

## Regular Meeting

Monday, June 20, 2022 6:00 PM

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

### 1. Meeting Call to Order

1.A. Roll Call

1.B. Approval of Agenda

### 2. Pledge of Allegiance

### 3. Public Comments

### 4. Action Reports

4.A. Consent Agenda

4.A.1) Minutes - Regular Meeting May 16, 2022

4.A.2) Treasurers Report

4.A.3) Payment of Bills

4.A.4) Payment of Bills - Northern Kane County  
Regional Vocational System

4.B. Approve Middle School Parent/Student Handbook  
Revisions

4.C. Approve Financial Depositories

4.D. Approve Student Activity Fund Treasurer

4.E. Appoint Audit Committee

4.F. Appoint Persons to Prepare Tentative Budget

4.G. Approve Resolution Designating Interest in the  
Education, Operations and Maintenance Fund,  
Transportation and Working Cash Funds.

4.H. Approve Resolution Authorizing Payment of  
Custodial/Maintenance Salaries and Utilities in  
Operations and Maintenance Fund

4.I. Approve Contracts with Public Vendors that  
Exceed \$1000 Net Revenue

4.J. Approve Bid for Prairie View Asphalt Paving

4.K. Approve Overnight Trip for the Boys State Track  
Meet

4.L. Approve Overnight Trip for the IESA Middle  
School State Track Meet

4.M. Approve the Contract with the Q Center for Prom  
2023

### 5. Information Items

5.A. Elementary Parent/Student Handbook Revision

5.B. High School Parent/Student Handbook Revisions

5.C. Capital Projects Update

**6. Freedom of Information Act**

6.A. Nancy Holstein, Canon Copiers requested the lease agreements and a list of current copiers in the district.

**7. Executive Session**

7.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)]. To consider the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)]. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2(c)(11)]. The setting of a price for sale or lease of property owned by the public body. [5 ILCS 120/2(c)(6)].*

7.B. Open Session

7.C. Action Items from Closed Session

7.D. Approve the Personnel Report

**8. Board Open Forum**

**9. Adjourn**

**Central Community Unit School District 301  
Board of Education Minutes**

Where: Central CUSD #301 District Office  
Date: May 16, 2022

Meeting: Regular  
Time: 6:00 p.m.

**Board Members Present**

Afeef, Junaid	Y
Falk, Marc	Y
Hemphill, Dornetia	Y
Nolan, Eric	Y
Penar, Mitch	Y
Rabe, Laura	N
Gorman, Jeff	Y

**Administrators Present**

Stirn, Todd	Y
Mongan, Esther	Y
Pflug, Daina	Y
Ahlstedt, Carrie	N
Barr, Christine	N
Birkmeier, Shayne	N
Britts-Axen, Cathy	N
Diversey, Steve	Y
Engle, Graydon	N
Farrington, Sarah	N
Haug, Matthew	Y
Jurs, Rebecca	N
Lewis, Kim	N
McCastland, Kerri	N
Mills, Sofia	N
Mirenda, Pamela	N
Moretti, Megan	N
Newquist, Matt	Y
Paszt, Alex	N
Polowy, Dan	Y
Porto, Pam	N
Potsic, Mike	N
Schreiber, Jill	N
Sharp, Lindsey	N
Testone, Chris	N
Tobin, Brian	Y
Vaughn, Michelle	N
Walter, Carie	N

Roll Call                      Roll was called at 6:02 p.m.

Present:            Afeef, Falk, Hemphill, Nolan, Penar, Gorman  
Absent:            Rabe

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

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

Consent Agenda	<p>Motion by Nolan, second by Falk, to approve the consent agenda as presented.</p> <p>Voting yes: Afeef, Falk, Hemphill, Nolan, Penar, Gorman  Voting no: None  Absent: Rabe</p>
HBT Boundary Change	<p>Motion by Nolan, second by Hemphill to approve the H.B. Thomas boundary shift.</p> <p>Voting yes: Afeef, Falk, Hemphill, Nolan, Penar, Gorman  Voting no: None  Absent: Rabe</p>
Fuel Bid	<p>Motion by Falk, second by Nolan, to approve the fuel bid as presented.</p> <p>Voting yes: Afeef, Falk, Hemphill, Nolan, Penar, Gorman  Voting no: None  Absent: Rabe</p>
Paper Bid	<p>Motion by Nolan, second by Afeef, to approve paper bid as presented.</p> <p>Voting yes: Afeef, Falk, Hemphill, Nolan, Penar, Gorman  Voting no: None  Absent: Rabe</p>
Honorable Discharge	<p>Motion by Nolan, second by Hemphill approve the resolution of honorable discharge for one education support personnel</p> <p>Voting yes: Afeef, Falk, Hemphill, Nolan, Penar, Gorman  Voting no: None  Absent: Rabe</p>
Audit Firm Renewal	<p>Motion by Falk, second by Penar to approve audit firm renewal</p> <p>Voting yes: Afeef, Falk, Hemphill, Nolan, Penar, Gorman  Voting no: None  Absent: Rabe</p>
Food Service Prices	<p>Motion by Falk, second by Hemphill, to approve the food service prices for school year 2022-2023</p> <p>Voting yes: Afeef, Falk, Hemphill, Nolan, Penar, Gorman  Voting no: None  Absent: Rabe</p>
Mid Valley Agreement	<p>Motion by Nolan, second by Hemphill to approve the classroom agreement with Mid Valley Cooperative for the 2022-2023 school year.</p> <p>Voting yes: Afeef, Falk, Hemphill, Nolan, Penar, Gorman  Voting no: None  Absent: Rabe</p>

Affiliation Agreements Motion by Falk, second by Hemphill to approve the affiliation agreements for Animal Eye Consultants and Hampshire Animal Hospital for Student Veterinary Assistant Clinical Experiences.

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

Executive Session Motion by Penar, second by Nolan, to adjourn open session and move into executive session at 7:14 p.m.

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

Open Session Motion by Nolan, second by Hemphill to adjourn executive session and return to open session at 9:03 p.m.

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

Personnel Report Motion by Afeef, second by Hemphill, to approve the May 16, 2022, personnel report as presented.

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

Adjourn Motion by Afeef, second by Nolan, to adjourn at 9:06 p.m.

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

#### BOE Meeting

1. Roll Call
2. Pledge of Allegiance
3. Public Open Forum
  - 3.1 Public Comments – Dr. Stirn and President Gorman welcomed guests and thanked guests attending remotely.
  - 3.2 Public Comments – Public comment occurred regarding the See Saw Daycare lease renewal and on the information included on the website curriculum page.
4. Action Items
  - 4.1 Consent Agenda– Business Manager Pflug presented the financials for May. Revenues are currently at 47.87% compared to 52.47% a year ago. Expenditures are at 60.41% compared to 60.84% a year ago. The district received impact fees for 30 new home starts totaling \$271,003.52 In the past two years the district has been impacted by 470 new home starts. The district is under

budget in impact fees. The USDA authorized funding to help schools with supply chain issues. Central qualified for this and received \$81,789.66 to be used for select food and supplies. Midwest Transit received a cancellation and price increase letter from the bus manufacturer, Collins Bus Corp. The 83 buses the district ordered are not being manufactured. The buses will be replaced by 78 passenger buses. Nine of our 28 passenger buses were canceled so the current lease will be extended.. Central locked in a 3-year contract with our natural gas service provider in July of 2021, that contract saved the district an estimated \$185,000 in annual gas costs. The bills payable was normal this month.

- 4.2 Approve Howard B. Thomas Boundary Shift – This shift in boundaries will include South Street, Woodbridge, and Waterford neighborhoods and transfer them back to Prairie View to accommodate the growing enrollment in the Howard B. Thomas boundaries.
  - 4.3 Approve the Fuel Bid – Fuel bids were sent to twelve companies. Four companies responded with competitive bids. Al Warren Oil Company came in with the lowest responsible bid. Approval of this bid is recommended.
  - 4.4 Approve the Paper Bid – Bid requests were sent to eight companies and three responded with bids that included terms and conditions due to the paper shortage. Contract Paper Group submitted the lowest bid with terms and conditions that include no guaranteed delivery dates (8-12 weeks from order). Contract Paper Group is recommended to supply copy paper for the district.
  - 4.5 Resolution of Honorable Dismissal of Temporary Education Support Personnel – This resolution honorably dismisses one temporary secretary that we hired to assist with COVID duties.
  - 4.6 Approve Audit Firm Renewal – Eder, Casella & Company is our current auditor, it is recommended that a three-year contract be approved.
  - 4.7 Approve Food Service Prices for the 2022-2023 school year – This motion is required for food service prices. There is no change in prices for the 2022-2023 school year.
  - 4.8 Approve the Mid Valley Classroom Agreement – This is an annual agreement allowing Mid Valley to lease classrooms at Central Middle School and Central High School.
  - 4.9 Approve Affiliation Agreements between Northern Kane County Region 110 and Animal Eye Consultants and Hampshire Animal Hospital for Student Veterinary Assistant Clinical Experiences. The affiliation agreements provide externship opportunities for students in the Veterinary programs. Ms. Ballard asked the students to write letters to the veterinarians they worked with thanking them for the experience.
5. Information Items
- 5.1 Middle School Parent/Student Handbook Revisions – Principal Haug and Assistant Principal Newquist presented the revisions to the middle school handbook. Most of the changes were removing COVID rules that were added during the pandemic.
  - 5.2 Enrollment Report – This report was pulled May 9, 2022, that shows an increase of 420 students from the same time last year.
  - 5.3 High School Graduation – Graduation is Thursday, May 19<sup>th</sup> at Northern Illinois University. You will receive a packet of information with directions and a parking pass.

- 5.4 Capital Projects Update – Director Polowy reported that the cafeterias at Country Trails and Prairie Knolls are ahead of schedule. The week of 5/23 the crew will open the walls to start the inside work. Bids will be sent out for the parking lot at Prairie View and the front entrance of Country Trails. The bid for the generator at Lily Lake will go out and we are expecting an 18-24 month wait time for receipt of the generator. The new facility for transportation and buildings and grounds will be started in the fall. Tile replacement, asphalt repair and projects from the 10-year Health, Life, Safety, inspection will be completed.
- 5.5 Athletics and Activities Update – Dr. Stirn handed out the spring update for athletics and activities. The teams performed very well.
- 5.6 Board of Education Meeting Dates for 2022-2023 – The proposed meeting dates were shared with the board.
- 6. Freedom of Information Act (FOIA)
  - 6.1 Smartprocure – Requested purchasing information for the last 6 months. The information was sent to them.
  - 6.2 Samantha Cook – Requested information related to the See Saw Daycare Lease. The district responded to the request with a copy of the September 16, 2021 letter notifying the owner of the non-renewal in September 2022 as well as a copy of the lease agreement.

Executive Session

- 6.1 Return to Open Session
- 6.2 Action Items from Closed Session
  - 6.2.1 The personnel report for April 18 2022, was approved
- 8. Adjourn



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Jeff Gorman, President



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Marc Falk, Secretary

FD Description	May 2021-22 Beginning Balance	May 2021-22 Deposits	May 2021-22 Withdrawals	May 2021-22 Monthly Activity	Ending Balance
10 IMPREST-DISTRICT	2,155.45	6,937.65	7,449.40	-511.75	1,643.70
10 IMPREST-CHS	1,596.49	14,000.00	13,315.54	684.46	2,280.95
10 CASH IN BANK-EDUCATION	3,581,697.02	4,420,578.66	4,233,170.64	187,408.02	3,769,105.04
10 CASH IN BANK - PAYROLL	351.99	2,403,085.88	2,402,094.21	991.67	1,343.66
10 PAYFLEX ACCOUNT	2,049.57	9,789.92	10,029.92	-240.00	1,809.57
10 DEBIT CARD ACCOUNT	120.00	3,890.11	3,757.65	132.46	252.46
10 PETTY CASH	1,380.00				1,380.00
10 INVESTMENT- BUSINESS NOW/SWEEP	14,818,360.78	1,717,070.31	3,436,263.78	-1,719,193.47	13,099,167.31
10 CHS ACTIVITY CASH	131,545.00	113,023.00	18,052.83	94,970.17	226,515.17
10 ELEM MS ACTIVITY CASH	22,830.00	1,320.78	1,419.98	-99.20	22,730.80
10 INTERGOVERNMENTAL A/R NK					
10	18,562,086.30	8,689,696.31	10,125,553.95	-1,435,857.64	17,126,228.66
=====					
20 IMPREST-DISTRICT		779.35	779.35		
20 CASH IN BANK-O&M	892,518.11	239,567.08	405,401.59	-165,834.51	726,683.60
20 CASH IN BANK - PAYROLL	537.55	166,383.66	165,716.16	667.50	1,205.05
20 INVESTMENT-BUSINESS NOW/SWEEP	5,928,116.67	384,459.95	200,000.00	184,459.95	6,112,576.62
20	6,821,172.33	791,190.04	771,897.10	19,292.94	6,840,465.27
=====					
30 CASH IN BANK-DEBT SERVICE	546,257.31				546,257.31
30 INVESTMENT-BUSINESS NOW/SWEEP	704,935.94	401,706.60		401,706.60	1,106,642.54
30	1,251,193.25	401,706.60		401,706.60	1,652,899.85
=====					
40 IMPREST-DISTRICT		970.00	970.00		
40 IMPREST-CHS					
40 CASH IN BANK-TRANSPORTATION	596,510.58	200,805.76	258,884.92	-58,079.16	538,431.42
40 CASH IN BANK - PAYROLL	292.94	193,810.27	193,431.50	378.77	671.71
40 INVESTMENT-BUSINESS NOW/SWEEP	4,960,349.83	134,298.14	200,000.00	-65,701.86	4,894,647.97
40	5,557,153.35	529,884.17	653,286.42	-123,402.25	5,433,751.10
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50 CASH IN BANK-IMRF	178,357.34	105,726.88	249,789.98	-144,063.10	34,294.24
50 CASH IN BANK-PAYROLL		104,451.15	104,451.15		
50 INVESTMENT-BUSINESS NOW/SWEEP	1,618,083.03	96,104.85		96,104.85	1,714,187.88
50 INTERGOVERNMENTAL A/R NK					
50	1,796,440.37	306,282.88	354,241.13	-47,958.25	1,748,482.12
=====					
60 CASH IN BANK-CAPITAL PROJECT	2,031,617.52	271,003.52		271,003.52	2,302,621.04
60 INVESTMENTS-BUSINESS NOW/SWEEP	1,762,080.04	703.63		703.63	1,762,783.67
60	3,793,697.56	271,707.15		271,707.15	4,065,404.71
=====					
70 CASH IN BANK-WORKING CASH	443.66				443.66
70 INVESTMENT-BUSINESS NOW/SWEEP	2,544,666.85	5,033.36		5,033.36	2,549,700.21
70	2,545,110.51	5,033.36		5,033.36	2,550,143.87
=====					
80 CASH IN BANK-TORT	20,445.67		2,332.50	-2,332.50	18,113.17
80 INVESTMENT- BUSINESS NOW/SWEEP	821,567.54	40,494.85		40,494.85	862,062.39
80	842,013.21	40,494.85	2,332.50	38,162.35	880,175.56
=====					
Grand Asset Totals	41,168,866.88	11,035,995.36	11,907,311.10	-871,315.74	40,297,551.14

Number of Accounts: 32

**Central Community Unit School Dist. 301**  
**Revenue Summary Report**  
**May 2022**

	2021-22 Original Budget	% of Fund	May MTD	2021-22 FYTD	Remaining Budget	FYTD Percent
<b><u>10-Education Fund</u></b>						
Total Local Revenue	37,012,960.00	56.13%	2,043,509.55	21,282,476.12	15,730,483.88	57.50%
Total State Revenue	26,291,111.00	39.87%	706,669.31	5,818,417.64	20,472,693.36	22.13%
Total Federal Revenue	2,635,783.00	4.00%	-	3,257,082.87	(621,299.87)	123.57%
<b>Total Education Fund</b>	<b>65,939,854.00</b>	<b>100.00%</b>	<b>2,750,178.86</b>	<b>30,357,976.63</b>	<b>35,581,877.37</b>	<b>46.04%</b>
<b><u>20-O&amp;M Fund</u></b>						
Total Local Revenue	5,576,000.00	54.19%	388,259.95	3,271,395.21	2,304,604.79	58.67%
Total State Revenue	1,369,335.00	13.31%	34,736.91	1,788,571.91	(419,236.91)	130.62%
Total Federal Revenue	3,344,212.00	32.50%	-	1,604,768.73	1,739,443.27	47.99%
<b>Total O&amp;M Fund</b>	<b>10,289,547.00</b>	<b>100.00%</b>	<b>422,996.86</b>	<b>6,664,735.85</b>	<b>3,624,811.15</b>	<b>64.77%</b>
<b><u>30-Debt Service Fund</u></b>						
Total Local Revenue	8,566,600.00	100.00%	401,706.60	4,806,700.20	3,759,899.80	56.11%
<b>Total Debt Service Fund</b>	<b>8,566,600.00</b>	<b>100.00%</b>	<b>401,706.60</b>	<b>4,806,700.20</b>	<b>3,759,899.80</b>	<b>56.11%</b>
<b><u>40-Transportation Fund</u></b>						
Total Local Revenue	2,638,990.00	52.14%	134,298.14	1,402,320.25	1,236,669.75	53.14%
Total State Revenue	2,422,400.00	47.86%	-	2,843,182.79	(420,782.79)	117.37%
<b>Total Transportation Fund</b>	<b>5,061,390.00</b>	<b>100.00%</b>	<b>134,298.14</b>	<b>4,245,503.04</b>	<b>815,886.96</b>	<b>83.88%</b>
<b><u>50-IMRF/SS Fund</u></b>						
Total Local Revenue	2,156,280.00	100.00%	96,104.85	1,166,089.44	990,190.56	54.08%
<b>Total IMRF/SS Fund</b>	<b>2,156,280.00</b>	<b>100.00%</b>	<b>96,104.85</b>	<b>1,166,089.44</b>	<b>990,190.56</b>	<b>54.08%</b>
<b><u>60-Capital Projects Fund</u></b>						
Total Local Revenue	479,800.00	100.00%	271,707.15	1,020,667.61	(540,867.61)	212.73%
<b>Total Capital Projects Fund</b>	<b>479,800.00</b>	<b>100.00%</b>	<b>271,707.15</b>	<b>1,020,667.61</b>	<b>(540,867.61)</b>	<b>212.73%</b>
<b><u>70-Working Cash Fund</u></b>						
Total Local Revenue	87,385.00	100.00%	5,033.36	49,733.05	37,651.95	56.91%
<b>Total Working Cash Fund</b>	<b>87,385.00</b>	<b>100.00%</b>	<b>5,033.36</b>	<b>49,733.05</b>	<b>37,651.95</b>	<b>56.91%</b>
<b><u>80-Tort Fund</u></b>						
Total Local Revenue	891,410.00	100.00%	40,494.85	553,553.77	337,856.23	62.10%
<b>Total Tort Fund</b>	<b>891,410.00</b>	<b>100.00%</b>	<b>40,494.85</b>	<b>553,553.77</b>	<b>337,856.23</b>	<b>62.10%</b>
<b>Revenue-All Funds</b>						
1000 Total Local Revenue	57,409,425.00	61.42%	3,381,114.45	33,552,935.65	23,856,489.35	58.44%
3000 Total State Revenue	30,082,846.00	32.18%	741,406.22	10,450,172.34	19,632,673.66	34.74%
4000 Total Federal Revenue	5,979,995.00	6.40%	-	4,861,851.60	1,118,143.40	81.30%
<b>Total Revenue-All Funds</b>	<b>93,472,266.00</b>	<b>100.00%</b>	<b>4,122,520.67</b>	<b>48,864,959.59</b>	<b>44,607,306.41</b>	<b>52.28%</b>

