	40E001 2550 4100 00 000000 0000	70.03
			Totals for HINCKLEY SPRING WATER COMPANY	70.03
HOME DEPOT PRO	610322273	Maintenance Supplies	20E001 2540 4110 00 000000 0000	789.00
HOME DEPOT PRO	611410838	Maintenance Supplies	20E001 2540 4110 00 000000 0000	26.00
HOME DEPOT PRO	611410846	Maintenance Supplies	20E001 2540 4110 00 000000 0000	416.58
HOME DEPOT PRO	611132432	Maintenance Supplies	20E001 2540 4110 00 000000 0000	453.90
HOME DEPOT PRO	611132440	CARES Supplies-Disinfectant	20E001 2540 4100 00 490000 0000	1,920.60
HOME DEPOT PRO	611934258	Custodial Supplies	20E001 2540 4100 00 000000 0000	80.70
HOME DEPOT PRO	611934266	Custodial Supplies	20E001 2540 4100 00 000000 0000	302.60
HOME DEPOT PRO	611934233	Custodial Supplies	20E001 2540 4100 00 000000 0000	527.34
HOME DEPOT PRO	611934217	Custodial Supplies	20E001 2540 4100 00 000000 0000	624.69
HOME DEPOT PRO	611934191	Custodial Supplies	20E001 2540 4100 00 000000 0000	684.05
HOME DEPOT PRO	611934241	Custodial Supplies	20E001 2540 4100 00 000000 0000	695.30
HOME DEPOT PRO	611934209	Custodial Supplies	20E001 2540 4100 00 000000 0000	773.77
HOME DEPOT PRO	611934225	Custodial Supplies	20E001 2540 4100 00 000000 0000	931.02
HOME DEPOT PRO	611934183	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,432.17
HOME DEPOT PRO	612211656	Custodial Supplies	20E001 2540 4100 00 000000 0000	89.40
HOME DEPOT PRO	612470120	Custodial Supplies	20E001 2540 4100 00 000000 0000	185.60
HOME DEPOT PRO	612211649	Custodial Supplies	20E001 2540 7100 00 000000 0000	820.00
HOME DEPOT PRO	612470138	Maintenance Supplies	20E001 2540 4110 00 000000 0000	386.15
HOME DEPOT PRO	613512813	Maintenance Supplies	20E001 2540 4110 00 000000 0000	1,081.22
			Totals for HOME DEPOT PRO	12,220.09
IASB PUBLICATIONS	343950	BoardBook Subscription and PRESS Member	10E001 2310 6400 00 000000 0000	2,980.00
			Totals for IASB PUBLICATIONS	2,980.00
IESA	2196 FY22	CMS Membership Dues	10E003 1500 6400 00 000000 0000	300.00
IESA	2196 FY22a	CMS Activity Fees, Boys and Girls Cross Country, Wrestling, Boys and Girls Track	10E003 1500 6400 00 000000 0000	290.00
			Totals for IESA	590.00
ILLINI POWER PRODUCT	SIM-1400	Generator Maintenance for 3/2021,	20E001 2540 3100 00 000000 0000	1,590.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		CT, PK, CHS		
			Totals for ILLINI POWER PRODUCTS	1,590.00
ILLINOIS ASBO	20840	IASBO Membership Renewal 2021-2022	20E001 2540 6400 00 000000 0000	1,170.00
			Totals for ILLINOIS ASBO	1,170.00
ILLINOIS PRINCIPALS	347612	Renewal Membership R. Jurs	10E005 2410 6400 00 000000 0000	385.00
			Totals for ILLINOIS PRINCIPALS ASSOCIATI	385.00
INDUSTRIAL APPRAISAL	E1-1407	Appraisal Fieldwork complete 60%	10E001 2310 3100 00 000000 0000	8,163.00
			Totals for INDUSTRIAL APPRAISAL COMPANY	8,163.00
INSECT LORE PRODUCTS	INV1173196	Butterflies Kindergarten	10E004 1110 4100 00 000000 0000	134.14
			Totals for INSECT LORE PRODUCTS	134.14
INSTITUTE FOR MULTI-	122709	SPED Classroom Supplies	10E010 1205 4100 00 000000 0000	135.24
			Totals for INSTITUTE FOR MULTI-SENSORY E	135.24
INSTRUCTURE	INV364719	SIS Conversion	10E001 2660 3160 00 000000 0000	2,500.00
			Totals for INSTRUCTURE	2,500.00
INTERSTATE BILLING S	3022705441	Fuel Filters, Buses	40E001 2550 4100 00 000000 0000	501.60
			Totals for INTERSTATE BILLING SERVICE	501.60
JAMF SOFTWARE, LLC	INV192041	Jamf School Subscription	10E001 2660 3160 00 000000 0000	7,182.00
			Totals for JAMF SOFTWARE, LLC	7,182.00
JAMROZEK, DANA	Mar 3	CMS Reimb for Science Supplies	10E003 1120 4100 00 000000 0000	41.52
JAMROZEK, DANA	Feb 10	CMS Reimb for Science Supplies	10E003 1120 4100 00 000000 0000	51.28
JAMROZEK, DANA	Feb 10a	CMS Reimb for Science Supplies	10E003 1120 4100 00 000000 0000	10.34
			Totals for JAMROZEK, DANA	103.14
JASCULCA TERMAN STRA	51923	Communication Services March	10E001 2900 3000 00 000000 0000	2,229.50
			Totals for JASCULCA TERMAN STRATEGIC COM	2,229.50
JUNIOR LIBRARY GUILD	565608	LMC supplies	10E003 2220 4100 00 000000 0000	582.10
			Totals for JUNIOR LIBRARY GUILD	582.10
JW PEPPER & SON, INC	363317958	Choir	10E003 1120 4100 00 000000 0000	103.95
JW PEPPER & SON, INC	363317472	Choir	10E003 1120 4100 00 000000 0000	145.89
			Totals for JW PEPPER & SON, INC	249.84
KANE COUNTY REGIONAL	5002100015	Stop The Bleed Kits, COP Grant Entire District	20E001 2540 4190 00 000000 0000	660.00
KANE COUNTY REGIONAL	4002200006	211 Service Renewal FY22 8-21/7-22	10E001 2310 6400 00 000000 0000	3,000.00
KANE COUNTY REGIONAL	8002100150	April Fingerprinting	10E001 2520 3100 00 000000 0000	140.00
			Totals for KANE COUNTY REGIONAL OFFICE O	3,800.00
KANE COUNTY TREASURE	05-16-200-004 06	Kane County Tax Meyer Farm	10E001 2310 6900 00 000000 0000	5,114.97
KANE COUNTY TREASURE	05-15-300-001 06	Kane County Tax Meyer Farm	10E001 2310 6900 00 000000 0000	130.10
KANE COUNTY TREASURE	05-15-100-001 06	Kane County Tax Meyer Farm	10E001 2310 6900 00 000000 0000	1,361.92
KANE COUNTY TREASURE	04-10-151-006 06	Kane County Tax DO	10E001 2310 6900 00 000000 0000	7,139.64
			Totals for KANE COUNTY TREASURER	13,746.63

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
LACRUZ, YOMARDY	Tuition 05-21	Tuition Reimb LTIC 520, LTIC 545, LTIC 547	10E010 1110 2300 00 000000 0000	900.00
			Totals for LACRUZ, YOMARDY	900.00
LARSON & DARBY GROUP	41331	Professional Services Facilities Inspections	20E001 2540 3100 00 000000 0000	700.00
LARSON & DARBY GROUP	41321	Professional Services HLS Surveys	20E001 2540 3100 00 000000 0000	1,687.25
LARSON & DARBY GROUP	41329	Professional Services CMS Gym Roof	20E001 2540 3100 00 000000 0000	5,753.50
LARSON & DARBY GROUP	41330	Professional Services CMS CHS Windows	20E001 2540 3100 00 000000 0000	12,090.87
			Totals for LARSON & DARBY GROUP	20,231.62
LAUREATE DAY SCHOOL	LDS 65421	Monthly tuition March	10E001 1912 6700 00 000000 0000	5,246.80
			Totals for LAUREATE DAY SCHOOL	5,246.80
LEFFELMAN, MARY	Uniform FY21	2020-2021 Uniform Reimb	10E005 2560 4110 00 000000 0000	59.53
			Totals for LEFFELMAN, MARY	59.53
LEHMANN, ALISA	2147166	Reimb for Speechpathology.com	10E001 2150 6400 00 000000 0000	89.00
			Totals for LEHMANN, ALISA	89.00
LUDA	1114	2021-2022 Membership Renewal	10E001 2320 6400 00 000000 0000	4,000.00
			Totals for LUDA	4,000.00
MACGILL DISCOUNT SCH	IN0752823	Supplies	10E011 1120 4250 00 000000 0000	52.00
MACGILL DISCOUNT SCH	IN0753898	Nurse office supplies	10E004 1110 4250 00 000000 0000	133.99
MACGILL DISCOUNT SCH	IN0755981	Sanitizer Refills	10E008 2410 4100 00 000000 0000	309.60
MACGILL DISCOUNT SCH	IN0747846	Health Office Supplies	10E005 1110 4250 00 000000 0000	132.69
MACGILL DISCOUNT SCH	IN0747846	Health Office Supplies	10E001 1100 4100 00 490000 0000	50.00
MACGILL DISCOUNT SCH	IN0758133	Supplies	10E011 1120 4250 00 000000 0000	44.51
			Totals for MACGILL DISCOUNT SCHOOL NURSE	722.79
MALCOR ROOFING OF IL	3304	Roof Repairs HBT	20E001 2540 3230 00 000000 0000	3,688.00
			Totals for MALCOR ROOFING OF ILLINOIS IN	3,688.00
MALECKI, JENNIFER	Lunch Refund	Refund Food Service CHS	10R002 1611 0000 00 000000 0000	8.75
			Totals for MALECKI, JENNIFER	8.75
MARIANJOY REHABILITA	4127362600	Behind the Wheel Training 111011364162	10E001 1200 4100 00 462000 0000	568.00
MARIANJOY REHABILITA	4003515400	Behind the Wheel Training 111012425472	10E001 1200 4100 00 462000 0000	284.00
			Totals for MARIANJOY REHABILITATION HOSP	852.00
MARIANO, NICHOLAS	Tuition 05-21	Tuition Reimb EDU 6070, EDU 6060	10E003 1120 2300 00 000000 0000	600.00
			Totals for MARIANO, NICHOLAS	600.00
MASTERLIBRARY.COM LL	21-11049	Annual Renewal of ML Work Orders, Schedules Subscription 21-22	20E001 2540 3100 00 000000 0000	5,760.00
			Totals for MASTERLIBRARY.COM LLC	5,760.00
MCCARTY, REBECCA	Apr 21	HBT Reimb Zones of Regulation conference	10E004 2210 6400 00 000000 0000	190.00
			Totals for MCCARTY, REBECCA	190.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
MCMASTER-CARR SUPPLY	57138894	Maintenance Supplies	20E001 2540 4110 00 000000 0000	870.71
			Totals for MCMASTER-CARR SUPPLY CO	870.71
MENARDS, ELGIN	9371	Maintenance Supplies	20E001 2540 4110 00 000000 0000	509.29
MENARDS, ELGIN	11720	Maintenance Supplies	20E001 2540 4110 00 000000 0000	5.64
MENARDS, ELGIN	11582	Grounds Supplies	20E001 2540 4120 00 000000 0000	117.53
MENARDS, ELGIN	9977	Maintenance Supplies	20E001 2540 4110 00 000000 0000	178.72
MENARDS, ELGIN	12404	Grounds Supplies	20E001 2540 4120 00 000000 0000	153.67
MENARDS, ELGIN	11995	Maintenance Supplies	20E001 2540 4110 00 000000 0000	139.69
MENARDS, ELGIN	12509	Maintenance Supplies	20E001 2540 4110 00 000000 0000	11.96
MENARDS, ELGIN	12813	Maintenance Supplies	20E001 2540 4110 00 000000 0000	29.98
			Totals for MENARDS, ELGIN	1,146.48
MIDWEST COMPUTER PRO	717272	Mimo Interactive System, Document Camera	10E011 1120 4100 00 000000 0000	398.00
MIDWEST COMPUTER PRO	717272	Mimo Interactive System, Document Camera	10E011 1120 7100 00 000000 0000	670.00
MIDWEST COMPUTER PRO	717323	Replacement projector bulbs	10E002 2410 4100 00 000000 0000	415.00
MIDWEST COMPUTER PRO	717202	MimioTeach/Mimio View CHS	10E001 1100 4100 00 430000 0000	22,551.48
MIDWEST COMPUTER PRO	717394	Projector Bulbs	10E004 2410 4100 00 000000 0000	303.00
MIDWEST COMPUTER PRO	717504	Tech Lamp for Projector	10E003 2410 4100 00 000000 0000	94.00
			Totals for MIDWEST COMPUTER PRODUCTS, IN	24,431.48
MIDWEST TRANSIT EQUI	X101056627:02	Oxygen Bottle Holder	40E001 2550 4100 00 000000 0000	268.00
			Totals for MIDWEST TRANSIT EQUIPMENT, IN	268.00
MILLENNIUM INVESTIGA	10564	Residency Investigation	10E001 2520 3100 00 000000 0000	1,150.00
MILLENNIUM INVESTIGA	10563	Residency Investigation	10E001 2520 3100 00 000000 0000	2,300.00
			Totals for MILLENNIUM INVESTIGATIONS	3,450.00
MORROW BROTHERS FORD	11223	F250 Ford Truck 2021	20E001 2540 5400 00 000000 0000	38,920.00
MORROW BROTHERS FORD	10399	Mail Van Ford Transit Extended	20E001 2540 5400 00 000000 0000	26,975.00
MORROW BROTHERS FORD	10692	2020 Ford Dump Truck	20E001 2540 5400 00 000000 0000	59,960.00
			Totals for MORROW BROTHERS FORD INC	125,855.00
MPS	60088427	Updated Version of SaplingPlus for The Practice of Statistics Six-Use Online	10E002 1100 4200 00 000000 0000	420.00
			Totals for MPS	420.00
MUELLNER, JOANNE	Apr 15-16	Reimb Collaborative & Proactive Solutions	10E001 2210 3100 00 462000 0000	168.07
			Totals for MUELLNER, JOANNE	168.07
MUSIC & ARTS CENTER,	INV026246236	Supplies	10E011 1120 4110 00 000000 0000	120.00
MUSIC & ARTS CENTER,	INV026320454	Supplies	10E011 1120 4110 00 000000 0000	15.00
MUSIC & ARTS CENTER,	INV026170778	Supplies	10E011 1120 4110 00 000000 0000	36.00
MUSIC & ARTS CENTER,	INV026170751	Supplies	10E011 1120 4110 00 000000 0000	39.20
MUSIC & ARTS CENTER,	INV026118549	Supplies	10E011 1120 4110 00 000000 0000	224.00
MUSIC & ARTS CENTER,	INV026031452	Music supplies	10E002 1130 4100 00 000000 0000	38.40
MUSIC & ARTS CENTER,	INV024422623	Music supplies	10E002 1130 4100 00 000000 0000	208.38
MUSIC & ARTS CENTER,	INV024422623CR	Credit Returned Item Number 1181290	10E002 1130 4100 00 000000 0000	-38.40
MUSIC & ARTS CENTER,	INV024415473	Music supplies	10E002 1130 4100 00 000000 0000	170.34
MUSIC & ARTS CENTER,	INV024415473CR	Credit Returned Item Number 1060912	10E002 1130 4100 00 000000 0000	-18.39

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
MUSIC & ARTS CENTER,	INV026320452	Band	10E003 1120 4100 00 000000 0000	15.00
			Totals for MUSIC & ARTS CENTER, INC	809.53
NAPERVILLE PSYCHIATR	301-41	Tutoring	10E001 1200 4100 00 462000 0000	332.80
			Totals for NAPERVILLE PSYCHIATRIC VENTUR	332.80
NATIONAL STUDENT CLE	HS2106003	Student Tracker	10E001 2520 3160 00 000000 0000	595.00
			Totals for NATIONAL STUDENT CLEARINGHOUS	595.00
NCPERS GROUP LIFE IN	20210415ADNCPER	Payroll accrual	10L000 4810 4070 00 000000 0000	8.00
NCPERS GROUP LIFE IN	20210415ADNCPER	Payroll accrual	40L000 4810 4070 00 000000 0000	32.00
NCPERS GROUP LIFE IN	20210430ADNCPER	Payroll accrual	10L000 4810 4070 00 000000 0000	8.00
NCPERS GROUP LIFE IN	20210430ADNCPER	Payroll accrual	40L000 4810 4070 00 000000 0000	32.00
			Totals for NCPERS GROUP LIFE INS-IL IMRF	80.00
NEWHOPE ACADEMY	42021W29	Monthly tuition April	10E001 1912 6700 00 000000 0000	4,491.00
			Totals for NEWHOPE ACADEMY	4,491.00
NICOR GAS	1-61-78-10005 04	Gas Service Transportation	40E001 2550 4650 00 000000 0000	154.12
			Totals for NICOR GAS	154.12
NORTHWESTERN ILLINOI	210254	Deaf/HH Tuition	10E001 4220 6700 00 462000 0000	23,091.00
NORTHWESTERN ILLINOI	210224	FY21 Contractual Service Fees 4th Quarter	10E001 4120 3190 00 000000 0000	116,175.27
			Totals for NORTHWESTERN ILLINOIS ASSOCIA	139,266.27
NSN EMPLOYER SERVICE	2021-2022	2021-2022 Unemployment Claims Services	80E001 2363 3830 00 000000 0000	1,470.15
			Totals for NSN EMPLOYER SERVICES, INC	1,470.15
ODONNELL, JOSEPH	Mar 8	Athletic Services CPR Class	10E011 1500 3190 00 000000 0000	35.00
			Totals for ODONNELL, JOSEPH	35.00
OFFICE DEPOT	168309824001	Office Supplies	40E001 2550 4110 00 000000 0000	10.49
OFFICE DEPOT	168309472001	Office Supplies	40E001 2550 4110 00 000000 0000	35.36
OFFICE DEPOT	168309822001	Office Supplies	40E001 2550 4110 00 000000 0000	86.30
OFFICE DEPOT	169158613001	Office, Staff Supplies	10E004 2410 4100 00 000000 0000	325.96
OFFICE DEPOT	169158612001	Office Supplies	10E004 2410 4100 00 000000 0000	50.38
OFFICE DEPOT	169156630001	Office Supplies	10E004 2410 4100 00 000000 0000	34.98
OFFICE DEPOT	169076905001	Instructional Supplies	10E005 1110 4100 00 000000 0000	93.22
OFFICE DEPOT	170766179001	Maintenance Office Supplies	20E001 2540 4110 00 000000 0000	62.39
OFFICE DEPOT	170757491001	Maintenance Office Supplies	20E001 2540 4110 00 000000 0000	138.73
OFFICE DEPOT	170766180001	Maintenance Office Supplies	20E001 2540 4110 00 000000 0000	22.49
			Totals for OFFICE DEPOT	860.30
PADDOCK PUBLICATIONS	176125	Legal ads Asbestos Abatement, Window/Roofing Bids	10E001 2310 3810 00 000000 0000	203.55
PADDOCK PUBLICATIONS	176551	Legal Ads Fuel and Refuse Bid	10E001 2310 3810 00 000000 0000	110.40
PADDOCK PUBLICATIONS	177294	Legal Ads Paper Bid, Spec Svcs Meeting	10E001 2310 3180 00 000000 0000	92.00
			Totals for PADDOCK PUBLICATIONS, INC	405.95
PARENTSQUARE, INC	5356	ParentSquare Annual Subscription 7/1/21-6/30/22	10E001 2660 3160 00 000000 0000	18,200.00
			Totals for PARENTSQUARE, INC	18,200.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
PARRA, ROBERTO	Apr 2021	Reimb for Mileage Apr 2021	10E001 2660 3320 00 000000 0000	57.64
			Totals for PARRA, ROBERTO	57.64
PAULUS, KIMBERLY	Apr 16	Registration fee for Google Certification	10E001 2210 6400 00 000000 0000	35.00
			Totals for PAULUS, KIMBERLY	35.00
PDC LABORATORIES	I9460268	Water Sample CMS	20E001 2540 3100 00 000000 0000	184.55
PDC LABORATORIES	I9462713	Water Sample Test HBT	20E001 2540 3100 00 000000 0000	157.50
			Totals for PDC LABORATORIES	342.05
PEARSON NCS	14112333	Pearson Testing Order	10E001 2230 3190 00 462000 0000	431.95
			Totals for PEARSON NCS	431.95
PEPSI COLA GEN BOT I	66445510	Pepsi products	10E002 1500 4900 00 000000 0000	202.55
PEPSI COLA GEN BOT I	65703553	Pop	10E011 2560 4100 00 000000 0000	162.30
PEPSI COLA GEN BOT I	67018501	Pop	10E003 2560 4100 00 000000 0000	194.76
PEPSI COLA GEN BOT I	53737657	Pepsi products	10E008 2410 4900 00 000000 0000	207.72
			Totals for PEPSI COLA GEN BOT INC	767.33
PERMA-BOUND	1887086-01	Library books	10E004 2220 4300 00 000000 0000	56.86
PERMA-BOUND	1887086-00	Library books	10E004 2220 4300 00 000000 0000	1,134.42
			Totals for PERMA-BOUND	1,191.28
PIT STOP	PS365771	Athletic Service	10E011 1500 3190 00 000000 0000	224.02
			Totals for PIT STOP	224.02
PITNEY BOWES GLOBAL	3104708131	Postage Meter	10E001 2410 3250 00 000000 0000	215.82
PITNEY BOWES GLOBAL	3104707950	Postage Meter	10E001 2410 3250 00 000000 0000	117.00
PITNEY BOWES GLOBAL	3104708128	Postage Meter	10E001 2410 3250 00 000000 0000	138.00
			Totals for PITNEY BOWES GLOBAL FINANCIAL	470.82
POMP'S TIRE SERVICE	640089649	Tire Replacement Bus 83	40E001 2550 4130 00 000000 0000	301.92
			Totals for POMP'S TIRE SERVICE	301.92
POTSIC, MICHAEL	Apr 2021	Reimb for Mileage Apr 2021	10E001 2330 3320 00 000000 0000	126.00
			Totals for POTSIC, MICHAEL	126.00
PRINT LOOP	2021-256	Uniform Food Service	10E002 2560 4110 00 000000 0000	99.00
PRINT LOOP	2021-256	Uniform Food Service	10E003 2560 4110 00 000000 0000	33.00
PRINT LOOP	2021-256	Uniform Food Service	10E004 2560 4110 00 000000 0000	44.00
PRINT LOOP	2021-256	Uniform Food Service	10E005 2560 4110 00 000000 0000	33.00
PRINT LOOP	2021-256	Uniform Food Service	10E008 2560 4110 00 000000 0000	33.00
PRINT LOOP	2021-256	Uniform Food Service	10E010 2560 4110 00 000000 0000	33.00
PRINT LOOP	2021-256	Uniform Food Service	10E011 2560 4110 00 000000 0000	55.00
			Totals for PRINT LOOP	330.00
RIVER CITY RACE MANA	2021-2	Timing for girls track meet on 4/26/21	10E002 1500 3190 00 000000 0000	850.00
			Totals for RIVER CITY RACE MANAGEMENT LL	850.00
ROCHESTER 100 INC	INV76650	Folders 3rd and 4th grade	10E005 1110 3900 00 000000 0000	370.00
			Totals for ROCHESTER 100 INC	370.00
ROEDER, AMIE	Apr 2021	CMS Reimb for Mileage Apr 2021	10E003 1120 3320 00 000000 0000	67.20
			Totals for ROEDER, AMIE	67.20