**Central Community Unit School Dist. 301**

**Revenue Detail Report**

**May 2022**

<b>Account Number</b>	<b>Description</b>	<b>2021-22 Original Budget</b>	<b>May MTD</b>	<b>2021-22 FYTD</b>	<b>Remaining Budget</b>	<b>FYTD Percent</b>
10R000 1110 0000	TAXES	28,964,385.00	1,417,691.34	15,567,897.18	13,396,487.82	53.75%
10R000 1140 0000	SPECIAL ED TAXES	5,923,425.00	293,461.60	3,128,331.56	2,795,093.44	52.81%
10R001 1510 0000	INTEREST	19,500.00	5,917.37	14,449.92	5,050.08	74.10%
10R002 1611 0000	LUNCH, STUDENTS	272,000.00	29,656.11	460,971.00	(188,971.00)	169.47%
10R002 1620 0000	LUNCH, ADULTS	4,050.00	-	3,163.15	886.85	78.10%
10R000 1711 0000	ATHLETIC ADMISSION	17,000.00	140.00	33,873.00	(16,873.00)	199.25%
10R000 1720 0000	ATHLETIC PART FEE	76,000.00	7,825.50	138,895.50	(62,895.50)	182.76%
10R002 1720 0000	OTHER FEES	172,100.00	14,915.32	216,584.81	(44,484.81)	125.85%
10R000 1790 0000	ACTIVITY ACCOUNTS REVENUE	440,000.00	114,343.78	372,780.60	67,219.40	84.72%
10R000 1811 0000	TEXTBOOK INCOME	450,000.00	101,732.03	650,770.13	(200,770.13)	144.62%
10R000 1830 0000	TECHNOLOGY FEES	250,000.00	55,709.00	369,105.48	(119,105.48)	147.64%
10R000 1930 0000	TRANSITION FEES	140,000.00	-	54,320.14	85,679.86	38.80%
10R000 1950 0000	REFUND OF PRIOR YEAR EXPEND	20,000.00	817.50	115,603.23	(95,603.23)	578.02%
10R000 1970 0000	DRIVERS ED B-T-W	45,000.00	1,000.00	32,145.67	12,854.33	71.43%
10R002 1991 0000	CAREER PATHWAYS	189,500.00	-	99,000.00	90,500.00	52.24%
10R000 1999 0000	OTHER LOCAL REVENUES	30,000.00	300.00	24,584.75	5,415.25	81.95%
<b>Total Local Revenue</b>		<b>37,012,960.00</b>	<b>2,043,509.55</b>	<b>21,282,476.12</b>	<b>15,730,483.88</b>	<b>57.50%</b>
10R000 3001 0000	EVIDENCE-BASE FUNDING	6,177,595.00	681,534.00	5,111,499.00	1,066,096.00	82.74%
10R001 3001 0000	EVIDENCE-BASE FUNDING-MV COOP	208,540.00	-	131,150.96	77,389.04	62.89%
10R002 3001 0000	EVIDENCE BASED FUNDING-ALOP	-	12,513.82	56,312.00	(56,312.00)	0.00%
10R000 3100 0000	SPECIAL ED - PRIVATE FACILITY	200,000.00	-	408,897.54	(208,897.54)	204.45%
10R000 3120 0000	SPECIAL ED - ORPHANAGE	2,000.00	-	-	2,000.00	0.00%
10R000 3220 0000	CAREER & TECHNICAL EDUCATION	26,502.00	-	22,065.10	4,436.90	83.26%
10R000 3235 0000	CTE AGRICULTURE EDUCATION	4,700.00	600.00	2,992.00	1,708.00	63.66%
10R002 3235 0000	CTE FFA 3 CIRCLES GRANT	21,574.00	6,652.00	19,572.00	2,002.00	90.72%
10R000 3360 0000	STATE FREE LUNCH & BREAKFAST	2,000.00	1,622.40	13,880.62	(11,880.62)	694.03%
10R000 3370 0000	DRIVER ED	35,000.00	-	47,719.88	(12,719.88)	136.34%
10R000 3998 0000	TRS-ON BEHALF PAYMENTS	19,600,000.00	-	-	19,600,000.00	0.00%
10R000 3999 0000	OTHER STATE REVENUE	10,000.00	-	-	10,000.00	0.00%
10R001 3999 0000	LIBRARY GRANT	3,200.00	3,747.09	4,328.54	(1,128.54)	135.27%
<b>Total State Revenue</b>		<b>26,291,111.00</b>	<b>706,669.31</b>	<b>5,818,417.64</b>	<b>20,472,693.36</b>	<b>22.13%</b>
10R000 4210 0000	NAT'L SCHOOL LUNCH PROGRAM	5,000.00	-	1,390,845.88	(1,385,845.88)	0.00%
10R000 4225 0000	SUMMER FOOD SERVICE PROGRAM	750,000.00	-	-	750,000.00	0.00%
10R000 4300 0000	TITLE I LOW INCOME	285,650.00	-	392,971.00	(107,321.00)	137.57%
10R000 4400 0000	TITLE IV-A SSAE GRANT	25,800.00	-	-	25,800.00	0.00%
10R000 4600 0000	IDEA PRESCHOOL	7,181.00	-	4,746.00	2,435.00	66.09%
10R000 4620 0000	IDEA FLOW THROUGH	790,619.00	-	752,505.00	38,114.00	95.18%
10R000 4625 0000	IDEA FLOW THROUGH ROOM & BOARD	100,000.00	-	102,362.21	(2,362.21)	102.36%
10R000 4745 0000	CARL PERKINS	20,744.00	-	24,022.64	(3,278.64)	115.81%
10R000 4905 0000	TITLE III IEP GRANT	1,200.00	-	1,200.00	-	100.00%
10R000 4909 0000	TITLE III ELL-TBE/TPI LIPLEPS	35,235.00	-	32,238.00	2,997.00	91.49%
10R001 4909 0000	TITLE III EL BILINGUAL ED PD	4,000.00	-	3,818.00	182.00	95.45%
10R000 4932 0000	TITLE II-TEACHER QUALITY	55,814.00	-	16,474.00	39,340.00	29.52%
10R000 4991 0000	MEDICAID MATCHING-ADMIN OUTREACH	90,000.00	-	64,476.27	25,523.73	71.64%
10R000 4992 0000	MEDICAID MATCHING-FEE FOR SVC	55,000.00	-	73,148.60	(18,148.60)	133.00%
10R000 4998 0000	ESSER GRANT (CARES ACT)	107,760.00	-	101,580.00	6,180.00	94.27%
10R002 4998 0000	ESSER II GRANT (CRRSA)	158,315.00	-	-	158,315.00	0.00%
10R003 4998 0000	ESSER III GRANT (ARP)	143,465.00	-	296,695.27	(153,230.27)	206.81%
<b>Total Federal Revenue</b>		<b>2,635,783.00</b>	<b>-</b>	<b>3,257,082.87</b>	<b>(621,299.87)</b>	<b>123.57%</b>
<b>Total Education Fund</b>		<b>65,939,854.00</b>	<b>2,750,178.86</b>	<b>30,357,976.63</b>	<b>35,581,877.37</b>	<b>46.04%</b>
20R000 1111 0000	TAXES	5,262,350.00	281,162.04	2,788,926.60	2,473,423.40	53.00%
20R000 1230 0000	CORP PERSONAL PROPERTY TAX	151,000.00	99,544.23	342,893.05	(191,893.05)	227.08%
20R001 1510 0000	INTEREST	6,150.00	3,753.68	7,654.66	(1,504.66)	124.47%
20R001 1720 0000	PARKING FEES	29,000.00	(50.00)	31,825.00	(2,825.00)	109.74%
20R000 1910 0000	RENTALS	82,500.00	3,850.00	77,984.00	4,516.00	94.53%
20R000 1950 0000	REFUND OF PRIOR YEAR EXPENDITURES	15,000.00	-	-	15,000.00	0.00%
20R000 1999 0000	OTHER REVENUE	30,000.00	-	22,111.90	7,888.10	73.71%
<b>Total Local Revenue</b>		<b>5,576,000.00</b>	<b>388,259.95</b>	<b>3,271,395.21</b>	<b>2,304,604.79</b>	<b>58.67%</b>
20R000 3001 0000	EVIDENCE-BASE FUNDING	1,319,335.00	34,736.91	1,738,571.91	(419,236.91)	131.78%
20R000 3925 0000	SCHOOL MAINTENANCE GRANT	50,000.00	-	50,000.00	-	0.00%

**Central Community Unit School Dist. 301**

**Revenue Detail Report**

**May 2022**

Account Number	Description	2021-22 Original Budget	May MTD	2021-22 FYTD	Remaining Budget	FYTD Percent
<b>Total State Revenue</b>		<b>1,369,335.00</b>	<b>34,736.91</b>	<b>1,788,571.91</b>	<b>(419,236.91)</b>	<b>130.62%</b>
20R000 4998 0000	ESSER GRANT (CARES ACT)	15,312.00	-	13,584.00	1,728.00	88.71%
20R002 4998 0000	ESSER II GRANT (CRRSA)	884,155.00	-	929,710.00	(45,555.00)	105.15%
20R003 4998 0000	ESSER III GRANT (ARP)	2,444,745.00	-	661,474.73	1,783,270.27	27.06%
<b>Total Federal Revenue</b>		<b>3,344,212.00</b>	<b>-</b>	<b>1,604,768.73</b>	<b>1,739,443.27</b>	<b>47.99%</b>
<b>Total O&amp;M Fund</b>		<b>10,289,547.00</b>	<b>422,996.86</b>	<b>6,664,735.85</b>	<b>3,624,811.15</b>	<b>64.77%</b>
30R000 1112 0000	TAXES	8,041,400.00	401,425.10	4,281,951.76	3,759,448.24	53.25%
30R001 1510 0000	INTEREST	3,200.00	281.50	1,473.44	1,726.56	46.05%
30R000 1930 0000	IMPACT FEES	522,000.00	-	523,275.00	(1,275.00)	100.24%
<b>Total Local Revenue</b>		<b>8,566,600.00</b>	<b>401,706.60</b>	<b>4,806,700.20</b>	<b>3,759,899.80</b>	<b>56.11%</b>
<b>Total Debt Service Fund</b>		<b>8,566,600.00</b>	<b>401,706.60</b>	<b>4,806,700.20</b>	<b>3,759,899.80</b>	<b>56.11%</b>
40R000 1113 0000	TAXES	2,632,390.00	132,317.35	1,387,413.37	1,244,976.63	52.71%
40R000 1415 0000	FIELD TRIP FEES	500.00	-	-	500.00	0.00%
40R001 1510 0000	INTEREST	4,100.00	1,980.79	4,059.37	40.63	99.01%
40R000 1999 0000	OTHER REVENUE	2,000.00	-	10,847.51	(8,847.51)	542.38%
<b>Total Local Revenue</b>		<b>2,638,990.00</b>	<b>134,298.14</b>	<b>1,402,320.25</b>	<b>1,236,669.75</b>	<b>53.14%</b>
40R000 3500 0000	STATE AID, REGULAR	1,492,000.00	-	1,772,141.28	(280,141.28)	118.78%
40R000 3510 0000	STATE AID, SPECIAL ED	930,400.00	-	1,071,041.51	(140,641.51)	115.12%
<b>Total State Revenue</b>		<b>2,422,400.00</b>	<b>-</b>	<b>2,843,182.79</b>	<b>(420,782.79)</b>	<b>117.37%</b>
<b>Total Transportation Fund</b>		<b>5,061,390.00</b>	<b>134,298.14</b>	<b>4,245,503.04</b>	<b>815,886.96</b>	<b>83.88%</b>
50R000 1114 0000	IMRF TAXES	1,046,590.00	47,729.35	551,699.29	494,890.71	52.71%
50R000 1151 0000	SOC SEC/MEDICARE TAXES	1,046,590.00	47,729.35	551,699.29	494,890.71	52.71%
50R000 1230 0000	CORP PERSONAL PROPERTY TAX	60,000.00	-	60,725.53	(725.53)	101.21%
50R001 1510 0000	INTEREST	3,100.00	646.15	1,965.33	1,134.67	63.40%
<b>Total Local Revenue</b>		<b>2,156,280.00</b>	<b>96,104.85</b>	<b>1,166,089.44</b>	<b>990,190.56</b>	<b>54.08%</b>
<b>Total IMRF/SS Fund</b>		<b>2,156,280.00</b>	<b>96,104.85</b>	<b>1,166,089.44</b>	<b>990,190.56</b>	<b>54.08%</b>
60R001 1510 0000	INTEREST	1,800.00	703.63	1,456.56	343.44	80.92%
60R000 1930 0000	IMPACT FEES	478,000.00	271,003.52	1,019,211.05	(541,211.05)	213.22%
<b>Total Local Revenue</b>		<b>479,800.00</b>	<b>271,707.15</b>	<b>1,020,667.61</b>	<b>(540,867.61)</b>	<b>212.73%</b>
<b>Total Capital Projects Fund</b>		<b>479,800.00</b>	<b>271,707.15</b>	<b>1,020,667.61</b>	<b>(540,867.61)</b>	<b>212.73%</b>
70R000 1115 0000	TAXES	85,365.00	4,017.21	47,632.99	37,732.01	55.80%
70R001 1510 0000	INTEREST	2,020.00	1,016.15	2,100.06	(80.06)	103.96%
<b>Total Local Revenue</b>		<b>87,385.00</b>	<b>5,033.36</b>	<b>49,733.05</b>	<b>37,651.95</b>	<b>56.91%</b>
<b>Total Working Cash Fund</b>		<b>87,385.00</b>	<b>5,033.36</b>	<b>49,733.05</b>	<b>37,651.95</b>	<b>56.91%</b>
80R000 1120 0000	TAXES	880,710.00	40,166.78	461,760.02	418,949.98	52.43%
80R001 1510 0000	INTEREST	700.00	328.07	663.75	36.25	94.82%
80R000 1999 0000	REFUND PRIOR YEAR EXPENDITURES	10,000.00	-	91,130.00	(81,130.00)	0.00%
<b>Total Local Revenue</b>		<b>891,410.00</b>	<b>40,494.85</b>	<b>553,553.77</b>	<b>337,856.23</b>	<b>62.10%</b>
<b>Total Tort Fund</b>		<b>891,410.00</b>	<b>40,494.85</b>	<b>553,553.77</b>	<b>337,856.23</b>	<b>62.10%</b>
<b>Revenue-All Funds</b>						
1000	Total Local Revenue	57,409,425.00	3,381,114.45	33,552,935.65	23,856,489.35	58.44%
3000	Total State Revenue	30,082,846.00	741,406.22	10,450,172.34	19,632,673.66	34.74%
4000	Total Federal Revenue	5,979,995.00	-	4,861,851.60	1,118,143.40	81.30%
<b>Total Revenue-All Funds</b>		<b>93,472,266.00</b>	<b>4,122,520.67</b>	<b>48,864,959.59</b>	<b>44,607,306.41</b>	<b>52.28%</b>

**Central Community Unit School Dist. 301**  
**Expenditure Summary by Fund Report**  
**May 2022**

	2021-22 Original Budget	% of Fund	May MTD	2021-22 FYTD	Encumbered Amount	Budget Remaining	FYTD Percent
<b>10-Education</b>							
1000 Salaries	28,500,721.00	41.92%	2,377,162.29	25,665,526.20	-	2,835,194.80	90.05%
2000 Benefits	8,351,150.00	12.28%	637,615.88	7,535,377.46	2,800.00	812,972.54	90.27%
3000 Purchased Services	3,549,332.00	5.22%	437,569.76	2,319,472.09	160,589.42	1,069,270.49	69.87%
4000 Supplies	3,435,557.00	5.05%	535,393.99	2,080,659.02	806,743.89	548,154.09	84.04%
5000 Capital Outlay	248,200.00	0.37%	-	26,002.10	-	222,197.90	10.48%
6000 Other/Dues/Fees	23,377,600.00	34.39%	180,184.93	2,307,804.20	82,493.64	20,987,302.16	10.22%
7000 Non-Capital Equipment	522,898.00	0.77%	14,016.03	142,273.10	24,621.15	356,003.75	31.92%
<b>Total Education Fund</b>	<b>67,985,458.00</b>	<b>100.00%</b>	<b>4,181,942.88</b>	<b>40,077,114.17</b>	<b>1,077,248.10</b>	<b>26,831,095.73</b>	<b>60.53%</b>
<b>20-O&amp;M</b>							
1000 Salaries	2,283,220.00	21.02%	165,716.16	1,777,770.71	-	505,449.29	77.86%
2000 Benefits	592,100.00	5.45%	41,022.77	470,606.97	-	121,493.03	79.48%
3000 Purchased Services	1,100,000.00	10.13%	60,057.88	801,009.40	41,316.71	257,673.89	76.58%
4000 Supplies	1,504,312.00	13.85%	103,100.52	1,208,419.89	36,057.96	259,834.15	82.73%
5000 Capital Outlay	5,103,900.00	46.99%	17,767.00	2,262,491.04	778,088.69	2,063,320.27	59.57%
6000 Other/Dues/Fees	102,000.00	0.94%	1,170.00	1,230.00	-	100,770.00	1.21%
7000 Non-Capital Equipment	175,000.00	1.61%	15,624.21	98,569.91	-	76,430.09	56.33%
<b>Total O&amp;M</b>	<b>10,860,532.00</b>	<b>100.00%</b>	<b>404,458.54</b>	<b>6,620,097.92</b>	<b>855,463.36</b>	<b>3,384,970.72</b>	<b>68.83%</b>
<b>30-Debt Service</b>							
3000 Purchased Services	4,000.00	0.05%	-	1,375.00	-	2,625.00	34.38%
6000 Other/Bonds	8,382,376.00	99.95%	-	7,889,000.00	493,375.00	1.00	100.00%
<b>Total Debt Service</b>	<b>8,386,376.00</b>	<b>100.00%</b>	<b>-</b>	<b>7,890,375.00</b>	<b>493,375.00</b>	<b>2,626.00</b>	<b>99.97%</b>
<b>40-Transportation</b>							
1000 Salaries	2,323,940.00	49.80%	192,455.93	2,081,960.42	-	241,979.58	89.59%
2000 Benefits	138,355.00	2.97%	11,056.72	129,307.51	-	9,047.49	93.46%
3000 Purchased Services	1,539,610.00	33.00%	19,021.95	1,572,810.06	9,450.16	(42,650.22)	102.77%
4000 Supplies	414,200.00	8.88%	34,481.79	393,067.86	52,007.00	(30,874.86)	107.45%
6000 Other/Dues/Fees	220,000.00	4.71%	684.00	9,175.00	948.00	209,877.00	4.60%
7000 Non-Capital Equipment	30,000.00	0.64%	-	530.34	-	29,469.66	1.77%
<b>Total Transportation</b>	<b>4,666,105.00</b>	<b>100.00%</b>	<b>257,700.39</b>	<b>4,186,851.19</b>	<b>62,405.16</b>	<b>416,848.65</b>	<b>91.07%</b>
<b>50-IMRF/SS</b>							
2000 Benefits	1,829,431.00	100.00%	144,063.10	1,623,466.68	-	205,964.32	88.74%
<b>Total IMRF/SS</b>	<b>1,829,431.00</b>	<b>100.00%</b>	<b>144,063.10</b>	<b>1,623,466.68</b>	<b>-</b>	<b>205,964.32</b>	<b>88.74%</b>
<b>60-Capital Projects</b>							
5000 Capital Outlay	450,000.00	100.00%	-	9,453.00	-	440,547.00	2.10%
<b>Total Capital Projects</b>	<b>450,000.00</b>	<b>100.00%</b>	<b>-</b>	<b>9,453.00</b>	<b>-</b>	<b>440,547.00</b>	<b>2.10%</b>
<b>70-Working Cash</b>							
6000 Transfers	-	-	-	-	-	-	0.00%
<b>Total Working Cash</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>80-Tort</b>							
3000 Purchased Services	875,000.00	100.00%	2,332.50	242,929.80	48,338.58	583,731.62	33.29%
<b>Total Tort</b>	<b>875,000.00</b>	<b>100.00%</b>	<b>2,332.50</b>	<b>242,929.80</b>	<b>48,338.58</b>	<b>583,731.62</b>	<b>33.29%</b>
<b>Total Expenditures</b>	<b>95,052,902.00</b>		<b>4,990,497.41</b>	<b>60,650,287.76</b>	<b>2,536,830.20</b>	<b>31,865,784.04</b>	<b>66.48%</b>
<b>Expenditures Across All Funds</b>							
1000 Salaries	33,107,881.00	34.83%	2,735,334.38	29,525,257.33	-	3,582,623.67	89.18%
2000 Benefits	10,911,036.00	11.48%	833,758.47	9,758,758.62	2,800.00	1,149,477.38	89.47%
3000 Purchased Services	7,067,942.00	7.44%	518,982.09	4,937,596.35	259,694.87	1,870,650.78	73.53%
4000 Supplies	5,354,069.00	5.63%	672,976.30	3,682,146.77	894,808.85	777,113.38	85.49%
5000 Capital Outlay	5,802,100.00	6.10%	17,767.00	2,297,946.14	778,088.69	2,726,065.17	53.02%
6000 Other/Dues/Fees/Bonds	32,081,976.00	33.75%	182,038.93	10,207,209.20	576,816.64	21,297,950.16	33.61%
7000 Non-Capital Equipment	727,898.00	0.77%	29,640.24	241,373.35	24,621.15	461,903.50	36.54%
<b>Total Expenditures Across all Funds</b>	<b>95,052,902.00</b>	<b>100.00%</b>	<b>4,990,497.41</b>	<b>60,650,287.76</b>	<b>2,536,830.20</b>	<b>31,865,784.04</b>	<b>66.48%</b>