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ROUTE 47 TRANSPORTAT	Apr 2021	Private Transportation	40E001 2550 3310 00 000000 0000	1,885.00
ROUTE 47 TRANSPORTAT	Apr 2021a	Private Transportation	40E001 2550 3310 00 000000 0000	4,747.60
			Totals for ROUTE 47 TRANSPORTATION SERVI	6,632.60
RT REPAIR	15644	Grounds Vehicle Repair Truck #2	20E002 2540 3230 00 000000 0000	667.00
RT REPAIR	15631	Grounds Vehicle Repair Truck 7	20E002 2540 3230 00 000000 0000	770.87
			Totals for RT REPAIR	1,437.87
SAFE FOOD HANDLERS	145210	Comprehensive Food Safety Course D. Jensen	10E004 2560 6400 00 000000 0000	170.00
SAFE FOOD HANDLERS	145211	Comprehensive Food Safety Course D. Luker	10E002 2560 6400 00 000000 0000	170.00
			Totals for SAFE FOOD HANDLERS	340.00
SAGE PRODUCTIONS INC	553980KI	Removing Labels books for M/P	10E001 2212 4100 00 000000 0000	423.95
			Totals for SAGE PRODUCTIONS INC	423.95
SCHOLASTIC CLASSROOM	37567922	Classroom items	10E004 1110 4100 00 000000 0000	26.50
			Totals for SCHOLASTIC CLASSROOM MAGAZINE	26.50
SCHOOL HEALTH CORPOR	3902406-01	Nurse Supplies	10E003 1120 4250 00 000000 0000	88.65
SCHOOL HEALTH CORPOR	3902406-00	Nurse Supplies	10E003 1120 4250 00 000000 0000	318.44
			Totals for SCHOOL HEALTH CORPORATION	407.09
SCHOOL NURSE SUPPLY,	833222-IN	Nurse Supplies	10E003 1120 4250 00 000000 0000	303.27
			Totals for SCHOOL NURSE SUPPLY, INC	303.27
SCHOOL SPECIALTY	208127270626	IAR Testing folders	10E008 1110 4100 00 000000 0000	86.93
			Totals for SCHOOL SPECIALTY	86.93
SCHOOLBELLS LTD	1041a	Private Transportation	40E001 2550 3310 00 000000 0000	4,998.00
SCHOOLBELLS LTD	1041a	Private Transportation	10E001 2550 3320 00 430000 0000	1,596.00
			Totals for SCHOOLBELLS LTD	6,594.00
SCHOOLHOUSE TUTORING	Apr 21	Psych services for out of district student	10E001 2140 3140 00 000000 0000	90.00
			Totals for SCHOOLHOUSE TUTORING LLC	90.00
SCHOOLMART	434891	Supplies	10E011 1120 4110 00 000000 0000	470.80
			Totals for SCHOOLMART	470.80
SCHRAMM, STEPHANIE	Lunch Refund	Refund Food Service CT	10R010 1611 0000 00 000000 0000	91.60
			Totals for SCHRAMM, STEPHANIE	91.60
SCHURING & SCHURING	Apr 2021 HBT	Dairy	10E004 2560 4100 00 000000 0000	670.83
SCHURING & SCHURING	Apr 2021 CMS	Dairy	10E003 2560 4100 00 000000 0000	280.53
SCHURING & SCHURING	Apr 2021 PV	Dairy	10E008 2560 4100 00 000000 0000	861.19
SCHURING & SCHURING	Apr 2021 PKMS	Dairy	10E011 2560 4100 00 000000 0000	667.89
SCHURING & SCHURING	Apr 2021 LL	Dairy	10E005 2560 4100 00 000000 0000	488.30
SCHURING & SCHURING	Apr 2021 CHS	Dairy	10E002 2560 4100 00 000000 0000	740.64
SCHURING & SCHURING	Apr 2021 CT	Dairy	10E010 2560 4100 00 000000 0000	693.84
			Totals for SCHURING & SCHURING	4,403.22
SCREENFLEX PORTABLE	144021	Room Dividers	10E010 2410 7100 00 000000 0000	3,672.00
			Totals for SCREENFLEX PORTABLE PARTITION	3,672.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SEAL OF ILLINOIS	10026	Monthly Tuition April	10E001 1912 6700 00 000000 0000	11,942.10
			Totals for SEAL OF ILLINOIS	11,942.10
SECURITYSTUDIO INC	S2-10746	S2Org Premium Subscription	10E001 2660 3160 00 000000 0000	4,800.00
			Totals for SECURITYSTUDIO INC	4,800.00
SERVICE CONCEPTS, IN	27281	Maintenance Supplies Water Pump	20E001 2540 7100 00 000000 0000	570.00
SERVICE CONCEPTS, IN	27225	Repairs	10E003 2560 3230 00 000000 0000	27.43
SERVICE CONCEPTS, IN	27227	Repairs	10E011 2560 3230 00 000000 0000	27.43
SERVICE CONCEPTS, IN	27224	Repairs	10E004 2560 3230 00 000000 0000	27.43
SERVICE CONCEPTS, IN	27226	Repairs	10E008 2560 3230 00 000000 0000	27.43
SERVICE CONCEPTS, IN	27279	Repairs	10E010 2560 3230 00 000000 0000	202.14
SERVICE CONCEPTS, IN	27278	Repairs	10E002 2560 3230 00 000000 0000	245.78
SERVICE CONCEPTS, IN	27280	Repairs ice machine filters	10E003 2560 3230 00 000000 0000	234.40
SERVICE CONCEPTS, IN	27280	Repairs ice machine filters	10E004 2560 3230 00 000000 0000	202.10
SERVICE CONCEPTS, IN	27280	Repairs ice machine filters	10E008 2560 3230 00 000000 0000	202.10
SERVICE CONCEPTS, IN	27280	Repairs ice machine filters	10E011 2560 3230 00 000000 0000	202.10
SERVICE CONCEPTS, IN	27329	Bearing, Shaft CHS roof top	20E001 2540 7100 00 000000 0000	1,562.50
SERVICE CONCEPTS, IN	26927	New burner head assembly PKMS	20E001 2540 7100 00 000000 0000	4,775.76
SERVICE CONCEPTS, IN	27321	Maintenance Supplies	20E001 2540 4110 00 000000 0000	268.42
SERVICE CONCEPTS, IN	27314	Maintenance Supplies	20E001 2540 4110 00 000000 0000	744.24
SERVICE CONCEPTS, IN	27313	Maintenance Supplies	20E001 2540 4110 00 000000 0000	834.10
SERVICE CONCEPTS, IN	27315	Replace Boiler Tube CHS	20E001 2540 7100 00 000000 0000	2,760.00
SERVICE CONCEPTS, IN	27322	Maintenance Supplies	20E001 2540 4110 00 000000 0000	0.00
SERVICE CONCEPTS, IN	27374	Kitchen Service Contract	10E001 2560 3230 00 000000 0000	2,083.33
SERVICE CONCEPTS, IN	27361	Maintenance Supplies Actuator	20E001 2540 4110 00 000000 0000	379.44
SERVICE CONCEPTS, IN	27367	Maintenance Supplies	20E001 2540 4110 00 000000 0000	867.65
SERVICE CONCEPTS, IN	27360	Maintenance Supplies-filters, belts	20E001 2540 4110 00 000000 0000	15,958.44
SERVICE CONCEPTS, IN	27362	Maintenance Supplies	20E001 2540 4110 00 000000 0000	0.00
SERVICE CONCEPTS, IN	27370	Maintenance Supplies	20E001 2540 4110 00 000000 0000	550.37
SERVICE CONCEPTS, IN	27373	11th Plumbing Billing contract	20E001 2540 3100 00 000000 0000	2,500.00
SERVICE CONCEPTS, IN	27372	11th billing HVAC Preventative	20E001 2540 3100 00 000000 0000	12,500.00
SERVICE CONCEPTS, IN	27397	Repairs	10E010 2560 3230 00 000000 0000	28.29
SERVICE CONCEPTS, IN	27399	Maintenance Supplies	20E001 2540 4110 00 000000 0000	0.00
SERVICE CONCEPTS, IN	27375	Additional HVAC Hours	20E001 2540 3100 00 000000 0000	31,250.00
SERVICE CONCEPTS, IN	27398	Maintenance Supplies	20E001 2540 4110 00 000000 0000	2,287.15
			Totals for SERVICE CONCEPTS, INC	81,318.03
SERVICE SANITATION I	8148010	Service for Port-o-Lets Transportation	20E001 2540 3230 00 000000 0000	203.40
SERVICE SANITATION I	8148011	Service for Port-o-Lets CHS Sports	20E001 2540 3230 00 000000 0000	360.00
SERVICE SANITATION I	8148009	Service for Port-o-Lets CHS	20E001 2540 3230 00 000000 0000	1,122.70
			Totals for SERVICE SANITATION INC	1,686.10
SIT SPOTS	907481	Sitspots 30 Circle Pack	10E008 1110 4100 00 000000 0000	85.68
			Totals for SIT SPOTS	85.68
SMITH, KYLE	Apr 2021	Reimb for Mileage Apr 2021	10E001 2660 3320 00 000000 0000	47.38
			Totals for SMITH, KYLE	47.38
SONITROL CHICAGOLAND	246408	Security, Fire Security Services HBT	20E001 2540 3100 00 000000 0000	642.00
SONITROL CHICAGOLAND	246407	Security, Fire Security Services	20E001 2540 3100 00 000000 0000	552.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		DO		
SONITROL CHICAGOLAND	246409	Security, Fire Security Services	20E001 2540 3100 00 000000 0000	1,044.00
		PV		
SONITROL CHICAGOLAND	246410	Security, Fire Security Services	20E001 2540 3100 00 000000 0000	1,311.00
		CT		
			Totals for SONITROL CHICAGOLAND WEST	3,549.00
SOUTHPAW ENTERPRISES	480080-IN	Roller at CT	10E001 1200 4100 00 462000 0000	134.52
			Totals for SOUTHPAW ENTERPRISES	134.52
STAN'S OFFICE TECHNO	359733	Staples for Copier	10E005 1110 4170 00 000000 0000	127.64
STAN'S OFFICE TECHNO	359716	Copier Staples	10E010 1110 4170 00 000000 0000	85.15
STAN'S OFFICE TECHNO	359829	Black and Color pages	10E001 2410 3250 00 000000 0000	11,751.03
			Totals for STAN'S OFFICE TECHNOLOGIES	11,963.82
STATE FIRE MARSHAL	5125118400	Elevator Certificate of Operation	20E001 2540 3100 00 000000 0000	75.00
		CHS		
			Totals for STATE FIRE MARSHAL	75.00
STOVER, GAIL	Apr 19	Reimb for Whisks	10E001 2212 4100 00 000000 0000	51.00
			Totals for STOVER, GAIL	51.00
STRACH, BRENDA	Tuition 04-21	Tuition Reimb EDU 6070, EDU 6060	10E003 1120 2300 00 000000 0000	600.00
			Totals for STRACH, BRENDA	600.00
STREAMWOOD BEHAVIORA	14111	Tutoring	10E001 1200 4100 00 462000 0000	256.00
			Totals for STREAMWOOD BEHAVIORAL HEALTH	256.00
STRUYK, JAMES	Apr 21	CHS Reimb for Pre-recorded tracks	10E002 1130 3900 00 000000 0000	729.56
		for musical		
			Totals for STRUYK, JAMES	729.56
STUDENTREASURES PUBL	1266952	Book Project	10E010 2410 4100 00 000000 0000	255.40
			Totals for STUDENTREASURES PUBLISHING	255.40
SUMMIT SCHOOL, INC	34549	Monthly Tuition	10E001 1912 6700 00 000000 0000	8,017.60
			Totals for SUMMIT SCHOOL, INC	8,017.60
SUNBELT STAFF, LLC	20131266	Contracted School Psychologist	10E001 2140 3140 00 000000 0000	2,112.00
SUNBELT STAFF, LLC	20135136	Contracted School Psychologist	10E001 2140 3140 00 000000 0000	2,112.00
SUNBELT STAFF, LLC	20142160	Contracted School Psychologist	10E001 2140 3140 00 000000 0000	2,112.00
			Totals for SUNBELT STAFF, LLC	6,336.00
TEACHER'S DISCOVERY	167570	German Supplies	10E003 1120 4100 00 000000 0000	60.88
			Totals for TEACHER'S DISCOVERY	60.88
THOMPSON ELEVATOR IN	21-1144	Elevator Inspection CHS	20E001 2540 3100 00 000000 0000	200.00
			Totals for THOMPSON ELEVATOR INSPECTION	200.00
THREE RIVERS MAIL OR	1849	Curriculum Supplies	10E010 1110 4200 00 000000 0000	199.75
			Totals for THREE RIVERS MAIL ORDER	199.75
TITOCK, THOMAS JR	Apr 16	Reimb for Athletic Supplies	10E011 1500 4100 00 000000 0000	166.32
			Totals for TITOCK, THOMAS JR	166.32
TRUEMPER & TITINER,	20210430ADTRUEM	Case No: 10 SC 853	40L000 4810 6080 00 000000 0000	50.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for TRUEMPER & TITINER, LIMITED	50.00
TRYAD SOLUTIONS, INC	617	Staff Appreciation supplies	10E008 2410 4100 00 000000 0000	1,621.28
			Totals for TRYAD SOLUTIONS, INC	1,621.28
ULINE	132251810	Custodial Supplies	20E001 2540 4100 00 000000 0000	45.06
			Totals for ULINE	45.06
ULTIMATESLP	134698899	Annual Subscription	10E008 2150 4100 00 000000 0000	139.92
ULTIMATESLP	134698900	Annual Subscription	10E008 2150 4100 00 000000 0000	139.92
			Totals for ULTIMATESLP	279.84
UNITY SCHOOL BUS PAR	490821-IN	Bus Paint	40E001 2550 4100 00 000000 0000	87.25
			Totals for UNITY SCHOOL BUS PARTS	87.25
US BANK EQUIPMENT FI	440690089	Copiers	10E001 2410 3250 00 000000 0000	7,723.17
			Totals for US BANK EQUIPMENT FINANCE, IN	7,723.17
VERHAEGHE, DARCIE	Lunch Refund	Refund Food Service PKMS, LL	10R011 1611 0000 00 000000 0000	31.35
VERHAEGHE, DARCIE	Lunch Refund	Refund Food Service PKMS, LL	10R005 1611 0000 00 000000 0000	20.00
			Totals for VERHAEGHE, DARCIE	51.35
VERIZON WIRELESS SER	9877757376	B&G Cell Phone, MiFi, Emergency Phones	20E001 2540 3400 00 000000 0000	1,000.05
			Totals for VERIZON WIRELESS SERVICES LLC	1,000.05
VILKAITIS, ALINA	Uniform FY21a	2020-2021 Uniform Reimb	20E002 2540 4110 00 000000 0000	54.53
			Totals for VILKAITIS, ALINA	54.53
VILLAGE OF BURLINGTO	23 05-21	Water Service DO	20E001 2540 3700 00 000000 0000	48.50
			Totals for VILLAGE OF BURLINGTON	48.50
VILLAGE OF HOFFMAN E	4260-IN	Graduation Venue	10E002 2410 3100 00 000000 0000	12,000.00
			Totals for VILLAGE OF HOFFMAN ESTATES DB	12,000.00
WAREHOUSE DIRECT	4937899-0	Office Supplies	10E001 2520 4100 00 000000 0000	60.32
WAREHOUSE DIRECT	4942924-0	Office supplies	10E001 2520 4100 00 000000 0000	49.01
WAREHOUSE DIRECT	4942924-1	Office supplies	10E001 2520 4100 00 000000 0000	24.64
WAREHOUSE DIRECT	4949663-0	Office Supplies	10E001 2520 4100 00 000000 0000	51.94
			Totals for WAREHOUSE DIRECT	185.91
WOW BUSINESS	14166807 04-21	Internet Access	10E001 2660 3160 00 000000 0000	1,544.99
			Totals for WOW BUSINESS	1,544.99
ZIMMERMANN, HANNAH	Tuition 05-21	Tuition Reimb EDU 6070, EDU 6060	10E003 1120 2300 00 000000 0000	600.00
			Totals for ZIMMERMANN, HANNAH	600.00
			Totals for checks	943,697.12

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATIONAL FUND	16.00	151.70	500,172.74	500,340.44
20	OPERATIONS AND MAINTENANCE	0.00	0.00	402,908.77	402,908.77
40	TRANSPORTATION FUND	114.00	0.00	38,863.76	38,977.76
80	TORT FUND	0.00	0.00	1,470.15	1,470.15
*** Fund Summary Totals ***		130.00	151.70	943,415.42	943,697.12

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

Approved by the Board of Education

_____ _____

Jeff Gorman – President Date

_____ _____

Marc Falk – Secretary Date

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ACCARDI, DAVID	Mar 29	CHS Boys Soccer Official 3/29/21	10E002 1500 3190 00 000000 0000	61.00
ACCARDI, DAVID	Apr 1	CHS Boys Soccer Official 4/1/21	10E002 1500 3190 00 000000 0000	65.00
ACCARDI, DAVID	Apr 13	CHS Soccer Official 04/13/21	10E002 1500 3190 00 000000 0000	61.00
			Totals for ACCARDI, DAVID	187.00
ADKINS, LAURA	Mar 25	CHS Volleyball Official 3/25/21	10E002 1500 3190 00 000000 0000	89.00
			Totals for ADKINS, LAURA	89.00
BAIER, RANDY	Apr 20	CHS Softball Official 4/20/21	10E002 1500 3190 00 000000 0000	65.00
			Totals for BAIER, RANDY	65.00
BATAVIA HIGH SCHOOL	Apr 15	CHS Girls Track Meet fees for Batavia Invite on 5/15/2021	10E002 1500 6400 00 000000 0000	250.00
			Totals for BATAVIA HIGH SCHOOL	250.00
BECKER, DONALD	Apr 8	CHS Volleyball Official 4/8/21	10E002 1500 3190 00 000000 0000	89.00
BECKER, DONALD	Apr 17	CHS Softball Official 4/17/21	10E002 1500 3190 00 000000 0000	62.00
			Totals for BECKER, DONALD	151.00
BRACH, FREDERICK JR	Apr 1	CHS Football Official 4/1/21	10E002 1500 3190 00 000000 0000	77.00
			Totals for BRACH, FREDERICK JR	77.00
CRYSTAL LAKE CENTRAL	May 21	CHS Boys Track Meet fees for Crystal Lake Central Invite on 5/21/2021	10E002 1500 6400 00 000000 0000	225.00
			Totals for CRYSTAL LAKE CENTRAL HIGH SCH	225.00
CUMMINGS, MICHAEL	Apr 16	CHS Football Official 04/16/21	10E002 1500 3190 00 000000 0000	121.00
			Totals for CUMMINGS, MICHAEL	121.00
DARGATZ, KENNETH	Mar 9	CMS Girls Basketball Official 3/9/21	10E003 1500 3190 00 000000 0000	60.00
			Totals for DARGATZ, KENNETH	60.00
DOMINGUEZ, LORENZO	Apr 1	CHS Boys Soccer Official 4/1/21	10E002 1500 3190 00 000000 0000	65.00
DOMINGUEZ, LORENZO	Apr 24	CHS Soccer Official 3/24/21	10E002 1500 3190 00 000000 0000	61.00
DOMINGUEZ, LORENZO	Apr 5	CHS Soccer Official 4/5/21	10E002 1500 3190 00 000000 0000	61.00
DOMINGUEZ, LORENZO	Mar 22	CHS Soccer Official 3/22/21	10E002 1500 3190 00 000000 0000	61.00
			Totals for DOMINGUEZ, LORENZO	248.00
ELENBAAS, JORY	Apr 8	CHS Soccer Official 4/8/21	10E002 1500 3190 00 000000 0000	65.00
			Totals for ELENBAAS, JORY	65.00
EVINK, WILLIAM	Apr 8	CHS Volleyball Official 4/8/21	10E002 1500 3190 00 000000 0000	89.00
EVINK, WILLIAM	Apr 13	CHS Volleyball Official 04/13/21	10E002 1500 3190 00 000000 0000	89.00
			Totals for EVINK, WILLIAM	178.00
FLYNN, JOHN	Apr 1	CHS Boys Soccer Official	10E002 1500 3190 00 000000 0000	65.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		4/1/21		
			Totals for FLYNN, JOHN	65.00
GENEVA HIGH SCHOOL	May 22	CHS Girls track meet contest fee Geneva 5/22/21	10E002 1500 6400 00 000000 0000	225.00
			Totals for GENEVA HIGH SCHOOL	225.00
GOODLOVE, JEFFERY	Mar 30	CHS Boys Soccer Official 3/30/21	10E002 1500 3190 00 000000 0000	65.00
			Totals for GOODLOVE, JEFFERY	65.00
GORAJ, TIMOTHY	Apr 15	CHS Baseball Official 04/15/21	10E002 1500 3190 00 000000 0000	65.00
			Totals for GORAJ, TIMOTHY	65.00
GOTTER, JOHN	Apr 17	CHS Softball Official 4/17/21	10E002 1500 3190 00 000000 0000	65.00
			Totals for GOTTER, JOHN	65.00
GOUGH, THOMAS	Apr 20	CHS Baseball Official 4/20/21	10E002 1500 3190 00 000000 0000	62.00
			Totals for GOUGH, THOMAS	62.00
HOBSCHEID, JOHN	Apr 16	CHS Football Official 04/16/21	10E002 1500 3190 00 000000 0000	121.00
			Totals for HOBSCHEID, JOHN	121.00
HOOVER, THOMAS	Apr 20	CHS Softball Official 4/20/21	10E002 1500 3190 00 000000 0000	62.00
			Totals for HOOVER, THOMAS	62.00
HUNTLEY HIGH SCHOOL	May 1	CHS Boys and Girls Track Meet fees for Huntley Invite on 5/1/2021	10E002 1500 6400 00 000000 0000	300.00
			Totals for HUNTLEY HIGH SCHOOL	300.00
KARKOW, JAMES	Apr 1	CHS Football Official 4/1/21	10E002 1500 3190 00 000000 0000	59.00
			Totals for KARKOW, JAMES	59.00
KELM, JOHN	Apr 16	CHS Football Official 04/16/21	10E002 1500 3190 00 000000 0000	121.00
			Totals for KELM, JOHN	121.00
KIELBASA, JOSEPH	Apr 1	CHS Football Official 4/1/21	10E002 1500 3190 00 000000 0000	59.00
			Totals for KIELBASA, JOSEPH	59.00
KNEIP, DENNIS	Apr 13, 17	CHS Baseball Official 4/13, 4/17/21	10E002 1500 3190 00 000000 0000	124.00
			Totals for KNEIP, DENNIS	124.00
LONIGRO, MARK	Apr 20	CHS Baseball Official 4/20/21	10E002 1500 3190 00 000000 0000	65.00
			Totals for LONIGRO, MARK	65.00
LYNCH, WESLEY	Mar 25	CHS Volleyball Official 3/25/21	10E002 1500 3190 00 000000 0000	89.00
LYNCH, WESLEY	Apr 13	CHS Volleyball Official 04/13/21	10E002 1500 3190 00 000000 0000	89.00
			Totals for LYNCH, WESLEY	178.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
MACIAS, FERNANDO	Apr 17	CHS Softball Official 4/17/21	10E002 1500 3190 00 000000 0000	65.00
			Totals for MACIAS, FERNANDO	65.00
MCMAHON, TIMOTHY	Apr 1	CHS Football Official 4/1/21	10E002 1500 3190 00 000000 0000	121.00
			Totals for MCMAHON, TIMOTHY	121.00
MROZ, GREGORY	Apr 8	CHS Volleyball Official 4/8/21	10E002 1500 3190 00 000000 0000	95.00
			Totals for MROZ, GREGORY	95.00
NEMMERS, DENIS	Apr 16	CHS Football Official 04/16/21	10E002 1500 3190 00 000000 0000	121.00
			Totals for NEMMERS, DENIS	121.00
NORDER, JOHN	Apr 13	CHS Baseball Official on 04/13/21	10E002 1500 3190 00 000000 0000	65.00
			Totals for NORDER, JOHN	65.00
O'HERRON, MICHAEL	Apr 1	CHS Football Official 4/1/21	10E002 1500 3190 00 000000 0000	77.00
			Totals for O'HERRON, MICHAEL	77.00
PAISLEY, SAMUEL	Mar 30	CHS Boys Soccer Official 3/30/21	10E002 1500 3190 00 000000 0000	65.00
			Totals for PAISLEY, SAMUEL	65.00
PAVLIK, DAVID	Mar 25	CHS Volleyball Official 3/25/21	10E002 1500 3190 00 000000 0000	95.00
PAVLIK, DAVID	Apr 13	CHS Volleyball Official 04/13/21	10E002 1500 3190 00 000000 0000	95.00
			Totals for PAVLIK, DAVID	190.00
PHILLIPS, JAMES	Apr 1	CHS Football Official 4/1/21	10E002 1500 3190 00 000000 0000	121.00
			Totals for PHILLIPS, JAMES	121.00
PRUS, LUKASZ	Apr 8	CHS Soccer Official 4/8/21	10E002 1500 3190 00 000000 0000	65.00
			Totals for PRUS, LUKASZ	65.00
QUATHAMER, RICHARD	Mar 30	CHS Boys Soccer Official 3/30/21	10E002 1500 3190 00 000000 0000	65.00
QUATHAMER, RICHARD	Apr 8	CHS Soccer Official 4/8/21	10E002 1500 3190 00 000000 0000	65.00
			Totals for QUATHAMER, RICHARD	130.00
REEDY, GERALD	Mar 9	CMS Girls Basketball Official 3/9/21	10E003 1500 3190 00 000000 0000	60.00
REEDY, GERALD	Mar 23	CMS Girls Basketball Official 3/23/21	10E003 1500 3190 00 000000 0000	60.00
			Totals for REEDY, GERALD	120.00
RUSSO, MICHAEL	Apr 20	CHS Baseball Official 4/20/21	10E002 1500 3190 00 000000 0000	65.00
			Totals for RUSSO, MICHAEL	65.00
SHEA, ROBERT	Mar 30	CHS Boys Soccer Official 3/30/21	10E002 1500 3190 00 000000 0000	55.00
			Totals for SHEA, ROBERT	55.00
SIWEK, THEODORE	Apr 15	CHS Baseball Official	10E002 1500 3190 00 000000 0000	65.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		04/15/21		
			Totals for SIWEK, THEODORE	65.00
SLOVER, RAYMOND JR	Apr 20, 21	CHS Baseball Official 4/20, 4/21/21	10E002 1500 3190 00 000000 0000	112.00
			Totals for SLOVER, RAYMOND JR	112.00
TRACY, MATTHEW	Apr 16	CHS Football Official 04/16/21	10E002 1500 3190 00 000000 0000	121.00
			Totals for TRACY, MATTHEW	121.00
WATTERS, GERALD	Mar 30	CHS Boys Soccer Official 3/30/21	10E002 1500 3190 00 000000 0000	55.00
			Totals for WATTERS, GERALD	55.00
WEST, THEODORE	Mar 23	CMS Girls Basketball Official 3/23/21	10E003 1500 3190 00 000000 0000	60.00
			Totals for WEST, THEODORE	60.00
WILMOT, MICHAEL	Apr 20, 21	CHS Baseball Official 4/20, 4/21/21	10E002 1500 3190 00 000000 0000	112.00
			Totals for WILMOT, MICHAEL	112.00
WISHOWSKI, BROCK	Apr 1	CHS Football Official 4/1/21	10E002 1500 3190 00 000000 0000	77.00
			Totals for WISHOWSKI, BROCK	77.00
WOZNY, MICHAEL	Apr 1	CHS Football Official 4/1/21	10E002 1500 3190 00 000000 0000	59.00
			Totals for WOZNY, MICHAEL	59.00
ZEMAN, DAVID	Apr 20	CHS Softball Official 4/20/21	10E002 1500 3190 00 000000 0000	65.00
			Totals for ZEMAN, DAVID	65.00
			Totals for checks	5,433.00

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATIONAL FUND	0.00	0.00	5,433.00	5,433.00
*** Fund Summary Totals ***		0.00	0.00	5,433.00	5,433.00