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
4IMPRINT	9922490	2022-2023 Academic Planners	10E008 2410 4100 00 000000 0000	395.81
		Totals for 4IMPRINT		395.81
A & G GLASS & MIRROR	4850	PV Mobile Window Repair	20E001 2540 3230 00 000000 0000	202.00
		Totals for A & G GLASS & MIRROR, INC		202.00
A DISCOUNT T	20224186	5th Grade T-Shirts	10E010 1110 4900 00 000000 0000	822.00
A DISCOUNT T	20224201	Staff Shirts	10E008 2410 4900 00 000000 0000	62.00
A DISCOUNT T	20224196	T-shirts for Rocket Launch	10E002 2120 4100 00 000000 0000	287.50
		Totals for A DISCOUNT T		1,171.50
ADVANCE AUTO PARTS	2454-466932	Wrenches	40E001 2550 4100 00 000000 0000	21.79
ADVANCE AUTO PARTS	2454-466818	Misc Parts, Thermometer, Prime Guard	40E001 2550 4100 00 000000 0000	334.84
ADVANCE AUTO PARTS	2454-466922	Credit RW Set SAE	40E001 2550 4100 00 000000 0000	-36.79
ADVANCE AUTO PARTS	2454-466876	Mechanical Gloves	40E001 2550 4100 00 000000 0000	167.88
ADVANCE AUTO PARTS	2454-467056	Conv 5W30 Oil	40E001 2550 4100 00 000000 0000	83.76
ADVANCE AUTO PARTS	2454-467574	AC Adapter	40E001 2550 4100 00 000000 0000	29.74
ADVANCE AUTO PARTS	2454-467057	Conv 5W20 Oil	40E001 2550 4100 00 000000 0000	125.64
ADVANCE AUTO PARTS	2454-467234	Hydraulic Fitting	40E001 2550 4100 00 000000 0000	-54.20
ADVANCE AUTO PARTS	2454-467836	Cherry Soap	40E001 2550 4100 00 000000 0000	46.90
ADVANCE AUTO PARTS	2454-467466	Quadbox	40E001 2550 4100 00 000000 0000	36.79
ADVANCE AUTO PARTS	2454-467919	Spray Nozzles	40E001 2550 4100 00 000000 0000	12.43
ADVANCE AUTO PARTS	2454-468224	Screw Bit Holder	40E001 2550 4100 00 000000 0000	29.40
ADVANCE AUTO PARTS	2454-468611	Magnetic Wand	40E001 2550 4100 00 000000 0000	27.24
ADVANCE AUTO PARTS	2454-468580	Brake Cleaner	40E001 2550 4100 00 000000 0000	52.80
ADVANCE AUTO PARTS	2454-468382	Misc Cleaners & Parts	40E001 2550 4100 00 000000 0000	277.81
ADVANCE AUTO PARTS	2454-468411	Rotor, Pads	40E001 2550 4100 00 000000 0000	214.47
ADVANCE AUTO PARTS	2454-468743	Pedal Press	40E001 2550 4100 00 000000 0000	56.04
ADVANCE AUTO PARTS	2454-466496	22 Extraclear	40E001 2550 4100 00 000000 0000	-12.38
ADVANCE AUTO PARTS	2454-467709	XBO Pressure Washer Hose	40E001 2550 4100 00 000000 0000	38.74
ADVANCE AUTO PARTS	2454-466400	Cap Nuts	40E001 2550 4100 00 000000 0000	32.96
ADVANCE AUTO PARTS	2454-465011	5W20 Platinum Oil	40E001 2550 4100 00 000000 0000	71.88
ADVANCE AUTO PARTS	2454-466347	Soldering Gun	40E001 2550 4100 00 000000 0000	72.56
		Totals for ADVANCE AUTO PARTS		1,630.30
ADVOCATE SHERMAN OCC	823767	Bus Driver Physicals	40E001 2550 3190 00 000000 0000	105.00
ADVOCATE SHERMAN OCC	824424	Bus Driver Physicals	40E001 2550 3190 00 000000 0000	105.00
ADVOCATE SHERMAN OCC	824134	Post accident drug screen	80E001 2362 3820 00 000000 0000	66.00
ADVOCATE SHERMAN OCC	824167	Post accident drug screen	80E001 2362 3820 00 000000 0000	66.00
		Totals for ADVOCATE SHERMAN OCCUPATIONAL		342.00
AGUINAGA, JACOB	May 2022	Reimb for Mileage May 2022	10E001 2660 3320 00 000000 0000	8.07
		Totals for AGUINAGA, JACOB		8.07
AHW LLC	11311133	Grounds Supplies	20E001 2540 4120 00 000000 0000	15.80
AHW LLC	11357218	Grounds Vehicle Repair	20E002 2540 3230 00 000000 0000	489.70
AHW LLC	11373939	Grounds Vehicle Repair	20E002 2540 3230 00 000000 0000	103.02
AHW LLC	11384064	Grounds Supplies	20E001 2540 4120 00 000000 0000	160.32
		Totals for AHW LLC		768.84
ALEXANDER LEIGH CENT	3775	Monthly tuition May 2022	10E001 1912 6700 00 000000 0000	19,948.48
		Totals for ALEXANDER LEIGH CENTER FOR AU		19,948.48
ALEXIAN BROTHERS BEH	119998205	Tutoring Services Med Rec #8093573	10E001 1200 3140 00 462000 0000	64.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ALEXIAN BROTHERS BEH	119807623	Tutoring Services Med Rec #8093573	10E001 1200 3140 00 462000 0000	416.00
ALEXIAN BROTHERS BEH	120493950	Tutoring Services Med Rec #8096772	10E001 1200 3140 00 462000 0000	256.00
Totals for ALEXIAN BROTHERS BEHAVIORAL H				736.00
ALPHA BAKING COMPANY	220267130012	Bread	10E003 2560 4100 00 000000 0000	30.72
ALPHA BAKING COMPANY	220267123019	Bread	10E003 2560 4100 00 000000 0000	16.50
ALPHA BAKING COMPANY	220267123012	Bread	10E004 2560 4100 00 000000 0000	88.74
ALPHA BAKING COMPANY	220267125013	Bread	10E005 2560 4100 00 000000 0000	70.82
ALPHA BAKING COMPANY	220267129014	Bread	10E010 2560 4100 00 000000 0000	83.14
ALPHA BAKING COMPANY	220267130011	Bread	10E002 2560 4100 00 000000 0000	264.74
ALPHA BAKING COMPANY	220267129013	Bread	10E008 2560 4100 00 000000 0000	79.55
ALPHA BAKING COMPANY	220267130013	Bread	10E004 2560 4100 00 000000 0000	72.13
ALPHA BAKING COMPANY	220267137012	Bread	10E011 2560 4100 00 000000 0000	40.96
ALPHA BAKING COMPANY	220267136015	Bread	10E008 2560 4100 00 000000 0000	9.85
ALPHA BAKING COMPANY	220267136014	Bread	10E011 2560 4100 00 000000 0000	169.05
ALPHA BAKING COMPANY	220267059018	Bread	10E010 2560 4100 00 000000 0000	92.72
Totals for ALPHA BAKING COMPANY				1,018.92
AMALGAMATED BANK OF	6443 07-22	Bonds Series 2017	30E001 5220 6240 12 000000 0000	408,850.00
AMALGAMATED BANK OF	6151 07-22	Debt Certificates Series 2016 interest	30E001 5220 6240 10 000000 0000	60,900.00
AMALGAMATED BANK OF	6152 07-22	DSEB Bonds 2016A	30E001 5220 6240 11 000000 0000	23,625.00
Totals for AMALGAMATED BANK OF CHICAGO				493,375.00
AMAZON.COM	446574354499	Spark Box Prizes	10E002 2212 4100 00 000000 0000	105.98
AMAZON.COM	574487765474	Spark Box Prizes	10E002 2212 4100 00 000000 0000	698.50
AMAZON.COM	958876534534	Spark Box Prizes	10E002 2212 4100 00 000000 0000	7.79
AMAZON.COM	466334683757	Folders for Teacher Institute	10E001 2212 4100 00 000000 0000	113.98
AMAZON.COM	469645556784	Folders for Teacher Institute	10E001 2212 4100 00 000000 0000	21.98
AMAZON.COM	979373734589	Maintenance Supplies	20E001 2540 4110 00 000000 0000	75.00
AMAZON.COM	796443564583	Maintenance Supplies	20E001 2540 4110 00 000000 0000	15.99
AMAZON.COM	947987886634	Refund	40E001 2550 4100 00 000000 0000	-32.60
AMAZON.COM	978843633979	Misc Toys Sped. Buses	40E001 2550 4100 00 000000 0000	19.90
AMAZON.COM	577974579933	Supplies, End of Year Party	40E001 2550 4900 00 000000 0000	24.99
AMAZON.COM	438698938459	Office Supplies Bags	40E001 2550 4110 00 000000 0000	32.60
AMAZON.COM	659865376676	Office Supplies	40E001 2550 4110 00 000000 0000	14.99
AMAZON.COM	567853537359	Misc Supplies	40E001 2550 4100 00 000000 0000	118.24
AMAZON.COM	469486785473	Supplies	10E011 1120 4110 00 000000 0000	176.52
AMAZON.COM	847477859798	Supplies	10E011 1120 4110 00 000000 0000	182.06
AMAZON.COM	656447469894	Supplies	10E011 1120 4110 00 000000 0000	37.98
AMAZON.COM	779879544333	Supplies	10E011 1120 4110 00 000000 0000	11.04
AMAZON.COM	467796758765	Supplies	10E011 2410 4100 00 000000 0000	141.17
AMAZON.COM	984853957586	Supplies	10E011 2410 4900 00 000000 0000	58.49
AMAZON.COM	435766955989	Classroom supplies	10E004 1110 4100 00 000000 0000	70.64
AMAZON.COM	437489599533	Classroom supplies	10E004 1110 4100 00 000000 0000	9.99
AMAZON.COM	448484549577	Classroom supplies	10E004 1110 4100 00 000000 0000	85.96
AMAZON.COM	458593439835	PE equipment 22-23	10E004 1110 4100 00 000000 0000	32.24
AMAZON.COM	634766796988	PE equipment	10E004 1110 4100 00 000000 0000	757.68
AMAZON.COM	738933599663	PE equipment	10E004 1110 4100 00 000000 0000	4.01
AMAZON.COM	765536953654	Classroom supplies	10E004 1110 4100 00 000000 0000	40.60
AMAZON.COM	888643389859	PE equipment 22-23	10E004 1110 4100 00 000000 0000	65.82
AMAZON.COM	957446376949	PE equipment 22-23	10E004 1110 4100 00 000000 0000	14.99
AMAZON.COM	975586995634	Classroom supplies	10E004 1110 4100 00 000000 0000	847.06
AMAZON.COM	446968853485	PE equipment 22-23	10E004 1110 4100 00 000000 0000	12.99

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AMAZON.COM	455893735799	Classroom supplies	10E004 1110 4100 00 000000 0000	25.98
AMAZON.COM	758867488359	Classroom supplies	10E004 1110 4100 00 000000 0000	5.14
AMAZON.COM	446955767989	Classroom supplies	10E004 1110 4100 00 000000 0000	484.74
AMAZON.COM	457494538868	Library supplies 22-23	10E004 2220 4100 00 000000 0000	20.90
AMAZON.COM	753374845799	General supplies	10E004 1110 4100 00 000000 0000	103.71
AMAZON.COM	778349573459	Library supplies 22-23	10E004 2220 4100 00 000000 0000	96.39
AMAZON.COM	785838773977	General supplies	10E004 1110 4100 00 000000 0000	50.06
AMAZON.COM	866999943948	General supplies	10E004 1110 4100 00 000000 0000	64.99
AMAZON.COM	958767549979	General supplies	10E004 1110 4100 00 000000 0000	37.95
AMAZON.COM	444794535349	Supplies reading teachers	10E004 1110 4100 00 000000 0000	16.87
AMAZON.COM	653683856537	Supplies reading teachers	10E004 1110 4100 00 000000 0000	46.96
AMAZON.COM	874877566378	Supplies reading teachers	10E004 1110 4100 00 000000 0000	9.65
AMAZON.COM	463738895983	General supplies	10E004 1110 4100 00 000000 0000	12.49
AMAZON.COM	849358337939	Classroom supplies 22-23	10E004 1110 4100 00 000000 0000	312.72
AMAZON.COM	854936937479	Classroom supplies	10E004 1110 4100 00 000000 0000	-85.96
AMAZON.COM	445833669648	Classroom supplies 22-23	10E004 1110 4100 00 000000 0000	12.94
AMAZON.COM	586993387987	Classroom supplies	10E004 1110 4100 00 000000 0000	6.06
AMAZON.COM	696965383739	Classroom supplies	10E004 1110 4100 00 000000 0000	13.58
AMAZON.COM	836953563694	Supplies reading teachers	10E004 1110 4100 00 000000 0000	175.31
AMAZON.COM	587785475774	Supplies reading teachers	10E004 1110 4100 00 000000 0000	12.49
AMAZON.COM	866544667877	Classroom supplies 22-23	10E004 1110 4100 00 000000 0000	24.36
AMAZON.COM	434656365365	Library supplies	10E002 2220 4100 00 000000 0000	99.00
AMAZON.COM	797889634564	Library supplies	10E002 2220 4100 00 000000 0000	31.98
AMAZON.COM	573595398656	Library supplies	10E002 2220 4100 00 000000 0000	192.97
AMAZON.COM	536777638835	Library supplies	10E002 2220 4100 00 000000 0000	620.44
AMAZON.COM	586655658849	Library supplies	10E002 2220 4100 00 000000 0000	13.99
AMAZON.COM	553338943494	Library supplies	10E002 2220 4100 00 000000 0000	28.42
AMAZON.COM	895398377886	Science supplies	10E002 1130 4100 00 000000 0000	408.02
AMAZON.COM	459958568934	Library supplies	10E002 2220 4100 00 000000 0000	29.99
AMAZON.COM	536846856945	Science supplies	10E002 1130 4100 00 000000 0000	99.99
AMAZON.COM	455433589685	Graduation decorations	10E002 2410 4100 00 000000 0000	53.99
AMAZON.COM	673996568869	Vocal supplies	10E002 1130 4100 00 000000 0000	95.95
AMAZON.COM	843375786685	Ag supplies	10E002 1400 4100 00 000000 0000	1,135.12
AMAZON.COM	654955996645	Graduation decorations	10E002 2410 4100 00 000000 0000	12.99
AMAZON.COM	664743466845	Graduation decorations	10E002 2410 4100 00 000000 0000	923.00
AMAZON.COM	985794476479	English supplies	10E002 1130 4100 00 000000 0000	236.92
AMAZON.COM	478335393774	Office supplies	10E002 2410 4100 00 000000 0000	178.18
AMAZON.COM	938845365949	Office supplies	10E002 2410 4100 00 000000 0000	21.94
AMAZON.COM	458455939838	Library supplies	10E002 2220 4100 00 000000 0000	631.28
AMAZON.COM	465956759363	Testing supplies	10E002 2120 4100 00 000000 0000	108.66
AMAZON.COM	576469675674	Library supplies	10E002 2220 4100 00 000000 0000	5.22
AMAZON.COM	945597468875	Nurse supplies	10E002 1130 4250 00 000000 0000	27.99
AMAZON.COM	958794949934	Library supplies	10E002 2220 4100 00 000000 0000	7.26
AMAZON.COM	966696566964	Library supplies	10E002 2220 4100 00 000000 0000	17.62
AMAZON.COM	549797864855	Supplies	10E001 2660 4100 00 000000 0000	12.96
AMAZON.COM	754973474934	Supplies	10E001 2660 4100 00 000000 0000	461.97
AMAZON.COM	836577747464	Supplies	10E001 2660 4100 00 000000 0000	44.64
AMAZON.COM	444697933343	Supplies	10E001 2660 4100 00 000000 0000	149.99
AMAZON.COM	973937983739	Supplies	10E001 2660 4100 00 000000 0000	569.97
AMAZON.COM	999666873949	Supplies	10E001 2660 4100 00 000000 0000	35.78
AMAZON.COM	789536437865	Supplies	10E001 2660 4100 00 000000 0000	32.62
AMAZON.COM	433863499488	Supplies	10E001 2660 4100 00 000000 0000	119.00
AMAZON.COM	448488594488	Supplies	10E001 2660 4100 00 000000 0000	119.00
AMAZON.COM	438394783893	Supplies	10E001 2660 4100 00 000000 0000	32.62
AMAZON.COM	433796965878	Supplies	10E001 2660 4100 00 000000 0000	-32.62
AMAZON.COM	797373439975	Library supplies	10E002 2220 4100 00 000000 0000	13.34

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AMAZON.COM	649386347984	Library supplies	10E002 2220 4100 00 000000 0000	7.75
AMAZON.COM	464877753585	Library supplies	10E002 2220 4100 00 000000 0000	14.49
AMAZON.COM	557845449634	Library supplies	10E002 2220 4100 00 000000 0000	183.51
AMAZON.COM	437835864546	Main office supplies	10E002 2410 4100 00 000000 0000	16.80
AMAZON.COM	763346763765	Film Fest supplies	10E002 2410 4100 00 000000 0000	279.20
AMAZON.COM	683748648498	Library supplies	10E002 2220 4100 00 000000 0000	488.66
AMAZON.COM	473339566666	Library supplies	10E002 2220 4100 00 000000 0000	7.90
AMAZON.COM	858967486864	Library supplies	10E002 2220 4100 00 000000 0000	33.72
AMAZON.COM	898853879455	Film Fest supplies	10E002 2410 4100 00 000000 0000	44.94
AMAZON.COM	755578537736	Recess bags	10E005 2410 4100 00 000000 0000	207.35
AMAZON.COM	877597767683	Sidewalk Chalk	10E005 2410 4100 00 000000 0000	84.95
AMAZON.COM	447876743995	Kindergarten Science Curriculum and General Office	10E005 1110 4100 00 000000 0000	25.09
AMAZON.COM	447876743995	Kindergarten Science Curriculum and General Office	10E005 1110 4200 00 000000 0000	25.98
AMAZON.COM	936345758976	Supplies	10E001 2520 4100 00 000000 0000	43.98
AMAZON.COM	767548667477	Supplies	10E001 2520 4100 00 000000 0000	93.46
AMAZON.COM	664378949948	Supplies	10E001 2520 4100 00 000000 0000	79.14
AMAZON.COM	884858477579	Supplies	10E001 2520 4100 00 000000 0000	89.80
AMAZON.COM	977875343768	DO Supplies	10E001 2520 4100 00 000000 0000	101.60
AMAZON.COM	939753388745	CMS ELL Books	10E001 1800 4100 00 490500 0000	8.78
AMAZON.COM	943977895875	CMS ELL Books	10E001 1800 4100 00 490500 0000	250.67
AMAZON.COM	668565665337	PKMS ELL Books	10E001 1800 4100 00 490500 0000	9.89
AMAZON.COM	678747984566	PKMS ELL Books	10E001 1800 4100 00 490500 0000	6.98
AMAZON.COM	935543843455	PKMS ELL Books	10E001 1800 4100 00 490500 0000	8.78
AMAZON.COM	689489333377	PKMS ELL Books	10E001 1800 4100 00 490500 0000	341.07
AMAZON.COM	449799579769	Elementary ELL Books	10E001 1800 4100 00 490500 0000	487.09
AMAZON.COM	969888476346	ELL Resource Books	10E001 1800 4100 00 000000 0000	69.83
AMAZON.COM	469956478578	CHS ELL Books	10E001 1800 4100 00 490500 0000	398.88
AMAZON.COM	875746944747	CHS ELL Books	10E001 1800 4100 00 490500 0000	12.63
AMAZON.COM	436887467363	CMS ELL Books	10E001 1800 4100 00 490500 0000	9.89
AMAZON.COM	737674358945	Student Supplies for Cougar Pride Incentive	10E010 1110 4100 00 000000 0000	38.93
AMAZON.COM	748454536549	Student Supplies for Cougar Pride Incentive	10E010 1110 4100 00 000000 0000	25.70
AMAZON.COM	773536886385	Student Supplies for Cougar Pride Incentive	10E010 1110 4100 00 000000 0000	38.07
AMAZON.COM	786573566653	Student Supplies for Cougar Pride Incentive	10E010 1110 4100 00 000000 0000	103.10
AMAZON.COM	483846489363	Student Supplies for Cougar Pride Incentive	10E010 1110 4100 00 000000 0000	17.28
AMAZON.COM	448463785983	Classroom Supplies	10E010 1110 4100 00 000000 0000	91.80
AMAZON.COM	455853454756	Classroom Supplies	10E010 1110 4100 00 000000 0000	12.88
AMAZON.COM	545398746374	Classroom Supplies	10E010 1110 4100 00 000000 0000	10.39
AMAZON.COM	697578569676	Classroom Supplies	10E010 1110 4100 00 000000 0000	22.79
AMAZON.COM	979544834896	Classroom Supplies	10E010 1110 4100 00 000000 0000	106.48
AMAZON.COM	986738968666	Classroom Supplies	10E010 1110 4100 00 000000 0000	91.82
AMAZON.COM	535469988833	Classroom Supplies	10E010 1110 4100 00 000000 0000	91.75
AMAZON.COM	678546763595	Classroom Supplies	10E010 1205 4100 00 000000 0000	17.99
AMAZON.COM	684386543868	Classroom Supplies	10E010 1205 4100 00 000000 0000	27.97
AMAZON.COM	733954395647	Classroom Supplies	10E010 1110 4100 00 000000 0000	65.09
AMAZON.COM	735658689963	Classroom Supplies	10E010 1110 4100 00 000000 0000	94.13
AMAZON.COM	753665487489	Classroom Supplies	10E010 1205 4100 00 000000 0000	84.31
AMAZON.COM	869776596354	Classroom Supplies	10E010 1110 4100 00 000000 0000	13.78
AMAZON.COM	883397846855	Classroom Supplies	10E010 1110 4100 00 000000 0000	8.99
AMAZON.COM	964635676659	Classroom Supplies	10E010 1110 4100 00 000000 0000	116.75

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AMAZON.COM	996853746364	Classroom Supplies	10E010 1110 4100 00 000000 0000	56.08
AMAZON.COM	856874953987	Classroom Supplies	10E010 2150 4100 00 000000 0000	71.10
AMAZON.COM	454394933749	Classroom Supplies	10E010 1110 4100 00 000000 0000	81.88
AMAZON.COM	773737976773	Classroom Supplies	10E010 1110 4100 00 000000 0000	7.20
AMAZON.COM	794573544739	Classroom Supplies	10E010 1110 4100 00 000000 0000	7.99
AMAZON.COM	858537597793	Classroom Supplies	10E010 1110 4100 00 000000 0000	44.96
AMAZON.COM	498359376748	Student Supplies	10E010 1110 4100 00 000000 0000	143.94
AMAZON.COM	453477747994	Library Books	10E008 2220 4300 00 000000 0000	39.99
AMAZON.COM	464855975356	Library Books	10E008 2220 4300 00 000000 0000	81.99
AMAZON.COM	563947894359	Library Books	10E008 2220 4300 00 000000 0000	19.13
AMAZON.COM	987487468933	Library Books	10E008 2220 4300 00 000000 0000	21.29
AMAZON.COM	855776686433	Library Books	10E008 2220 4300 00 000000 0000	816.14
AMAZON.COM	435936765686	Library Books	10E008 2220 4300 00 000000 0000	-251.49
AMAZON.COM	549375747889	Nurse supplies	10E008 1110 4250 00 000000 0000	63.98
AMAZON.COM	765943499395	Confetti for Hunter's Reading Madness	10E008 2410 4900 00 000000 0000	18.99
AMAZON.COM	965478588467	Sanitizer Refills	10E008 2410 4900 00 000000 0000	414.95
AMAZON.COM	566898339765	Office Supplies	10E008 2410 4100 00 000000 0000	39.95
AMAZON.COM	837373883997	Office Supplies	10E008 2410 4100 00 000000 0000	486.29
AMAZON.COM	944743558659	Butterfly Habitat for Kindergarten	10E008 1110 4100 00 000000 0000	37.96
AMAZON.COM	697736563338	Classroom Supplies	10E008 1110 4100 00 000000 0000	71.77
AMAZON.COM	949488434796	Classroom Supplies	10E008 1110 4100 00 000000 0000	12.60
AMAZON.COM	437367468699	Classroom Supplies	10E008 1110 4100 00 000000 0000	15.18
AMAZON.COM	693558895697	Classroom Supplies	10E008 1110 4100 00 000000 0000	12.29
AMAZON.COM	573683669465	Classroom Supplies	10E010 1110 4100 00 000000 0000	81.23
AMAZON.COM	448393598547	White Team Supplies	10E003 1120 4100 00 000000 0000	97.94
AMAZON.COM	466767654859	White Team Supplies	10E003 1120 4100 00 000000 0000	79.96
AMAZON.COM	435956854876	Science Supplies	10E003 1120 4100 00 000000 0000	11.68
AMAZON.COM	736739563469	Chairs	10E003 2410 4100 00 000000 0000	599.60
AMAZON.COM	465895386434	Chairs	10E003 2410 4100 00 000000 0000	219.94
AMAZON.COM	436495764544	Rubber Stamp	10E001 2520 4100 00 000000 0000	12.98
AMAZON.COM	799783777695	Student Supplies	10E001 1200 4100 00 462000 0000	19.27
AMAZON.COM	445796485686	EC Student	10E001 1110 4100 00 460000 0000	11.95
AMAZON.COM	967935996877	EC instructional supply	10E001 1110 4100 00 460000 0000	9.98
AMAZON.COM	985463965794	Credit for CHS Yearbook Quadcopter	10E002 1500 4910 00 000000 0000	-599.00
Totals for AMAZON.COM				19,126.60
AMERICAN 3B SCIENTIF	SI22169536	Dual Credit Science supplies	10E002 1130 7100 00 000000 0000	1,058.30
Totals for AMERICAN 3B SCIENTIFIC				1,058.30
AMERICAN RED CROSS H	22427807	CPR Certification	10E002 1130 3900 00 000000 0000	280.00
Totals for AMERICAN RED CROSS HEALTH & S				280.00
AMITA GLENOAKS SCHOO	TDS-W 3723	Tuition Rate Adjustment	10E001 1912 6700 00 000000 0000	3,087.50
AMITA GLENOAKS SCHOO	TDS-W 3703	Tuition Apr 2022	10E001 1912 6700 00 000000 0000	4,164.04
AMITA GLENOAKS SCHOO	TDS-W 3743	Tuition May 2022	10E001 1912 6700 00 000000 0000	3,506.56
Totals for AMITA GLENOAKS SCHOOL				10,758.10
ASCD	14219567	Membership Renewal Jurs	10E005 2410 6400 00 000000 0000	89.00
Totals for ASCD				89.00
ASTOUND BUSINESS SOL	443036301-001555	Internet	10E001 2660 3160 00 000000 0000	1,544.99
ASTOUND BUSINESS SOL	443036301-001559	Internet	10E001 2660 3160 00 000000 0000	1,544.99
Totals for ASTOUND BUSINESS SOLUTIONS/RC				3,089.98

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AVI SYSTEMS, INC	88802021	Cafe Screen, Projector, Audio-Equipment	10E001 2660 4100 00 000000 0000	1,305.54
AVI SYSTEMS, INC	88802021	Cafe Screen, Projector, Audio-Equipment	10E001 2660 7100 00 000000 0000	2,308.24
AVI SYSTEMS, INC	88802826	DaLite Screen Replacement	10E001 2660 7100 00 000000 0000	1,869.91
AVI SYSTEMS, INC	88803221	Equipment 5 inch speaker mount pair	10E001 2660 4100 00 000000 0000	243.57
		Totals for AVI SYSTEMS, INC		5,727.26
AYRE PRODUCTIONS	INV-00492	Auditorium lighting repair	10E002 1130 3230 00 000000 0000	242.00
		Totals for AYRE PRODUCTIONS		242.00
BATTERIES PLUS	P51956891	Maintenance Supplies	20E001 2540 4110 00 000000 0000	35.09
		Totals for BATTERIES PLUS		35.09
BAVARO, MANDARIN	June 9	Admin Retreat Supplies	10E001 2520 4100 00 000000 0000	56.91
		Totals for BAVARO, MANDARIN		56.91
BEAN'S FARM LANDSCAP	2919	Grounds Supplies Top Soil LL	20E001 2540 4120 00 000000 0000	128.00
		Totals for BEAN'S FARM LANDSCAPE SUPPLY		128.00
BELLMORE, STEVE	2	CHS Pay Assigners Fee for Basketball	10E002 1500 3190 00 000000 0000	1,636.30
		Totals for BELLMORE, STEVE		1,636.30
BILLY'S CUSTOM FLOOR	1088	HBT Bathroom Flooring	20E001 2540 3100 00 000000 0000	9,208.00
BILLY'S CUSTOM FLOOR	1089	HBT Bathroom Flooring	20E001 2540 3100 00 000000 0000	15,078.00
		Totals for BILLY'S CUSTOM FLOORING		24,286.00
BLICK ART MATERIALS	8562566	Supplies	10E011 1120 4110 00 000000 0000	148.62
BLICK ART MATERIALS	8664324	Art supplies DiPietro	10E002 1130 4100 00 000000 0000	15.59
BLICK ART MATERIALS	8669356	Supplies	10E011 1120 4110 00 000000 0000	24.38
		Totals for BLICK ART MATERIALS		188.59
BLUE CROSS BLUE SHIE	Dental 05-22	Dental Claims	10E002 1130 2230 00 000000 0000	-1,829.18
BLUE CROSS BLUE SHIE	Dental 05-22	Dental Claims	20E001 2540 2230 00 000000 0000	653.76
BLUE CROSS BLUE SHIE	Dental 05-22	Dental Claims	40E001 2550 2230 00 000000 0000	-519.36
		Totals for BLUE CROSS BLUE SHIELD		-1,694.78
BOB JASS CHEVROLET I	269951	Tire Replacement, Balance and Rotation	40E001 2550 4130 00 000000 0000	628.81
BOB JASS CHEVROLET I	270183	Bus Idler Arm Replacement	40E001 2550 3230 00 000000 0000	149.95
BOB JASS CHEVROLET I	270369	Tires & Rotation	40E001 2550 4130 00 000000 0000	639.29
BOB JASS CHEVROLET I	270521	Tire Rotation & Alignment	40E001 2550 4100 00 000000 0000	149.95
BOB JASS CHEVROLET I	270633	Front End Alignment	40E001 2550 3230 00 000000 0000	157.45
BOB JASS CHEVROLET I	82234	Gas Cap	40E001 2550 4100 00 000000 0000	27.34
		Totals for BOB JASS CHEVROLET INC		1,752.79
BORREGO, STACEY	May 19	Hearing Interpreter for Graduation May 19, 2022	10E002 2410 3100 00 000000 0000	369.78
		Totals for BORREGO, STACEY		369.78
BOS	51147	HBT Mailboxes Storage Center	10E004 1110 7100 00 000000 0000	1,950.00
		Totals for BOS		1,950.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BOSTON HIGASHI SCHOO	2204600A	Monthly Tuition, Room & Board Apr 2022	10E001 1912 6700 00 000000 0000	18,918.62
BOSTON HIGASHI SCHOO	2205600	Monthly Tuition, Room & Board May 2022	10E001 1912 6700 00 000000 0000	22,051.21
BOSTON HIGASHI SCHOO	2206600	Monthly Tuition, Room & Board June 2022	10E001 1912 6700 00 000000 0000	20,476.94
BOSTON HIGASHI SCHOO	2205613	Monthly Tuition, Room & Board May 2022	10E001 1912 6700 00 000000 0000	21,515.82
BOSTON HIGASHI SCHOO	2206613	Monthly Tuition, Room & Board June 2022	10E001 1912 6700 00 000000 0000	20,476.94
Totals for BOSTON HIGASHI SCHOOL, INC				103,439.53
BRANNSTROM, DAVID	Apr 2022	Reimb for Mileage Apr 2022	10E001 2212 3320 00 000000 0000	53.91
Totals for BRANNSTROM, DAVID				53.91
BRIGHTSTAR CARE	IVC6865313	Contracted nurses	10E001 2130 3100 00 000000 0000	528.94
BRIGHTSTAR CARE	IVC6884770	Contracted nurses	10E001 2130 3100 00 000000 0000	494.81
BRIGHTSTAR CARE	IVC6900403	Contracted nurses	10E001 2130 3100 00 000000 0000	1,945.13
BRIGHTSTAR CARE	IVC6913468	Contracted nurses	10E001 2130 3100 00 000000 0000	1,862.44
Totals for BRIGHTSTAR CARE				4,831.32
BRITTS-AXEN, CATHERI	May 5	CMS Reimb for student incentive	10E003 2410 4100 00 000000 0000	160.68
BRITTS-AXEN, CATHERI	Apr 1	CMS Reimb for testing supplies	10E003 1120 4100 00 000000 0000	45.12
Totals for BRITTS-AXEN, CATHERINE				205.80
BROOKS, CHARLES	Tuition 04-22	Tuition Reimb Business Application for Text Mining, OMIS 690 Info Tech Project Managment, MSDA 649 Data Analytics Programming	10E011 1120 2300 00 000000 0000	800.00
Totals for BROOKS, CHARLES				800.00
BSN SPORTS, INC	917118477	Game Cones	10E002 1500 4100 00 000000 0000	197.63
BSN SPORTS, INC	917156270	Winter sports supplies	10E002 1500 4100 00 000000 0000	3,884.65
BSN SPORTS, INC	917229262	Fall Sport Supplies	10E002 1500 4100 00 000000 0000	2,880.41
BSN SPORTS, INC	917229284	Spring Sport Supplies	10E002 1500 4100 00 000000 0000	4,088.42
BSN SPORTS, INC	917229247	Girls Basketball Fill-in Uniforms	10E002 1500 4110 00 000000 0000	699.12
BSN SPORTS, INC	917214213	CHS Boys Soccer Uniforms	10E002 1500 4110 00 000000 0000	3,202.00
BSN SPORTS, INC	917250788	CHS Wrestling Warm-up Jacket	10E002 1500 4110 00 000000 0000	77.04
Totals for BSN SPORTS, INC				15,029.27
BURESH, THOMAS	June 11	2021-2022 Uniform Reimb	20E002 2540 4110 00 000000 0000	160.34
Totals for BURESH, THOMAS				160.34
CARDIO PARTNERS INC	832586	CPR/AED Supplies	10E002 1130 4250 00 000000 0000	291.64
CARDIO PARTNERS INC	832586	CPR/AED Supplies	10E003 1120 4250 00 000000 0000	446.62
CARDIO PARTNERS INC	832586	CPR/AED Supplies	10E005 1110 4250 00 000000 0000	369.13
CARDIO PARTNERS INC	832586	CPR/AED Supplies	10E008 1110 4250 00 000000 0000	369.13
CARDIO PARTNERS INC	832586	CPR/AED Supplies	10E010 1110 4250 00 000000 0000	191.65
CARDIO PARTNERS INC	832586	CPR/AED Supplies	40E001 2550 4100 00 000000 0000	91.66
Totals for CARDIO PARTNERS INC				1,759.83
CARDMEMBER SERVICE	7577 06-22	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	502.80
CARDMEMBER SERVICE	7577 06-22	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	510.10
CARDMEMBER SERVICE	7577 06-22	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	518.97
CARDMEMBER SERVICE	7577 06-22	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	509.19

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CARDMEMBER SERVICE	7577 06-22	E. Mongan Curriculum Expenses	10E001 2210 6400 00 000000 0000	14.95
CARDMEMBER SERVICE	7577 06-22	E. Mongan Curriculum Expenses	10E001 2210 6400 00 000000 0000	14.95
CARDMEMBER SERVICE	7577 06-22	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	507.22
CARDMEMBER SERVICE	7577 06-22	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	92.93
CARDMEMBER SERVICE	7577 06-22a	T. Stirn Administratvie Expenses	10E001 2310 4100 00 000000 0000	79.18
CARDMEMBER SERVICE	7577 06-22a	T. Stirn Administratvie Expenses	10E001 2520 3100 00 000000 0000	27.72
CARDMEMBER SERVICE	7577 06-22a	T. Stirn Administratvie Expenses	10E001 2310 4100 00 000000 0000	128.89
CARDMEMBER SERVICE	7577 06-22a	T. Stirn Administratvie Expenses	10E001 2310 4100 00 000000 0000	113.29
CARDMEMBER SERVICE	7577 06-22a	T. Stirn Administratvie Expenses	10E001 2310 4100 00 000000 0000	285.99
CARDMEMBER SERVICE	7577 06-22a	T. Stirn Administratvie Expenses	10E001 2520 4100 00 000000 0000	273.90
CARDMEMBER SERVICE	7577 06-22a	T. Stirn Administratvie Expenses	10E001 2520 4100 00 000000 0000	286.35
CARDMEMBER SERVICE	7577 06-22a	T. Stirn Administratvie Expenses	10E001 2520 3100 00 000000 0000	27.72
CARDMEMBER SERVICE	7577 06-22a	T. Stirn Administratvie Expenses	10E001 2520 4100 00 000000 0000	207.45
CARDMEMBER SERVICE	7577 06-22a	T. Stirn Administratvie Expenses	10E001 2520 4100 00 000000 0000	266.20
CARDMEMBER SERVICE	7577 06-22a	T. Stirn Administratvie Expenses	10E001 2320 4100 00 000000 0000	24.35
CARDMEMBER SERVICE	7577 06-22a	T. Stirn Administratvie Expenses	10E001 2520 4100 00 000000 0000	-273.90
CARDMEMBER SERVICE	7577 06-22b	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	119.00
CARDMEMBER SERVICE	7577 06-22b	B. Tobin Technology Expenses	10E001 2660 6400 00 000000 0000	965.00
CARDMEMBER SERVICE	7577 06-22b	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	0.53
CARDMEMBER SERVICE	7577 06-22b	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	271.00
CARDMEMBER SERVICE	7577 06-22b	B. Tobin Technology Expenses	10E001 2660 4100 00 000000 0000	492.00
CARDMEMBER SERVICE	7577 06-22b	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	339.27
		Totals for CARDMEMBER SERVICE		6,305.05
CAROLINA BIOLOGICAL	51797367 RI	Dual Credit Science supplies	10E002 1130 4100 00 000000 0000	1,106.16
		Totals for CAROLINA BIOLOGICAL SUPPLY CO		1,106.16
CENTRAL DUPAGE HOSPI	301-042822	Homebound tutoring	10E001 1200 3140 00 462000 0000	528.00
		Totals for CENTRAL DUPAGE HOSPITAL		528.00
CENTRAL HIGH SCHOOL	985463965794	Reimb for Amazon credit Yearbook Quadcopter	10E002 1500 4910 00 000000 0000	599.00
		Totals for CENTRAL HIGH SCHOOL		599.00
CERAMIC SUPPLY CHICA	17630	Repair Kiln	10E011 1120 3230 00 000000 0000	171.00
		Totals for CERAMIC SUPPLY CHICAGO INC		171.00
CHARLES ENVIRONMENTA	3684	Pump Grease Traps PV	20E001 2540 3100 00 000000 0000	165.00
CHARLES ENVIRONMENTA	3685	Pump Grease Traps LL	20E001 2540 3100 00 000000 0000	350.00
CHARLES ENVIRONMENTA	3686	Pump Grease Traps CT	20E001 2540 3100 00 000000 0000	350.00
CHARLES ENVIRONMENTA	3682	Pump Grease Traps CHS	20E001 2540 3100 00 000000 0000	350.00
CHARLES ENVIRONMENTA	3687	Pump Grease Traps PK	20E001 2540 3100 00 000000 0000	350.00
		Totals for CHARLES ENVIRONMENTAL, LLC		1,565.00
CINTAS CORPORATION #	4119464351	Service Mats	40E001 2550 4100 00 000000 0000	75.44
CINTAS CORPORATION #	4120910871	Service Mats	40E001 2550 4100 00 000000 0000	75.44
CINTAS CORPORATION #	4111459055	Service Mats	40E001 2550 4100 00 000000 0000	94.60
CINTAS CORPORATION #	4122421259	Service Mats	40E001 2550 4100 00 000000 0000	75.44
		Totals for CINTAS CORPORATION #355		320.92
CITY OF ELGIN	330845-42337 04/	Water Service CT	20E001 2540 3700 00 000000 0000	1,219.46
CITY OF ELGIN	330845-39520 04/	Water Service PK	20E001 2540 3700 00 000000 0000	1,540.99
CITY OF ELGIN	June 8	Water Hydrant Deposit for PK	20E001 2540 3700 00 000000 0000	1,950.00
		Totals for CITY OF ELGIN		4,710.45
CLARK, TYLER	Tuition 05-22	Tuition Reimbursement HIS	10E002 1130 2300 00 000000 0000	300.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		5800-661		
			Totals for CLARK, TYLER	300.00
COEO SOLUTIONS LLC	1070421	Phones	20E001 2540 3400 00 000000 0000	2,776.22
			Totals for COEO SOLUTIONS LLC	2,776.22
COLLEGE ENTRANCE EXA	EP00123764	AP Exams	10E002 1130 3900 00 000000 0000	54,375.00
			Totals for COLLEGE ENTRANCE EXAM BOARD	54,375.00
COLLINS, SHEREE	May 2022	CDL Reimbursement	40E001 2550 6400 00 000000 0000	30.00
			Totals for COLLINS, SHEREE	30.00
COMMUNITY THERAPY CO	1655	Speech Therapy Services for CHS	10E001 2150 3100 00 462000 0000	4,332.00
COMMUNITY THERAPY CO	1680	Speech Therapy Services for CHS	10E001 2150 3140 00 000000 0000	390.04
COMMUNITY THERAPY CO	1680	Speech Therapy Services for CHS	10E001 2150 3100 00 462000 0000	2,611.96
			Totals for COMMUNITY THERAPY CORP	7,334.00
CONTINENTAL RESOURCE	91122284	Cloud Storage	10E001 2660 3160 00 000000 0000	7,105.00
			Totals for CONTINENTAL RESOURCES, INC	7,105.00
CORE ACADEMY	SESINV-021193	Monthly tuition May 2022	10E001 1912 6700 00 000000 0000	3,294.48
			Totals for CORE ACADEMY	3,294.48
COVE SCHOOL, INC	SD301-0422	Monthly tuition Apr 2022	10E001 1912 6700 00 000000 0000	5,840.98
COVE SCHOOL, INC	SD301-0522	Monthly tuition May 2022	10E001 1912 6700 00 000000 0000	6,455.82
COVE SCHOOL, INC	SD301-0622	Monthly tuition June 2022	10E001 1912 6700 00 000000 0000	614.84
			Totals for COVE SCHOOL, INC	12,911.64
CPI	IUS0220559	Annual Membership Renewal R. Rindhage	40E001 2550 6400 00 000000 0000	200.00
CPI	IUS0221460	Annual Membership Renewal D. Brannstrom	10E001 2210 3100 00 462000 0000	200.00
CPI	IUS0221450	Annual Membership Renewal E. Snyder	10E001 2210 3100 00 462000 0000	200.00
CPI	CUS0294905	Renewal training for district trainers D. Brannstrom, E. Snyder	10E001 2210 3100 02 499800 0000	2,798.00
CPI	CUS0295227	Renewal training for district trainers R. Rindhage	40E001 2550 6400 00 000000 0000	1,399.00
			Totals for CPI	4,797.00
CRYSTAL LAKE CENTRAL FY2022		CHS Varsity Boys Fox Valley Track Championship FY2022	10E002 1500 6400 00 000000 0000	126.20
			Totals for CRYSTAL LAKE CENTRAL HIGH SCH	126.20
CRYSTAL LAKE SOUTH H May 13		CHS Fox Valley Conference F/S Boys Track 05/13/22	10E002 1500 6400 00 000000 0000	60.30
CRYSTAL LAKE SOUTH H May 9		CHS Fox Valley Boys F/S Track meet 5/9/22	10E002 1500 6400 00 000000 0000	175.61
			Totals for CRYSTAL LAKE SOUTH HIGH SCHOO	235.91
CULLUM, KATHARINE	May 2022	Reimb for Mileage May 2022	10E003 1120 3320 00 000000 0000	26.32
CULLUM, KATHARINE	May 2022	Reimb for Mileage May 2022	10E005 1110 3320 00 000000 0000	26.33
			Totals for CULLUM, KATHARINE	52.65
DATAMATION IMAGING S MAY-75206		Monthly file storage Apr 2022	10E001 2660 3160 00 462000 0000	483.00
DATAMATION IMAGING S MAY-75206		Monthly file storage Apr 2022	10E001 2660 3160 00 000000 0000	168.00