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

Approved by the Board of Education

_____ _____

Jeff Gorman – President Date

_____ _____

Marc Falk – Secretary Date

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
VILLAGE OF HOFFMAN E	4250-IN	Graduation Venue deposit	10E002 2410 3100 00 000000 0000	12,000.00
			Totals for VILLAGE OF HOFFMAN ESTATES DB	12,000.00
			Totals for checks	12,000.00

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATIONAL FUND	0.00	0.00	12,000.00	12,000.00
*** Fund Summary Totals ***		0.00	0.00	12,000.00	12,000.00

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

Approved by the Board of Education

_____ _____

Jeff Gorman – President Date

_____ _____

Marc Falk – Secretary Date

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for	0.00
			Totals for checks	0.00

Approved by the Board of Education

_____ _____

Jeff Gorman – President Date

_____ _____

Marc Falk – Secretary Date

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CASTILLO, ISAUL	Apr 2021	Mileage reimb April 2021	97E110 2120 3100 00 322000	82.26
			Totals for CASTILLO, ISAUL	82.26
CENTRAL COMMUNITY USD 301	Mar FY21 CTE	FY21 Mar CTE	97E110 4140 6400 03 322000	516.68
			Totals for CENTRAL COMMUNITY USD 301	516.68
COMMUNITY UNIT SCHOOL DIST 300	Feb FY21 CTEb	FY21 CTE Reimb April adjust	97E110 1100 7100 00 322000	624.00
COMMUNITY UNIT SCHOOL DIST 300	Mar FY21 CTE	FY21 Mar CTE	97E110 4140 6400 02 322000	28,059.00
COMMUNITY UNIT SCHOOL DIST 300	Mar FY21 Perkins	FY21 Mar Perkins	97E110 4140 6400 02 474500	39,406.00
			Totals for COMMUNITY UNIT SCHOOL DIST 30	68,089.00
COMMUNITY UNIT SCHOOL DIST 303	Mar FY21 CTE	FY21 Mar CTE	97E110 4140 6400 04 322000	8,300.00
COMMUNITY UNIT SCHOOL DIST 303	Mar FY21 Perkins	FY21 Mar Perkins	97E110 4140 6400 04 474500	3,375.08
			Totals for COMMUNITY UNIT SCHOOL DIST 30	11,675.08
MORNINGSTAR MEDIA GROUP LTD	8-24-9283	FY21 Annual hosting renewal website	97E110 2120 3100 00 322000	250.00
			Totals for MORNINGSTAR MEDIA GROUP LTD	250.00
MXR IMAGING INC/PROXIMUS	8800750401	X-Ray Solution, Innovet Select Simulator System, Installation	97E110 4140 6400 03 322000	5,756.67
			Totals for MXR IMAGING INC/PROXIMUS	5,756.67
PADDOCK PUBLICATIONS, INC	176551a	Legal ad for CTE equipment bids-CNC milling machine, Wheel alignment	97E110 2120 3100 00 322000	46.00
			Totals for PADDOCK PUBLICATIONS, INC	46.00
SCHOOL DISTRICT U-46	Mar FY21 CTE	FY21 Mar CTE	97E110 4140 6400 01 322000	9,433.44
			Totals for SCHOOL DISTRICT U-46	9,433.44
THIELSEN'S ENTERPRISES	2122021	U46 Lift inspections	97E110 2120 3100 00 322000	1,050.00
			Totals for THIELSEN'S ENTERPRISES	1,050.00
			Totals for checks	96,899.13

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
97	NORTHERN KANE REG VOC SYSTEM	0.00	0.00	96,899.13	96,899.13
*** Fund Summary Totals ***		0.00	0.00	96,899.13	96,899.13

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

Approved by the Board of Education

_____ _____

Jeff Gorman – President Date

_____ _____

Marc Falk – Secretary Date

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Dr. Jill Schreiber, Principal of Prairie View Grade School

TO: District 301 Board of Education

Date: 5/17/2021

RE: APPROVAL OF CHANGES TO THE ELEMENTARY STUDENT HANDBOOK

I am requesting the approval of changes to the Elementary School Student Handbook as outlined in the Elementary School Handbook changes document. Major proposals include:

- Page 8-9 - lunch
- Page 17-18 - visitors - expectations added
- Page 20 - in-person and remote - full day

Thank you for your time.

Sincerely,

Jill Schreiber, Ed.D.

Elementary School Student Handbook Changes

2021-2022

ELEMENTARY SCHOOL:

Page 8-9

Under **CAFETERIA** in section #1; 2nd bullet:

Replace 2020-2021 with 2021-2022. Lunch Prices stay the same as last year.

Remove the 2nd paragraph starting with: ~~"Every student has a lunch account based on his/her Student ID Number. Money can be placed in the account by giving cash or check to the cashiers during any lunch period, or by activating an account through www.myschoolbucks.com. (There is a $2.49 service fee charged by myschoolbucks.com for each lunch account deposit.) All checks brought to a cashier must be credited to the students lunch account. There is no charge for utilizing the cashier for this service. A student may not receive money back from a check given to a cashier to credit his/her lunch account. The only method by which a student may purchase lunch or a la carte food items is by scanning or entering his/her Student ID card number into a Pin Pad.~~

Replace with:

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

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

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

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

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

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

How does OnePay work?

- ❑ To take advantage of OnePay, parents/guardians must use their checking account for payment of their transaction fees.

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

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

RATIONALE: District-wide change in lunch payment program.

ELEMENTARY SCHOOL:
Page 17-18

Under "**VISITORS**" section, #2, correct symptoms language for visitors to report:

Remove the following:
"...congestion or runny nose, nausea,..."

RATIONALE: Alignment with current IDPH symptom list.

ELEMENTARY SCHOOL:
Page 20
Remove the following second section

……The following structures for instruction will be used:

- Combined In-person and Remote (A/B Schedule)
- Full-time Remote

RATIONALE: Currently we have only in-person and full remote methods of instruction. Assuming that this would remain the same given current knowledge of the pandemic. For next year, full-remote will be for medical exemption only, based on current guidance.

CENTRAL
UNIT SCHOOL DISTRICT 301

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301

Elementary School Student and Parent Handbook

COUNTRY TRAILS
ELEMENTARY SCHOOL

HOWARD B. THOMAS
GRADE SCHOOL

LILY LAKE
GRADE SCHOOL

PRAIRIE VIEW
GRADE SCHOOL

Central Community Unit School District 301 Elementary Student/Parent Handbook 2021-2022

Mission Statement

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

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

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

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

Prairie View Grade School
Dr. Jill Schreiber, Principal
Christine Barr, Assistant Principal
10N630 Nesler Road
Elgin, IL 60124
(847) 464-6014

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

INFORMATION TO NOTE:
Office Hours: 7:30am-4:00pm
K-5 Attendance Hours: 9:10am-3:35pm
Arrival Time: School doors open at 9:00am
(Please do not arrive at school before that time.)
EC Attendance Hours: AM Session 8:30-11:00 / PM Session 12:30-3:00

~~August 2020~~ August 2021

TO: Parents and Guardians of Elementary School Children
FROM: The Elementary Principals
SUBJECT: The ~~2020-2021~~ 2021-2022 Elementary Handbook

Dear Parents:

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

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

Our goal is to meet the needs of our students. As parents, you are our foremost partners in achieving that goal. Together, we can forge learning opportunities for each and every child attending our classes and programs. Communication is essential for our success. We ask that you work with your school's personnel to 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,

Graydon Engle		Rebecca Jurs	Dr. Jill Schreiber
Principal	Principal	Principal	Principal
Country Trails	Howard B. Thomas	Lily Lake	Prairie View

~~2020-2021~~ 2021-2022 Elementary Student/Parent Handbook

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ENROLLMENT REQUIREMENTS

Kindergarten Age Requirement

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

Registration Process and Transfer Student Documentation

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

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

Health Requirements and Information (Board Policy 7:100)

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

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

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

Health Examination & Immunizations

- The health examination form, including immunizations, must be submitted to the school by **October 15** of the current school year, unless an exemption or extension applies.
    - An IHS /IESA sports physical does not fulfill this requirement. The ISBE health examination form is required.
    - Parent(s)/guardian(s) must complete and sign the Health History section on page 2 of the ISBE health exam form.
- Exams must have been conducted within one year prior to entering the required grades and within one year prior to entering an Illinois school for the first time.
- If such proof is not provided by **October 15**, the student will be excluded from school until the required health forms are presented to the District.

- New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations.
- New students who transfer from an Illinois school and have submitted an ISBE 33-78 Student Transfer Form shall have 30 days to provide the required medical documentation.
- A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of vaccinations is properly submitted.

Eye Examinations

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

Dental Examinations

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

Exemptions

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

Dental & Eye Examination Waivers

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

Homeless Child

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

GENERAL INFORMATION

Cafeteria

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

- Students who choose the "Value Meal of the Day" will receive all meal components: protein items, whole grain bread/pasta items, vegetables, fruit and milk. Students are served the "Value Meal of the Day" without eliminations. The monthly menu can be found on the Food Service website.
- The cost of all menu items in the value meal is set at one meal price. The lunch prices for the 2020-2021 school year are:

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

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

~~Every student has a lunch account based on his/her student ID number. The account is activated by sending cash or a check to be deposited and credited in the student's account, or by activating an account through www.myschoolbucks.com. There is a $2.49 service fee charged by MySchoolBucks.com for each lunch account deposit. All checks given to the Head Cook are credited to the student's lunch account. A student's negative lunch account shall be paid monthly and must be paid by the last day of the school year.~~

~~Central 301 Schools' Food Service Department is committed to serving lunches to all students. Due to varied circumstances, students may not have money to purchase a lunch or milk. If there is no money in the student's account, they will still receive lunch. The negative balance is communicated with the parents through letters sent home with the student or weekly emails sent to parents from the Food Service Office. Once lunches or milk have been served without money in the account, it is the parents' responsibility to respond to the negative balance letter or email by depositing money in the student's www.myschoolbucks.com account or by sending in cash or check to the school.~~

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

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

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

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

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

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

How does OnePay work?

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

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

A student's eligibility for free or reduced priced meals shall be determined by Family Size/Income Guidelines set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. Parents may access the current Free/Reduced Family Application **after July 1st** of each new school year on the Food Services website. Each family submitting an application will be notified in writing of their application status.

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

- Students are to eat only at their scheduled lunch time.

- Students need to be orderly and move through the lunch line picking up their filled tray, proceed to the cashier and sit at a chosen table.
- Students should pick up all lunch debris from the table and floor, empty lunch trays into trash bins and return the empty lunch trays to the kitchen.
- Students should put lunchroom materials appropriate for recycling in the specified recycling containers.

Contacting Your Child's Teacher

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

Dress Code

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

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

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

Guidance for Face Coverings

In accordance with guidance from the Illinois Department of Public Health (IDPH) and the Illinois State Board of Education, all individuals, including students, staff and visitors, must wear a face covering when present in school. Any individual not wearing a face covering will not be permitted to enter any Central 301 facility. All persons on a bus must wear a face covering, in addition to, present a pre-certification form as part of a lanyard they will be wearing.

In accordance with the guidance from the Center for Disease Control (CDC), face coverings must completely cover the nose, mouth and:

- Be snug but comfortable against the sides of the face
- Need to be secured with ties or ear loop
- Must allow breathing without restriction

- Be able to be washed and machine dried without damage or change to the shape (Medical grade surgical masks that are disposable daily is the exception)

Any mask that incorporates a valve or is designated to facilitate easy exhaling is not a sufficient face covering as they allow droplets to be released from the mask and are NOT permitted.
Masks may NOT include:

- Masks with openings, holes, vents, visible gaps in the design such as Bandanas, Plastic PPE face shield with no mask underneath
- Bandanas and Neck Gaiters do not provide the same coverage as a cloth mask. Since cloth masks provide more protection than bandanas and Neck Gaiters they will not be acceptable as face coverings.
- Lace masks, bead masks, knit masks made of yarn

*All face coverings must meet school dress code guidelines in terms of logos, images, and language.

Face coverings should be discarded and replaced when:

- They no longer cover the nose and mouth securely
- Have stretched out or have damaged ties or straps
- Can no longer stay on the face, or over the nose
- Have tears or damage in the fabric

Face coverings are not required outside if social distancing is maintained. This means individuals are remaining 6 feet apart from each other and are not congregating. Individuals may temporarily remove their face covering while eating and drinking when they are spaced at least 6 feet apart.

Key Points About Face Coverings

- Be careful not to touch your eyes, nose and mouth while wearing face coverings to prevent potential contamination.
- Wash your hands thoroughly or use hand sanitizer before putting on a face covering or face shield.
- Remove your face covering or face shield carefully and wash your hand thoroughly after removing or use hand sanitizer
- Wash the face covering after each use daily.
- Do not reuse disposable masks
- Label the mask/face covering with your child's name using a permanent marker.
- Consider purchasing multiple masks to utilize over the course of the week.
- Consider sending an extra mask in a plastic bag to school with your child as a backup.
- Wearing a face covering does not replace the need to continue frequent hand washing, avoiding touching the face and practicing social distancing, which are our best tools to help prevent the spread of illness.

Bandanas

Bandanas do not provide the same coverage as a cloth mask. Since cloth masks provide more protection than bandanas. The use of bandana face covering will not be allowed as a medical accommodation for individuals who are unable to wear a face mask.

Face Shields

The Illinois State Board of Education (ISBE) has determined that face shields cannot be used as substitutes for face masks. There may be a small minority of individuals who have a medical accommodation related to face masks. If face shields can be tolerated, face shields might be utilized in these situations. Face shields have limitations and there is a need for heightened need for strict adherence to social distancing.

Exceptions for Face Covering

Persons with a medical condition that prevents them from safely wearing a face covering may seek a reasonable accommodation. Exceptions will not be considered for persons who have a personal objection, or preference. Exceptions must come in the form of a medical exception and must include a written letter signed by a medical doctor, physician assistant, or nurse practitioner, outlining that wearing a face covering poses a medical risk to the individual's physical well-being and is medically contraindicated.

Face covering exceptions pose a risk to other individuals and will only be granted when accommodations can be made to protect the safety of others. All exception requests will be considered on a case-by-case and individual basis if a person's medical needs can be safely accommodated. All exceptions, if granted, will require strict compliance with an individualized safety plan and may exclude the individual from certain activities that may pose an increased risk to others. Safety plans are determined based on feedback from the medical professional in collaboration with the school nurse and/or building administrator.

Exception Considerations include:

- The ability to protect the safety of others
- Whether the person's medical condition is conducive to in-person attendance, or if student needs would be best met remotely.
- The person's behavior and capacities, including to control secretions, cover mouth/nose when sneezing and coughing.
- The person's ability to maintain a six foot physical distance from others at all times.
- The person's ability to tolerate wearing a face covering (May consider the option of an alternative face covering such as a face shield)
- The person's ability to wash hands with/without assistance and ability/safety of use of hand sanitizer.
- Exclusion of the person when any symptom of illness is present, regardless of cause which includes allergies.
- Wearing a face covering or face shield does not replace the need to continue frequent hand washing, avoiding touching the face and practicing social distancing.

Any student who refuses to wear a mask will be:

a. Removed from the classroom with parent contact, and parents will be notified they will be sent home next time they are sent to the office.
b. Removed from the classroom with parent contact and they will be sent home.
c. Removed from the classroom and placed in remote learning for the remainder of the semester after the 3rd offense.

Electronic Devices (Board Policy 6:235)

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

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

Emergency Day: School Dismissal Due to Weather

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

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

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

Excuses from Physical Education and Recess

Medical Reasons

Students healthy enough to attend school are considered healthy enough to attend PE and recess. A parent note excusing the student from physical activity, PE and recess, can be accepted for up to two days for an injury or illness. A maximum of two parent notes per semester will be

accepted. Any duration of time beyond two days will require a signed statement from the student's healthcare provider. The statement from the healthcare provider shall include a medical note signed by the healthcare provider licensed under the Medical Practice Act that verifies the medical reason for the restriction. If the length of time is undetermined or "until further notice," a new note from the healthcare provider will be needed every 30 days until the student is released from the restriction.

Religious Reasons

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

Items Brought to School

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

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

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

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

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

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

Lost and Found

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

Notification Regarding Sex Offender Information

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

Outside Play

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

Parent-Teacher Organization / Committee (PTO/PTC)

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

Safety Drills

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

School Safety

The safety of our students and staff is our first priority at each district building. All exterior doors are kept locked and access to the building will be limited. **Students are not to open any door to permit entry from outside the building, even if the person is familiar to the student**. Additionally, the propping or opening of doors to anyone from the outside is prohibited. All

visitors should be directed to the Main Office. Failure to abide by this policy may result in disciplinary consequences.

Student Insurance

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

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

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

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

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

CCUSD 301 may release directory information to the general public, including local media and military recruiters, and publish such information in a school directory, school yearbook, or similar District publications. The District has designated the following information as **directory information**: the student's name, address, telephone number, date and place of birth, major field of study, participation in school-sponsored organizations and activities membership on athletic teams, dates of attendance, and academic awards, degrees, and honors received. Directory information also includes photographs, videos, or digital images of students used for informational or news-related purposes of a student participating in a school or school-sponsored

activity, organization, and athletics that have appeared in school publications. However, photographs highlighting individual faces and used for commercial purposes require prior, specific, dated, and written consent of the parent. An image on a school security videotape recording is not directory information. Further, student social security numbers or student identification or unique student identifiers are not directory information.

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

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

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

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

Suspected Child Abuse

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

Transferring Schools

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

Visiting the School

Our partnership with parents is highly valued. Our shared commitment to teaching and learning is the foundation of that partnership. However, due to Covid 19 restrictions, we will not be able to have any visitors in the school this year.

Visitors will be restricted to authorized personnel only. Visitors to any building must always wear an appropriate and approved face covering and report directly to the main office for a wellness screening, including a temperature check. Visitors will remain in the main office or other designated area for the duration of the visit. Students or staff will be asked to meet the visitor to conduct business as needed. Visitors will not have general access to the building in order to maintain physical distancing.

All visitors entering the building must participate in the screening process in addition to typical sign-in procedures:

1. Has the visitor washed their hands or used alcohol-based hand sanitizer on entry?
    a. YES—Proceed to step 2.
    b. NO—Please ask them to do so and proceed to step 2.
2. Ask the visitor the following questions:
    a. Do you have any signs or symptoms of a respiratory infection such as fever or chills, cough, shortness of breath or difficulty breathing? Do you have fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea? LAST UPDATED JULY 20, 2020 | Central CUSD 301 Reopening Plan | 2020–21 | 9 This is a draft document and is subject to change as conditions and guidance from government agencies is updated.
    b. Are you taking any medication for any signs and symptoms of a respiratory infection , such as fever, cough, or sore throat (e.g., Advil, Aspirin, Tylenol)? (This does not apply to medications taken for other purposes.)
    c. In the last 14 days have you been in contact with someone with a confirmed diagnosis of COVID-19?
    d. In the last 14 days, have you tested positive for COVID-19?
    e. Have you traveled from a destination that requires you to stay home for 14 days after travel? YES to any of the above—Restrict the visitor from entering the building. NO to all—Continue to step 3.
3. Check the visitor's temperature.
    IF 100.4º F or higher —Restrict the visitor from entering the building.
    IF UNDER 100.4º F—Continue to step 4.
4. Allow visitor entry to the building if necessary or have guest wait for staff or student to meet them at the office and remind the individual to:
    a. Wash their hands or use hand sanitizer throughout their time in the building.
    b. DO NOT shake hands, hug, or have other physical contact with individuals during the visit.

ACADEMIC POLICIES

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

Field Trips

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

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

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

Grading

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

Homework

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

Parent Reports

Teachers and parents need to exchange information for the benefit of each student. Communication between home and school needs to be accurate and supportive. A child's attitude toward school is in part determined by how effective communication between home and

school. Elementary schools issue report cards quarterly (or at the end of quarters 2, 3, and 4 for kindergarten.)

Retention Policy

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

ATTENDANCE AND TRUANCY

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

- In accordance with Illinois compulsory attendance requirements, it is the policy of CCUSD 301 that students shall attend school on a regular basis. We believe that daily attendance, timeliness to class, and preparedness and participation in class will increase the student's probability for successful performance and fosters the development of self-discipline and responsibility. It is the intention of the instructor of each course to not only teach the subject matter, but also to encourage the positive attribute of regular attendance, punctuality, and participation.
- Students are expected to attend every class, whether remote or in person. The following structures for instruction will be used:
    - Combined In-person and Remote (A/B Schedule)
    - Full-time Remote

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

It is important to note that while students are Remote Learning, they should follow teacher procedures to login into the class for instruction. Students are expected to attend all Remote Learning sessions provided by the teacher, and if they are not in attendance, they will be marked absent.

Attendance Procedures

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

- When a student is absent from school (in-person or remote, medical exemption only), the student's parent/guardian is requested to contact the school between 7:45am-9:00am to inform the attendance secretary of the student's absence.

Leaving School Early

- Students who need to leave school early for medical purposes (healthcare provider or dental appointments) must bring a note to the Attendance Office before leaving school. The note should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent signature. Parents are encouraged to communicate any dismissal changes **no later than 2:30pm.**
- If a student is ill during the day, the student must check out in the Nurse's Office before leaving the building. Students should not arrange for parents/guardians to pick them up,

without first having been seen by the Nurse. When the Nurse is not in the building, a student who is ill should report to the Main Office.

Absences (Board Policy 7:70)

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

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

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

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

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

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

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

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

to persist in truancy, if convicted, is guilty of a Class C Misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to $1,500.

Vacation Absences: Family travel during the school year does interrupt a student's regular progress; however, we recognize the educational value of these trips. Therefore, five (5) vacation days per school year will be allowed as 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.

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

Makeup Work

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

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

Attendance at Extracurricular Activities

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

MEDICAL INFORMATION/POLICY

Communicable and Chronic Infectious Diseases (Board Policy 7:280)

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies.

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

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

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

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

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

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

COVID-19

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

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

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

Communicable disease:	**Return to school:**
Chickenpox	A minimum of 5 days after eruption of last vesicles; once all vesicles have dried & crusted over; as directed by health dept.
Hepatitis	With healthcare provider's written permission
Hand, Foot and Mouth	When fever is gone, and there are no open, draining lesions in the mouth or on hands.
Impetigo	24 hours after initial dose of medication with lesion covered and/or no drooling/saliva
Measles	A minimum of 4-5 days after the appearance of rash, with healthcare provider's written permission, as directed by the health dept.
Mononucleosis	With healthcare provider's written permission; absence of fever > 100

Mumps	A minimum of 5 days after onset of swelling, and with healthcare provider's written permission, as directed by the health dept.
MRSA	24 hours after initial dose of medication and lesion begins to shrink, unless the lesion can be covered
Pertussis (Whooping Cough)	A minimum of 5 days after the initial dose of medication or until 3 weeks after onset of cough, and with healthcare provider's written permission
Pink eye (Conjunctivitis)	24 hours after initial dose of medication
Rash of unknown origin	With healthcare provider's written permission
Ringworm	24 hours after initial dose of medication and lesion begins to shrink, unless the lesion can be covered
Rubella	A minimum of 7 days after the appearance of rash, with healthcare provider's written permission, as directed by the health dept.
Shingles	When all lesions are crusted , and with healthcare provider's written permission
Strep Throat/Scarlet Fever	24 hours after initial dose of medication and fever free
TB	With healthcare provider's written permission

Injuries/Illness

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

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

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

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

Medication Administration (Board Policy 7:270)

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

of medication.

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

- Medication is defined as either prescription or over-the-counter drugs.
- Medication will not be given by a school employee without the completion and submission of a Med-A (SMA) form or Individual Health Plan (IHP) signed by both the parent and the medical healthcare provider when required. Specific forms are required for students with *asthma, diabetes, allergies, and seizures.* Forms & packets can be obtained in the school office or on the District website. ALL medications, even short-term treatments, ointments, or cough drops, require this documentation. Parent(s)/guardian(s) of a student with asthma are requested to submit an Asthma Action Plan for the student. If provided, the Asthma Action Plan will be kept on file by the Nurse. The District's Asthma Emergency Response Protocol is available from the Main Office or Nurse's Office.
- The Med-A & IHP forms must be completed annually or each time a prescription changes.
- For safety, students may not transport medication to and/or from school. It is the parent's responsibility to personally deliver the medication to school and to pick up any "left-over" medication at the close of the school year. Any medication left at the school at the end of the school year will be disposed of in a safe manner.
- Medications must be in their original containers and the containers must include the student's name, the medication's name, dosing information (the amount to be dispensed and the time at which or circumstances under which the medication is to be administered), and expiration date. No medication will be given by school personnel if the medication arrives at the school in an envelope or improperly labeled bottle/inhaler.
- Medications at school will be stored in a locked cabinet in the school Nurse's Office or in the school Nurse's refrigerator if required.
- When necessary, the school Nurse will provide appropriate staff members with information concerning the medications being taken by students (i.e., side effects, other medical implications).
- Medication dispensing guidelines include:
    - Medications will be dispensed to one student at a time.
    - The designated school employee will transfer the indicated dosage from the container to the student and document the administration.
    - The designated school employee will initial the Individual Student Med Log form at the time it is administered.
- Administration of Medical Cannabis
    - The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered as designated within the Board policy.
- Field Trip Medications: Only routine "daily" medications and "emergency" medications are sent on field trips. A Meds-A form and /or IHP must be on file in the health office to ensure those medications are taken on the field trip. Medications such as

Tylenol/Advil/Pepto-Bismol are considered 'as needed' and are not taken unless pre-arranged by a parent or guardian and the school Nurse.

Privacy Practices (Board Policy 7:15)

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

Self-Carry & Self-Administration of Medication

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

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

The District may authorize the provision of an EpiPen to a student authorized under a student's Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, or Health plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 to administer an EpiPen to the student that meets the prescription on file.