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
DATAMATION IMAGING S	JUN-75449	Monthly file storage May 2022	10E001 2660 3160 00 462000 0000	483.00
DATAMATION IMAGING S	JUN-75449	Monthly file storage May 2022	10E001 2660 3160 00 000000 0000	168.00
		Totals for DATAMATION IMAGING SERVICES		1,302.00
DEMCO	7133333	Library supplies	10E004 2220 4100 00 000000 0000	73.61
		Totals for DEMCO		73.61
DIAMOND GRAPHICS	15542	Graduation Programs	10E002 2410 3100 00 000000 0000	2,056.00
		Totals for DIAMOND GRAPHICS		2,056.00
DIRECT ENERGY BUSINE	HS23016366	Gas Service All Buildings	20E001 2540 4650 00 000000 0000	418.40
DIRECT ENERGY BUSINE	HS23016366	Gas Service All Buildings	20E002 2540 4650 00 000000 0000	3,320.35
DIRECT ENERGY BUSINE	HS23016366	Gas Service All Buildings	20E003 2540 4650 00 000000 0000	1,373.22
DIRECT ENERGY BUSINE	HS23016366	Gas Service All Buildings	20E004 2540 4650 00 000000 0000	1,082.22
DIRECT ENERGY BUSINE	HS23016366	Gas Service All Buildings	20E005 2540 4650 00 000000 0000	563.07
DIRECT ENERGY BUSINE	HS23016366	Gas Service All Buildings	20E008 2540 4650 00 000000 0000	1,476.53
DIRECT ENERGY BUSINE	HS23016366	Gas Service All Buildings	20E010 2540 4650 00 000000 0000	1,507.83
DIRECT ENERGY BUSINE	HS23016366	Gas Service All Buildings	20E011 2540 4650 00 000000 0000	2,421.26
		Totals for DIRECT ENERGY BUSINESS		12,162.88
DISRUPTIONEDU	June 2	Training Dept Chairs	10E001 2210 6400 00 000000 0000	2,500.00
		Totals for DISRUPTIONEDU		2,500.00
DIVERSEY, STEVEN	March-April	CHS Reimb Mileage March-April	10E002 1500 3320 00 000000 0000	245.70
		Totals for DIVERSEY, STEVEN		245.70
DUPAGE FEDERATION ON	7845	Translation Services	10E001 1800 3190 00 000000 0000	573.48
DUPAGE FEDERATION ON	7936	Translation Services	10E001 1800 3190 00 000000 0000	719.50
		Totals for DUPAGE FEDERATION ON HUMAN		1,292.98
DYNEGY ENERGY SERVIC	395546622051	Electric Service All Buildings	20E001 2540 4660 00 000000 0000	957.20
DYNEGY ENERGY SERVIC	395546622051	Electric Service All Buildings	20E002 2540 4660 00 000000 0000	21,082.62
DYNEGY ENERGY SERVIC	395546622051	Electric Service All Buildings	20E003 2540 4660 00 000000 0000	4,407.17
DYNEGY ENERGY SERVIC	395546622051	Electric Service All Buildings	20E004 2540 4660 00 000000 0000	6,132.50
DYNEGY ENERGY SERVIC	395546622051	Electric Service All Buildings	20E005 2540 4660 00 000000 0000	2,701.23
DYNEGY ENERGY SERVIC	395546622051	Electric Service All Buildings	20E008 2540 4660 00 000000 0000	8,142.95
DYNEGY ENERGY SERVIC	395546622051	Electric Service All Buildings	20E010 2540 4660 00 000000 0000	6,411.10
DYNEGY ENERGY SERVIC	395546622051	Electric Service All Buildings	20E011 2540 4660 00 000000 0000	13,482.89
		Totals for DYNEGY ENERGY SERVICES		63,317.66
ECOWATER/DEKALB BOTT	10025 05-22	Water for Athletic Office	10E002 1500 4900 00 000000 0000	32.42
		Totals for ECOWATER/DEKALB BOTTLED WATER		32.42
ELEVATOR INSPECTION	108239	Annual Elevator Inspection CHS	20E001 2540 3100 00 000000 0000	175.00
		Totals for ELEVATOR INSPECTION SERVICES		175.00
ENCYCLOPAEDIA BRITAN	78680	Britannica School Subscription, ImageQuest Subscription 8/1/22-7/31/23	10E002 2220 3100 00 000000 0000	2,204.00
ENCYCLOPAEDIA BRITAN	78680	Britannica School Subscription, ImageQuest Subscription 8/1/22-7/31/23	10E003 2220 3100 00 000000 0000	608.00
ENCYCLOPAEDIA BRITAN	78680	Britannica School Subscription, ImageQuest Subscription 8/1/22-7/31/23	10E004 2220 3100 00 000000 0000	1,064.00
ENCYCLOPAEDIA BRITAN	78680	Britannica School Subscription, ImageQuest Subscription 8/1/22-7/31/23	10E005 2220 3100 00 000000 0000	380.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		ImageQuest Subscription 8/1/22-7/31/23		
ENCYCLOPAEDIA BRITAN	78680	Britannica School Subscription, ImageQuest Subscription 8/1/22-7/31/23	10E008 2220 3100 00 000000 0000	988.00
ENCYCLOPAEDIA BRITAN	78680	Britannica School Subscription, ImageQuest Subscription 8/1/22-7/31/23	10E010 2220 3100 00 000000 0000	1,064.00
ENCYCLOPAEDIA BRITAN	78680	Britannica School Subscription, ImageQuest Subscription 8/1/22-7/31/23	10E011 2220 3100 00 000000 0000	1,292.00
		Totals for ENCYCLOPAEDIA BRITANNICA, INC		7,600.00
FABULIZZ DESIGN COMP	1227	Inspirational Decals for School	10E005 2410 4100 00 000000 0000	267.65
		Totals for FABULIZZ DESIGN COMPANY, LLC		267.65
FEECE OIL COMPANY	3876960	Fuel	40E001 2550 4640 00 000000 0000	5,375.90
FEECE OIL COMPANY	3876959	Fuel	40E001 2550 4640 00 000000 0000	9,051.19
FEECE OIL COMPANY	3878570	Fuel	40E001 2550 4640 00 000000 0000	2,839.58
FEECE OIL COMPANY	3878569	Fuel	40E001 2550 4640 00 000000 0000	9,314.23
FEECE OIL COMPANY	3878880	DEF Fuel Additive	40E001 2550 4640 00 000000 0000	414.00
FEECE OIL COMPANY	3880334	Fuel	40E001 2550 4640 00 000000 0000	3,262.72
FEECE OIL COMPANY	3880333	Fuel	40E001 2550 4640 00 000000 0000	6,559.35
FEECE OIL COMPANY	3881083	Fuel	40E001 2550 4640 00 000000 0000	6,500.13
FEECE OIL COMPANY	3881890	DEF Fuel Additive	40E001 2550 4640 00 000000 0000	340.00
FEECE OIL COMPANY	3881084	Fuel	40E001 2550 4640 00 000000 0000	1,794.06
FEECE OIL COMPANY	2046138	Kerosene	40E001 2550 4100 00 000000 0000	380.61
FEECE OIL COMPANY	2046138	Kerosene	40E001 2550 4900 00 000000 0000	13.42
FEECE OIL COMPANY	3883085	Fuel	40E001 2550 4640 00 000000 0000	8,184.42
FEECE OIL COMPANY	3883086	Fuel	40E001 2550 4640 00 000000 0000	3,003.70
FEECE OIL COMPANY	3886802	Fuel, Drivers Ed fuel April, May	10E002 1730 4100 00 000000 0000	682.88
FEECE OIL COMPANY	3886802	Fuel, Drivers Ed fuel April, May	40E001 2550 4640 00 000000 0000	647.34
		Totals for FEECE OIL COMPANY		58,363.53
FERSTL, BRENT	May 21	Reimb for IESA State Track Meet	10E011 1500 3190 00 000000 0000	362.67
		Totals for FERSTL, BRENT		362.67
FITZGERALD LIGHTING	36314	District Lighting Repairs PV	20E001 2540 3230 00 000000 0000	839.07
FITZGERALD LIGHTING	36315	District Lighting Repairs CHS	20E001 2540 3230 00 000000 0000	447.77
		Totals for FITZGERALD LIGHTING		1,286.84
FLINN SCIENTIFIC, IN	2714543	Supplies for Back to the Hill	10E001 2212 4100 00 000000 0000	381.76
FLINN SCIENTIFIC, IN	2701635	Science supplies	10E002 1130 4100 00 000000 0000	248.17
FLINN SCIENTIFIC, IN	2709919	Science supplies	10E002 1130 4100 00 000000 0000	22.41
		Totals for FLINN SCIENTIFIC, INC		652.34
FOLLETT CONTENT SOLU	495283F	Supplies Library Grant PK FY22	10E001 2220 4100 00 399900 0000	14.95
FOLLETT CONTENT SOLU	495283	Supplies Library Grant PK FY22	10E001 2220 4100 00 399900 0000	530.45
FOLLETT CONTENT SOLU	458561	Birthday Book Club	10E004 1110 4900 00 000000 0000	571.02
FOLLETT CONTENT SOLU	495643	ELL Library Books	10E001 1800 4100 00 490500 0000	96.56
FOLLETT CONTENT SOLU	495643F	ELL Library Books	10E001 1800 4100 00 490500 0000	35.00
FOLLETT CONTENT SOLU	493832	ELL Library Books	10E001 1800 4100 00 490500 0000	114.20
		Totals for FOLLETT CONTENT SOLUTIONS, LL		1,362.18
FOUR POINT O, INC	12596	Blinds for Library Office	10E008 2410 4100 00 000000 0000	675.00
		Totals for FOUR POINT O, INC		675.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
FOX VALLEY FIRE & SA	IN00508036	Fire Alarm System Service HBT	20E001 2540 3230 00 000000 0000	2,519.33
FOX VALLEY FIRE & SA	IN00521670	Security Alarm System Service LL	20E001 2540 3100 00 000000 0000	2,530.00
		Totals for FOX VALLEY FIRE & SAFETY CO		5,049.33
FREDRICK, KEVIN	Apr 2022	Reimb for Mileage Apr 2022	10E011 1120 3320 00 000000 0000	72.65
FREDRICK, KEVIN	May 2022	Reimb for Mileage May 2022	10E011 1120 3320 00 000000 0000	56.51
		Totals for FREDRICK, KEVIN		129.16
FRONTLINE TECHNOLOGI	INVUS156427	Absence and Substitute Management 7/1/22-6/30/23	10E001 2520 3160 00 000000 0000	11,776.74
		Totals for FRONTLINE TECHNOLOGIES GROUP		11,776.74
GATEKEEPER SYSTEMS	U041169	Stop Arm Camera with Cables	40E001 2550 4100 00 000000 0000	486.53
GATEKEEPER SYSTEMS	U041162	Stop Arm Cameras, Cables	40E001 2550 4100 00 000000 0000	1,970.48
GATEKEEPER SYSTEMS	U041197	Bus Stop Arm Cameras Remote Set-up	40E001 2550 4100 00 000000 0000	500.00
		Totals for GATEKEEPER SYSTEMS		2,957.01
GECAN, RYAN	Uniform FY22b	2021-2022 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	69.28
GECAN, RYAN	Uniform FY22c	2021-2022 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	28.23
		Totals for GECAN, RYAN		97.51
GET FRESH PRODUCE IN	477227	Produce	10E008 2560 4100 00 000000 0000	-15.65
GET FRESH PRODUCE IN	474985	Produce	10E004 2560 4100 00 000000 0000	-29.85
GET FRESH PRODUCE IN	4047636	Produce	10E004 2560 4100 00 000000 0000	136.68
GET FRESH PRODUCE IN	4049549	Produce	10E011 2560 4100 00 000000 0000	224.68
GET FRESH PRODUCE IN	4054916	Produce	10E010 2560 4100 00 000000 0000	134.60
GET FRESH PRODUCE IN	4055000	Produce	10E004 2560 4100 00 000000 0000	80.76
GET FRESH PRODUCE IN	4054980	Produce	10E008 2560 4100 00 000000 0000	267.14
		Totals for GET FRESH PRODUCE INC		798.36
GILLES, LOUISE	Apr 15	CDL Reimbursement	40E001 2550 6400 00 000000 0000	30.00
		Totals for GILLES, LOUISE		30.00
GORDON FOOD SERVICE	16423871	Food	10E008 2560 4100 00 000000 0000	-138.69
GORDON FOOD SERVICE	218603480	Food, Supplies	10E004 2560 4100 00 000000 0000	1,430.06
GORDON FOOD SERVICE	218603480	Food, Supplies	10E004 2560 4900 00 000000 0000	85.00
GORDON FOOD SERVICE	218395220	Food, Supplies	10E008 2560 4100 00 000000 0000	980.19
GORDON FOOD SERVICE	218395220	Food, Supplies	10E008 2560 4900 00 000000 0000	127.50
GORDON FOOD SERVICE	218569369	Food, Supplies	10E008 2560 4100 00 000000 0000	1,230.38
GORDON FOOD SERVICE	218569369	Food, Supplies	10E008 2560 4900 00 000000 0000	279.41
GORDON FOOD SERVICE	218587002	Food, Supplies	10E005 2560 4100 00 000000 0000	1,576.47
GORDON FOOD SERVICE	218587002	Food, Supplies	10E005 2560 4900 00 000000 0000	122.87
GORDON FOOD SERVICE	218754416	Food	10E011 2560 4100 00 000000 0000	41.69
GORDON FOOD SERVICE	218754419	Food	10E011 2560 4100 00 000000 0000	444.34
GORDON FOOD SERVICE	218754413	Supplies	10E011 2560 4900 00 000000 0000	363.46
GORDON FOOD SERVICE	218737402	Food	10E002 2560 4100 00 000000 0000	152.79
GORDON FOOD SERVICE	218737396	Food	10E002 2560 4100 00 000000 0000	5,548.01
GORDON FOOD SERVICE	218737406	Supplies	10E002 2560 4900 00 000000 0000	570.12
GORDON FOOD SERVICE	218754405	Food	10E010 2560 4100 00 000000 0000	1,456.78
GORDON FOOD SERVICE	218754422	Supplies	10E010 2560 4900 00 000000 0000	85.00
GORDON FOOD SERVICE	934099	Food	10E011 2560 4100 00 000000 0000	64.90
GORDON FOOD SERVICE	218425995	Food, Supplies	10E003 2560 4100 00 000000 0000	371.80
GORDON FOOD SERVICE	218425995	Food, Supplies	10E003 2560 4900 00 000000 0000	105.45
GORDON FOOD SERVICE	218555467	Food	10E003 2560 4100 00 000000 0000	704.97