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

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

Significant or Chronic Health Conditions

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

STUDENT SUPPORT SERVICES / SPECIAL EDUCATION SERVICES

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

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

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

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

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

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

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

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

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

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

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

Homeless Information (Board Policy 6:140)

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

For more information, contact:

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

Medicaid Data Release – Special Education Students Only

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

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

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

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

- Decrease lifetime coverage or any other public insurance benefit,

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

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

Response to Intervention / Problem Solving Team

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. A problem solving team (PST) consisting of two or more school staff members (Principal, School Psychologist, School Social Worker, Resource Teacher, Speech Pathologist, Reading Specialist, EL teacher and/or OT/PT Specialist) identify students struggling academically, emotionally, and/or behaviorally. This PST team is 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).

SCHOOL DISCIPLINE POLICIES

Philosophy of Discipline

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

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

Considerations include:

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

- Relationship of the behavior to alcohol or drug influence

Student Behavior Policy (Board Policy 7:190)

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

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

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

- Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcoholic beverages are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, selling, or offering for sale:
    - Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish);
    - Any anabolic steroid unless it is being administered in accordance with a healthcare provider's or licensed practitioner's prescription;
    - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a healthcare provider's or licensed practitioner's prescription;
    - Any prescription drug when not prescribed for the student by a healthcare provider or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing healthcare provider's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
    - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of causing intoxication, hallucination, excitement, or dulling of the brain or nervous system;

or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    - Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
    - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
    - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
    - Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
- Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
    - CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used during passing periods, lunch, before or after school, or in a classroom setting with either administration or supervising teacher's discretion, if specified within the student's individual education program (IEP) or 504, or is needed in an emergency that threatens the safety of students, staff or other individuals.
- Using or possessing a laser pointer or cell phone flashlight unless under a staff member's direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- Intentionally providing false information to a staff member of knowingly assisting another student in providing false information. This includes assisting another student to hide/remove prohibited substances, devices, or weapons.
- Engaging in hazing or any kind of bullying or aggressive behavior that does physical or

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

- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911), signaling or setting off alarms or signals indicating the presence of an emergency, or indicating the presence of a bomb or explosive device on school grounds, school buses, or at any school activity.
- Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
- Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
- Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- Operating an unmanned aircraft system (UAS) or drones for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Additional Examples of Prohibited Misconduct and Gross Disobedience

Additional examples of prohibited misconduct and gross disobedience include, but are not limited to: inappropriate drawings; insubordination; parking violations; profanity or obscenity; transportation violation; the inappropriate use of the District's network or District's devices. For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on

the student's person; (b) contained in another item belonging to, or under the control of the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student's locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.
Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.
No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

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

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

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

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

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

- Verbal Warning;
- Detentions;
- Notifying parent(s)/guardian(s);
- Disciplinary conference;

- Withholding of privileges/removal of privileges;
- Temporary removal from the classroom;
- Return of property or restitution for lost, stolen, or damaged property;
- Alternative Learning Environment, the Building Principal or designee shall ensure that the student is properly supervised;
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules;
- Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct;
- Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities;
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled also shall be restricted from being on school grounds and at school activities;
- Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing;
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes", alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision; (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident; or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately

notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

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

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

Student Handbook

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

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

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

Behavioral Interventions

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

Discipline of Special Education Students

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

DEFINITION OF DISCIPLINE MEASURES

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

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

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

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

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

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

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

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

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

If a student is suspended or expelled for any reason from any public or private school in this or

any other state, the student must complete the entire term of the suspension or expulsion before being admitted into the District.

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

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

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

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

When feasible, the search should be conducted as follows:
1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

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

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites
The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the *Right to Privacy in the School Setting Act*, 105 ILCS 75/:
1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

BULLYING POLICY (BOARD POLICY 7:180)

Students Preventing Bullying, Intimidation, and Harassment Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of actual or perceived race, color, national, origin, military status, unfavorable discharge status from military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

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

without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

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

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

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

Nondiscrimination Coordinator

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Dr. Esther Mongan

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

esther.mongan@central301.net

847-464-6005

Complaint Managers

Mike Potsic
275 South St., Box 396, Burlington, IL 60109
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Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

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

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

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

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

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

BUS TRANSPORTATION (Board Policy 7:220)

Bus Conduct

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

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

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

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the

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

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

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

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

Instructions to Parents

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

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

Instructions to School Bus Riders

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

School bus riders, while in transit, are under the jurisdiction of the school bus driver and any adult designated by the Board of Education to supervise bus riders. Any student who violates the following regulations and/or school rules while riding the bus may be reported by the bus driver

to the Principal or Assistant Principal via a bus conduct report and a disciplinary consequence may be issued to the student. Transportation guidelines are in addition to CCUSD 301 policies and procedures, including those outlined in this Student Handbook.

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

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

Restricted Items

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

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

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

2. Cell phones and other electronic devices may be used responsibly on the school bus. Any misuse of these items will result in disciplinary action as outlined in the Student/Parent Handbook. Bus drivers are not responsible for devices lost, damaged or stolen. Examples of misuse include, but are not limited to:
    - Using device as a camera
    - Displaying inappropriate images/website
    - Use of inappropriate language
    - Use of device for harassment or intimidation

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

Kindergarten Transportation

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

STUDENT DEVICE HANDBOOK

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

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

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

A. USING THE DEVICE

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

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

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

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

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

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

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

4. Every email sent and received from a District email account, whether at home or school, goes through filtering software. The District makes every effort to block content that may

be obscene, pornographic, or otherwise harmful or inappropriate in the school setting. However, the District cannot guarantee that every objectionable material will be filtered. If your child receives an inappropriate email, your child should report it immediately to an adult and forward it to their building administration team.

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

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

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

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

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

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

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

   f. Keep food and beverages away from the Device.

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

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

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

B. RESPONSIBILITIES OF STUDENTS AND PARENTS

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

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

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

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

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

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

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

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

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

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

C. DEVICE DATA AND SOFTWARE

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

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

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

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

5. **Prohibited "Jailbreaking."** "Jailbreaking" is the act of replacing the manufacturer's operating system with custom software, allowing the user to circumvent the manufacturer's security and licensing restrictions. The act of jailbreaking or otherwise disrupting the configuration of the Device voids the manufacturer's warranty and is a violation of this Handbook. Removal of any District-installed configuration is prohibited and will be considered a violation of this Handbook.

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

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

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

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

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

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

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

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

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

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

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

4. **Accidental Damage.** The District purchases an accidental damage policy with each Device. This covers one (1) accidental damage per Device per school year while the Device is used in the District.

E. WAIVER AND INDEMNIFICATION

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

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

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Dr. Matthew Haug, Principal of Prairie Knolls Middle School

TO: District 301 Board of Education

Date: 05/17/2021

RE: APPROVAL OF CHANGES TO THE MIDDLE SCHOOL STUDENT HANDBOOK

I am requesting the approval of changes to the Middle School Student Handbook as outlined in the Middle School Handbook changes document. Proposals include:

- Page 5 - Attendance Policies - remove reference to hybrid schedule
- Page 6 - unexcused absence reasons - correct numbering
- Page 6 - Steps to Follow When Absent - clarifying language
- Page 6 - Anticipated Absence - language clean up
- Page 8 - School Arrival / Departure - update start times to pre-COVID
- Page 8 - Parent Pick-up / Drop-off - update office hours to pre-COVID
- Page 8 - Visitors - update symptom reporting language with current IDPH list
- Page 10 - Cafeteria - replace payment procedures to reflect new processes and prices
- Page 31 - District #301 Middle School Retention Policy - correct credit assignment for interventions

Thank you for your consideration.

Middle School Student Handbook Changes
2021-2022

MIDDLE SCHOOL:
Page 5
Remove the following from item #2 under "**ATTENDANCE POLICIES"**:

…….The following structures for instruction will be used:

- Combined In-person and Remote (A/B Schedule)
- Full-time Remote

Replace with:

…….The following structures for instruction will be used:

- In-person,
- Full-time Remote (medical exemption only).

RATIONALE: Currently we have only in-person and full remote methods of instruction. Assuming that this would remain the same given current knowledge of the pandemic.

MIDDLE SCHOOL:
Page 5
Remove the following language under "**ATTENDANCE POLICIES":**

"… both for in-person and remote learning days,..."

RATIONALE: Implies A/B hybrid schedule which no longer exists. Language not needed.

MIDDLE SCHOOL:
Page 5
Remove the following from item #2 under "**STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL"**:

2. ……..If this occurs on a remote learning day, the note can be scanned and emailed to the attendance secretary or turned in at the main office on the next in-person instruction day.

Replace with:
The note can be scanned and emailed to the attendance secretary or turned in at the main office.

RATIONALE: Implies A/B hybrid schedule which no longer exists. Currently we have only in-person and full remote methods of instruction.

MIDDLE SCHOOL:

Page 6
Correct numbering of list of "...unexcused absences…":

1. Working
2. Missing the bus
3. Car not starting
4. Cutting class (in-person or remote)
5. Vacations 6+ school days
6. Needed at home
7. Other avoidable absences

RATIONALE: Document clean up.

MIDDLE SCHOOL:
Page 6
Change language under "**STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL**", #3, below list of unexcused absences:

Remove the following:
"...the Make Up Work section below."

Replace with:
"...the MAKE-UP WORK DURING ABSENCES section."

RATIONALE: Clarifying language for the reader.

MIDDLE SCHOOL:
Page 6
Add word to "**ANTICIPATED ABSENCE**" section:

Remove the following:
"...in which student and…"

Replace with:
"...in which a student and…"

RATIONALE: Language clean up.

MIDDLE SCHOOL:
Page 8
Correct language under **"SCHOOL ARRIVAL / DEPARTURE":**

Remove the following:
Students should not arrive at school until 7:15 a.m.

Replace with:
Students should not arrive at school until 7:45 a.m

RATIONALE: Anticipate returning to pre-COVID start time of 8:12 a.m. for CMS and PKMS.

MIDDLE SCHOOL:
Page 8
Correct language under **PARENT PICK-UP / DROP-OFF**"

Remove the following:
All student pick-ups and drop-offs between the hours of 7:10 a.m. and 3:00 p.m. must be done at the front main entrance of the school.

Replace with
All student pick-ups and drop-offs between the hours of 7:45 a.m. and 4:00 p.m. must be done at the front main entrance of the school.

RATIONALE: Anticipate returning to pre-COVID office hours.

MIDDLE SCHOOL:
Page 8
Under "**VISITORS**" section, #2, correct symptoms language for visitors to report:

Remove the following:
"...congestion or runny nose, nausea,..."

RATIONALE: Alignment with current IDPH symptom list.

MIDDLE SCHOOL:
Page 10
Under **"CAFETERIA**" section 3

Remove the following: section 3 paragraph starting with "Every student has a lunch account based on his/her Student ID Number. Money can be placed in the account by giving cash or check to the cashiers during any lunch period, or by activating an account through www.myschoolbucks.com. (There is a $2.49 service fee charged by myschoolbucks.com for each lunch account deposit.) All checks brought to a cashier must be credited to the students lunch account. There is not charge for utilizing the cashier for this service. A student may not receive money back from a check given to a cashier to credit his/her lunch account. The only

method by which a student may purchase lunch or a la carte food items is by use of scanning or entering his/her Student ID card number into a Pin Pad.

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

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

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

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

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

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

How does OnePay work?

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

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

RATIONALE: District-wide change in lunch payment program.

MIDDLE SCHOOL:
Page 10
Add the following lunch prices at the end of the **"CAFETERIA"** section:

2021 - 2022 LUNCH PRICES

Student Paid Lunch Price - $3.10

Reduced Lunch Price - $0.40

Milk - $0.40

Adult/Teacher Lunch Price - $3.75

MIDDLE SCHOOL:
Page 31
Remove the following under "**DISTRICT 301# MIDDLE SCHOOL RETENTION POLICY**":

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

Replace with:

*Reading Intervention, taken in place of an Encore will count as .5 credit per quarter.
**Special Education courses taken in place of core courses will count as 1 credit per quarter.

RATIONALE: Reading Intervention has now taken the place of Encore, which earns .5 credits. Self-contained Special Education Math and ELA take the place of Regular Education Math and ELA; each counting as 1 credit per quarter.

District #301
Student/Parent
Middle School Handbook
~~2020-2021~~
2021-2022

PRAIRIE KNOLLS
MIDDLE SCHOOL

CENTRAL
MIDDLE SCHOOL

#301 Middle School
Student/Parent Handbook Index
2020-2021

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CENTRAL DISTRICT #301 MIDDLE SCHOOL
POLICIES AND PROCEDURES

(Changes or new additions to the handbook are italicized.)

The District #301 Middle School Student/Parent Handbook is also available on the school website. www.central301.net

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 amendment as becomes necessary for the routine operation of the school. This handbook is a summary of board policies governing the district. Board policies are available to the public at the district office and online at the district website listed above. Please note that 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.

ATTENDANCE

ATTENDANCE POLICIES

1. In accordance with Illinois compulsory attendance requirements, it is the policy of CCUSD 301 that students shall attend school on a regular basis. We believe that daily attendance, timeliness to class, and preparedness and participation in class will increase the student's probability for successful performance and fosters the development of self-discipline and responsibility. It is the intention of the instructor of each course to not only teach the subject matter, but also to encourage the positive attribute of regular attendance, punctuality, and participation.
2. Students are expected to attend every class, whether remote or in person. The following structures for instruction will be used:
   - ~~Combined~~ In-person, ~~and Remote (A/B Schedule)~~
   - Full-time Remote (medical exemption only).

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

It is important to note that while students are Remote Learning, they should follow teacher procedures to login into the class for instruction. Students are expected to attend all Remote Learning sessions provided by the teacher, and if they are not in attendance, they will be marked absent.

STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL

1. It is the parent/guardian's responsibility to call the main office and give the reason for an absence. The parent/guardian is requested to call prior to 7:50 a.m. the day of the absence at (847)464-6000 for Central Middle School and (847)717-8100 for Prairie Knolls Middle School. In the event that school personnel do not hear from parent(s)/guardians(s) about tardiness or absence before 9:00 a.m., the school may call parents or other emergency contacts provided by a parent to determine the reason for the student's absence.
2. Parents who cannot call must write a note explaining the reason for the absence. The note should be written by the parent in its entirety and signed. ~~If this occurs on a remote learning day, the~~ The note can be scanned and emailed to the attendance secretary or turned in at the main office. ~~on the next in-person instruction day~~.

   CMS and PKMS will recognize an excused absence as:
   1. A student's personal illness,
   2. A death in the immediate family,
   3. A family emergency,
   4. Observance of a religious holiday,
   5. Medical appointment,
   6. Vacations up to 5 school days
   7. Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health~~,~~
   8. Other situations beyond the control of the student such as court appearances
   9. Other reasons approved by the Superintendent or designee

3. **Unexcused Absence:** Absences for any other reason may be considered unexcused. An unexcused absence is defined as an absence from school for a reason other than those listed above as an Excused Absence and/or an absence not authorized by the student's parent/guardian or the Superintendent or designee.

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

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

Examples of unexcused absences include:

1. Working
2. Missing the bus
3. Car not starting
4. Cutting class (in-person or remote)
5. Vacations 6+ school days
6. Needed at home
7. Other avoidable absences

*Schoolwork missed because of unexcused absences must be made up in accordance with ~~the Make-Up Work section below~~ the MAKE-UP WORK DURING ABSENCES section.

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

5. **Vacation Absences:** The District strongly encourages families to plan vacations to coincide with the school calendar so as to avoid taking valuable educational time away from their students. Students may ask their teachers to provide advance assignments. However, it is up to the individual teacher to determine whether he/she can honor the request. School work missed because of family vacation must be made up in accordance with the "Makeup Work" Section below.

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

7. **Tardiness:** Students are expected to be in class on time, so they may maximize their learning opportunities. Teachers and the Administration will monitor student's tardies. Students may be considered tardy if they arrive after the bell has rung. On the fifth tardy to school per semester, students may receive disciplinary consequences. The same may occur for excessive tardies to class based on team policies.

8. A student must be in school for three clock hours in order to participate in any co-curricular activity including, but not limited to, interscholastic sports, school dances, club meetings, etc.

9. When a student has a pattern of frequent absences because of illness/injury or has been out of school for a contagious condition, an administrator may request a doctor's excuse.

ANTICIPATED ABSENCE

An anticipated absence is defined as a situation ~~in which student and~~ in which a student and parent know in advance that the student will be absent on a school day. Schoolwork missed during this absence must be made up on the student's return.

A student must submit a written explanation (note, email, fax, etc.) to the school office from a parent/guardian.

MAKE-UP WORK DURING ABSENCES

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

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

LATE ARRIVALS TO SCHOOL

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 four (4) 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. These must be accompanied by parent verification in a written note or in a phone call.

LEAVING SCHOOL EARLY

Students who need to leave school early for medical purposes (doctor or dental appointments) must bring a note to the Attendance Office before leaving school. The note must be written by the parent in its entirety. The note should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent signature.

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

GENERAL INFORMATION

SCHOOL ARRIVAL / DEPARTURE

~~Students should not arrive at school until 7:15 a.m.~~ Students should not arrive at school until 7:45 a.m. Pupils should also leave the school grounds immediately after dismissal in the afternoon. Pupils who are transported by district buses will be given consideration because bus schedules cannot always fit these limitations.

TRAFFIC AT SCHOOL

Parents are urged to use extreme caution when driving in areas near the school. As you know, children often forget what they have been taught about pedestrian and bicycle safety, and it is the responsibility of the driver to anticipate the mistakes of children. Parents dropping off students should NOT enter the Bus Loading Zone when buses are loading or unloading.

PARENT PICK-UP / DROP-OFF

~~All student pick-ups and drop-offs between the hours of 7:10 a.m. and 3:00 p.m. must be done at the front main entrance of the school.~~
All student pick-ups and drop-offs between the hours of 7:45 a.m. and 4:00 p.m. must be done at the front main entrance of the school.

UNLICENSED MOTORIZED VEHICLES

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

VISITORS

Visitors will be restricted to authorized personnel only. Visitors to any building must always wear an appropriate and approved face covering and report directly to the main office for a wellness screening, including a temperature check. Visitors will remain in the main office or other designated area for the duration of the visit. Students or staff will be asked to meet the visitor to conduct business as needed. Visitors will not have general access to the building in order to maintain physical distancing.

All visitors entering the building must participate in the screening process in addition to typical sign-in procedures:

1. Has the visitor washed their hands or used alcohol-based hand sanitizer on entry?
    a. YES—Proceed to step 2.
    b. NO—Please ask them to do so and proceed to step 2.
2. Ask the visitor the following questions:
    a. Do you have any signs or symptoms of a respiratory infection such as fever or chills, cough, shortness of breath, or difficulty breathing? Do you have fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, ~~congestion or runny nose, nausea,~~ vomiting, or diarrhea? LAST UPDATED JULY 20, 2020 | Central CUSD 301 Reopening Plan | 2020–21 | 9 This is a draft document and is subject to change as conditions and guidance from government agencies is updated.
    b. Are you taking any medication for any signs and symptoms of a respiratory infection, such as fever, cough, or sore throat (e.g., Advil, Aspirin, Tylenol)? (This does not apply to medications taken for other purposes.)
    c. In the last 14 days have you been in contact with someone with a confirmed diagnosis of COVID-19?
    d. In the last 14 days, have you tested positive for COVID-19?
    e. Have you traveled from a destination that requires you to stay home for 14 days after travel? YES to any of the above—Restrict the visitor from entering the building. NO to all—Continue to step 3.
3. Check the visitor's temperature.
    IF 100.4° F or higher —Restrict the visitor from entering the building.
    IF UNDER 100.4° F—Continue to step 4.
4. Allow visitor entry to the building if necessary or have guest wait for staff or student to meet them at the office and remind the individual to:
    a. Wash their hands or use hand sanitizer throughout their time in the building.
    b. DO NOT shake hands, hug, or have other physical contact with individuals during the visit.

SCHOOL SAFETY

The safety of our students and staff is our first priority at the middle schools. During school hours all exterior doors are kept locked and access to the building will be limited. Students are not to open any door to permit entry for anyone with whom they are not familiar and are not to permit anyone from the outside to enter the building. Additionally, the propping or opening doors to anyone from the outside is prohibited. All visitors should be directed to the Main Office. Failure to abide by this policy, may result in disciplinary consequences.

EMERGENCY / CRISIS PLAN

In the case of an emergency please be advised that all school personnel have been in-serviced on the implementation of the Crisis Plan should the need arise. If an emergency were to take place please keep school telephone lines open for emergency calls (do not call the school). Keep civilian vehicles out of the area allowing emergency vehicle access to school grounds.

SAFETY DRILLS

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

TORNADO WARNING OR OTHER EMERGENCIES

Parents should not send children to school in the event a tornado warning is in effect at the time school should begin. If a warning is issued during school hours, school personnel will initiate appropriate protective action. If a WARNING is in effect at school dismissal time, students will not be dismissed or loaded on buses until the all clear has been given.

EMERGENCY CLOSING OF SCHOOL

In the event that a decision is made to close school, dismiss early or start late because of weather conditions or for some other reason, please tune your radio and/or television station to any of the following stations that serve our area:

AM	TV	FM
WGN – 720	WBBM - Channel 2	WONU - 89.7
WBBM – 780	WGN - Channel 9	WJKL - 94.3
WLBK – 1360	CLTV - Channel 19	WDKB - 95
WRMN – 1410	FOX - Channel 32	

Should an emergency or severe weather cause school to be closed, the District #301 will also notify parents via the **School Reach** phone system. Please update your phone numbers whenever you have a change. Information will also be available on our school web site: **www.central301.net**

It is important that parents advise their children as to what procedures to follow in the event that parents are not home when there is an emergency closing of school.

STUDENT INSURANCE

If an optional 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

If you have lost something in the school building, ask the school office secretary who will check into the "lost and found" collection in the office. If you find anything at school, on the bus, or at a school-sponsored event that appears to have been lost/left by someone, give it immediately to a secretary in the school office or a staff member so that it can be saved for its rightful owner. The District may periodically dispose of any items left in the lost and found.

SCHOOL NEWSLETTER

During the school year, District #301 Middle Schools publish a school newsletter to keep parents informed of school related activities and to encourage their involvement with the school. District #301 Middle Schools will E-blast the school newsletter to those who have provided e-mail addresses as well as post the school newsletter on the school web site. Please visit the District #301 Middle Schools' web sites through the links provided at www.central301.net.

HALLWAY CONDUCT

1) Students are to walk (not run!) and keep to the right in the hallways when moving from place to place in the building.
2) Students are not to block hallway traffic by standing in groups.
3) There is to be no shouting, excessive noise, pushing or shoving in the hallways.
4) All students in the hallways during class time or before the morning bell are required to have a pass from a teacher, counselor, or administrator.

BICYCLES

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. They must be walked in parking lots and on sidewalks close to school. Bicycles should be parked in the racks and not thrown on the ground. Bicycles cannot be housed in the school. Bicycle racks are off limits during school hours.

SKATEBOARDS / IN-LINE SKATES / ETC.

These items are not allowed on school grounds. Students found with such items may be subject to disciplinary consequences.

BOOK BAGS / PURSES

One bookbag or backpack will be allowed in the classroom for transport and storage of supplies. All supplies must be carried back and forth between home and school each day and be able to fit in the bag and hang on the back of a chair/desk.

BUILDING SURVEILLANCE

Video surveillance occurs in various parts of the school. This surveillance is used for investigative and safety purposes. Access to video surveillance is granted to school personnel and law enforcement when necessary. At no time will video footage be released to the public.

CONSUMPTION OF FOOD AND DRINK

Water in re-sealable plastic/metal containers is permitted.

All other food and beverages follow the guidelines below.

1) Food and drink may be consumed only in the lunchroom.
2) Students are not permitted to eat or drink in the hallways, classrooms, etc. without the express permission of a teacher or administrator.
3) Open containers of food and beverages may not be kept in lockers or carried around in the school building.
4) Energy drinks at school are strongly discouraged. These drinks have been proven to be very unhealthy for adolescent students and may cause students to become distracted from their schoolwork.
5) Food brought in from the outside for the purpose of sharing is not permitted.

CANDY / GUM POLICY

Candy may be eaten in classrooms when permitted by a teacher as a reward. Gum will be allowed provided that the gum and wrappers are disposed properly in garbage cans. If gum and/or wrappers are disposed of improperly, the school may view this as an act of vandalism (See VANDALISM on page 6). However, teachers reserve the right to prohibit the chewing of gum in their individual classrooms.

CAFETERIA (Board Policy 4:130)

Central Middle School and Prairie Knolls Middle School offer a USDA Reimbursable Value Meal and extra à la carte food items for sale to all their students. Each student may go through the line and choose from a variety of hot and cold foods. Each food item is priced individually so the student pays only for what he/she selects. The cost of the menu items in the daily Value Meal are set at a meal price. The daily Value Meal is identified as the "Daily Special." A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.
So the system can work efficiently for all students, we ask that the following rules be observed:

1. Only allowed to purchase food during their scheduled lunch time.
2. Do not bring any drinks and/or food items through the lunch line. Move through the lunch line making your selections quickly and then proceed to the cashier.
3. Pick up all lunch debris from the table and floor and empty lunch trays into trash bins and return the trays to the kitchen.
4. Put lunchroom materials appropriate for recycling in specified recycling containers.

~~Every student has a lunch account based on his/her Student ID Number. Money can be placed in the account by giving cash or check to the cashiers during any lunch period, or by activating an account through www.myschoolbucks.com. (There is a $2.49 service fee charged by myschoolbucks.com for each lunch account deposit.) All checks brought to a cashier must be credited to the student's lunch account. There is no charge for utilizing the cashier for this service. A student may not receive money back from a check given to a cashier to credit his/her lunch account. The only method by which a student may purchase lunch or à la carte food items is by use of scanning or entering his/her Student ID card number *into a Pin Pad.*~~
Updated Payment Procedures: In order to provide the safest, contactless transition for payments, Central 301 Food Service Departments district-wide are cashless. All lunch payments must be updated through our online payment system, MySchoolBucks (Heartland Payment Systems).

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

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

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

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

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

How does OnePay work?

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

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

Milk Substitute- A doctor's note is required if students have to substitute bottled water for milk related to an allergy or lactose intolerance.