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
GORDON FOOD SERVICE	218555458	Supplies	10E003 2560 4900 00 000000 0000	20.70
GORDON FOOD SERVICE	218555472	Food	10E003 2560 4100 00 000000 0000	40.83
GORDON FOOD SERVICE	218555466	Supplies	10E003 2560 4900 00 000000 0000	20.70
GORDON FOOD SERVICE	218737405	Food	10E003 2560 4100 00 000000 0000	587.99
GORDON FOOD SERVICE	218789000	Food, Supplies	10E004 2560 4100 00 000000 0000	1,259.17
GORDON FOOD SERVICE	218789000	Food, Supplies	10E004 2560 4900 00 000000 0000	138.59
GORDON FOOD SERVICE	218768706	Food, Supplies	10E005 2560 4100 00 000000 0000	809.96
GORDON FOOD SERVICE	218768706	Food, Supplies	10E005 2560 4900 00 000000 0000	66.14
GORDON FOOD SERVICE	16479520	Food	10E005 2560 4100 00 000000 0000	-59.90
GORDON FOOD SERVICE	16497520	Food	10E002 2560 4100 00 000000 0000	-51.63
GORDON FOOD SERVICE	218754404	Food, Supplies	10E008 2560 4100 00 000000 0000	2,535.23
GORDON FOOD SERVICE	218754404	Food, Supplies	10E008 2560 4900 00 000000 0000	188.25
GORDON FOOD SERVICE	218920126	Food	10E002 2560 4100 00 000000 0000	247.62
GORDON FOOD SERVICE	218920125	Food	10E002 2560 4100 00 000000 0000	2,878.23
		Totals for GORDON FOOD SERVICE INC		24,284.38
GRAINGER	9301147485	Glass Cleaner, Wrenches, Sanitizer	40E001 2550 4110 00 000000 0000	179.60
GRAINGER	9311752720	Maintenance Supplies	20E001 2540 4110 00 000000 0000	173.36
GRAINGER	9312332506	Cordless Combination Drill Kit & Paint Brush	40E001 2550 4100 00 000000 0000	217.96
GRAINGER	9331411976	Maintenance Supplies	20E001 2540 4110 00 000000 0000	154.81
		Totals for GRAINGER		725.73
GREAT LAKES SPORTS	311182-00	Supplies PE	10E004 1110 4100 00 000000 0000	84.99
		Totals for GREAT LAKES SPORTS		84.99
GREEN CLOSET CREATIV	1118	Website Updates	10E001 2660 3160 00 000000 0000	1,512.00
		Totals for GREEN CLOSET CREATIVE		1,512.00
GROOT INC	8896410T107	May Refuse and Recycle	20E001 2540 3210 00 000000 0000	2,469.87
		Totals for GROOT INC		2,469.87
HAMEL, BRODY	May 20-21	Reimb for IESA State Track Meet Hotel, Parking May 20-21	10E011 1500 3190 00 000000 0000	195.14
HAMEL, BRODY	May 2022	Reimb for IESA State Track Meet Mileage May 20-21	10E011 1500 3320 00 000000 0000	153.91
		Totals for HAMEL, BRODY		349.05
HAMILTON ACADEMY	May 2022	Monthly Tuition May 2022	10E001 1912 6700 00 000000 0000	5,889.60
HAMILTON ACADEMY	June 2022	Monthly Tuition June 2022	10E001 1912 6700 00 000000 0000	883.44
		Totals for HAMILTON ACADEMY		6,773.04
HARING, EMILY	May 2022	Reimb for Mileage May 2022	10E001 2660 3320 00 000000 0000	55.94
		Totals for HARING, EMILY		55.94
HARNES, SUSAN	May 2022	Reimb for Mileage May 2022	10E001 2130 3320 00 000000 0000	41.48
		Totals for HARNES, SUSAN		41.48
HAUG, MATTHEW	May 18a	Reimb for Retirement Supplies	10E011 2410 4100 00 000000 0000	43.74
		Totals for HAUG, MATTHEW		43.74
HERFF JONES, INC	2813257	Caps and Gowns	10E002 1130 4900 00 000000 0000	2.00
HERFF JONES, INC	1129748	Diploma Covers	10E002 2410 4100 00 000000 0000	38.93
HERFF JONES, INC	2828246	Caps and Gowns	10E002 1130 4900 00 000000 0000	0.00
HERFF JONES, INC	2825501	Caps and Gowns	10E002 1130 4900 00 000000 0000	0.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for HERFF JONES, INC	40.93
HEROLD, LEAH	Apr 2022	Reimb for Mileage Apr 2022	10E001 2212 3320 00 000000 0000	74.57
HEROLD, LEAH	May 2022	Reimb for Mileage May 2022	10E001 2212 3320 00 000000 0000	83.29
			Totals for HEROLD, LEAH	157.86
HINCKLEY SPRING WATE	14870571 050722	B & G Bottled Water	20E001 2540 3700 00 000000 0000	216.76
HINCKLEY SPRING WATE	2448865 052822	Water Filtration System	40E001 2550 3700 00 000000 0000	81.62
HINCKLEY SPRING WATE	14870571 060422	B & G Bottled Water	20E001 2540 3700 00 000000 0000	236.21
			Totals for HINCKLEY SPRING WATER COMPANY	534.59
HOBART SERVICE	28799771	2022-2023 Dishwasher Service Contract	10E005 2560 3230 00 000000 0000	866.31
HOBART SERVICE	28799772	2022-2023 Dishwasher Service Contract	10E004 2560 3230 00 000000 0000	922.74
HOBART SERVICE	28799776	2022-2023 Dishwasher Service Contract	10E003 2560 3230 00 000000 0000	782.71
HOBART SERVICE	28799798	2022-2023 Dishwasher Service Contract	10E002 2560 3230 00 000000 0000	1,600.94
HOBART SERVICE	28799769	2022-2023 Dishwasher Service Contract	10E008 2560 3230 00 000000 0000	922.74
			Totals for HOBART SERVICE	5,095.44
HODGES LOIZZI EISENH	55187	Legal fees for March 2022	80E001 2369 3180 00 000000 0000	48,206.58
HODGES LOIZZI EISENH	55496	Training Title IX	80E001 2369 3180 00 000000 0000	1,531.60
HODGES LOIZZI EISENH	55497	Legal Fees April	80E001 2369 3180 00 000000 0000	31,812.32
			Totals for HODGES LOIZZI EISENHAMMER ROD	81,550.50
HOME DEPOT PRO	682836978	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,936.48
HOME DEPOT PRO	682320585	Custodial Supplies	20E001 2540 4100 00 000000 0000	498.00
HOME DEPOT PRO	682320569	Maintenance Supplies	20E001 2540 4110 00 000000 0000	144.30
HOME DEPOT PRO	682320593	New Equipment SC500 Rev Scrubber	20E001 2540 5400 00 000000 0000	17,969.16
HOME DEPOT PRO	681896676	Custodial Supplies	20E001 2540 4100 00 000000 0000	145.56
HOME DEPOT PRO	682320577	Custodial Supplies	20E001 2540 4100 00 000000 0000	100.80
HOME DEPOT PRO	682320544	Custodial Supplies	20E001 2540 4100 00 000000 0000	104.00
HOME DEPOT PRO	682320551	Equipment Repairs	20E001 2540 3230 00 000000 0000	1,196.32
HOME DEPOT PRO	683371041	Custodial Supplies	20E001 2540 4100 00 000000 0000	72.72
HOME DEPOT PRO	683371058	Custodial Supplies	20E001 2540 4100 00 000000 0000	72.72
HOME DEPOT PRO	683923171	Custodial Supplies	20E001 2540 4100 00 000000 0000	19.69
HOME DEPOT PRO	684443914	Custodial Equipment Repair	20E001 2540 3230 00 000000 0000	167.30
HOME DEPOT PRO	686260449	Custodial Supplies	20E001 2540 4100 00 000000 0000	82.54
HOME DEPOT PRO	685233355	Custodial Supplies	20E001 2540 4100 00 000000 0000	109.08
HOME DEPOT PRO	685486714	Custodial Supplies	20E001 2540 4100 00 000000 0000	120.76
HOME DEPOT PRO	686513250	Custodial Supplies	20E001 2540 4100 00 000000 0000	298.00
HOME DEPOT PRO	685486664	Custodial Supplies	20E001 2540 4100 00 000000 0000	683.62
HOME DEPOT PRO	685486698	Custodial Supplies	20E001 2540 4100 00 000000 0000	784.82
HOME DEPOT PRO	685486680	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,588.36
HOME DEPOT PRO	686513268	Custodial Supplies	20E001 2540 7100 00 000000 0000	1,634.26
HOME DEPOT PRO	685486706	Custodial Supplies	20E001 2540 4100 00 000000 0000	2,098.67
HOME DEPOT PRO	685486672	Custodial Supplies	20E001 2540 4100 00 000000 0000	2,253.07
HOME DEPOT PRO	685486656	Custodial Supplies	20E001 2540 4100 00 000000 0000	2,559.19
HOME DEPOT PRO	686513276	Custodial Supplies	20E001 2540 4100 00 000000 0000	4,888.51
HOME DEPOT PRO	687772533	Custodial Supplies	20E001 2540 4100 00 000000 0000	81.45
HOME DEPOT PRO	687772541	Custodial Supplies	20E001 2540 4100 00 000000 0000	81.45
HOME DEPOT PRO	687772525	Custodial Supplies	20E001 2540 4100 00 000000 0000	162.90
HOME DEPOT PRO	686751512	Custodial Supplies	20E001 2540 4100 00 000000 0000	2,168.08

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
HOME DEPOT PRO	688494509	Custodial Supplies	20E001 2540 4100 00 000000 0000	94.08
HOME DEPOT PRO	687998500	Custodial Supplies	20E001 2540 4100 00 000000 0000	19.69
		Totals for HOME DEPOT PRO		42,135.58
HOPP, BELINDA	Uniform FY22	2021-2022 Uniform Reimb	20E002 2540 4110 00 000000 0000	156.59
		Totals for HOPP, BELINDA		156.59
HOUGHTON MIFFLIN COM	955557178	HMH Into Reading Digital & Print 6-Year Subscription 2023-2029 For Leads	10E010 1100 4200 00 000000 0000	247.28
HOUGHTON MIFFLIN COM	955557176	HMH Into Reading Digital & Print 6-Year Subscription 2023-2029	10E005 1100 4200 00 000000 0000	844.77
HOUGHTON MIFFLIN COM	955557175	HMH Into Reading Digital & Print 6-Year Subscription 2023-2029	10E008 1100 4200 00 000000 0000	1,138.36
HOUGHTON MIFFLIN COM	955557177	HMH Into Reading Digital & Print 6-Year Subscription 2023-2029	10E010 1100 4200 00 000000 0000	1,140.02
HOUGHTON MIFFLIN COM	955557174	HMH Into Reading Digital & Print 6-Year Subscription 2023-2029	10E004 1100 4200 00 000000 0000	1,422.74
		Totals for HOUGHTON MIFFLIN COMPANY		4,793.17
HUBENER, MARIA	Lunch Refund	Food Service Refund CHS	10R002 1611 0000 00 000000 0000	49.10
		Totals for HUBENER, MARIA		49.10
HUNTLEY FORD	232818	Grounds Vehicle Repair Ford Expedition	20E002 2540 3230 00 000000 0000	475.55
		Totals for HUNTLEY FORD		475.55
HUNTLEY HIGH SCHOOL	FY2022	CHS Fox Valley Confrence Girls Track Fee	10E002 1500 6400 00 000000 0000	102.00
		Totals for HUNTLEY HIGH SCHOOL		102.00
IAASE	FY2023	Membership renewal for M. Vaughn	10E001 2330 6400 00 000000 0000	180.00
IAASE	FY2023a	Membership renewal for M. Potsic	10E001 2330 6400 00 000000 0000	180.00
IAASE	FY2023b	Membership renewal for K. Kim	10E001 2330 6400 00 000000 0000	180.00
		Totals for IAASE		540.00
IASA	6874 FY23	Membership Renewal T. Stirn	10E001 2320 6400 00 000000 0000	1,802.65
IASA	50-FY23	Membership Renewal E. Mongan	10E001 2320 6400 00 000000 0000	1,525.37
		Totals for IASA		3,328.02
IDES	17431329367	1st Qtr 2022 Jan-March	80E001 2363 3830 00 000000 0000	2,266.50
		Totals for IDES		2,266.50
IESA	FY22-23	Membership Dues 2022-2023	10E011 1500 6400 00 000000 0000	300.00
		Totals for IESA		300.00
IHSA	32281	CHS IHSA Girl Soccer Regional Semifinal 05/17/22, 05/21/22	10E002 1500 3900 00 000000 0000	366.00
		Totals for IHSA		366.00
ILLINOIS ASSOCIATION	361975	Boardbook Subscription	10E001 2310 6400 00 000000 0000	2,995.00
ILLINOIS ASSOCIATION	362940	Dues for 2022-2023	10E001 2310 6400 00 000000 0000	8,010.00
		Totals for ILLINOIS ASSOCIATION OF SCHOOLS		11,005.00
ILLINOIS DEPARTMENT	March/April 2022	Vision and Hearing Training S. Micah	10E001 2130 3100 00 000000 0000	400.00

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
		Totals for ILLINOIS DEPARTMENT OF PUBLIC		400.00
ILLINOIS PRINCIPALS	385638	Data Literacy TK:AA#1871 Using Information to Improve Student Outcomes	10E010 2410 6400 00 000000 0000	199.00
ILLINOIS PRINCIPALS	386227	IPA Administrator Membership C. Barr 2022-2023	10E008 2410 6400 00 000000 0000	409.00
ILLINOIS PRINCIPALS	386273	Evaluator Admin Academy Registration C. Barr	10E008 2410 6400 00 000000 0000	375.00
ILLINOIS PRINCIPALS	386300	2022 Difficult Conversations:How to Discuss Crucial Issues to Improve Relationships and Performance AA#1566 6/6/22 M Newquist	10E011 2410 6400 00 000000 0000	199.00
ILLINOIS PRINCIPALS	386473	Membership Renewal Jurs	10E005 2410 6400 00 000000 0000	385.00
		Totals for ILLINOIS PRINCIPALS ASSOCIATI		1,567.00
ILLINOIS SCHOOL SERV	EECC22	NHS Honor Cords for Graduation Awards	10E002 1500 4100 00 000000 0000	579.15
ILLINOIS SCHOOL SERV	EECM22		10E002 2410 4100 00 000000 0000	1,297.50
		Totals for ILLINOIS SCHOOL SERVICES		1,876.65
IMAGE AWARDS & ENGRA	35960	Retirement Clocks	10E001 2310 4100 00 000000 0000	529.20
IMAGE AWARDS & ENGRA	36012	Retirement Clocks	10E001 2310 4100 00 000000 0000	277.60
		Totals for IMAGE AWARDS & ENGRAVING		806.80
IMPACT APPLICATIONS	20220675	CHS Additional Tests for Impact Software	10E002 1500 3910 00 000000 0000	125.00
		Totals for IMPACT APPLICATIONS INC		125.00
INSECT LORE PRODUCTS	INV1544151	Caterpillars for Kindergarten	10E008 1110 4100 00 000000 0000	63.98
INSECT LORE PRODUCTS	INV1529285	Butterflies for Kindergarten	10E010 1110 4200 00 000000 0000	55.98
		Totals for INSECT LORE PRODUCTS		119.96
INTEGRATED SYSTEMS C	724962	Skyward Hosting July 2022-June 2023	10E001 2520 3190 00 000000 0000	2,625.00
INTEGRATED SYSTEMS C	724966	Skyward Hosting July 2022-June 2023 Finance/HR	10E001 2520 3160 00 000000 0000	10,730.88
		Totals for INTEGRATED SYSTEMS CORPORATIO		13,355.88
JASCULCA TERMAN STRA	53539	Public Relations Services Apr 2022	10E001 2900 3000 00 000000 0000	897.00
		Totals for JASCULCA TERMAN STRATEGIC COM		897.00
JJ KELLER & ASSOCIAT	9106873649	Safety Vests	40E001 2550 4100 00 000000 0000	283.82
		Totals for JJ KELLER & ASSOCIATES INC		283.82
JOINER, DANIEL	Uniform FY22a	2021-2022 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	131.85
		Totals for JOINER, DANIEL		131.85
JUNIOR LIBRARY GUILD	617760	Library Renewal Membership	10E005 2220 4300 00 000000 0000	713.42
		Totals for JUNIOR LIBRARY GUILD		713.42
JW PEPPER & SON, INC	363934042	Choir Supplies	10E003 1120 4100 00 000000 0000	11.49
JW PEPPER & SON, INC	363934701	Choir Supplies	10E003 1120 4100 00 000000 0000	11.25
		Totals for JW PEPPER & SON, INC		22.74

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
K LOG, INC	22-315004-1	Conference Chairs	10E004 2410 4100 00 000000 0000	541.38
		Totals for K LOG, INC		541.38
KAHT, ELIZABETH	Tuition 05-22	Tuition Reimb 5800 Proseminar in American History	10E002 1130 2300 00 000000 0000	300.00
		Totals for KAHT, ELIZABETH		300.00
KANE COUNTY REGIONAL	8002200162	April Fingerprinting	10E001 2520 3100 00 000000 0000	200.00
KANE COUNTY REGIONAL	8002200177	May Fingerprinting	10E001 2520 3100 00 000000 0000	200.00
		Totals for KANE COUNTY REGIONAL OFFICE O		400.00
KANE COUNTY SHERIFF	FY21-22	Resource Officer 2021-2022	10E002 1130 3100 00 000000 0000	36,750.00
		Totals for KANE COUNTY SHERIFF DEPT		36,750.00
KANE COUNTY TREASURE	04-10-151-006 09	Kane County Tax DO	10E001 2310 6900 00 000000 0000	7,288.42
KANE COUNTY TREASURE	05-15-100-001 09	Kane County Tax Meyer Farm	10E001 2310 6900 00 000000 0000	1,419.01
KANE COUNTY TREASURE	05-15-300-001 09	Kane County Tax Meyer Farm	10E001 2310 6900 00 000000 0000	134.58
KANE COUNTY TREASURE	05-16-200-004 09	Kane County Tax Meyer Farm	10E001 2310 6900 00 000000 0000	5,198.25
		Totals for KANE COUNTY TREASURER		14,040.26
KING, NICHOLAS	May 2022	Reimb for Mileage May 2022	10E001 2660 3320 00 000000 0000	9.07
		Totals for KING, NICHOLAS		9.07
KREMNIETZER, EDITH	May 2021	CDL Reimbursement May 2021	40E001 2550 6400 00 000000 0000	30.00
KREMNIETZER, EDITH	May 21	Reimb for CMS, PK Track Fuel Peoria	40E001 2550 4640 00 000000 0000	100.00
		Totals for KREMNIETZER, EDITH		130.00
LACRUZ, YOMARDY	Tuition 05-22	Tuition Reimbursement LTLA 539, ETR 520	10E010 1110 2300 00 000000 0000	200.00
		Totals for LACRUZ, YOMARDY		200.00
LAKESHORE LEARNING M	886076051122	Classroom supplies	10E004 1110 4100 00 000000 0000	256.34
		Totals for LAKESHORE LEARNING MATERIALS		256.34
LARSON & DARBY GROUP	42401	Lily Lake Upgrades	20E001 2540 3100 00 000000 0000	1,142.50
LARSON & DARBY GROUP	42402	New Maintenance Building	20E001 2540 3100 00 000000 0000	9,055.75
LARSON & DARBY GROUP	42400	Cafeteria Expansion PKMS & CT	20E003 2540 5400 00 499800 0000	6,910.25
		Totals for LARSON & DARBY GROUP		17,108.50
LARSON EQUIPMENT & F	8144	Shop Cabinets	40E001 2550 5400 00 000000 0000	22,089.00
		Totals for LARSON EQUIPMENT & FURNITURE		22,089.00
LAUREATE DAY SCHOOL	LDSR 66735	Monthly tuition 2nd retro increase	10E001 1912 6700 00 000000 0000	8,031.36
		Totals for LAUREATE DAY SCHOOL		8,031.36
LOVE YOUR CLASSROOM	280	Behavioral consultant	10E001 2210 3100 00 462000 0000	52.04
LOVE YOUR CLASSROOM	280	Behavioral consultant	10E001 2210 3100 01 499800 0000	1,170.70
LOVE YOUR CLASSROOM	291	Behavioral consultant	10E001 2210 3100 00 462000 0000	22.66
LOVE YOUR CLASSROOM	291	Behavioral consultant	10E001 2210 3100 01 499800 0000	509.74
		Totals for LOVE YOUR CLASSROOM LLC		1,755.14
LUDA	1313	Membership Renewal 7/1/22-6/30/23	10E001 2320 6400 00 000000 0000	4,100.00
		Totals for LUDA		4,100.00

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
MACGILL DISCOUNT SCH	IN0796392	EC Supplies	10E010 1225 4100 00 000000 0000	130.55
		Totals for MACGILL DISCOUNT SCHOOL NURSE		130.55
MALCOR ROOFING OF IL	3779	Roof Repairs CMS	20E001 2540 3230 00 000000 0000	641.00
MALCOR ROOFING OF IL	3780	Roof Repairs HBT	20E001 2540 3230 00 000000 0000	1,705.00
MALCOR ROOFING OF IL	3781	Roof Repairs CHS	20E001 2540 3230 00 000000 0000	10,390.00
		Totals for MALCOR ROOFING OF ILLINOIS IN		12,736.00
MALLARY, EILLEEN	155a	CHS Dance Choreographer for Summer 7/8/22	10E002 1500 3900 00 000000 0000	300.00
		Totals for MALLARY, EILLEEN		300.00
MCCARTHY, MATTHEW	May 19	Reimb for Mileage May 19	10E001 2660 3320 00 000000 0000	17.78
		Totals for MCCARTHY, MATTHEW		17.78
MCCASTLAND, KERRI	May 13	Reimb for Team Based Challenge Supplies	10E002 1130 4100 00 474500 0000	256.35
MCCASTLAND, KERRI	May 23	Reimb for Admin Meeting Supplies	10E001 2320 4100 00 000000 0000	90.11
MCCASTLAND, KERRI	May 16	Reimb for CTE food for award ceremony	10E002 2410 4100 00 000000 0000	262.61
MCCASTLAND, KERRI	June 9	Reimb for Admin Retreat supplies	10E001 2520 4100 00 000000 0000	94.32
		Totals for MCCASTLAND, KERRI		703.39
MELTESEN, BRIDGET	June 2022	Reimbursement for recertification	10E001 2210 3100 01 499800 0000	60.00
		Totals for MELTESEN, BRIDGET		60.00
MENARDS, ELGIN	34621	Maintenance Supplies	20E001 2540 4110 00 000000 0000	60.09
MENARDS, ELGIN	34607	Maintenance Supplies	20E001 2540 4110 00 000000 0000	166.33
MENARDS, ELGIN	35044	Maintenance Supplies	20E001 2540 4110 00 000000 0000	23.70
MENARDS, ELGIN	35039	Maintenance Supplies	20E001 2540 4110 00 000000 0000	206.59
MENARDS, ELGIN	35226	Maintenance Supplies	20E001 2540 4110 00 000000 0000	219.36
MENARDS, ELGIN	35034	Maintenance Supplies	20E001 2540 4110 00 000000 0000	1,450.86
MENARDS, ELGIN	35312	Misc. Supplies	40E001 2550 4100 00 000000 0000	393.08
MENARDS, ELGIN	35679	Maintenance Supplies	20E001 2540 4110 00 000000 0000	172.45
MENARDS, ELGIN	35669	Maintenance Supplies	20E001 2540 4110 00 000000 0000	59.48
MENARDS, ELGIN	33617	Misc. Parts	40E001 2550 4100 00 000000 0000	62.72
MENARDS, ELGIN	36534	Maintenance Supplies	20E001 2540 4110 00 000000 0000	496.25
MENARDS, ELGIN	36637	Maintenance Supplies	20E001 2540 4110 00 000000 0000	146.79
MENARDS, ELGIN	36477	Maintenance Supplies	20E001 2540 4110 00 000000 0000	879.81
		Totals for MENARDS, ELGIN		4,337.51
METRO PREP	10952	Monthly Tuition 2nd retro increase	10E001 1912 6700 00 000000 0000	1,872.50
		Totals for METRO PREP		1,872.50
MID VALLEY SP ED COO	FY22.44	SAIL/Vocational Field Trips Mid-Valley January - May	40E001 2550 3310 00 000000 0000	11,377.88
		Totals for MID VALLEY SP ED COOPERATIVE		11,377.88
MIDWEST COMPUTER PRO	719245	Lamp Supplies	10E011 1120 4100 00 000000 0000	263.63
MIDWEST COMPUTER PRO	719099	Projector for 4th grade	10E005 2410 7100 00 000000 0000	646.73
		Totals for MIDWEST COMPUTER PRODUCTS, IN		910.36
MIDWEST TRANSIT EQUI	X101062165:01	Parts, crossing arm, lights	40E001 2550 4100 00 000000 0000	288.66
MIDWEST TRANSIT EQUI	X101062260:01	Laminant Windshield Replacement	40E001 2550 4100 00 000000 0000	264.33
MIDWEST TRANSIT EQUI	X106036012:01	Red LED Light Starcraft	40E001 2550 4100 00 000000 0000	80.00