Central 301 Schools' Food Service Department is committed to serving lunches to all students. Due to varied circumstances, students may not have money to purchase a lunch or milk. If there is no money in the student's account, they will still receive the "Value Meal of the Day ". The negative balance is communicated with the parents through letters sent home with the student or weekly emails sent to parents from the Food Service Office. Once lunches have been served without money in the account, it is the parents' responsibility to respond to the negative balance letter or email by depositing money in the student's account. This can be done by depositing money into the student's www.myschoolbucks.com account or by sending cash or a check to the school's Food Service Department.

A student's eligibility for free or reduced priced meals shall be determined by the Family Size/Income Guidelines set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. Parents may access the current Free/Reduced Family Application after July 1 of each new school year, on the Food Service website. Each family submitting an application will be notified in writing of their application status.

2021 - 2022 LUNCH PRICES

Student Paid Lunch Price - $3.10

Reduced Lunch Price - $0.40

Milk - $0.40

Adult/Teacher Lunch Price - $3.75

LUNCHROOM CONDUCT

At all times, students should exhibit good manners when making use of the lunchroom. During lunch time, students:

1) will take their place at the end of the lunch line.

2) are to talk quietly without shouting, whistling or making other loud noises.

3) may not disturb another's food nor take food from others without their permission.

4) will not throw food or anything else.

5) may be assigned seating for a specified period of time.

6) are to remain seated in the location they first choose when entering the room.

7) are to remain on their side of the lunchroom unless given permission to move to the other side of the room.

8) are to clean up after themselves and assist with keeping the lunchroom clean.

9) are at all times to follow directions given by lunchroom supervisors.

A student who fails to observe lunchroom rules may face the following consequences:
1) may serve silent lunch in a special setting.
2) may be reassigned seating in the lunchroom.
3) may be referred to an administrator for other disciplinary consequences.

FUNDRAISING

All fund raising by classes and school organizations, during the school day to the student body, must have prior approval of the Administration. *Fundraising for outside organizations will not be permitted during the school day (8:12 a.m. – 2:50 p.m.).*

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

- Class, Organization, or Club hosting the fundraiser
- Date and Time For Selling
- Person in Charge
- Item(s) to be sold and dollar amount

1. All schools Grade K - 12 can sell, for fundraising, snacks that meet the nutritional standards, during the school day. (except they cannot be sold during lunch service times)
2. Grades K - 8 do not have exempt days to sell foods for fundraising that do not meet the nutritional standards, ex - donuts, candy, etc.

SCHOOL DANCES

Students must show school ID upon entrance to a school dance. Students who do not have an ID will not be permitted. Students will not be permitted to bring students outside of their school or grade to school dances. ID's can be purchased in the school office up until the morning of the school day or the school day prior to the dance.

MOVIES FOR INSTRUCTIONAL PURPOSES

Movies shown for educational purposes and the permission for those movies will follow board policy.

LOCKER-POLICY (BOARD POLICY 7:140)

Students are personally responsible for the contents of the locker to which they are assigned. Lockers are the property of CCUSD 301. For the safety and security of the entire school community, school authorities may inspect and search lockers, as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in lockers or in their personal effects left there. District officials may request the assistance of law enforcement officials for purpose of searching student lockers for illegal drugs, weapons, or other illegal or dangerous substances or materials. Students should not change lockers unless authorized to do so by the Administration. Restitution costs may be assessed for defacing or damaged lockers. Students will have an assigned PE locker and lock in the PE locker room. Valuables should not be stored in PE lockers. The District may dispose of any materials left in any school locker at the end of the school year.

MIDDLE SCHOOL LOCKER RULES

1) Locker assignments are made by the student services office.
2) Students may not change lockers unless permission has been given by building administration.
3) Students are prohibited from altering their lockers so that they fail to lock.
4) Students are responsible for good order and cleanliness in the lockers and desks assigned for their use.
5) Marking or using tape on desks or lockers is prohibited.
6) Fines may be assessed for locker and desk damage.
7) Lockers may not be decorated with profanity, obscenity and/or the display of words, pictures, or pictures of people immodestly dressed, symbols associated with alcohol, tobacco, drugs, sex, gang affiliation, weapons, or violence.
8) Students are not authorized to open any locker but their own.
9) No decals or other adhesive items may be placed on either the outside or inside of hall or gym lockers. Students who violate this policy will be charged the labor cost of having the glued items removed.
10) Student backpacks, duffel bags, and similar items must stay in the locker during classes.

Due to current COVID-19 protocols, middle school lockers will not be utilized until schools are reopened for full-time, in-person

learning. Once we assign lockers to students, District and building policies and rules will apply.

ELECTRONIC DEVICES (Board Policy 6:235)

The District's electronic networks, including the Internet, are part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. Use of all electronic devices allowed as part of the District's Bring Your Own Device ("BYOD") program and the District issued Chromebook must be consistent with District policies and procedures. Such electronic devices may be used during instructional time only for educational purposes as approved by the Administration or teacher. Personal devices may be used by students during non-instructional time, such as during passing periods, lunch *(as to be determined by building administration),* and before or after school. Students may not place or receive phone calls during school day hours (8:12 a.m. to 2:50 p.m.).

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

STUDENT BEHAVIOR

PHILOSOPHY OF DISCIPLINE

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

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

STUDENT BEHAVIOR POLICY (BOARD POLICY 7:190)

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

When and Where Conduct Rules Apply

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

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

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

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

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

Prohibited Student Conduct

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

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

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

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

    a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).

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

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

    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

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

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

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

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

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

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

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

    CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used in a classroom setting with either administration or supervising teacher's discretion, if specified within the student's individual education program (IEP) or 504, or is needed in an emergency that threatens the safety of students, staff or other individuals.

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

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

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

10. Intentionally providing false information to a staff member or knowingly assisting another student provide false information. This includes assisting another student to hide/remove prohibited substances, devices, or weapons.

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

12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.–This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

13. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.

14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

15. Entering school property or a school facility without proper authorization.

16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

17. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

18. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Additional Examples of Prohibited Misconduct and Gross Disobedience

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

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

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

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

Disciplinary Measures

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

1. Verbal Warning
2. Detentions
3. Notifying parent(s)/guardian(s).
4. Disciplinary conference.
5. Withholding of privileges / removal of privileges
6. Temporary removal from the classroom.
7. Return of property or restitution for lost, stolen, or damaged property.
8. Alternative Learning Environment. The Building Principal or designee shall ensure that the student is properly supervised.
9. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
10. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
11. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
12. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
13. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
14. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled also shall be restricted from being on school grounds and at school activities.
15. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.
16. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24 1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

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

Re-Engagement of Returning Students

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

Required Notices

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

Delegation of Authority

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

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

Student Handbook

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

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

MISCONDUCT BY STUDENTS WITH DISABILITIES (BOARD POLICY 7:230)

Behavioral Interventions

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

Discipline of Special Education Students

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

ADDITIONAL DEFINITIONS

Detentions

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

Alternative Learning Environment

Administrators may assign a student to an alternative learning environment location as a consequence for gross disobedience or misconduct. During this time, students are restricted from participating in their scheduled classroom activities and, instead, report to the alternative learning environment for an amount of time determined by the Administration. Students will be provided an opportunity to

complete their academic work or given an alternative assignment for equivalent academic credit.

Saturday School
Saturday School will be held periodically throughout the school year to serve as a disciplinary consequence for a student's gross disobedience or misconduct. Saturday school half sessions run from 8:00 am to 10:00 am, and full sessions run from 8:00 am to 12:00 pm. Students who fail to attend, arrive late, or are removed from Saturday School due to gross disobedience or misconduct will be considered to have missed the session and may be subject to further disciplinary consequences.

School/Community Service Program
The school/community service program is an alternative disciplinary agreement between a student, his/her parent/guardian, and the administration. Administrators retain the discretion to determine whether the school/community service program will be offered as an alternative disciplinary consequence and, if so, the nature of the school/community service program. Students who participate in the school/community service program may be assigned a service for the school or community.

OUT OF SCHOOL SUSPENSION (BOARD POLICY 7:200)

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

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

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

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

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

EXPULSION BY THE BOARD OF EDUCATION (BOARD POLICY 7:210)

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

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

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

STUDENT SEARCH AND SEIZURE (BOARD POLICY 7:140)

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

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

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

Students

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

When feasible, the search should be conducted as follows:

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

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

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

BULLYING POLICY (BOARD POLICY 7:180)

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii)

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

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan (To replace bullying intervention policy on pages 23 and 24 of middle school handbook.)

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

   Complaint Manager:

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

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
   a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
   b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
   c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
   d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

   The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
    a. The frequency of victimization;
    b. Student, staff, and family observations of safety at a school;
    c. Identification of areas of a school where bullying occurs;
    d. The types of bullying utilized; and
    e. Bystander intervention or participation.

    The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
    a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
    b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
    c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
    d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
    e. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
    f. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
    g. 7:190, Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
    h. 7:310, Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

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. To the extent that student expression through publications, theatrical productions, speeches and other expressive activities is inconsistent with the basic educational mission of the school, it may be forbidden or restricted.

DISTRIBUTION OF PRINTED MATERIAL

No printed material, which is obscene, vulgar, libelous, threatening, inflammatory, inciting, damaging or disruptive to a good educational climate, will be permitted to be displayed or distributed, by or to, students.

POSTING OF PRINTED MATERIALS

The school reserves the right to control the posting of materials and messages within the school building. Students may not display posters, pictures, and other materials in the hallways and elsewhere in the building without the prior approval of building administration. A judgment will be made on whether the subject and/or message is appropriate for posting and directions will be given on how to post materials in such a way that damage is not caused to wall surfaces.

POTENTIALLY DISRUPTIVE ITEMS

Because of their potential for disturbing the orderly environment of the school, certain items are not to be brought to school. Some examples of such items could be, but are not limited to:

-Electronic games
-Toys
-Playing cards
-Laser lights

In some cases, the student may seek approval from an administrator for special situations (i.e. field trips, projects, presentations, etc.) However, any student found with such items without permission will be subject to disciplinary consequences.

STUDENT DRESS (Board Policy 7:160)

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

Any student not in accordance with the above-mentioned dress expectations during school hours (8:12 a.m. to 2:50 p.m.) may be subject to disciplinary consequences, including changing into appropriate clothes or making immediate arrangements for appropriate clothing before returning to class. If appropriate clothing is not available, the high school will lend the student a uniform from the physical education department.

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

Guidance for Face Coverings

In accordance with guidance from the Illinois Department of Public Health (IDPH) and the Illinois State Board of Education, all individuals, including students, staff, and visitors, must wear a face covering when present in school. Any individual not wearing a face covering will not be permitted to enter any Central 301 facility. All persons on a bus must wear a face covering, in addition to, present a pre-certification form as part of a lanyard they will be wearing.

In accordance with the guidance from the Center for Disease Control (CDC), face coverings must completely cover the nose, mouth, and:

- Be snug but comfortable against the sides of the face
- Need to be secured with ties or ear loops
- Must allow breathing without restriction
- Be able to be washed and machine dried without damage or change to the shape (Medical grade surgical masks that are disposable daily is the exception)

Any mask that incorporates a valve or is designated to facilitate easy exhaling is not a sufficient face covering as they allow droplets to be released from the mask and are NOT permitted.
Masks may NOT include:

- Masks with openings, holes, vents, visible gaps in the design such as Bandanas, Plastic PPE face shield with no mask underneath
- Bandanas, or coverings that do not fit securely around the mouth, or are open around the mouth.
- Lace masks, bead masks, knit masks made of yarn

*All face coverings must meet school dress code guidelines in terms of logos, images, and language.

Face coverings should be discarded and replaced when:

- They no longer cover the nose and mouth securely
- Have stretched out or have damaged ties or straps
- Can no longer stay on the face, or over the nose
- Have tears or damage in the fabric

Face coverings are not required outside if social distancing is maintained. This means individuals are remaining 6 feet apart from each other and are not congregating. Individuals may temporarily remove their face covering while eating and drinking when they are spaced at least 6 feet apart.

Key Points About Face Coverings

- Be careful not to touch your eyes, nose, and mouth while wearing face coverings to prevent potential contamination.
- Wash your hands thoroughly or use hand sanitizer before putting on a face covering or face shield.
- Remove your face covering or face shield carefully and wash your hand thoroughly after removing or use hand sanitizer

- Wash the face-covering after each use daily.
- Do not reuse disposable masks
- Label the mask/face covering with your child's name using a permanent marker.
- Consider purchasing multiple masks to utilize over the course of the week.
- Consider sending an extra mask in a plastic bag to school with your child as a backup.
- Wearing a face covering does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing social distancing, which are our best tools to help prevent the spread of illness.

Bandanas and Neck Gaiters
Bandanas and Neck Gaiters do not provide the same coverage as a cloth mask. Since cloth masks provide more protection than bandanas and Neck Gaiters they will not be acceptable as face coverings..

Face Shields
The Illinois State Board of Education (ISBE) has determined that face shields cannot be used as substitutes for face masks. There may be a small minority of individuals who have a medical accommodation related to face masks. If face shields can be tolerated, face shields might be utilized in these situations. Face shields have limitations and there is a need for heightened need for strict adherence to social distancing.

Exceptions for Face Covering
Persons with a medical condition that prevents them from safely wearing a face covering may seek a reasonable accommodation. Exceptions will not be considered for persons who have a personal objection, or preference. Exceptions must come in the form of a medical exception and must include a written letter signed by a medical doctor, physician assistant, or nurse practitioner, outlining that wearing a face-covering poses a medical risk to the individual's physical well-being and is medically contraindicated.

Face covering exceptions pose a risk to other individuals and will only be granted when accommodations can be made to protect the safety of others. All exception requests will be considered on a case-by-case and individual basis if a person's medical needs can be safely accommodated. All exceptions, if granted, will require strict compliance with an individualized safety plan and may exclude the individual from certain activities that may pose an increased risk to others. Safety plans are determined based on feedback from the medical professional in collaboration with the school nurse and/or building administrator.

Exception Considerations include:
- The ability to protect the safety of others
- Whether the person's medical condition is conducive to in-person attendance, or if student needs would be best met remotely.
- The person's behavior and capacities, including to control secretions, cover mouth/nose when sneezing and coughing.
- The person's ability to maintain a six-foot physical distance from others at all times.
- The person's ability to tolerate wearing a face covering (May consider the option of an alternative face covering such as a face shield)
- The person's ability to wash hands with/without assistance and ability/safety of use of hand sanitizer.
- Exclusion of the person when any symptom of illness is present, regardless of cause which includes allergies.
- Wearing a face covering or face shield does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing social distancing.

Any student who refuses to wear a mask will be:

Removed from the classroom with parent contact, and parent will be notified they will be sent home next time they are sent to the office.
Removed from the classroom with parent contact and they will be sent home.
Removed from the classroom and placed in remote learning for the remainder of the semester after the 3rd offense.

HEALTH SERVICES

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

HEALTH, EYE, AND DENTAL EXAMINATIONS; & IMMUNIZATION REQUIREMENTS-(Board Policy 7:100)

It is the responsibility of the student's parent/guardian to ensure that the required examination and immunization forms are provided to the school at the required intervals and within the required time frames. The below table provides a summary of the required intervals and further information regarding the timeframes is shown underneath the table.
For new students enrolling in the District, prior to the first day of student attendance, the student's parent/guardian must submit a CCUSD 301 New Student Health Questionnaire to the school.

STATE OF ILLINOIS AND DISTRICT 301 HEALTH REQUIREMENTS

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

Health Examination & Immunizations

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

Eye Examinations

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

Dental Examinations

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

Exemptions

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

Dental & Eye Examination Waivers

A waiver is available for the required dental and/or eye examinations for students who show undue burden or lack of access to a dentist and/or an optometrist or physician who performs eye exams. The dental examination waiver is due by May 15 of the current school year, and the eye examination waiver is due by October 15 of the current school year. The waiver forms are available on the District's website here: District 301 Website

Homeless Child (Board Policy 6:140)

Any homeless child shall be immediately admitted, even if the child or child's parent(s)/guardian(s) is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140.

Privacy Practices (Board Policy 7:15)

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

Communicable and Chronic Infectious Disease (Board Policy 7:280)

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies.

COVID-19

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

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

Illness/Injury

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

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

In the event of serious symptoms or injury, paramedics will be called and a parent/guardian contacted. In emergency situation, school officials will be guided by the information provided by parents/guardians on the registration documents filled out annually. It is the responsibility of the parent/guardian to provide accurate contact information to the school in case of illness, injury, or emergency, and notify the school of any updates to the information. For safety and well-being, parents/guardians must select emergency contacts who are likely to be available to pick up their child in a timely manner if they are unable to.

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

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

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

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

EXCUSES FROM PE (Board Policy 7:260)

Excuses for Medical Reasons

Students healthy enough to attend school are generally considered healthy enough to attend physical education (PE) class. Notes to excuse students from PE classes for medical reasons are to be presented to the Main Office. Office staff will notify the PE teacher of the excuse. A parent note excusing the student from physical activity can be accepted for up to two days for an injury or illness. A maximum of two parent notes per semester will be accepted. Any duration of time beyond two days will require a signed statement from the student's healthcare provider. The statement from healthcare provider shall include shall include a medical note signed by the healthcare provider licensed under the Medical Practice Act that verifies the medical reason for the restriction. If the length of time is undetermined or "until further notice," a new note from the healthcare provider will be needed every three months until the student is released from the restriction

If the student is allowed limited or modified participation, the healthcare provider's note should list specifically what activities/modifications are allowed. A modified physical activity form is available in the Nurse's Office.

Excuses for Religious Reasons

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

MEDICATION POLICY (BOARD POLICY 7:270)

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

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

1. Medication is defined as either prescription or non-prescription drugs.
2. Medication will not be given by a school employee to a student without the completion and submission of a Med-A form, and other documentation if required, signed by both the parent/guardian and the student's licensed health care provider.

3. Specific forms are required for students with asthma, diabetes, allergies, and seizures. Forms and packets can be obtained in the Main Office or Nurse's Office or on the District website. Parent(s)/guardian(s) of a student with asthma are requested to submit an Asthma Action Plan for the student. If provided, the Asthma Action Plan will be kept on file by the Nurse. The District's Asthma Emergency Response Protocol is available from the Main Office or Nurse's Office.
4. The Med-A form must be completed annually for each medication and updated upon any changes.
5. Students may not transport medication to and/or from school. It is the parent/guardian's responsibility to personally deliver the medication to school and to pick up any "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 and appropriate manner.
6. Medications must be in their original containers and the containers must include the student's name, the medication's name, dosing information (the amount to be dispensed and the time at which or circumstances under which the medication is to be administered), and expiration date. No medication will be given by school personnel if the medication arrives at the school in an envelope or improperly labeled bottle/inhaler.
7. Medications at school will be stored in a locked cabinet in the Nurse's Office, or in the school nurse's refrigerator, if required.
8. When necessary, the school nurse will provide appropriate staff members with information concerning the medications being taken by students (i.e., side effects, other medical implications, etc.).
9. Medication dispensing guidelines include:
    a. Medications will be dispensed to one student at a time.
    b. The designated school employee will transfer the indicated dosage from the container to the student.
    c. The designated school employee will document the administration.
10. Administration of Medical Cannabis. The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered as designated within the Board policy.

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

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

Self-Carry & Self-Administration of Medication

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

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

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

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

Field Trip Medications

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

Medicaid Fees for Services

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. If Medicaid eligible, therapy and diagnostic services provided to children are partially reimbursable. With the parent/guardian's written consent, CCUSD 301 will claim Medicaid reimbursement for services provided. These claims will have no impact on the parent/guardian's or student's ability to receive Medicaid funding either now or in the future.

CONCUSSION POLICY

The District takes the safety of its students seriously and has developed a program to manage student concussions and head injuries. Please see Board Policy 7:305 for the District's concussion policy. The District's concussion management resources, including consent forms, return-to-play protocol, and return-to-learn protocol, are available for PKMS at http://il.8to18.com/PrairieKnolls and for CMS at http://il.8to18.com/bcms/. Please contact the Athletic & Activities Director or school nurse with any questions regarding concussions or the District's concussion management program.

STUDENT SERVICES

GRADE REPORTING

Report cards will be posted through Skyward Parent Access at the end of each quarter of the school year.

GRADING POLICIES

1) Students will earn letter grades for courses in both the core and exploratory curriculum programs.

2) Student work will be evaluated using the following letter grades:
A=100-90%; B=89-80%; C=79-70%; D=69-60%; F<60%; I= Incomplete; P= Pass

3) The points for letter grades on the report card is as follows:
A=4.00; B=3.00; C=2.00; D=1.00; F=0.

4) Pluses and minuses may be appended to letter grades, but do not affect grade points.

5) Grades will be published quarterly. Semester averages will not be reported. No semester exam grades will be published on report cards.

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

HONOR ROLLS

Gold, Silver and Bronze Honor Rolls will be completed at the end of each quarter.

Gold Honor Roll = grade point average of 3.75 or better.

Silver Honor Roll = grade point average of 3.4 to 3.74 (with no grades of D or F)

Bronze Honor Roll = grade point average of 3.0 to 3.39 (with no grades of F)

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 (Bronze Honor Roll) status regardless of their grade point average. (Note: Students who are held off the honor roll due to one or more "incomplete(s)" and who makeup the work in the time allotted, may be added to the Honor Roll at a later date, once an accurate grade point average has been calculated.)

DEFICIENCY / PROGRESS REPORTS

Student grades are available online throughout the school year through Skyward. Families desiring hard copies of Progress Reports may contact the office to make this request.

SCHOOL SOCIAL WORKERS

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

SCHOOL PSYCHOLOGISTS

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

community.

PROBLEM SOLVING TEAM

The Problem Solving Team (P.S.T.) is a team consisting of the social worker(s), school psychologist(s), administration, school nurse and one or more teachers. The P.S.T. exists to identify and assists students at risk due to severe social, emotional, family, mental health, attendance, and/or academic issues. The goal of the P.S.T. is to be proactive, rather than reactive, providing assistance to students before problems become overwhelming or chronic. The team may refer the student to outside professional agencies when appropriate. Referrals to the P.S.T. can be made by any member of the team, a staff member, and/or a parent.

HOME AND HOSPITAL INSTRUCTION (BOARD POLICY 6:150)

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. A student qualifies for home and hospital instruction when a physician anticipates that the student may be absent due to a medical condition for a total of 10 or more days over the course of the school year.

Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a written statement from: 1. a physician licensed to practice medicine in all of its branches, 2. a licensed physician assistant, or 3. a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized educational program.

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

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

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

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

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.
For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

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

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

DISTRICT 301 HOMELESS INFORMATION

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

For more information, contact:

Dr. Todd Stirn, CCUSD 301 Homeless Liaison (847) 464-6005

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

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

RETENTION

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 individual progress. In accord with the Illinois School Code, criteria relating to academic success will be used as the basis for a student's being considered for retention.

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 in 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.~~
*Reading Intervention, taken in place of an Encore will count as .5 credit per quarter.
**Special Education courses taken in place of core courses will 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.

8th 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 4th quarter core course in 7th grade. Students who have received multiple F's in Quarters 1, 2 and 3 of his or her 7th grade year may be placed in this course as well. 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.

- 8th 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 8th 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).

STUDENT RECORDS (BOARD POLICY 7:340)

School student records are confidential. As provided in State or federal law student records do not include:

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

Upon request, the District will disclose school student records without a parent/guardian's or student's (if 18 or over) consent to officials of another school district in which a student has enrolled or intends to enroll, as well as any person as specifically required by State or federal law or court order.

Required Notices and Directory Information

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

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

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

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

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

Unless the District has actual notice of a court order or a notice of a parenting plan under the Illinois Marriage and Dissolution of Marriage Act, indicating otherwise: Divorced or separated parents/guardians with and without parental responsibilities (formerly custody) are both permitted to inspect and copy the student's school student records. The District will deny access to a student's school records only to a parent against whom an order of protection was issued if the order of protection prohibits the parent from inspecting or obtaining such records.

The District shall maintain and destroy student records in accordance with Illinois and federal law. A student's permanent record is maintained for at least 60 years after the student has graduated, withdrawn, or transferred from the District. A student's temporary record is maintained for at least 5 years after the student has graduated, withdrawn, or transferred from the District. Upon graduation, transfer, or permanent withdrawal of a student from the District, the school shall notify the parents/guardians and student, at their last known address, of the destruction schedule for the student's permanent and temporary records. Parents/guardians, or the student if at least 18 years of age at the time of the request, may request a copy of the student's records prior to the destruction date for a copying fee.

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

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

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 TRANSPORTATION HANDBOOK

BUS TRANSPORTATION (Board Policy 7:220)

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

The State of Illinois has very strict rules and regulations on the matter of school buses. CCUSD 301 is committed to carrying out these regulations in order to provide the most efficient and safest transportation possible. The following rules are included here to ensure students and parents have an understanding of what is expected of students while entering, riding, or leaving the school bus.

Instructions to Parents

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

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

Instructions to School Bus Riders

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

School bus riders, while in transit, are under the jurisdiction of the school bus driver and any adult designated by the Board of Education to supervise bus riders. Any student who violates the following regulations and/or school rules while riding the bus may be reported to the middle school administration. The student may be subject to disciplinary consequences. Transportation guidelines are in addition to CCUSD 301 policies and procedures, including those outlined in this Handbook.

Late Academic Bus

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

Safety Regulations and Guidelines:

1. Ride only on your assigned school bus.
2. Arrive at designated bus stop 5 minutes prior to your scheduled pickup time. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
3. Remain in your assigned seat while the bus is in motion.
4. Always be alert and listen for any instructions given by the driver.
5. Keep windows at or above the white safety line at all times. Do not throw anything out of the windows. When you are on the bus, keep hands and feet inside the bus at all times.
6. Refrain from making abrupt, loud noises, and/or causing any unnecessary confusion that could divert the driver's attention from safely riding the bus. Be absolutely quiet when approaching and crossing a railroad track.
7. Refrain from littering, defacing, or destroying bus property. Never tamper with the bus or any of its equipment.
8. Assist in keeping the bus safe and sanitary at all times. Eating, drinking, or gum chewing is not allowed in the bus.
9. Do not bring any animals on the bus, unless a service animal.
10. Respect the driver, fellow pupils, other riders, and yourself.
11. Do not ask the driver to stop at places other than regular assigned bus stops. The driver is not permitted to alter their route or drop students off anywhere except for designated bus stops without proper authorization from a middle school administrator.
12. Walk at least 10 feet in front of the bus if you must cross the street after being dropped off and wait for the driver to signal to cross the road. Never run in front of a car or bus.

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

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

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

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:
    - Electronic games
    - Toys
    - Playing cards
    - Laser lights
    - 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 may be used responsibly on the school bus. 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. Music devices are allowed on the school bus as long as they are kept at a volume that can not be heard by others and the listener can still hear emergency directions.

Emergency Days - School Dismissal Due to Weather

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

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

Many bus routes have some places 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.

STUDENT DEVICE HANDBOOK

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

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

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

A. USING THE DEVICE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

f. Keep food and beverages away from the Device.

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

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

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

B. RESPONSIBILITIES OF STUDENTS AND PARENTS

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

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

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

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

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

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

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

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

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

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

C. DEVICE DATA AND SOFTWARE

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

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

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

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

5. **Prohibited "Jailbreaking."** "Jailbreaking" is the act of replacing the manufacturer's operating system with custom software, allowing the user to circumvent the manufacturer's security and licensing restrictions. The act of jailbreaking or otherwise disrupting the configuration of the Device voids the manufacturer's warranty and is a violation of this Handbook. Removal of any District-installed configuration is prohibited and will be considered a violation of this Handbook.

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

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

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

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

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

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

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

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

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

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

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

    1. **Accidental Damage.** The District purchases an accidental damage policy with each Device. This covers one (1) accidental damage per Device per school year while the Device is used in the District.

E. WAIVER AND INDEMNIFICATION

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

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

Receipt of Student Handbook

Print Last Name _____ Print First Name _____

Grade (circle one) 6 7 8

I have received and read the Middle School Student Handbook (electronic version) for the 2021-2022 school year. I understand that I am personally responsible for reviewing and understanding the information contained in the Handbook. I also understand that this Handbook includes only a summary of Middle School and Board of Education policies and that I am subject to and must abide by all District policies. I also understand that a violation of any of the District's policies may lead to disciplinary consequences.

_____

Student Signature Date

_____

Parent Signature Date

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Mrs. Sarah Farrington, Assistant Principal at Central High School

TO: District 301 Board of Education

Date: 05/17/2021

RE: Approval of Changes to the High School Student Handbook

I am requesting the approval of changes to the High School Student Handbook as outlined in the High School Handbook changes document. Major proposals include:

● Pages i-iii	table of contents	remove duplicate appendices
● Pages 2 & 7	personnel	update AP name
● Page 20	cafeteria	new language
● Page 30	visitors	remove invalid symptoms
● Page 31	attendance/ truancy	remove A/B hybrid language
● Page 32	unexcused absences	clarify language for readers
● Page 39	driver education	remove paragraph that is not accurate

Thank you for your time.

Sincerely,

Sarah Farrington

High School Student Handbook Changes

Handbook Changes for 2021-2022:
Removals = ~~strike through~~
New Language = BLUE

On the **Cover page.**

Remove: ~~**2020-2021**~~
Replace with: **2021-2022**

RATIONALE: School year update.

Page i-
Under the "**Table of contents"**

Capitalize: General Information

RATIONALE: Formatting clean up.

Page ii-
Under the "**Table of contents"**

Capitalize:
Attendance and Truancy Policy
Academics
Discipline

RATIONALE: Formatting clean up.

Page iii-
Under the "**Table of contents"**

Update to reflect the correct pages
Appendix B – Community Resources
Appendix C – College Disability Services

Remove duplicates:
~~Appendix B – Community Resources 59~~
~~Appendix C – College Disability Services 71~~

RATIONALE: Document Clean-up.

Page 1-
On the **"A Word of Welcome"** page.

Remove: ~~2020-2021~~
Replace with: 2021-2022

RATIONALE: School year update.

Page 2-
On the **"CHS Administration"** page.

Remove: ~~Terry Stroh~~
Replace with: **Sarah Farrington**
Assistant Principal of Student
Behavior and Environment

RATIONALE: Personnel update.

Page 5-
Under the "**Introduction**" section, fix the hyperlink.

Replace with: www.central301.net

RATIONALE: Document clean-up.

Page 7-
Under the "**Student Services Team"** section, update asst Principal name.

Remove~~: Terry Stroh~~
Replace with:
Mrs. Sarah Farrington Asst. Principal of Student Behavior and Environment

RATIONALE: Language clean up.

Page 7-
Under the "**Triangle Team"** section.

Remove: ~~assists~~
Replace with: assist

RATIONALE: Language clean up.

Page 14-
Under the "**Illness / Injury"** section, 3rd paragraph.

Remove: ~~"in emergency situation..."~~
Replace with: "in an emergency..."

RATIONALE: Language clean up.

Page 16-
Under the "**Medication Policy"** section, #5.

Remove: ~~"left over"~~
Replace with: "leftover"

RATIONALE: Language clean up.

Page 16-
Under the "**Medication Policy"** section, #10.

Remove: ~~"product"~~
Replace with: products

RATIONALE: Language clean up.

Page 18-
Under the "**Instruction to School Bus Riders"** section.

Remove: ~~"subject disciplinary"~~
Replace with: subject to disciplinary

RATIONALE: Language clean up.

Page 20-
Under the "**CAFETERIA"** section.

Remove: ~~"Every student has a lunch account based on his/her Student ID Number. Money can be placed in the account by giving cash or check to the cashiers during any lunch period, or by activating an account through www.myschoolbucks.com. (There is a $2.49 service fee charged by myschoolbucks.com for each lunch account deposit.) All checks brought to a cashier must be credited to the students lunch account. There is not charge for utilizing the cashier for this service. A student may not receive money back from a check given to a cashier to credit his/her lunch account. The only method by which a student may purchase lunch or a la carte food items is by scanning or entering his/her Student ID card number into a Pin Pad.~~

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

- ❑ Cashiers will not accept cash or checks at the Point of Sale Cashier stations
- ❑ Setting up a free MySchoolBucks account is easy. Links can be found under the **For Parents tab>Lunch Information** on the district website. To set up an account you will

need your students name and ID number. Funds can be added using your credit/debit card or electronic check.

- Some features with MySchoolBucks are:
  - ❑ Easy way to add funds with auto replenish options available
  - ❑ View cafeteria purchases
  - ❑ Check your student's account balance
  - ❑ Receive low balance alerts depending on your preferences setup

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

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

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

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

How does OnePay work?

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

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

RATIONALE: District-wide change in lunch payment program.

Page 21-
Under the "**CAFETERIA**" section.

Add the following:
2021 - 2022 LUNCH PRICES

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

RATIONALE: District-wide change in lunch payment program.

Page 22-
Under the "**Electronic Devices"** section.

Remove: ~~"2020-21"~~
Replace with: 2021-2022

Page 24-
Under the "**Locker Policy"** section:
Remove: ~~"for purpose"~~
Replace with: for the purpose

RATIONALE: Language clean up.

Page 24-
Under the "**Student Parking Permits & Driving Regulations"** section.
Remove: ~~"proof a valid"~~
Replace with: proof of a valid

RATIONALE: Language clean up.

Page 27-
Under the "**Student Dress"** section.
MOVE:

~~Any student not in accordance with the above-mentioned dress expectations during school hours (6:20am to 2:46pm) may be subject to disciplinary consequences, including changing into appropriate clothes or making immediate arrangements for appropriate clothing before returning to class. If appropriate clothing is not available, the high school will lend the student a uniform from the physical education department.~~

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

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

RATIONALE: Anticipate returning to pre-COVID start time for CHS.

Page 28 to 29- See MS and Elem handbook for decision of CDC or IDPH language

Page 30-
Under the "**VISITORS**" section, #2.

Remove:
"...congestion or runny nose, nausea,..."

RATIONALE: *Alignment with current IDPH symptom list.*

Page 31-
Under the "**Attendance and Truancy Policy**" section, #2.

Remove:
Students are expected to attend every class, whether remote or in person. ~~The following structures for instruction will be used:~~
~~Combined In-person and Remote (A/B Schedule)~~
~~Full-time Remote~~

Replace:
.....The following structures for instruction will be used:
- In-person
- Full-time Remote (medical exemption only).

RATIONALE: Currently we have only in-person and full remote methods of instruction. Assuming that this would remain the same given current knowledge of the pandemic.

Page 30-
Remove: ~~If this occurs on a remote learning day, the note can be scanned and emailed to the attendance secretary or turned in at the main office on the next in-person instruction day.~~
Replace: The note can be scanned and emailed to the attendance secretary or turned in at the main office.

RATIONALE: RATIONALE: Clarifying language for the reader.

Page 31-
Under the "**Attendance and Truancy Policy**" section, 3rd paragraph.

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

RATIONALE: Implies A/B hybrid schedule which no longer exists. Language not needed.

Page 32-
Under the "**Unexcused Absence**" section, *.

Remove:
"...~~the Make Up Work section below.~~"
Replace with:
the MAKE-UP WORK DURING ABSENCES section.

RATIONALE: Clarifying language for the reader.

Page 37-
Under the **"Graduation Requirements"** Section, **"Minimum Credits"**

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

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

RATIONALE: Document formatting clean up.

Page 40-
Under the **"Driver Education"** section, #2.

Remove:

~~"Students who complete the classroom instruction and whose 16th birthday is after December 1 the following school year will not be enrolled for behind-the-wheel driving until the first semester of the following school year."~~

RATIONALE: Language is not accurate.

Page 41-
Under the **" Prohibited Student Conduct"** section, #3; b, c and d.

Remove and Replace with:

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

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

d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing ~~physician's or~~ physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

RATIONALE: Language clean up.

Page 42-
Under the **" Prohibited Student Conduct"** section, #9.

Remove:
~~"(see Appendix B – CHS Plagiarism Policy),"~~

RATIONALE: No longer posting Plagiarism Policy in our handbook. The policy varies by department. (English and Foreign Language have their own versions based on specific nuances within the subject matter) Sharing it within the handbook causes confusion.

Page 48-
Under the **"Out of School Suspension"** section,paragraph 4.

Remove:
student during ~~"the"~~ his/her suspension from school. These services may include, but are not limited to: a mentor program, social work, tutoring, etc.

RATIONALE: Language clean up.

Page 53-
Under the **"Attendance at Events"** section, #1.

Remove: ~~"re-admitted"~~
Replace: readmitted

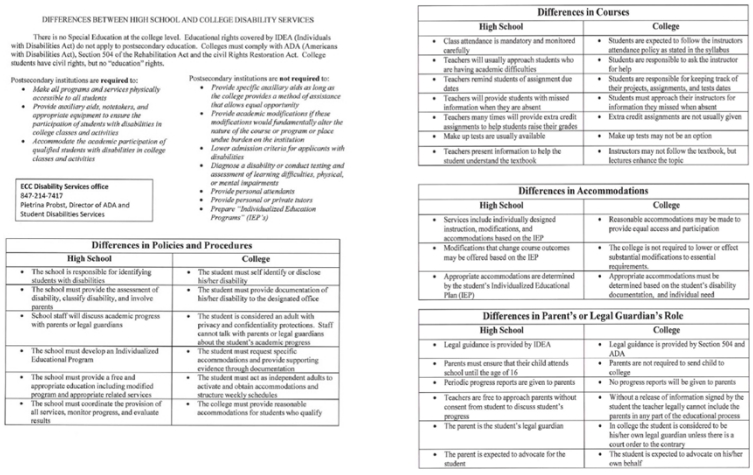
RATIONALE: Language clean up.

Page 53-
Under the **"Attendance at Events"** section, #2, "**CHS Dances**" b.

Remove: ~~"Guess"~~
Replace: Guest

RATIONALE: Language clean up.

Page 71:
Under the **"Appendix C"**
Reinsert: pictures or links



DIFFERENCES BETWEEN HIGH SCHOOL AND COLLEGE DISABILITY SERVICES

There is no Special Education at the college level. Educational rights covered by IDEA (Individuals with Disabilities Act) do not apply to postsecondary education. Colleges must comply with ADA (Americans with Disabilities Act), Section 504 of the Rehabilitation Act and the civil Rights Restoration Act. College students have civil rights, but no "education" rights.

Postsecondary institutions are **required** to:
- *Make all programs and services physically accessible to all students*
- *Provide auxiliary aids, notetakers, and appropriate equipment to ensure the participation of students with disabilities in college classes and activities*
- *Accommodate the academic participation of qualified students with disabilities in college classes and activities*

Postsecondary institutions are **not required** to:
- *Provide specific auxiliary aids as long as the college provides a method of assistance that allows equal opportunity*
- *Provide academic modifications if these modifications would fundamentally alter the nature of the course or program or place undue burden on the institution*
- *Lower admission criteria for applicants with disabilities*
- *Diagnose a disability or conduct testing and assessment of learning difficulties, physical, or mental impairments*
- *Provide personal attendants*
- *Provide personal or private tutors*
- *Prepare "Individualized Education Programs" (IEP's)*

ECC Disability Services office
847-214-7417
Pietrina Probst, Director of ADA and Student Disabilities Services

Differences in Policies and Procedures

High School	College
• The school is responsible for identifying students with disabilities	• The student must self identify or disclose his/her disability
• The school must provide the assessment of disability, classify disability, and involve parents	• The student must provide documentation of his/her disability to the designated office
• School staff will discuss academic progress with parents or legal guardians	• The student is considered an adult with privacy and confidentiality protections. Staff cannot talk with parents or legal guardians about the student's academic progress
• The school must develop an Individualized Educational Program	• The student must request specific accommodations and provide supporting evidence through documentation
• The school must provide a free and appropriate education including modified program and appropriate related services	• The student must act as independent adults to activate and obtain accommodations and structure weekly schedules
• The school must coordinate the provision of all services, monitor progress, and evaluate results	• The college must provide reasonable accommodations for students who qualify

Differences in Courses

High School	College
• Class attendance is mandatory and monitored carefully	• Students are expected to follow the instructors attendance policy as stated in the syllabus
• Teachers will usually approach students who are having academic difficulties	• Students are responsible to ask the instructor for help
• Teachers remind students of assignment due dates	• Students are responsible for keeping track of their projects, assignments, and tests dates
• Teachers will provide students with missed information when they are absent	• Students must approach their instructors for information they missed when absent
• Teachers many times will provide extra credit assignments to help students raise their grades	• Extra credit assignments are not usually given
• Make up tests are usually available	• Make up tests may not be an option
• Teachers present information to help the student understand the textbook	• Instructors may not follow the textbook, but lectures enhance the topic

Differences in Accommodations

High School	College
• Services include individually designed instruction, modifications, and accommodations based on the IFP	• Reasonable accommodations may be made to provide equal access and participation
• Modifications that change course outcomes may be offered based on the IEP	• The college is not required to lower or effect substantial modifications to essential requirements.
• Appropriate accommodations are determined by the student's Individualized Educational Plan (IEP)	• Appropriate accommodations must be determined based on the student's disability documentation, and individual need

Differences in Parent's or Legal Guardian's Role

High School	College
• Legal guidance is provided by IDEA	• Legal guidance is provided by Section 504 and ADA
• Parents must ensure that their child attends school until the age of 16	• Parents are not required to send child to college
• Periodic progress reports are given to parents	• No progress reports will be given to parents
• Teachers are free to approach parents without consent from student to discuss student's progress	• Without a release of information signed by the student the teacher legally cannot include the parents in any part of the educational process
• The parent is the student's legal guardian	• In college the student is considered to be his/her own legal guardian unless there is a court order to the contrary
• The parent is expected to advocate for the student	• The student is expected to advocate on his/her own behalf

RATIONALE: Noted in table of contents but not present in the handbook appendices.

CENTRAL HIGH SCHOOL



STUDENT HANDBOOK

~~2020-2021~~2021-2022

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A WORD OF WELCOME

Dear Students and Parents/Guardians,

On behalf of the entire Central High School staff, I would like to welcome you to the ~~2020-2021~~ 2021-2022 school year. We begin this year full of anticipation and excitement for the growth we know we are about to experience. To our seniors, we look to you to continue the example of excellence that has been the legacy left by previous graduating classes. We know you will provide a great example of "Rocket Pride" for the classes that follow you. To our freshman, sophomores, and juniors, we challenge you to make the most of the upcoming school year in preparation for your own senior year when you will have the chance to leave your own legacy.

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

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

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

Sincerely,

Christopher Testone
Principal

ADMINISTRATION

CENTRAL HIGH SCHOOL (CHS)

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

Chris Testone
Principal

Kerri McCastland
Assistant Principal of Operations

Kim Lewis
Assistant Principal of College and Career Readiness

~~**Terry Stroh**~~ **Sarah Farrington**
Assistant Principal of Student Behavior and Environment

Steve Diversey
Athletic and Activities Director, District Rentals

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 (CCUSD 301)

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

Dr. Todd Stirn
Superintendent

Dania Pflug
Business Manager

Mike Potsic
Director of Student Services

Brian Tobin
Director of Technology

Dr. Esther Mongan
Assistant Superintendent

Pam Porto
Director of Transportation

Dan Polowy
Director of Facility Operations

Pam Mirenda
Director of Food Services

BOARD OF EDUCATION (BOE)

Jeff Gorman – President
Mitch Penar – Vice President
Laura Rabe – Secretary
Stewart Brown
Christina Johnson
Jeff Kellenberger
Eric Nolan

MISSION STATEMENT

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



SCHOOL SONG

"Central Loyalty" (tune of "Illinois Loyalty")

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

INTRODUCTION

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

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

STUDENT SERVICES

STUDENT SERVICES OFFICE

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

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

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

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

Student Services is available for consultation on:

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

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

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

Mrs. Kimberly Lewis	Asst. Principal of College and Career Readiness	ext. 8312
~~Terry Stroh~~ Mrs. Sarah Farring	Asst. Principal of Student Behavior and Environment	ext. 8306
Mrs. Melissa Baumgartner	Nurse	ext. 8321
Mrs. Teresa McMahon	Registrar	ext. 8311
Ms. Lynette Smith	Attendance Clerk	(224) 990-7101
Ms. Eliana Toledo	Student Support Services Secretary	ext. 8302
Mr. Brian Melvin	Counselor A-EL	ext. 8317
Ms. Rachel Ginter	Counselor LEEG – RO & Life Skills	ext. 8316
Mrs. Megan Marcinec	Counselor RU – Z & ELL	ext. 8315
Mrs. Elizabeth Covington	School Psychologist	ext. 3005
Mr. Trent Lange	Speech Pathologist	ext. 8319
Mrs. Nina Amin	Social Worker	ext. 3011
Ms. Kara Bussman	Social Worker	ext. 3008
Mrs. Madeline Tomlinson	ALOP Social Worker	

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

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

Triangle Team

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

HOME AND HOSPITAL INSTRUCTION (BOARD POLICY 6:150)

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

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

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

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

Student Records

School student records are confidential. As provided in State or federal law student records do not include:

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

Upon request, the District will disclose school student records without a parent/guardian's or student's (if 18 or over) consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law or court order.

Required Notices and Directory Information

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

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

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

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

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

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

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

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

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

MEDICAID FEE FOR SERVICES

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

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

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the *Individuals with Disabilities Education Act* ("IDEA") and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children

between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's *Special Education* rules, that special education services are needed.

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

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

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

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

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

DISTRICT 301 HOMELESS INFORMATION

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

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

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

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

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

COMMUNITY RESOURCES

See Appendix B for a list of Community Resources.

HEALTH SERVICES

HEALTH SERVICES

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

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

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

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

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

Health Examination & Immunizations

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

Eye Examinations

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

Dental Examinations

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

Exemptions

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

Dental & Eye Examination Waivers

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

Homeless Child

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

PRIVACY PRACTICES (BOARD POLICY 7:15)

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

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

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies.

COVID-19

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

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

ILLNESS / INJURY

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

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

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

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

- Fever (temperature of 100 degrees or above)

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

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

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

EXCUSES FROM PE (BOARD POLICY 7:260)

Excuses for Medical Reasons

Students healthy enough to attend school are generally considered healthy enough to attend physical education (PE) class. Notes to excuse students from PE classes for medical reasons are to be presented to the Main Office. Office staff will notify the PE teacher of the excuse. A parent note excusing the student from physical activity can be accepted for up to two days for an injury or illness. A maximum of two parent notes per semester will be accepted. Any duration of time beyond two days will require a signed statement from the student's healthcare provider licensed under the Medical Practice Act that verifies the medical reason for the restriction. If the length of time is undetermined or "until further notice," a new note from the healthcare provider will be needed every three months until the student is released from the restriction.

If the student is allowed limited or modified participation, the healthcare provider's note should list specifically what activities/modifications are allowed. A modified physical activity form is available in the Nurse's Office.

Long term P.E. excuses presented within the first two weeks of a semester can be accommodated with a schedule change. Please contact the Nurse's Office and the Student Services Office.

Excuses for Religious Reasons

An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Notes to excuse students from PE classes for religious reasons are to be presented to the Building Administrator.

MEDICATION POLICY (BOARD POLICY 7:270)

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

dispensing or administering the medication. The District may reject requests for administration of medication.

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

1. Medication is defined as either prescription or non-prescription drugs.
2. Medication will not be given by a school employee to a student without the completion and submission of a Med-A form, and other documentation if required, signed by both the parent/guardian and the student's licensed health care provider.
3. Specific forms are required for students with asthma, diabetes, allergies, and seizures. Forms and packets can be obtained in the Main Office or Nurse's Office or on the District website. Parent(s)/guardian(s) of a student with asthma are requested to submit an Asthma Action Plan for the student. If provided, the Asthma Action Plan will be kept on file by the Nurse. The District's Asthma Emergency Response Protocol is available from the Main Office or Nurse's Office.
4. The Med-A form must be completed annually for each medication and updated upon any changes.
5. Students may not transport medication to and/or from school. It is the parent/guardian's responsibility to personally deliver the medication to school and to pick up any ~~"left over"~~ "leftover" medication at the close of the school year. Any medications left at the school at the end of the school year will be disposed of in a safe and appropriate manner.
6. Medications must be in their original containers and the containers must include the student's name, the medication's name, dosing information (the amount to be dispensed and the time at which or circumstances under which the medication is to be administered), and expiration date. No medication will be given by school personnel if the medication arrives at the school in an envelope or improperly labeled bottle/inhaler.
7. Medications at school will be stored in a locked cabinet in the Nurse's Office or in the school nurse's refrigerator, if required.
8. When necessary, the school nurse will provide appropriate staff members with information concerning the medications being taken by students (i.e., side effects, other medical implications, etc.).
9. Medication dispensing guidelines include:
    a. Medications will be dispensed to one student at a time.
    b. The designated school employee will transfer the indicated dosage from the container to the student.
    c. The designated school employee will document the administration.
10. Administration of Medical Cannabis – The Compassionate Use of Medical Cannabis Program Act allows medical cannabis infused ~~products~~ products to be administered as designated within the Board policy.

Administering Medication to Students

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

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

Self-Administration of Medication

A student may possess an epinephrine auto-injector and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Self-Carry & Self-Administration of Medication

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

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

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

Field Trip Medications

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

GENERAL INFORMATION

BULLETINS AND ANNOUNCEMENTS

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

BUS TRANSPORTATION (BOARD POLICY 7:220)

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

Instructions to Parents

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

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

Instructions to School Bus Riders

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

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

Safety Regulations and Guidelines

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

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

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

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

Late Academic Bus

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

CAFETERIA

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

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

~~Every student has a lunch account based on his/her Student ID Number. Money can be placed in the account by giving cash or check to the cashiers during any lunch period, or by activating an account through *www.myschoolbucks.com*. (There is a $2.49 service fee charged by myschoolbucks.com for each lunch account deposit.) All checks brought to a cashier must be credited to the student's lunch account. There is no charge for utilizing the cashier for this service. A student may not receive money back from a check given to a cashier to credit his/her lunch account. The only method by which a student may purchase lunch or à la carte food items is by scanning or entering his/her Student ID card number into a Pin Pad.~~

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

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

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

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

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

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

How does OnePay work?

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

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

Central 301 Schools' Food Service Department is committed to serving lunches to all students. Due to varied circumstances, students may not have money to purchase a lunch. If there is no money in the student's account, they will still receive a Value Meal. (Ala Carte snacks can not be charged.) The negative balance is communicated with the parents through letters sent to the home and weekly emails sent to the parents from the Food Service Office. Once lunches have been served without money in the account, it is the parents' responsibility to respond to the negative balance letter or email by depositing money in the student's account. This can be done by depositing money into the student's www.myschoolbucks.com account or by sending cash or a check to the school.

A student's eligibility for free or reduced priced meals shall be determined by Family Size /Income Guidelines set annually by the U.S.Department of Agriculture and distributed by the Illinois State Board of Education. Parents may access the current Free/Reduced Family Application **after July 1** of each new school year on the Food Service website. Each family submitting an application will be notified in writing of their status.

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

2021 - 2022 LUNCH PRICES

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

ELECTRONIC DEVICES (BOARD POLICY 6:235)

The District's electronic networks, including the Internet, are part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. Use of all electronic devices allowed as part of the District's Bring Your Own Device ("BYOD") program and the District issued Chromebook must be consistent with District policies and procedures. Such electronic devices may be used during instructional time only for educational purposes as approved by the Administration or teacher (Please refer to Appendix A - Student Device Handbook). Personal devices may be used by students during non-instructional time, such as during passing periods, lunch, and before or after school. Students may not place or receive phone calls during school day hours (6:20am to 2:46pm).

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

This year, as our students and staff participate in virtual meetings that are taking place as part of our learning environment primarily through Google Meets, we have adapted to support this practice while prioritizing privacy and behavior expectations. We ask that all Central 301 families take a moment to review this notification regarding student participation in virtual meetings for the ~~2020-21~~ 2021-2022 school year.