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
			Totals for MIDWEST TRANSIT EQUIPMENT, IN	632.99
MILLENNIUM INVESTIGA	10686	Surveillance	10E001 2310 3100 00 000000 0000	1,350.00
MILLENNIUM INVESTIGA	10687	Surveillance	10E001 2310 3100 00 000000 0000	968.75
MILLENNIUM INVESTIGA	10688	Surveillance	10E001 2310 3100 00 000000 0000	1,000.00
MILLENNIUM INVESTIGA	10689	Surveillance	10E001 2310 3100 00 000000 0000	625.00
MILLENNIUM INVESTIGA	10690	Surveillance	10E001 2310 3100 00 000000 0000	750.00
			Totals for MILLENNIUM INVESTIGATIONS	4,693.75
MILLS, SOFIA	June 8	Administrative Retreat Supplies	10E001 2520 4100 00 000000 0000	77.72
			Totals for MILLS, SOFIA	77.72
MINEHART, MEGAN	Tuition 05-22	Tuition Reimb EDU6510 Educational Leadership & Organizational Theory; EDU6525 HR; EDU6570 Educational Law	10E011 1120 2300 00 000000 0000	800.00
			Totals for MINEHART, MEGAN	800.00
MORGAN, DANIEL	Tuition 05-22	Tuition Reimbursement HIS5800-661	10E002 1130 2300 00 000000 0000	300.00
			Totals for MORGAN, DANIEL	300.00
MORGAN, JEAN	Mar 2022	CDL Reimbursement	40E001 2550 6400 00 000000 0000	30.00
			Totals for MORGAN, JEAN	30.00
MUSIC & ARTS CENTER, INV031668243		Supplies	10E011 1120 4110 00 000000 0000	48.00
			Totals for MUSIC & ARTS CENTER, INC	48.00
MUSICIAN'S FRIEND	ARINV62680829	Music Stands	10E010 1110 4100 00 000000 0000	139.95
MUSICIAN'S FRIEND	ARINV62648437	Music Stands	10E010 1110 4100 00 000000 0000	139.95
			Totals for MUSICIAN'S FRIEND	279.90
NAPERVILLE PSYCHIATR 301-46		Tutoring	10E001 1200 3140 00 462000 0000	291.20
NAPERVILLE PSYCHIATR 301-47		Tutoring	10E001 1200 3140 00 462000 0000	83.20
			Totals for NAPERVILLE PSYCHIATRIC VENTUR	374.40
NASCO EDUCATION	273194	PE equipment 22-23	10E004 1110 4100 00 000000 0000	284.19
			Totals for NASCO EDUCATION	284.19
NAVIANCE, INC	INV279213	Subscription Renewal Naviance	10E002 1130 3190 00 000000 0000	8,445.45
			Totals for NAVIANCE, INC	8,445.45
NEIL, VINCENT	Mar25-26	Reimb for Indoor track state trip hotel stay Mar 25-26	10E002 1500 3120 00 000000 0000	163.53
			Totals for NEIL, VINCENT	163.53
NEWHOPE ACADEMY	42022W27	Monthly tuition Apr 2022	10E001 1912 6700 00 000000 0000	5,134.80
NEWHOPE ACADEMY	52022W27	Monthly tuition May 2022	10E001 1912 6700 00 000000 0000	8,402.40
			Totals for NEWHOPE ACADEMY	13,537.20
NICOR GAS	01-61-78-10005 0	Gas Service Transportation	40E001 2550 4650 00 000000 0000	125.50
			Totals for NICOR GAS	125.50
NIHIP	June 2022 Final	Medical Claims	10E002 1130 2210 00 000000 0000	-1.52
NIHIP	June 2022 Final	Medical Claims	10E002 1130 2220 00 000000 0000	4,468.79
NIHIP	June 2022 Final	Medical Claims	20E001 2540 2210 00 000000 0000	3.04
NIHIP	June 2022 Final	Medical Claims	20E001 2540 2220 00 000000 0000	713.70

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
Totals for NIHIP				5,184.01
NOLAN, SARAH	Apr-May 2022	Reimb for Mileage Apr-May 2022	10E001 2140 3320 00 000000 0000	60.43
Totals for NOLAN, SARAH				60.43
NUTOYS LEISURE PRODU	52863	Grounds Supplies	20E001 2540 4120 00 000000 0000	627.22
Totals for NUTOYS LEISURE PRODUCTS				627.22
OFFICE DEPOT/ODP BUS	240651551001	General supplies	10E004 2410 4100 00 000000 0000	85.98
OFFICE DEPOT/ODP BUS	240644386001	General supplies	10E004 2410 4100 00 000000 0000	68.92
OFFICE DEPOT/ODP BUS	245051232001	B&G Office Supplies	20E001 2540 4110 00 000000 0000	11.89
OFFICE DEPOT/ODP BUS	245029602001	B&G Office Supplies	20E001 2540 4110 00 000000 0000	97.47
OFFICE DEPOT/ODP BUS	243062699001	Classroom Supplies-Ballard	10E005 1110 4100 00 000000 0000	74.08
OFFICE DEPOT/ODP BUS	242392989001	Classroom Supplies VanWagenen	10E005 1110 4100 00 000000 0000	27.96
OFFICE DEPOT/ODP BUS	242401116001	Classroom Supplies VanWagenen	10E005 1110 4100 00 000000 0000	33.49
OFFICE DEPOT/ODP BUS	242401124001	Classroom Supplies VanWagenen	10E005 1110 4100 00 000000 0000	66.31
OFFICE DEPOT/ODP BUS	242415567001	Classroom Supplies Turk	10E005 1110 4100 00 000000 0000	77.94
OFFICE DEPOT/ODP BUS	242470511001	Classroom Supplies Schultz	10E005 1110 4100 00 000000 0000	50.38
OFFICE DEPOT/ODP BUS	242484638001	Classroom Supplies Soelke	10E005 1110 4100 00 000000 0000	76.80
OFFICE DEPOT/ODP BUS	242492205001	Classroom Supplies Soelke	10E005 1110 4100 00 000000 0000	5.98
OFFICE DEPOT/ODP BUS	242492203001	Classroom Supplies Soelke	10E005 1110 4100 00 000000 0000	17.39
OFFICE DEPOT/ODP BUS	242492240001	Classroom Supplies Soelke	10E005 1110 4100 00 000000 0000	15.74
OFFICE DEPOT/ODP BUS	242511317001	Classroom Supplies Holstine	10E005 1110 4100 00 000000 0000	62.45
OFFICE DEPOT/ODP BUS	242513172001	Classroom Supplies Holstine	10E005 1110 4100 00 000000 0000	20.06
OFFICE DEPOT/ODP BUS	242513174001	Classroom Supplies Holstine	10E005 1110 4100 00 000000 0000	17.39
OFFICE DEPOT/ODP BUS	242517072001	Classroom Supplies Schultz	10E005 1110 4100 00 000000 0000	24.37
OFFICE DEPOT/ODP BUS	242519770001	Classroom Supplies Schultz	10E005 1110 4100 00 000000 0000	45.24
OFFICE DEPOT/ODP BUS	242519760001	Classroom Supplies Schultz	10E005 1110 4100 00 000000 0000	20.08
OFFICE DEPOT/ODP BUS	242519773001	Classroom Supplies Schultz	10E005 1110 4100 00 000000 0000	8.97
OFFICE DEPOT/ODP BUS	242541793001	Classroom Supplies Karnatz	10E005 1110 4100 00 000000 0000	23.44
OFFICE DEPOT/ODP BUS	242553527001	Classroom Supplies Karnatz	10E005 1110 4100 00 000000 0000	90.48
OFFICE DEPOT/ODP BUS	242564771001	Classroom Supplies Tinsley	10E005 1110 4100 00 000000 0000	118.14
OFFICE DEPOT/ODP BUS	242575680001	Classroom Supplies Cook	10E005 1110 4100 00 000000 0000	96.17
OFFICE DEPOT/ODP BUS	242576990001	Classroom Supplies Cook	10E005 1110 4100 00 000000 0000	26.03
OFFICE DEPOT/ODP BUS	242576997001	Classroom Supplies Cook	10E005 1110 4100 00 000000 0000	20.08
OFFICE DEPOT/ODP BUS	242577011001	Classroom Supplies Cook	10E005 1110 4100 00 000000 0000	45.24
OFFICE DEPOT/ODP BUS	242584515001	PE/Health Jackson	10E005 1110 4100 00 000000 0000	195.11
OFFICE DEPOT/ODP BUS	242586344001	PE/Health Jackson	10E005 1110 4100 00 000000 0000	45.24
Totals for OFFICE DEPOT/ODP BUSINESS SOL				1,568.82
ONE POINT PARTITIONS	251949.1	Restroom Partitions CHS and HBT	20E001 2540 5400 00 000000 0000	21,443.00
Totals for ONE POINT PARTITIONS LLC				21,443.00
ORKIN EXTERMINATING	28083315 DO 06-2	Pest Control Yearly Billing DO	20E001 2540 3100 00 000000 0000	1,378.25
ORKIN EXTERMINATING	27850172 LL 06-2	Pest Control Yearly Billing LL	20E001 2540 3100 00 000000 0000	1,421.80
ORKIN EXTERMINATING	28083314 CMS 06-	Pest Control Yearly Billing CMS	20E001 2540 3100 00 000000 0000	1,482.97
ORKIN EXTERMINATING	28083314 CHS 06-	Pest Control Yearly Billing CHS	20E001 2540 3100 00 000000 0000	1,628.58
ORKIN EXTERMINATING	28196151 PK 06-2	Pest Control Yearly Billing PKMS	20E001 2540 3100 00 000000 0000	1,281.48
ORKIN EXTERMINATING	27882289 Trans 0	Pest Control Yearly Billing Transportation	20E001 2540 3100 00 000000 0000	683.83
ORKIN EXTERMINATING	28083314 HBT 06-	Pest Control Yearly Billing HBT	20E001 2540 3100 00 000000 0000	1,220.31
ORKIN EXTERMINATING	28222842 CT 06-2	Pest Control Yearly Billing CT	20E001 2540 3100 00 000000 0000	1,281.48
ORKIN EXTERMINATING	28083314 PV 06-2	Pest Control Yearly Billing PV	20E001 2540 3100 00 000000 0000	1,341.16
Totals for ORKIN EXTERMINATING				11,719.86
PACE ANALYTICAL SERV	I9511359	Water Sample Environmental Fee	20E001 2540 3100 00 000000 0000	20.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		Liquid LL		
PACE ANALYTICAL SERV	I9511357	Water Sample Environmental Fee	20E001 2540 3100 00 000000 0000	20.00
		Liquid CMS		
PACE ANALYTICAL SERV	I9511356	Water Sample Environmental Fee	20E001 2540 3100 00 000000 0000	20.00
		Liquid HBT		
PACE ANALYTICAL SERV	I9511355	Water Sample Environmental Fee	20E001 2540 3100 00 000000 0000	20.00
		Liquid CHS		
PACE ANALYTICAL SERV	I9511354	Water Sample Environmental Fee	20E001 2540 3100 00 000000 0000	20.00
		Liquid PV		
PACE ANALYTICAL SERV	I9511974	Water Sample Testing CMS	20E001 2540 3100 00 000000 0000	184.55
		Totals for PACE ANALYTICAL SERVICES, LLC		284.55
PADDOCK PUBLICATIONS	215598	Legal Ad Fuel Bid	10E001 2310 3180 00 000000 0000	57.50
PADDOCK PUBLICATIONS	219024	Legal Ad-PV parking lot bids	10E001 2310 3180 00 000000 0000	111.55
		Totals for PADDOCK PUBLICATIONS, INC		169.05
PALOS SPORTS INC	5549796-00	Supplies PE	10E004 1110 4100 00 000000 0000	624.87
PALOS SPORTS INC	5551935-00	PE Supplies	10E004 1110 4100 00 000000 0000	268.10
PALOS SPORTS INC	5549796-01	PE Supplies	10E004 1110 4100 00 000000 0000	306.86
		Totals for PALOS SPORTS INC		1,199.83
PARENTSQUARE, INC	7619	ParentSquare Subscription 7/1/22-6/30/23	10E001 2660 3160 00 000000 0000	19,068.00
		Totals for PARENTSQUARE, INC		19,068.00
PARRA, ROBERTO	May 2022	Reimb for Mileage May 2022	10E001 2660 3320 00 000000 0000	53.80
		Totals for PARRA, ROBERTO		53.80
PARTY XPRESS	22-1944	Retirement party supplies	10E002 2410 4100 00 000000 0000	60.97
		Totals for PARTY XPRESS		60.97
PASCO SCIENTIFIC	22IN006969	Science supplies	10E002 1130 4100 00 000000 0000	70.00
		Totals for PASCO SCIENTIFIC		70.00
PATRICK ELECTRIC ENT	22-397	Provide Permanent Electricity to Mobile HBT	20E003 2540 5400 00 499800 0000	3,649.05
		Totals for PATRICK ELECTRIC ENT INC		3,649.05
PAULUS, KIMBERLY	Mar 2022	Reimb for Mileage Mar 2022	10E001 2212 3320 00 000000 0000	45.58
PAULUS, KIMBERLY	Apr 2022	Reimb for Mileage Apr 2022	10E001 2212 3320 00 000000 0000	41.55
		Totals for PAULUS, KIMBERLY		87.13
PEARSON NCS	17977842	Online assessments	10E001 2230 3190 00 462000 0000	875.00
		Totals for PEARSON NCS		875.00
PEERLESS NETWORK, IN	531131	Phones	20E001 2540 3400 00 000000 0000	2,989.09
PEERLESS NETWORK, IN	522269	Phones, Acct #1210927	20E001 2540 3400 00 000000 0000	2,988.99
		Totals for PEERLESS NETWORK, INC.		5,978.08
PEPSI COLA GEN BOT I	30291507	Pop	10E002 2560 4100 00 000000 0000	1,337.38
PEPSI COLA GEN BOT I	71945503	Pop	10E011 2560 4100 00 000000 0000	167.10
		Totals for PEPSI COLA GEN BOT INC		1,504.48
PETTY CASH	June 2022	Supplies PK	10E011 2410 4900 00 000000 0000	226.07
		Totals for PETTY CASH		226.07

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
PFEIFER, TAYLOR	Tuition 06-22	Tuition Reimbursement ETT587, ETR531	10E010 1110 2300 00 000000 0000	400.00
			Totals for PFEIFER, TAYLOR	400.00
PFLUG, DAINA	Apr-May 2022	Reimb for Mileage Apr-May 2022	10E001 2520 3320 00 000000 0000	386.69
			Totals for PFLUG, DAINA	386.69
PIT STOP	PS449819	Rental	10E011 1500 3190 00 000000 0000	166.00
			Totals for PIT STOP	166.00
PITNEY BOWES GLOBAL	3105479577	Postage Meter	10E001 2410 3250 00 000000 0000	117.00
PITNEY BOWES GLOBAL	3105479347	Postage Meter	10E001 2410 3250 00 000000 0000	138.00
PITNEY BOWES GLOBAL	3105479531	Postage Meter	10E001 2410 3250 00 000000 0000	215.82
			Totals for PITNEY BOWES GLOBAL FINANCIAL	470.82
PITNEY BOWES INC	Postage 05-22	May postage added to meter	10E010 2410 3410 00 000000 0000	50.00
PITNEY BOWES INC	Postage 05-22	May postage added to meter	10E011 2410 3410 00 000000 0000	50.00
PITNEY BOWES INC	Postage 05-22	May postage added to meter	10E001 2520 3410 00 000000 0000	500.00
			Totals for PITNEY BOWES INC	600.00
PITTMAN, NETTIE	Uniform FY22	2021-2022 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	50.45
			Totals for PITTMAN, NETTIE	50.45
POLOWY, DANIEL	May 23	Reimb For Staff Meeting 5/23/22	20E001 2540 4110 00 000000 0000	88.71
			Totals for POLOWY, DANIEL	88.71
PORTO, PAMELA	May 17	Reimb for End of Year Picnic	40E001 2550 4900 00 000000 0000	22.36
PORTO, PAMELA	May 19	Reimb for End of Year Picnic	40E001 2550 4900 00 000000 0000	54.38
			Totals for PORTO, PAMELA	76.74
POSTMASTER	68 06-22	CHS PO Box 68 Renewal	10E002 2410 3410 00 000000 0000	92.00
POSTMASTER	397 06-22	CMS PO Box 397 Renewal	10E003 2410 3410 00 000000 0000	138.00
POSTMASTER	395 06-22	HBT PO Box 395 Renewal	10E004 2410 3410 00 000000 0000	92.00
POSTMASTER	396 06-22	DO PO Box 396 Renewal	10E001 2520 3410 00 000000 0000	92.00
			Totals for POSTMASTER	414.00
POTSIC, MICHAEL	May 2022	Reimb for Mileage May 2022	10E001 2330 3320 00 000000 0000	45.05
			Totals for POTSIC, MICHAEL	45.05
POWELL, MARIE	May 19	Interpreter for Graduation May 19, 2022	10E002 2410 3100 00 000000 0000	354.57
			Totals for POWELL, MARIE	354.57
PRAIRIE RIDGE HIGH S 22/23		CHS Fox Valley Conference Dues for 2022/2023	10E002 1500 6400 00 000000 0000	5,900.00
			Totals for PRAIRIE RIDGE HIGH SCHOOL	5,900.00
PREVENTATIVE MAINTEN 218910		Grounds Truck Inspection	20E001 2540 3100 00 000000 0000	42.50
			Totals for PREVENTATIVE MAINTENANCE SYST	42.50
PRIME CONSTRUCTION, P22-133		Plato Park Baseball Fields Parking Lot Repair	20E001 2540 5300 00 000000 0000	6,855.00
			Totals for PRIME CONSTRUCTION, INC	6,855.00
PRINT LOOP	2022-212	Uniform T-Shirts	10E011 2560 4110 00 000000 0000	32.00
			Totals for PRINT LOOP	32.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
PRIOLA, RACHEL	Apr 2022	Reimb for Mileage Apr 2022	10E001 2212 3320 00 000000 0000	37.13
		Totals for PRIOLA, RACHEL		37.13
PROJECT LEAD THE WAY	331606	PLTW Training for Brian Weick June 6-10, 2022	10E011 2210 6400 00 000000 0000	1,200.00
PROJECT LEAD THE WAY	330443	Gateway Notebook	10E011 1120 4110 00 000000 0000	460.00
		Totals for PROJECT LEAD THE WAY, INC		1,660.00
QUINLAN & FABISH	13516310	Repairs	10E011 1120 3230 00 000000 0000	272.00
QUINLAN & FABISH	13516299	Repairs	10E011 1120 3230 00 000000 0000	102.00
		Totals for QUINLAN & FABISH		374.00
REAGAN, STACY	Mar 2022	Reimb for Mileage Mar 2022	10E001 2212 3320 00 000000 0000	31.49
REAGAN, STACY	Apr 2022	Reimb for Mileage Apr 2022	10E001 2212 3320 00 000000 0000	30.96
		Totals for REAGAN, STACY		62.45
REALLY GOOD STUFF	7925677	Classroom Supplies	10E008 1110 4100 00 000000 0000	128.51
REALLY GOOD STUFF	7931400	Supplies classroom	10E004 1110 4100 00 000000 0000	164.19
REALLY GOOD STUFF	7931398	Classroom Supplies	10E008 1110 4100 00 000000 0000	27.65
REALLY GOOD STUFF	7930897	Classroom Supplies	10E008 1110 4100 00 000000 0000	126.32
REALLY GOOD STUFF	7930898	Classroom Supplies	10E008 1110 4100 00 000000 0000	23.74
		Totals for REALLY GOOD STUFF		470.41
REVTRAK	Fees 05-22	May credit card fees	10E001 2520 3100 00 000000 0000	9,101.39
		Totals for REVTRAK		9,101.39
RINDHAGE, RICHARD	May 17	Reimb for End of Year Supplies	40E001 2550 4100 00 000000 0000	50.13
RINDHAGE, RICHARD	Apr 15	Reimb for Driver Training Day Supplies	40E001 2550 4100 00 000000 0000	41.17
RINDHAGE, RICHARD	June 8	Reimb for Kndg Ridership Program Tags	40E001 2550 4110 00 000000 0000	76.95
		Totals for RINDHAGE, RICHARD		168.25
ROCCO Z MUSIC, LLC	2604	Instrument repairs	10E004 1110 4100 00 000000 0000	1,700.00
		Totals for ROCCO Z MUSIC, LLC		1,700.00
ROCHESTER 100 INC	INV011253	Blue Communicator and 10-in-1 Folders	10E008 1110 4100 00 000000 0000	1,665.00
ROCHESTER 100 INC	INV015070	Instructional supplies-Red/Blue folders	10E004 1110 4900 00 000000 0000	2,328.75
		Totals for ROCHESTER 100 INC		3,993.75
ROUTE 47 TRANSPORTAT	May 2022	Private Transportation May 2022	40E001 2550 3310 00 000000 0000	5,600.00
ROUTE 47 TRANSPORTAT	May 2022a	Private Transportation May 2022	40E001 2550 3310 00 000000 0000	810.00
ROUTE 47 TRANSPORTAT	May 2022b	Private Transportation May 2022	40E001 2550 3310 00 000000 0000	6,235.00
		Totals for ROUTE 47 TRANSPORTATION SERVI		12,645.00
rSCHOOL TODAY	Apr 8	CHS RSchool Training 4/8/22	10E002 1500 3190 00 000000 0000	105.33
		Totals for rSCHOOL TODAY		105.33
RT REPAIR	16549	Vehicle Repair	20E002 2540 3230 00 000000 0000	996.19
RT REPAIR	16616	Vehicle Repairs Truck #3	20E002 2540 3230 00 000000 0000	2,481.05
		Totals for RT REPAIR		3,477.24
SAFE DI-AWARDS COMPA	27040	Student shirts	10E004 1110 4900 00 000000 0000	799.00