EMERGENCY DAY - SCHOOL DISMISSAL DUE TO WEATHER

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

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

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

FUNDRAISING

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

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

- Class, Organization, or Club hosting the fund raiser
- Date and Time For Selling
- Person in Charge
- Item(s) to be sold and dollar amount

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

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

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

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

Due to current COVID-19 protocols, high school lockers will not be utilized until schools are reopened for full-time, in person learning. Once we assign lockers to students, District and building policy and rules will apply.

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

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

SCHOOL SAFETY

The safety of our students and staff is our first priority at CHS. During school hours (6:20am to 7:00am and 7:25am to 2:46pm) all exterior doors are kept locked and access to the building will be limited. Students are not to open any door to permit entry for anyone with whom they are not familiar and are not to permit anyone from the outside to enter the building. Additionally, the propping or opening doors to anyone from the outside is prohibited. All visitors should be directed to the Main Office. Failure to abide by this policy may result in disciplinary consequences.

SAFETY DRILLS

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

SEARCH OF VEHICLES (BOARD POLICY 7:140)

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

STUDENT PARKING PERMITS & DRIVING REGULATIONS

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

Senior applications will be distributed at least 2 weeks prior to Junior applications. Eligible Sophomores can only apply after all Junior and Senior students have been offered parking spots, with spots being given out on a first come first served basis pending availability of spaces.

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

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

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

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

suspended or revoked without refund of fee as a result of student misconduct or disobedience. Students must follow the terms and conditions stated in the parking permit application.

STUDENT DRESS (BOARD POLICY 7:160)

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

~~Any student not in accordance with the above-mentioned dress expectations during school hours (6:20am to 2:46pm) may be subject to disciplinary consequences, including changing into appropriate clothes or making immediate arrangements for appropriate clothing before returning to class. If appropriate clothing is not available, the high school will lend the student a uniform from the physical education department.~~

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

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

Guidance for Face Coverings

In accordance with guidance from the Illinois Department of Public Health (IDPH) and the Illinois State Board of Education, all individuals, including students, staff and visitors, must wear a face covering when present in school. Any individual not wearing a face covering will not be permitted to enter any Central 301 facility. All persons on a bus must wear a face covering, in addition to, present a pre-certification form as part of a lanyard they will be wearing.

In accordance with the guidance from the Center for Disease Control (CDC), face coverings must completely cover the nose, mouth and:

- Be snug but comfortable against the sides of the face
- Need to be secured with ties or ear loops
- Must allow breathing without restriction
- Be able to be washed and machine dried without damage or change to the shape (Medical grade surgical masks that are disposable daily is the exception)

Any mask that incorporates a valve or is designated to facilitate easy exhaling is not a sufficient face covering as they allow droplets to be released from the mask and are NOT permitted.

Masks may NOT include:

- Masks with openings, holes, vents, visible gaps in the design such as Bandanas, Plastic PPE face shield with no mask underneath
- Bandanas, or coverings that do not fit securely around the mouth, or are open around the mouth.
- Lace masks, bead masks, knit masks made of yarn

*All face coverings must meet school dress code guidelines in terms of logos, images, and language.

Face coverings should be discarded and replaced when:

- They no longer cover the nose and mouth securely
- Have stretched out or have damaged ties or straps
- Can no longer stay on the face, or over the nose
- Have tears or damage in the fabric

Face coverings are not required outside if social distancing is maintained. This means individuals are remaining 6 feet apart from each other and are not congregating. Individuals may temporarily remove their face covering while eating and drinking when they are spaced at least 6 feet apart.

Key Points About Face Coverings

- Be careful not to touch your eyes, nose and mouth while wearing face coverings to prevent potential contamination.
- Wash your hands thoroughly or use hand sanitizer before putting on a face covering or face shield.
- Remove your face covering or face shield carefully and wash your hand thoroughly after removing or use hand sanitizer
- Wash the face covering after each use daily.
- Do not reuse disposable masks
- Label the mask/face covering with your child's name using a permanent marker.
- Consider purchasing multiple masks to utilize over the course of the week.
- Consider sending an extra mask in a plastic bag to school with your child as a backup.
- Wearing a face covering does not replace the need to continue frequent hand washing, avoiding touching the face and practicing social distancing, which are our best tools to help prevent the spread of illness.

Bandanas

Bandanas do not provide the same coverage as a cloth mask. Since cloth masks provide more protection than bandanas. The use of bandana face covering will not be allowed as a medical accommodation for individuals who are unable to wear a face mask.

Face Shields

The Illinois State Board of Education (ISBE) has determined that face shields cannot be used as substitutes for face masks. There may be a small minority of individuals who have a medical accommodation related to face masks. If face shields can be tolerated, face shields might be utilized in these situations. Face shields have limitations and there is a need for heightened need for strict adherence to social distancing.

Exceptions for Face Covering

Persons with a medical condition that prevents them from safely wearing a face covering may seek a reasonable accommodation. Exceptions will not be considered for persons who have a personal objection, or preference. Exceptions must come in the form of a medical exception and must include a written letter signed by a medical doctor, physician assistant, or nurse practitioner, outlining that wearing a face covering poses a medical risk to the individual's physical well-being and is medically contraindicated.

Face covering exceptions pose a risk to other individuals and will only be granted when accommodations can be made to protect the safety of others. All exception requests will be considered on a case-by-case and individual basis if a person's medical needs can be safely accommodated. All exceptions, if granted, will require strict compliance with an individualized safety plan and may exclude the individual from certain activities that may pose an increased risk to others. Safety plans are determined based on feedback from the medical professional in collaboration with the school nurse and/or building administrator.

Exception Considerations include:

- The ability to protect the safety of others
- Whether the person's medical condition is conducive to in-person attendance, or if student needs would be best met remotely.
- The person's behavior and capacities, including to control secretions, cover mouth/nose when sneezing and coughing.
- The person's ability to maintain a six foot physical distance from others at all times.
- The person's ability to tolerate wearing a face covering (May consider the option of an alternative face covering such as a face shield)
- The person's ability to wash hands with/without assistance and ability/safety of use of hand sanitizer.
- Exclusion of the person when any symptom of illness is present, regardless of cause which includes allergies.
- Wearing a face covering or face shield does not replace the need to continue frequent hand washing, avoiding touching the face and practicing social distancing.

Any student who refuses to wear a mask will be:

a. Removed from the classroom with parent contact
b. Removed from the classroom with parent contact and will be sent home.
c. Placed in remote learning for the remainder of the semester after the 3rd offense.

TELEPHONES

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

VISITORS

Visitors will be restricted to authorized personnel only. Visitors to any building must always wear an appropriate and approved face covering and report directly to the main office for a wellness screening, including a temperature check. Visitors will remain in the main office or other designated area for the duration of the visit. Students or staff will be asked to meet the visitor to conduct business as needed. Visitors will not have general access to the building in order to maintain physical distancing.

All visitors entering the building must participate in the screening process in addition to typical sign-in procedures:

1. Has the visitor washed their hands or used alcohol-based hand sanitizer on entry?
   a. YES—Proceed to step 2.
   b. NO—Please ask them to do so and proceed to step 2.

2. Ask the visitor the following questions:
   a. Do you have any signs or symptoms of a respiratory infection such as fever or chills, cough, shortness of breath or difficulty breathing? Do you have fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, ~~congestion or runny nose,~~ nausea, vomiting, or diarrhea? LAST UPDATED JULY 20, 2020 | Central CUSD 301 Reopening Plan | 2020–21 | 9 This is a draft document and is subject to change as conditions and guidance from government agencies is updated.
   b. Are you taking any medication for any signs and symptoms of a respiratory infection , such as fever, cough, or sore throat (e.g., Advil, Aspirin, Tylenol)? (This does not apply to medications taken for other purposes.)
   c. In the last 14 days have you been in contact with someone with a confirmed diagnosis of COVID-19?
   d. In the last 14 days, have you tested positive for COVID-19?
   e. Have you traveled from a destination that requires you to stay home for 14 days after travel? YES to any of the above—Restrict the visitor from entering the building. NO to all—Continue to step 3.

3. Check the visitor's temperature.
   IF 100.4º F or higher —Restrict the visitor from entering the building.
   IF UNDER 100.4º F—Continue to step 4.
4. Allow visitor entry to the building if necessary or have guest wait for staff or student to meet them at the office and remind the individual to:
   a. Wash their hands or use hand sanitizer throughout their time in the building.

b. DO NOT shake hands, hug, or have other physical contact with individuals during the visit.

ATTENDANCE AND TRUANCY POLICY

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

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

2. Students are expected to attend every class, whether remote or in person. ~~The following structures for instruction will be used:~~

   - ~~Combined In-person and Remote (A/B Schedule)~~
   - ~~Full-time Remote~~

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

It is important to note that while students are Remote Learning, they should follow teacher procedures to login into the class for instruction. Students are expected to attend all Remote Learning sessions provided by the teacher, and if they are not in attendance, they will be marked absent.

ATTENDANCE PROCEDURES

Steps to Follow When Absent From School

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

Parents/guardians who cannot call must write a note explaining the reason for the absence. The note should be written by the parent in its entirety and signed.~~ If this occurs on a remote learning day, the note can be scanned and emailed to the attendance secretary or turned in at the main office on the next in-person instruction day.~~ The note can be scanned and emailed to the attendance secretary or turned in at the main office.

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

Leaving School Early

Students who need to leave school early must bring a note to the Attendance Office before leaving school. The note must be written by the parent in its entirety. The note should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent/guardian signature.

Parents/guardians will pick up the student at door 8. Parents/guardians will need to present photo identification to pick up a student without prior notification.

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

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

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

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

ABSENCES (BOARD POLICY 7:70)

Three Categories of Absences

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

Excused Absence

Central High School will recognize an excused absence as:

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

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

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

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

College and Vocational Visits, and Military Exams

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

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

Unexcused Absence

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

1. Working
2. Missing the bus
3. Car not starting
4. Cutting class (in-person or remote)
5. Vacations 6+ school days
6. Needed at home
7. Other avoidable absences

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

Truant Absences

Truancy is defined as absence without valid cause for one or more periods of the student's school day. A truant absence is an unexcused absence. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent-

teacher/administrator conferences, student counseling, and/or involvement of the Kane County Truancy officers and/ or local law enforcement. No punitive action, including out-of-school suspensions, expulsions, or court action will be taken against a chronically truant student unless available support services and other school resources have been provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C Misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to $1,500.

Vacation Absences

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

Class Cut

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

Students who arrive after 7:30am and do not have an excused absence will be marked unexcused for the periods missed. This is considered a class cut for which the student may receive disciplinary consequences.

Tardiness

Students are expected to be in class on time, so they may maximize their learning opportunities. Teachers and the Administration will monitor student's tardies. Students may be considered tardy if they arrive after the bell has rung. Students who arrive between 7:15am and 7:30am will be marked tardy to 1st period. On the 4th tardy to school per semester, students may receive disciplinary consequences for excessive tardies.

Make up Work

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

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

ACADEMICS

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

GRADING

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

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

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

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

Student work will be evaluated using the following letter grades:

A – Superior
B – Excellent
C – Average
D – Below average
F – Fails to meet required standards
P – Pass
W – Withdrawn (no credit and no grade)

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

WEIGHTED GRADES

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

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

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

GPA / CLASS RANK

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

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

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

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

REPEATING COURSES

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

SEMESTER EXAMS

1. All students must take final exams on the designated date and time established by the school unless an Alternate Exam Form has been completed and approved by Administration.
2. Students are expected to be in attendance for the entire length of their final exam time.
3. All students are required to take a final exam for any correspondence or online course they are enrolled in.
4. A senior may be exempt from a second semester final exam if he/she:
    a. Has at least a B average for the second semester in the specific class.
    b. Has had no after school detentions, Alternative Learning Environment placements, or Out of School Suspensions during the second semester.
    c. Has missed no more than four unexcused absences during the second semester.
    d. Correspondence or online courses will be required to take final exams.

GRADUATION REQUIREMENTS

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

Minimum Credits

~~4.0 English~~

~~3.0 Math~~

~~2.0 Science~~

~~2.5 Social Sciences~~

~~4.0 PE (unless on a waiver) and Health~~

~~1.0 Elective (art, music, foreign language, or vocational education) and Consumer Education~~

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

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

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

Credits required by year of graduation:

23.5 credits

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

PARTICIPATION IN THE GRADUATION CEREMONY POLICY

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

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

EARLY GRADUATION (BOARD POLICY 6:300)

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

CORRESPONDENCE / ONLINE CLASSES

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

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

COURSE SELECTION AND SCHEDULE CHANGES

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

SCHOLASTIC AWARDS

1. A valedictorian award is given each year to the graduate who has maintained the highest cumulative weighted grade point average upon his/her completion of high school. To qualify for this valedictorian award, a student must have been in attendance at Central High School for two years or more.
2. A salutatorian award is given each year to the graduate with the second highest cumulative weighted grade point average. To qualify for this salutatorian award, a student must have been in attendance at Central High School for two years or more. In the event there is more than one valedictorian, no salutatorian will be named.
3. Students will graduate with honors if they have earned at least a 3.40 G.P.A., but less than a 3.75 G.P.A. for their high school work. Students will graduate with high honors if they have earned at least a 3.75 G.P.A. for their high school work.
4. Perfect attendance for each year will also be recognized at the end of each school year.

DRIVER'S EDUCATION

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

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

2. <u>Behind-the-Wheel</u>
    a. No student may begin behind-the-wheel driving until he/she has been enrolled and started in the classroom portion of the program.
    b. Six (6) hours of behind-the-wheel experience is required by law.

~~Students who complete the classroom instruction and whose 16th birthday is after December 1 the following school year will not be enrolled for behind-the-wheel driving until the first semester of the following school year.~~

Due to the classroom and behind-the-wheel hour requirements for passing Driver Education, student attendance is important and students are expected to be present and be on time. An unexcused absence may result in disciplinary consequences, up to and including receiving an automatic fail.

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

DISCIPLINE

PHILOSOPHY OF DISCIPLINE

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

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

STUDENT BEHAVIOR POLICY (BOARD POLICY 7:190)

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

When and Where Conduct Rules Apply

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

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

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

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

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

Prohibited Student Conduct

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

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

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

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

    a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).

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

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

    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing ~~physician's or~~ physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

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

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

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

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

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

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

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

   CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used during passing periods, lunch, before or after school, or in a classroom setting with either administration or supervising teacher’s discretion, if specified within the student's individual education program (IEP) or 504, or is needed in an emergency that threatens the safety of students, staff or other individuals.

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

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

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing ~~(see Appendix B – CHS Plagiarism Policy),~~ wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

10. Intentionally providing false information to a staff member or knowingly assisting another student provide false information. This includes assisting another student to hide/remove prohibited substances, devices, or weapons.

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

12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

13. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.

14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

15. Entering school property or a school facility without proper authorization.

16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

17. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

18. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Additional Examples of Prohibited Misconduct and Gross Disobedience

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

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

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

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

Disciplinary Measures

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

1. Verbal Warning.

2. Detentions.

3. Notifying parent(s)/guardian(s).

7. Disciplinary conference.

8. Withholding of privileges / removal of privileges.

9. Temporary removal from the classroom.

10. Return of property or restitution for lost, stolen, or damaged property.

11. Alternative Learning Environment. The Building Principal or designee shall ensure that the student is properly supervised.

12. After-school detention or Saturday detention provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

13. Peer Jury. Both the student and parent/guardian must agree to the Peer Jury terms and conditions.

14. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

15. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.

16. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.

17. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.

18. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled also shall be restricted from being on school grounds and at school activities.

19. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.

20. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the *Firearm Owners Identification Card Act* (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24 1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

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

Re-Engagement of Returning Students

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

Required Notices

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

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and

rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal or Assistant Building Principal is authorized to impose the same disciplinary measures as teachers. In addition, provided the appropriate procedures are followed, the Superintendent, Building Principal or Assistant Principal may issue in-school suspensions; may issue out-of-school suspensions to students guilty of gross disobedience or misconduct (including all school functions) for up to 10 consecutive school days; and may suspend students from riding the school bus for up to 10 consecutive school days. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

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

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

MISCONDUCT BY STUDENTS WITH DISABILITIES (BOARD POLICY 7:230)

Behavioral Interventions

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

Discipline of Special Education Students

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

ADDITIONAL DEFINITIONS

Detentions

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

Alternative Learning Environment

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

Saturday School

Saturday School will be held periodically throughout the school year to serve as a disciplinary consequence for a student's gross disobedience or misconduct. Saturday school half sessions run from 8:00 am to 10:00 am, and full sessions run from 8:00 am to 12:00 pm. Students who fail to attend, arrive late, or are removed from Saturday School due to gross disobedience or misconduct will be considered to have missed the session and may be subject to further disciplinary consequences.

SCHOOL/COMMUNITY SERVICE PROGRAM

The school/community service program is an alternative disciplinary agreement between a student, his/her parent/guardian, and the Administration. Administrators retain the discretion to determine whether the school/community service program will be offered as an alternative disciplinary consequence and, if so, the nature of the school/community service program. Students who participate in the school/community service program may be assigned a service for the school or community.

OUT OF SCHOOL SUSPENSION (BOARD POLICY 7:200)

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

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

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

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

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

EXPULSION BY THE BOARD OF EDUCATION (BOARD POLICY 7:210)

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

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

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

STUDENT SEARCH & SEIZURE (BOARD POLICY 7:140)

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

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

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

Students

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

When feasible, the search should be conducted as follows:

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

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

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

BULLYING POLICY (BOARD POLICY 7:180)

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.

2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

Esther Mongan, Assistant Superintendent for Teaching and Learning, Grades K-12
CCUSD 301, 275 South St., P.O. Box 396, Burlington, IL 60109
esther.mongan@central301.net
847-464-6005

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
    a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
    b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
    c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
    d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

    The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
    a. The frequency of victimization;
    b. Student, staff, and family observations of safety at a school;
    c. Identification of areas of a school where bullying occurs;
    d. The types of bullying utilized; and
    e. Bystander intervention or participation

    The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
    a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
    b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
    c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
    d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
    e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
    f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
    g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

ATHLETICS & ACTIVITIES

GENERAL INFORMATION REGARDING SCHOOL EVENTS

Attendance at Events

1. Students will not be ~~re-admitted~~ readmitted to school events, including but not limited to school dances and athletic events, if they exit the building or designated area without the permission of a staff member.

2. **CHS Dances**
   a. No student will be admitted more than 1 hour after a CHS dance begins. Exceptions will be made for extenuating circumstances as determined by the Administration.

   b. CHS students are not permitted to invite non-CHS students to a CHS dance unless the guest is approved by the Administration prior to the student purchasing a ticket to the dance. To request approval, the CHS student must complete the ~~Guess~~ Guest Pass form.

   c. Students who are in middle school are not allowed to attend CHS dances. Conversely, CHS students are not allowed to attend dances at the District's middle schools.

   d. No persons over the age of 20 are permitted to attend CHS dances.

3. Students may be prohibited from attending or participating in a school event for violating any policies and procedures of CHS and as established by the Board of Education.

Fundamentals of "Good Sportsmanship"

The Board of Education recognizes the importance of emphasizing "good sportsmanship" in all aspects of District-related activities. With this in mind, the following fundamentals of good sportsmanship are expected of all attendees before, during, and after school events, including but not limited to all students, staff members, coaches/sponsors, parents/guardians, and any other visitors:

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

5. Openly display respect for the opponents at all times.

Unacceptable behavior includes that which is disrespectful to others or disruptive to the event, including but not limited to the following types of conduct:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectible, regardless of when and/or where the use occurred;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Use or possess medical cannabis;
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Concerns regarding good sportsmanship should be reported to the Athletic & Activities Director or other designated administrator present at the school event.

An individual who engages in any of the above-listed types of conduct, or any other conduct deemed to be in violation of the "good sportsmanship" expectation or in violation of school rules or Board Policy, may be immediately removed from the event and subject to additional consequences. Students may be subject to disciplinary consequences consistent with the policies and procedures of CHS and as established by the Board of Education. Visitors may be denied admission to future school events consistent with Board Policy 8:30, *Visitors to and Conduct on School Property*.

ATHLETICS, EXTRA-CURRICULAR, AND CO-CURRICULAR ACTIVITIES

More information regarding CHS athletics, extra-curricular, and co-curricular activities is available on the CHS Rocket website at *http://il.8to18.com/bchs*, and in the CHS Code of Conduct.

CONCUSSIONS

The District takes the safety of its students seriously and has developed a program to manage student concussions and head injuries. Please see Board Policy 7:305 for the District's concussion policy. The District's concussion management resources, including consent forms, return-to-play protocol, and return-to-learn protocol, are available at http://il.8to18.com/bchs. Please contact the Athletic & Activities Director or school nurse with any questions regarding concussions or the District's concussion management program.

APPENDIX A – STUDENT DEVICE HANDBOOK

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

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

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

A. Using the Device

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

    f. Keep food and beverages away from the Device.

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

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

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

B. Responsibilities of Students and Parents

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

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

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

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

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

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

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

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

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

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

C. Device Data And Software

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

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

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

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

5. **Prohibited "Jailbreaking."** "Jailbreaking" is the act of replacing the manufacturer's operating system with custom software, allowing the user to circumvent the manufacturer's security and licensing restrictions. The act of jailbreaking or otherwise disrupting the configuration of the Device voids the manufacturer's warranty and is a violation of this Handbook. Removal of any District-installed configuration is prohibited and will be considered a violation of this Handbook.

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

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

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

D. Repair of, Loss of, or Damage to Device

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

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

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

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

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

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

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

4. **Accidental Damage.** The District purchases an accidental damage policy with each Device. This covers one (1) accidental damage per Device per school year while the Device is used in the District.

E. Waiver and Indemnification

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

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

APPENDIX B – COMMUNITY RESOURCES

Alcohol and Drug Abuse Counseling

Renz Addiction Center	2 American Way Elgin, IL	(847) 742-3545 ext. 1
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(847) 882-1600 (800) 432-5005
Provena St. Joseph Hospital	77 Airlite Street Elgin, IL	(847) 695-3200
Northwest Community Hospital	800 W. Central Road Arlington Heights, IL	(847) 618-1000
Linden Oaks Hospital	801 S. Washington Naperville, IL	(630) 305-5500
Rosecrance	1021 N. Mulford Road Rockford, IL	(800) 383-5351
F.A.I.R.	2010 E. Algonquin Road Schaumburg, IL	(847) 356-5192
Breaking Free	250 W. Downer Place Aurora, IL	(630) 355-2585

Behavioral Health Hospitals

Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(800) 432-5005
Linden Oaks Hospital at Edwards	801 S. Washington Naperville, IL	(630) 305-5500
Provena St. Joseph Hospital	77 Airlite Street Elgin, IL	(847) 695-3200
Northwest Community Hospital	800 W. Central Road Arlington Heights, IL	(847) 618-1000

Suicide Assessment Resources

All of the above Behavioral Health Hospitals complete suicide assessments and have resources available.

TriCity Family Services	1120 Randall Court Geneva, IL	(630) 232-1073
24-hour Hotline Numbers	Depression Hotline National Crisis Lines	(630) 482-9696 (800) 784-2433 (800) 273-8255
Suicide Prevention Services	528 S. Batavia Ave (Rte. 31) Batavia, IL	(630) 482-9699

Community Contact

Elgin Police (non-emergency)	151 Douglas Ave. Elgin, IL 60120	(847) 289-2700
St. Charles (non-emergency)	211 North Riverside Avenue St. Charles, IL 60174	(630) 377-4435
Kane County (non-emergency)	37W755 IL Rt 38 St Charles IL 60175	(630) 232-6840
Kane County Sheriff's Tip Line	Text KANE and your message to 847411 (tip411)	
Crisis Text Line	Text 741-741 with your message	

Outpatient Therapists

Dr. David Goodman & Associates	405 Illinois Ave, Ste, 2C St. Charles, Il 60174	(630) 377-3535
The Prairie Clinic	1541 East Fabyan Pkwy. Suite 121 Geneva,IL 60134	(630) 845-9644
Counseling and Diagnostic Center of Woodfield, Ltd.	1325 Wiley Road Suite 165 Schaumburg, IL 60173	(847) 884-0210
Leahy and Associates	475 Dunham Rd. Suite G St. Charles, IL 60174	(630) 849-3711
Village counseling Center	460 Briargate Dr. Suite 700 South Elgin, IL 60123	(847) 488-1999

Dr. Karen Lynn Falk, Psy.D. Clinical Psychology	1595 Weld Rd. Suite 5 Elgin, IL 60123	(847) 269-2350
Centennial Counseling Services (Cedar Crossings Building)	1120E Main Street Suite 201 St. Charles, IL	(630) 377-6613
Clear Waters Counseling Services	1497 N Lafox (Rte. 31) South Elgin, IL 60177	(847) 903-1156
Christine Hibbard – Counseling	1121 East Main Street Suite 320 St. Charles, IL	(630) 584-0642
Center of Traumatic Stress	1220 Hobson Road Suite 232 Naperville, IL	(630) 637-4002
Counseling Associates Professional LTD	870 E Higgins Suite 138 Schaumburg, IL 60173	(630) 945-6000
Williams and Associates	895 Geneva Road St. Charles, IL 60174	(630) 377-5105
Creekwood Associates	240 S 5th Avenue, Suite A St. Charles, IL 60174	(630) 377-1414
Living Rite	2401 W US Highway 20 Suite 205 Pingree Grove, IL 60140	(815) 758-8400
Genesis Clinical Services	1725 South Naperville Road suite 206 Wheaton, IL 60187	630-653-6441
Intermission Therapies	22 Crissey Ave Suite 200 Geneva, IL 60134	630-232-7770
Legacy Clinical Consultants	321 Hamilton Street, Suite E Geneva, IL 60134	630-527-1664
McKane and Associates	1121 E Main Street #210 St. Charles, IL 60174	630-377-7226
Peter Temple and Associates	12 West Wilson Street Batavia, IL 60510	630-879-1026
Riverview Counseling Services	111 E Main St. Saint Charles, IL 60174	(630) 587-3777
TriCity Family Services	1120 Randall Court Geneva, IL 60134	630-232-1070
Plum Tree Child and Adolescent Psychology	240 S. Fifth Avenue, Suite B, St Charles, IL 60174	(630) 549-6245

Facilities for Psychological Evaluation

TriCity Family Services *takes Medicaid & a variety of insurance plans*	1120 Randall Court Geneva, IL	630-232-1070
Cadence Behavioral Health (Northwestern Medicine) - St Charles *appointment required, takes Medicaid*	964 N 5th Ave St Charles, IL	630-933-4000
Cadence Behavioral Health (Northwestern Medicine) - Winfield *appointment required, takes Medicaid*	27W350 High Lake Rd Winfield, IL	630-933-4000
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd Hoffman Estates, IL	800-432-5005
Streamwood Behavioral Health	1400 East Irving Park Rd Streamwood, IL	630-837-9000
Emergency Room: Presence St Joseph Hospital	77 N Airlite St Elgin IL	847-695-3200
Emergency Room: Advocate Sherman Hospital	1425 N Randall Rd Elgin IL	847-742-9800
CARES Hotline		800-345-9049
Family Service Association of Greater Elgin Area	1140 N McLean Blvd Suite 1 Elgin IL	847-695-3680

Community Agencies

Heartland Counseling	40W131 Campton Crossings Dr St. Charles, Il 60175	(630) 443-9100
Kairos Family Center, Inc	240 Standish St. Elgin, IL 60123	(847) 742-5717
Lutheran Social Services – Elgin	675 Varsity Dr. Elgin, IL	(847) 741-2600
Family Service Association of Greater Elgin Area	22 Spring St. Elgin, IL	(847) 695-3680

TriCity Family Services – Association of Counselors	1120 Randall Ct. Geneva, IL 60134	(630) 232-1070
Echer Center	1845 Grandstand Pl. Elgin, IL	(847) 695-0484
DCFS – Elgin Office	595 State Street Elgin, IL	(847) 888-7620
Easter Seals	799 S McLean Blvd. Elgin, IL	(847) 742-3264
Youth Services (Elgin Police Department)	151 Douglas Ave. Elgin, IL 60120	(847) 289-2625
Little Friends, Inc	140 N Wright St. Naperville, IL 60540	(630) 355-6533

Crisis Centers/ Hotline Numbers/ Emergency

Abuse

Domestic Violence, Sexual Assault, Women's Shelter	Elgin, IL 60120	(847) 697-2380
DCFS	http://www.state.il.us/dcfs/index.shtml	(800) 25-ABUSE

Suicide

National Suicide Prevention Hotline		(800) 273-8255
Suicide Prevention Services	Batavia, IL	(630) 482-9699
National Runaway Switchboard	3080 N Lincoln Ave. Chicago, IL 60657	(800) RUNAWAY
S.A.S.S. HotLine		(800) 345-9049
Crisis Line of Fox Valley	Aurora, IL	(630) 906-0516
Trevor Project	crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender and questioning (LGBTQ) young people ages 13-24.	866-488-7386

Rape/SA/DV

Mutual Ground, Inc. – Domestic Violence	Aurora, IL	(630) 897-0080
Mutual Ground, Inc. – Sexual Assault	Aurora, IL	(630) 897-8383

Housing

Lazarus House	214 Walnut St. St. Charles, IL 60174	(630) 587-2144
Community Crisis Center	37 S Geneva St. Elgin, IL	(847) 697*2380
PADS of Elgin	1730 Berkley St. Elgin, IL 60123	(847) 608-9744
WIC Center	620 Wing St. Elgin, IL 60123-2088	(630) 741-1176

Drugs/Addiction

Renz Addiction and Counseling Center	American Way #C Elgin, Il 60120	(847) 742-3545
BHS Center of Lutheran Social Services of Illinois	675 Varsity Dr. Elgin, IL 60120	(847) 741-2600
New Hope Recovery Center	3098 Hamilton St. Geneva, IL 60134	(630) 402-0144
DUI and Addiction Counseling	2210 Dean St. St. Charles, IL 60175-1066	(630) 443-2241
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(847) 882-1600 (800) 432-5005
Provena St. Joseph Hospital	77 Airlite Street Elgin, IL	(847) 695-3200
Northwest Community Hospital	800 W. Central Road Arlington Heights, IL	(847) 618-1000
Linden Oaks Hospital	801 S. Washington Naperville, IL	(630) 305-5500
Rosecrance	1021 N. Mulford Road Rockford, IL	(800) 383-5351

F.A.I.R.	2010 E. Algonquin Road Schaumburg, IL	(847) 356-5192
Breaking Free	250 W. Downer Place Aurora, IL	(630) 355-2585

Death/ Loss of Loved one

Rainbows	http://www.rainbows.org/programs.asp	(630) 361-9904
Willow Creek Community Church	South Barrington	(224) 512-1502
Provena St. Joseph Hospital – "Herbie's Friends"		(630) 232-2233
Streamwood Behavioral Healthcare	1400 E Irving Park Rd. Streamwood, IL 60107	(630) 837-9000

Daycare

See-Saw in Burlington	275 South Ave. Burlington, IL 60109	(847) 683-8687
Little Saints Preschool	43W301 Plank Rd Hampshire, IL 60140	(847) 464-5134
YWCA Elgin – After School Care	220 E Chicago St. Elgin, IL 60120	(847) 724-7930
Elgin Park District	100 Symphony Way Elgin, IL 60123	(847) 531-3037
Learning Tree	2325 Royal Blvd. Elgin, IL 60123	(847) 888-4220
KinderCare	2485 South St. Elgin, IL 60124	(847) 888-4288
WIC Program	620 Wing St. Elgin, IL 60123-2800	(847) 741-1176

Transportation

A #1 Cab Service 24 Hours		(847) 8883990
Pace Suburban Bus	100 W Chicago St. Elgin, IL	(847) 931-6750
001 Choice Cab Inc.	P.O. Box 324 Geneva, IL 60134	(630) 377-7067
A #1 Cab – St. Charles		(847) 888-3990
Fox Cab	440 S Third St. St. Charles, IL 60174	(630) 587-8822

APPENDIX C – COLLEGE DISABILITY SERVICES

DIFFERENCES BETWEEN HIGH SCHOOL AND COLLEGE DISABILITY SERVICES

There is no Special Education at the college level. Educational rights covered by IDEA (Individuals with Disabilities Act) do not apply to postsecondary education. Colleges must comply with ADA (Americans with Disabilities Act), Section 504 of the Rehabilitation Act and the civil Rights Restoration Act. College students have civil rights, but no "education" rights.

Postsecondary institutions are **required** to:

- *Make all programs and services physically accessible to all students*
- *Provide auxiliary aids, notetakers, and appropriate equipment to ensure the participation of students with disabilities in college classes and activities*
- *Accommodate the academic participation of qualified students with disabilities in college classes and activities*

ECC Disability Services office
847-214-7417
Pietrina Probst, Director of ADA and Student Disabilities Services

Postsecondary institutions are **not required** to:

- *Provide specific auxiliary aids as long as the college provides a method of assistance that allows equal opportunity*
- *Provide academic modifications if these modifications would fundamentally alter the nature of the course or program or place undue burden on the institution*
- *Lower admission criteria for applicants with disabilities*
- *Diagnose a disability or conduct testing and assessment of learning difficulties, physical, or mental impairments*
- *Provide personal attendants*
- *Provide personal or private tutors*
- *Prepare "Individualized Education Programs" (IEP's)*

Differences in Policies and Procedures	
High School	**College**
• The school is responsible for identifying students with disabilities	• The student must self identify or disclose his/her disability
• The school must provide the assessment of disability, classify disability, and involve parents	• The student must provide documentation of his/her disability to the designated office
• School staff will discuss academic progress with parents or legal guardians	• The student is considered an adult with privacy and confidentiality protections. Staff cannot talk with parents or legal guardians about the student's academic progress
• The school must develop an Individualized Educational Program	• The student must request specific accommodations and provide supporting evidence through documentation
• The school must provide a free and appropriate education including modified program and appropriate related services	• The student must act as independent adults to activate and obtain accommodations and structure weekly schedules
• The school must coordinate the provision of all services, monitor progress, and evaluate results	• The college must provide reasonable accommodations for students who qualify

Differences in Courses	
High School	**College**
• Class attendance is mandatory and monitored carefully	• Students are expected to follow the instructors attendance policy as stated in the syllabus
• Teachers will usually approach students who are having academic difficulties	• Students are responsible to ask the instructor for help
• Teachers remind students of assignment due dates	• Students are responsible for keeping track of their projects, assignments, and tests dates
• Teachers will provide students with missed information when they are absent	• Students must approach their instructors for information they missed when absent
• Teachers many times will provide extra credit assignments to help students raise their grades	• Extra credit assignments are not usually given
• Make up tests are usually available	• Make up tests may not be an option
• Teachers present information to help the student understand the textbook	• Instructors may not follow the textbook, but lectures enhance the topic

Differences in Accommodations	
High School	**College**
• Services include individually designed instruction, modifications, and accommodations based on the IEP	• Reasonable accommodations may be made to provide equal access and participation
• Modifications that change course outcomes may be offered based on the IEP	• The college is not required to lower or effect substantial modifications to essential requirements.
• Appropriate accommodations are determined by the student's Individualized Educational Plan (IEP)	• Appropriate accommodations must be determined based on the student's disability documentation, and individual need

Differences in Parent's or Legal Guardian's Role	
High School	**College**
• Legal guidance is provided by IDEA	• Legal guidance is provided by Section 504 and ADA
• Parents must ensure that their child attends school until the age of 16	• Parents are not required to send child to college
• Periodic progress reports are given to parents	• No progress reports will be given to parents
• Teachers are free to approach parents without consent from student to discuss student's progress	• Without a release of information signed by the student the teacher legally cannot include the parents in any part of the educational process
• The parent is the student's legal guardian	• In college the student is considered to be his/her own legal guardian unless there is a court order to the contrary
• The parent is expected to advocate for the student	• The student is expected to advocate on his/her own behalf

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education

FROM: Dan Polowy, Director of Buildings & Grounds

DATE: May 17, 2021

RE: Recommendation for Acceptance of Refuse/Recycling Bid

Refuse and recycling bid specifications for the entire district were sent to six companies for the 2021-2022 and 2022-2023 school years. Two companies submitted formal bids and Groot was the lowest responsible bidder. We are recommending that we accept this bid. A bid recap with results is included in the board packet.

Bid Refuse/Recyclables
April 27, 2021
10:00 AM

Year 1	Groot				Lakeshore Recyling Systems			
	Total Yearly Refuse	On Call	Total Yearly Recycle	On Call	Total Yearly Refuse	On Call	Total Yearly Recycle	On Call
CT	2,305.68	160.00	1,137.60	160.00	2,347.03	170.00	881.21	170.00
HBT	1,729.20	130.00	1,137.60	160.00	1,925.91	140.00	881.21	170.00
LL	701.76	100.00	886.68	130.00	792.13	110.00	746.55	140.00
PV	1,729.20	130.00	1,137.60	160.00	1,925.91	140.00	881.21	170.00
CMS	1,729.20	130.00	1,137.60	160.00	1,925.91	140.00	881.21	170.00
PKMS	2,305.96	160.00	1,137.60	160.00	2,347.03	170.00	881.21	170.00
Maintenance/Bus	375.96	65.00	0.00	0.00	566.84	80.00	0.00	0.00
CHS	6,813.72	260.00	3,199.68	$80/cont	6,928.68	275.00	3,885.21	230.00
DO	1,729.20	130.00	444.48	65.00	1,925.91	140.00	907.65	80.00
Total Bid	**$19,419.88**		**$10,218.84**		**$20,685.35**		**$9,945.46**	
			$29,638.72				**$30,630.81**	
Roll Off	20 yd		365.00		20 yd		395.00	
	30 yd		425.00		30 yd		450.00	
Roll Off	20 yd		365.00		20 yd		371.00	
Recycle	30 yd		425.00		30 yd		420.00	
Paint Disposal			TBD				N/A **	
Portable Toilet			No bid				75.00	

Year 2								
	Total Yearly Refuse	On Call	Total Yearly Recycle	On Call	Total Yearly Refuse	On Call	Total Yearly Recycle	On Call
CT	2,420.97	160.00	1,194.48	160.00	2,382.23	170.00	894.42	170.00
HBT	1,815.66	130.00	1,194.48	160.00	1,954.80	140.00	894.42	170.00
LL	736.32	100.00	931.01	130.00	804.02	110.00	757.75	140.00
PV	1,815.66	130.00	1,194.48	160.00	1,954.80	140.00	894.42	170.00
CMS	1,815.66	130.00	1,194.48	160.00	1,954.80	140.00	894.42	170.00
PKMS	2,402.96	160.00	1,194.48	160.00	2,382.23	170.00	894.42	170.00
Maintenance/Bus	394.76	65.00	0.00	0.00	575.34	80.00	0.00	0.00
CHS	7,154.41	260.00	3,359.66	$80/cont	7,032.61	275.00	3,943.49	230.00
DO	1,815.66	130.00	466.70	65.00	1,954.80	140.00	921.27	80.00
Total Bid	**$20,372.06**		**$10,729.77**		**$20,995.63**		**$10,094.61**	
			$31,101.83				**$31,090.24**	
Roll Off	20 yd		383.25		20 yd		399.00	
	30 yd		446.25		30 yd		455.00	
Roll Off	20 yd		383.25		20 yd		375.00	
Recycle	30 yd		446.25		30 yd		425.00	
Paint Disposal			TBD				N/A**	
Portable Toilet			No bid				75.00	
			$60,740.55				**$61,721.05**	

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education

FROM: Pam Porto, Director of Transportation

DATE: May 17, 2021

RE: Recommendation for Acceptance of Fuel Bid

Fuel bid specifications were sent to eleven companies for the 2021-2022 school year. Three companies, Feece Oil Company, AB Petroleum Services, and Al Warren Oil Company, Inc. submitted formal bids. Bid prices came in competitively and Feece Oil Company came in with the lowest responsible bid. We are recommending that we accept this bid. A bid recap with results is included in the board packet.

Central Community Unit School District 301
Fuel Bid Summary Recap
April 27, 2021
11:00 AM

		Gallons	90,000	90,000	45,000	
Company			**#1 Diesel**	**#2 Diesel**	**Reformulated**	**Total**
AB Petroleum Services	Bid price bid gallon		0.1500	0.1500	0.1500	
Total Bid			$269,127.00	$232,920.00	$113,647.50	$615,694.50
Feece Oil Co.	Bid price bid gallon		0.1210	0.1210	0.1210	Lowest Bid
Total Bid			$266,517.00	$230,310.00	$114,304.50	**$611,131.50**
Al Warren Oil Co. Inc	Bid price bid gallon		0.1250	0.1250	0.1250	
Total Bid			$266,877.00	$230,670.00	$114,484.50	$612,031.50

No Bids:

ConservFS
PetroChoice
Petroleum Traders
Black Dog Corp
Blake Oil
Reladyne
Petroliance
World Fuel Services

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education

FROM: Daina Pflug, Business Manager

DATE: May 17, 2021

RE: Recommendation for Acceptance of Copy Paper Bid

Copy paper bid specifications for the entire district were sent out for the 2021-2022 school year. Three companies submitted formal bids and **The Paper Corporation** came in with the lowest responsible bid. We are recommending that we accept this bid. A bid recap with results is included in the board packet.

Copy Paper Bid Recap
May 6, 2021
10:00 am

8 1/2 X 11	Quantity	Contract Paper	Contract Paper Total	The Paper Corporation	The Paper Corporation Total	Veritiv Operating	Veritiv Operating Total	Midland Paper
20# White 8 1/2 x 11	1008	$28.55	$28,778.40	$25.88	$26,087.04	$26.60	$26,812.80	No bid
Blue	19	$39.99	$759.81	$39.38	$748.22	$35.00	$665.00	
Buff	4	$39.99	$159.96	$39.38	$157.52	$35.00	$140.00	
Canary	3	$39.99	$119.97	$39.38	$118.14	$35.00	$105.00	
Orange	10	$63.68	$636.80	$39.38	$393.80	no bid	n/a	
Goldenrod	5	$39.99	$199.95	$39.38	$196.90	$35.00	$175.00	
Green	5	$39.99	$199.95	$39.38	$196.90	$35.00	$175.00	
Orchid (Lilac)	3	$39.99	$119.97	$39.38	$118.14	$35.00	$105.00	
Pink	6	$39.99	$239.94	$39.38	$236.28	$35.00	$210.00	
Salmon	3	$39.99	$119.97	$39.38	$118.14	$35.00	$105.00	
Ivory	9	$39.99	$359.91	$39.38	$354.42	$35.00	$315.00	
Cherry	6	$39.99	$239.94	$39.38	$236.28	$35.00	$210.00	
Tan	1	$39.99	$39.99	$39.38	$39.38	$46.90	$46.90	
Gray	2	$39.99	$79.98	$39.38	$78.76	$35.00	$70.00	
Lime	6	$63.68	$382.08	$59.50	$357.00	no bid	n/a	
Orange	5	$63.68	$318.40	$59.50	$297.50	no bid	n/a	
Blue	6	$63.68	$382.08	$59.50	$357.00	no bid	n/a	
Yellow	9	$63.68	$573.12	$59.50	$535.50	no bid	n/a	
Red	4	$63.68	$254.72	$59.50	$238.00	no bid	n/a	
Bright Purple	3	$63.68	$191.04	$59.50	$178.50	no bid	n/a	
8 1/2 X 14 White	4	$40.00	$160.00	$37.18	$148.72	$39.00	$156.00	
11 X 17 White	15	$34.29	$514.35	$29.16	$437.40	$31.55	$473.25	
67# Card Stock	30	$40.70	$1,221.00	$39.72	$1,191.60	$38.07	$1,142.10	
Total Bid			**$36,051.33**		**$32,821.14**		Didn't bid all items	
Total Bid without bright colors			$33,313.09		$30,463.84		$30,906.05	

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education

FROM: Daina Pflug, Business Manager

DATE: May 17, 2021

RE: Recommendation for Acceptance of Wheel Alignment Machines Bid

Bid specifications for Career and Technical Equipment for two wheel alignment machines were sent out to three companies for Northern Kane County Regional Vocational System. Two companies, Standard Industrial & Automotive Equipment Inc. and Automotive Equipment Specialists, submitted formal bids. **Automotive Equipment Specialists** met all of the bid specifications, whereas Rotary could not. We are recommending that we accept Automotive Equipment Specialists' bid. A bid recap with results is included in the board packet.

NKCRVS - CTE Wheel Alignment Bid Recap
April 23, 2021
10:00 am

Vendor	Total	Recap Notes
Automotive Equipment Specialists	$49,400.00	Met all bid specifications
Standard Industrial & Automotive Equipment, Inc.	$48,610.00	Couldn't meet all bid specifications
Snap-on Incorporated	-	No bid

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education

FROM: Daina Pflug, Business Manager

DATE: May 17, 2021

RE: Recommendation for Acceptance of Desktop CNC Milling Machines Bid

Bid specifications for Career and Technical Equipment for two desktop CNC/Milling machines were sent out for Northern Kane County Regional Vocational System. Only **Midwest Machinery Resources, LLC dba HFO Chicago** submitted a formal bid of $12,610 per machine for a grand total of $25,220. The machines will be delivered to Streamwood High School and Hampshire High School. We are recommending that we accept this bid.

NKCRVS - CTE Desktop CNC/Milling Machines Bid Recap
April 23, 2021
10:00 am

Vendor	Total	Recap Notes
Midwest Machinery Resources dba HFO Chicago	$25,220.00	Met all bid specifications

CENTRAL
UNIT SCHOOL DISTRICT 301

RESOLUTION

HONORABLE DISMISSAL OF TEMPORARY EDUCATIONAL SUPPORT PERSONNEL EMPLOYEES

WHEREAS, the educational support personnel employees listed in this Resolution were employed by the Board of Education of Central Community Unit School District No. 301 on a temporary basis during the 2020-2021 school year; and

WHEREAS, the Board has determined that these temporary educational support personnel employees shall not be reemployed for the 2021-2022 school year;

NOW, THEREFORE, Be It Resolved by the Board of Education of Central Community Unit School District No. 301, Kane County, Illinois, that:

Section 1: The following named temporary educational support personnel employees shall not be reemployed for the 2021-2022 school year.

Andrew Barrueta	Darlene DeFrancesco	Christine LaValle
Debra Mianowski	Adriana Panzeca	

Section 2: The President and Secretary of the Board are authorized and directed to give the educational support personnel employees a written Notice of Dismissal, together with the reason therefore, by first class mail. A copy of this Notice is attached as Exhibit A and incorporated by reference.

Section 3: The Superintendent or designee shall also deliver a copy of the Notice to the educational support personnel employees by certified mail, return receipt requested, and personally with a signature receipt. A copy of the receipt is attached as Exhibit B and incorporated by reference.

Section 4: This Resolution is in full force and effect upon its passage.

ADOPTED this 17th day of May, 2021, by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST

_____
Board President

_____
Board Secretary

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Dr. Esther Mongan, Assistant Superintendent

TO: District 301 Board of Education, Dr. Todd Stirn, Superintendent

DATE: May 17, 2021

RE: Textbook Adoption for German 3 - total cost $1,188.40

Textbook for German 3 - total cost $1,188.40

STUDENT MATERIALS – class set of 31

- Prima plus A2.1 Schulerbuch - $18.20 per unit - $564.20
- Prima plus A2.2 Schulerbuch - $18.20 per unit - $564.20
- Shipping - $60.00

Rationale:

Updated resources needed for German 3. These will align to the current supplemental materials used in the German 2 coursework and to the textbook materials utilized in German 4. Other rationale provided by the Department Chair Bliss:

- Several of the topics covered are topics currently covered in the German 3 curriculum, but with a fresh and current use of vocabulary and material. The topics friendship (introducing people), Media, living together, holidays, sport accidents are in our current curriculum.
- Additionally, the book offers a unit on career choices and future plans, a highly relevant topic, but a gap in our current curriculum. The second book also offers a unit on school to school exchanges, discussing not only practical questions but also emotions. I find it relevant because we have a school to school exchange, but at the same time the vocabulary is relevant for anybody who faces going into a new and unknown situation.
- Vocabulary is highly useful but also quite demanding which is very appropriate for an intermediate level class that German 3 is. With that, this series helps students with the transition from level 2 into the complexities of level 4.

Textbook Information:

- Current textbook, Genial, has a published date of 2003 and has lost a significant amount of relevance.

CENTRAL
UNIT SCHOOL DISTRICT 301

Pam Israelson <pam.israelson@central301.net>

[External Message From Outside of Central 301] SmartProcure FOIA Request to Central Community Unit School District No. 301 For PO/Vendor Information

1 message

Zoe Yalcin <zyalcin@smartprocure.com> Mon, Apr 19, 2021 at 3:26 PM
Reply-To: zyalcin@smartprocure.com
To: pam.israelson@central301.net

Dear Pam Israelson,

SmartProcure is submitting a commercial FOIA request to the Central Community Unit School District No. 301 for any and all purchasing records from 01/14/2021 (mm/dd/yyyy) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

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

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

Please email or click on the button below to upload the information. There is no file size limitation:

Click Here To Upload

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

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

Regards,

Zoe Yalcin
Data Acquisition Specialist

SmartProcure

Direct: 561-609-6762
Email: zyalcin@smartprocure.com

Thank you!

File(s) uploaded successfully.

04/21/2021 21:59:00 (UTC)

SmartProcure PO Listing 04-21.pdf

CENTRAL
UNIT SCHOOL DISTRICT 301

Pam Israelson <pam.israelson@central301.net>

[External Message From Outside of Central 301] RE: [External Message From Outside of Central 301] NON-COMMERCIAL-FOIA REQUEST for the BID RESULTS AS READ for the Asbestos Abatement for Window Replacement Work for Summer 2021 Renovations

1 message

Jairo Gomez <jgomez@ldclmcc.com> Fri, Apr 16, 2021 at 2:36 PM
To: Pam Israelson <pam.israelson@central301.net>

Good afternoon,

Thank you for your prompt response.

Have a great rest of your day.

From: Pam Israelson <pam.israelson@central301.net>
Sent: Friday, April 16, 2021 2:04 PM
To: Jairo Gomez <jgomez@LDCLMCC.COM>
Cc: Todd Stirn <todd.stirn@central301.net>
Subject: Re: [External Message From Outside of Central 301] NON-COMMERCIAL-FOIA REQUEST for the BID RESULTS AS READ for the Asbestos Abatement for Window Replacement Work for Summer 2021 Renovations

Mr. Gomez

Please find attached to this email the bid recap for the asbestos abatement for window replacement at Central Middle School.

Pam Israelson
Secretary to the Superintendent
Central CUSD 301
275 South St.
P.O. Box 396
Burlington, IL 60109
847-464-6005
847-464-6021 fax

On Thu, Apr 15, 2021 at 1:08 PM Jairo Gomez <jgomez@ldclmcc.com> wrote:

> ***Central School District 301***
> ***PO Box 396***
> ***Burlington, IL. 60109***

NON-COMMERCIAL-FOIA REQUEST

ATTENTION : Freedom of Information Officer Mrs. Pam Israelson

Pursuant to the provisions of the Freedom of Information Act, please consider this a request for inspection of the following records. We are requesting the following.

1.**Copy of the Bid results(AS READ) from the bid opening on 04/14/2021 @10:00 am Asbestos Abatement for Window Replacement Work for Summer 2021 Renovations**

As a non-for- profit organization serving the public interest, we respectfully respect the waiver of any fees for copying the requested records. If there are any fees charged for photocopying the records, please let me know before you fill my request. Or please supply the records without informing of the cost if fees do not exceed $10.00, which I agree to pay. If you can send an electronic copy to (i.e., PDF) of the documents requested above that would be appreciated.

If any portion of this request is denied, please cite the specific exemption(s) that you believe allows for this denial and inform me of the appeal procedures available under the law. Also, please provide me with the name, title, and address of the person whom the appeal should be sent.

Thank you and have a great day.

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