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
			Totals for SAFE DI-AWARDS COMPANY	799.00
SCHOLASTIC BOOK CLUB	M7085430 2b	Storyworks, Scholastic News	10E004 1110 4200 00 000000 0000	299.78
			Totals for SCHOLASTIC BOOK CLUB	299.78
SCHOLASTIC BOOK FAIR	B5107617FR	Scholastic Spring Book Fair	10E005 1110 4900 00 000000 0000	3,559.91
SCHOLASTIC BOOK FAIR	W5079896BF	Book Fair PKMS	10E011 1120 4900 00 000000 0000	3,671.32
			Totals for SCHOLASTIC BOOK FAIRS-15	7,231.23
SCHOOL OUTFITTERS LL	INV13780898	Building supplies	10E004 2410 7100 00 000000 0000	1,879.92
			Totals for SCHOOL OUTFITTERS LLC	1,879.92
SCHOOL SPECIALTY LLC	208129979138	Classroom Supplies	10E008 1110 4100 00 000000 0000	110.52
SCHOOL SPECIALTY LLC	208129978914	Classroom Supplies	10E008 1110 4100 00 000000 0000	104.87
SCHOOL SPECIALTY LLC	208129978907	Classroom Supplies	10E008 1110 4100 00 000000 0000	1,023.39
SCHOOL SPECIALTY LLC	208129985078	Classroom Supplies 1st Grade Team	10E008 1110 4100 00 000000 0000	365.59
SCHOOL SPECIALTY LLC	208130020585	Dual Credit Science supplies	10E002 1130 4100 00 000000 0000	291.45
SCHOOL SPECIALTY LLC	208130047981	Classroom Supplies Way	10E005 1110 4100 00 000000 0000	100.87
			Totals for SCHOOL SPECIALTY LLC	1,996.69
SCHOOL TECHNOLOGY AS	INV-8941	Printer and scanner for Door #8 Tardy Kiosk	10E002 1130 4100 00 000000 0000	1,195.00
			Totals for SCHOOL TECHNOLOGY ASSOCIATES	1,195.00
SCHOOLBELLS LTD	1259	Private Transportation	40E001 2550 3310 00 000000 0000	6,555.00
			Totals for SCHOOLBELLS LTD	6,555.00
SCHOOLMART	443068	Supplies	10E011 1120 4110 00 000000 0000	179.89
			Totals for SCHOOLMART	179.89
SCHULTZ, MELISSA	Lunch Refund	Food Service Refund LL (GS)	10R005 1611 0000 00 000000 0000	23.80
SCHULTZ, MELISSA	Lunch Refund 2	Food Service Refund LL (ES)	10R005 1611 0000 00 000000 0000	23.00
			Totals for SCHULTZ, MELISSA	46.80
SCHURING & SCHURING	May 2022 PV	Dairy	10E008 2560 4100 00 000000 0000	1,210.88
SCHURING & SCHURING	May 2022 LL	Dairy	10E005 2560 4100 00 000000 0000	571.50
SCHURING & SCHURING	May 2022 HBT	Dairy	10E004 2560 4100 00 000000 0000	1,228.38
SCHURING & SCHURING	May 2022 CT	Dairy	10E010 2560 4100 00 000000 0000	1,179.15
SCHURING & SCHURING	May 2022 PKMS	Dairy	10E011 2560 4100 00 000000 0000	1,024.01
SCHURING & SCHURING	May 2022 CMS	Dairy	10E003 2560 4100 00 000000 0000	292.98
SCHURING & SCHURING	May 2022 CHS	Dairy	10E002 2560 4100 00 000000 0000	1,081.40
			Totals for SCHURING & SCHURING	6,588.30
SEAL OF ILLINOIS	10867	Monthly Tuition May 2022	10E001 1912 6700 00 000000 0000	10,681.44
SEAL OF ILLINOIS	10868	Monthly Tuition May 2022	10E001 1912 6700 00 000000 0000	11,905.53
			Totals for SEAL OF ILLINOIS	22,586.97
SECRETARY OF STATE	2020 Malibu	Drivers Ed Car License Plate Renewal	10E002 1730 4100 00 000000 0000	10.00
SECRETARY OF STATE	2020 Chevy Malib	Drivers Ed Car License Plate Renewal	10E002 1730 4100 00 000000 0000	10.00
			Totals for SECRETARY OF STATE	20.00
SEMMEN, DAVID	May 19	CHS Reimb for Food Purchased on Girls State Trip 05/19/22	10E002 1500 4120 00 000000 0000	45.91
			Totals for SEMMEN, DAVID	45.91

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SEPTRAN, INC	91896643	Private Transportation Mar 2022	40E001 2550 3310 00 000000 0000	1,487.50
SEPTRAN, INC	91896642	Private Transportation Feb 2022	40E001 2550 3310 00 000000 0000	1,504.30
SEPTRAN, INC	91900864	Private Transportation Apr 2022	40E001 2550 3310 00 000000 0000	1,577.03
		Totals for SEPTRAN, INC		4,568.83
SERVICE CONCEPTS, IN	29296	Repair	10E008 2560 3230 00 000000 0000	0.00
SERVICE CONCEPTS, IN	29338	Maintenance Supplies and Repair HVAC Motor	20E001 2540 7100 00 000000 0000	1,813.22
SERVICE CONCEPTS, IN	29339	Maintenance Supplies and Repair HVAC	20E001 2540 3230 00 000000 0000	3,964.50
SERVICE CONCEPTS, IN	29340	Maintenance Supplies and Repair HVAC	20E001 2540 3230 00 000000 0000	0.00
SERVICE CONCEPTS, IN	29337	Repair	10E011 2560 3230 00 000000 0000	0.00
SERVICE CONCEPTS, IN	29377	Kitchen Repairs	10E011 2560 3230 00 000000 0000	557.89
SERVICE CONCEPTS, IN	29240	Kitchen Service Contract	10E001 2560 3230 00 000000 0000	2,133.33
SERVICE CONCEPTS, IN	29234	LL Booster Heater	10E005 2560 7100 00 000000 0000	3,716.77
SERVICE CONCEPTS, IN	29378	Maintenance Supplies	20E001 2540 4110 00 000000 0000	10.57
SERVICE CONCEPTS, IN	29394	Monthly Kitchen Service Contract	10E001 2560 3230 00 000000 0000	2,133.33
SERVICE CONCEPTS, IN	29393	Maintenance 12th Billing Plumbing Contract	20E001 2540 3100 00 000000 0000	2,560.00
SERVICE CONCEPTS, IN	29392	Maintenance 12th Billing HVAC Contract	20E001 2540 3100 00 000000 0000	12,800.00
SERVICE CONCEPTS, IN	29431	Maintenance Supplies	20E001 2540 4110 00 000000 0000	2,507.94
SERVICE CONCEPTS, IN	29468	Trane 30 Ton Condensing Unit CHS	20E001 2540 5400 00 000000 0000	54,850.00
SERVICE CONCEPTS, IN	29466	PV Water Heater	20E001 2540 5400 00 000000 0000	29,925.00
SERVICE CONCEPTS, IN	29469	Trane 20 Ton Condensing Unit	20E001 2540 5400 00 000000 0000	22,350.00
SERVICE CONCEPTS, IN	29467	Trane 10 Ton Roof Top Unit CHS band room	20E001 2540 5400 00 000000 0000	16,450.00
SERVICE CONCEPTS, IN	29465	VAV boxes CHS	20E001 2540 5400 00 000000 0000	12,815.00
SERVICE CONCEPTS, IN	29464	Maintenance Supplies	20E001 2540 3100 00 000000 0000	898.83
SERVICE CONCEPTS, IN	29435	HVAC & Plumbing Additional Contract Hours	20E001 2540 3100 00 000000 0000	25,600.00
		Totals for SERVICE CONCEPTS, INC		195,086.38
SERVICE SANITATION I	8390230	Water Refill For LL Mobile Classroom	20E001 2540 3100 00 000000 0000	208.65
SERVICE SANITATION I	8403516	Service of Port-O-Lets CMS	20E001 2540 3100 00 000000 0000	230.02
SERVICE SANITATION I	8403520	Service of Port-O-Lets LL	20E001 2540 3100 00 000000 0000	315.65
SERVICE SANITATION I	8403517	Service of Port-O-Lets CHS	20E001 2540 3100 00 000000 0000	460.04
SERVICE SANITATION I	8403519	Service of Port-O-Lets HBT	20E001 2540 3100 00 000000 0000	631.30
SERVICE SANITATION I	8403518	Service of Port-O-Lets CT	20E001 2540 3100 00 000000 0000	631.30
SERVICE SANITATION I	8403515	Service of Port-O-Lets CHS	20E001 2540 3100 00 000000 0000	631.30
		Totals for SERVICE SANITATION INC		3,108.26
SHALES MCNUTT CONSTR	Appl No. 2d	Cafeteria Expansion Project CT PKMS	20E002 2540 5400 00 499800 0000	112,759.32
SHALES MCNUTT CONSTR	Appl No. 2d	Cafeteria Expansion Project CT PKMS	20E003 2540 5400 00 499800 0000	374,297.84
		Totals for SHALES MCNUTT CONSTRUCTION		487,057.16
SIMONCELLI, TIFFANY	Tuition 06-22	Tuition Reimbursement HIS 5800-660	10E002 1130 2300 00 000000 0000	300.00
		Totals for SIMONCELLI, TIFFANY		300.00
SJURSETH, JOEL	CTCS670770	Reimb for Steering Wheel	40E001 2550 3230 00 000000 0000	190.64

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		Diagnosis & Alignment		
			Totals for SJURSETH, JOEL	190.64
SMARTSIGN/MY PARKING	MDS-385239	Room Number Signs for Mobile Classrooms	20E003 2540 5400 00 499800 0000	111.30
			Totals for SMARTSIGN/MY PARKING SIGN	111.30
SNYDER, ERICA	Apr 2022	Reimb for Mileage Apr 2022	10E001 2212 3320 00 000000 0000	38.01
SNYDER, ERICA	Tuition 06-22	Tuition Reimbursement EDU6510, EDU6595	10E001 2210 6400 00 000000 0000	500.00
			Totals for SNYDER, ERICA	538.01
SOFT WATER CITY, INC	SC05350	Water Softener Hook-Up CHS	20E001 2540 3100 00 000000 0000	225.30
			Totals for SOFT WATER CITY, INC	225.30
SONITROL CHICAGOLAND	250297	Security Services and Intrusion System LL	20E001 2540 3100 00 000000 0000	585.00
SONITROL CHICAGOLAND	250569	Installation, Security Services and Access Control CHS	20E001 2540 3100 00 000000 0000	1,495.00
SONITROL CHICAGOLAND	250567	Installation, Security Services and Access Control DO	20E001 2540 3100 00 000000 0000	1,495.00
SONITROL CHICAGOLAND	250568	Installation, Security Services and Access Control DO	20E001 2540 3100 00 000000 0000	22.00
SONITROL CHICAGOLAND	250570	Installation, Security Services and Access Control CHS	20E001 2540 3100 00 000000 0000	10.00
			Totals for SONITROL CHICAGOLAND WEST	3,607.00
SPARE WHEELS TRANSP	26403	Private Transportation June	40E001 2550 3310 00 000000 0000	946.82
SPARE WHEELS TRANSP	26402	Private Transportation May	40E001 2550 3310 00 000000 0000	9,785.51
SPARE WHEELS TRANSP	26309	Private Transportation April	40E001 2550 3310 00 000000 0000	8,186.75
			Totals for SPARE WHEELS TRANSPORTATION C	18,919.08
SPECIAL EDUCATION SY	SYSINV-009507	Private Transportation May 2022	40E001 2550 3310 00 000000 0000	1,028.96
			Totals for SPECIAL EDUCATION SYSTEMS, IN	1,028.96
STAN'S OFFICE TECHNO	367360	Staples Copier	40E001 2550 4110 00 000000 0000	35.33
STAN'S OFFICE TECHNO	366851	Copy machine staples	10E004 1110 4170 00 000000 0000	79.39
STAN'S OFFICE TECHNO	366878	Copier Staples	10E010 1110 4170 00 000000 0000	63.00
STAN'S OFFICE TECHNO	367467	Staples for Copier	10E008 1110 4170 00 000000 0000	31.36
STAN'S OFFICE TECHNO	367910	Black and Color pages	10E001 2410 3250 00 000000 0000	9,548.01
			Totals for STAN'S OFFICE TECHNOLOGIES	9,757.09
STATE FIRE MARSHAL	5125127485	Elevator Certificate of Operation Annual Renewal Fee CHS	20E001 2540 6400 00 000000 0000	75.00
			Totals for STATE FIRE MARSHAL	75.00
STONE, STEFANI	Uniform FY22	2021-2022 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	64.79
			Totals for STONE, STEFANI	64.79
STOVER, GAIL	IDEA22-0004-0395	Reimb for IDEAcon "Lite" conference	10E001 2210 6400 00 000000 0000	179.00
STOVER, GAIL	Feb 2022	Reimb for Mileage Feb 2022	10E001 2212 3320 00 000000 0000	135.59
STOVER, GAIL	Mar 2022	Reimb for Mileage Mar 2022	10E001 2212 3320 00 000000 0000	119.56
STOVER, GAIL	Apr 2022	Reimb for Mileage Apr 2022	10E001 2212 3320 00 000000 0000	79.60
STOVER, GAIL	May 2022	Reimb for Mileage May 2022	10E001 2212 3320 00 000000 0000	102.99
			Totals for STOVER, GAIL	616.74

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
STOVER, WAYNE	Uniform FY22	2021-2022 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	174.61
		Totals for STOVER, WAYNE		174.61
SUMMIT SCHOOL, INC	34755	Monthly Tuition May 2022	10E001 1912 6700 00 000000 0000	14,088.60
		Totals for SUMMIT SCHOOL, INC		14,088.60
SUNBELT STAFF, LLC	20388534	Contracted School Psychologist	10E001 2140 3140 00 000000 0000	1,392.00
SUNBELT STAFF, LLC	20395962	Contracted School Psychologist	10E001 2140 3140 00 000000 0000	1,305.00
SUNBELT STAFF, LLC	20402189	Contracted School Psychologist	10E001 2140 3140 00 000000 0000	1,392.00
SUNBELT STAFF, LLC	20407925	Contracted School Psychologist	10E001 2140 3140 00 000000 0000	1,392.00
		Totals for SUNBELT STAFF, LLC		5,481.00
SUPPLYME	SP398723	Die Cuts	10E008 1110 4100 00 000000 0000	31.99
		Totals for SUPPLYME		31.99
SWANK MOTION PICTURE	358266M	290 Titles 12/1/21-11/30/24	10E001 2660 3160 00 000000 0000	270.00
		Totals for SWANK MOTION PICTURES		270.00
TEACHER DIRECT	INV/2022/10096	Classroom Supplies Weibler	10E005 1110 4100 00 000000 0000	123.44
		Totals for TEACHER DIRECT		123.44
TEACHER'S DISCOVERY	179963	Supplies	10E011 1120 4110 00 000000 0000	447.88
TEACHER'S DISCOVERY	181129	FL Supplies Haring	10E002 1130 4100 00 000000 0000	70.96
		Totals for TEACHER'S DISCOVERY		518.84
TEELE, BRAYDEN	Tuition FY22	Tuition Reimb Math 710-Topics in Math Ed, Math 610-Theoretical Foundations of Math Ed	10E002 1130 2300 00 000000 0000	600.00
		Totals for TEELE, BRAYDEN		600.00
THE ADVERTISING STOR	182676	Supplies-Magnets	10E011 1120 4900 00 000000 0000	1,335.00
		Totals for THE ADVERTISING STORE, INC		1,335.00
THE COSTUMER	488466.1.2	Musical supplies	10E002 1130 3900 00 000000 0000	12.98
		Totals for THE COSTUMER		12.98
THE COURIER NEWS	33950368 04-22	Subscription	10E001 2520 3100 00 000000 0000	58.03
THE COURIER NEWS	33950368 05-22	Subscription Renewal	10E001 2320 6400 00 000000 0000	53.10
		Totals for THE COURIER NEWS		111.13
TRANSLATION TODAY NE	8948	Translation Services	10E001 1800 3190 00 000000 0000	328.88
		Totals for TRANSLATION TODAY NETWORK INC		328.88
TROPHIES BY GEORGE	9903-686	Black Plate CHS	10E002 1500 4100 00 000000 0000	7.00
TROPHIES BY GEORGE	9131-21	Award Plaques CHS	10E002 1500 4100 00 000000 0000	396.25
TROPHIES BY GEORGE	102645-22	Award Plaques CHS	10E002 1500 4100 00 000000 0000	197.00
TROPHIES BY GEORGE	9903-784	CHS Awards and Trophies	10E002 1500 4100 00 000000 0000	107.75
TROPHIES BY GEORGE	10380-22	Service Awards	10E001 2320 4100 00 000000 0000	997.00
		Totals for TROPHIES BY GEORGE		1,705.00
TYLER TECHNOLOGIES	45-379706	Versa Trans RP Extended Support 7/1/22-6/30/22	40E001 2550 3700 00 000000 0000	6,562.88
		Totals for TYLER TECHNOLOGIES		6,562.88
UNIQUE PRODUCTS & SE	431223	Sweeper Repair	20E001 2540 3230 00 000000 0000	218.25

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
			Totals for UNIQUE PRODUCTS & SERVICE COR	218.25
UNITY SCHOOL BUS PAR	520444-IN	Paint	40E001 2550 4100 00 000000 0000	101.70
			Totals for UNITY SCHOOL BUS PARTS	101.70
US BANK EQUIPMENT FI	471674051	Copiers	10E001 2410 3250 00 000000 0000	1,075.36
US BANK EQUIPMENT FI	473765071	Copiers	10E001 2410 3250 00 000000 0000	7,437.27
			Totals for US BANK EQUIPMENT FINANCE, IN	8,512.63
VALENTINI, MARK	May 19	Reimb for Falcon Day Supplies	10E011 2410 4100 00 000000 0000	21.27
			Totals for VALENTINI, MARK	21.27
VARACALLI, VINCENT	Uniform 06-22	2021-2022 Uniform Reimb	20E002 2540 4110 00 000000 0000	171.78
			Totals for VARACALLI, VINCENT	171.78
VERIZON WIRELESS SER	9906623879	B & G Cell Phone MiFi Emergency Phones	20E001 2540 3400 00 000000 0000	996.19
			Totals for VERIZON WIRELESS SERVICES LLC	996.19
VERNIER SOFTWARE & T	5426599	Science supplies	10E002 1130 4100 00 000000 0000	2,106.00
			Totals for VERNIER SOFTWARE & TECHNOLOGY	2,106.00
VILLAGE OF BURLINGTO	119 06-22	Water Service DO	20E001 2540 3700 00 000000 0000	195.30
			Totals for VILLAGE OF BURLINGTON	195.30
VIRCO INC	91980259	Desks	10E011 2410 4100 00 000000 0000	3,427.80
			Totals for VIRCO INC	3,427.80
VITO, JOHN	459	CMS Assignment of VB, Boys and Girls Basketball Officials	10E003 1500 3190 00 000000 0000	328.25
			Totals for VITO, JOHN	328.25
VOCK, ANDREW	Tuition FY22	Tuition Reimb 5800-660	10E002 1130 2300 00 000000 0000	300.00
			Totals for VOCK, ANDREW	300.00
VONSCHNASE, JESSICA	Uniform FY22	2021-2022 Uniform Reimbursement	10E008 2560 4110 00 000000 0000	134.98
			Totals for VONSCHNASE, JESSICA	134.98
WAKOH WEAR INC	2022-0294	CMS Athletics Track & Field State Qualifiers Shirts	10E003 1500 4100 00 000000 0000	93.00
			Totals for WAKOH WEAR INC	93.00
WALTER, CARIE	May 11	CMS Reimb for supplies	10E003 2410 4100 00 000000 0000	14.94
			Totals for WALTER, CARIE	14.94
WAREHOUSE DIRECT	5222109-0	Kitchen Supplies	10E001 2520 4100 00 000000 0000	31.99
WAREHOUSE DIRECT	5238209-0	Paper for Certificates	10E001 2520 4100 00 000000 0000	62.82
WAREHOUSE DIRECT	5209540-0	Office chairs	10E004 2410 7100 00 000000 0000	2,437.00
WAREHOUSE DIRECT	5252591-0	Office Supplies	10E001 2520 4100 00 000000 0000	28.04
WAREHOUSE DIRECT	5231838-0	Floor Mats	10E004 2410 4100 00 000000 0000	1,358.00
			Totals for WAREHOUSE DIRECT	3,917.85
WEST MUSIC COMPANY	SI2147390	Classroom Supplies	10E008 1110 4100 00 000000 0000	484.97
WEST MUSIC COMPANY	SI2149114	Classroom Supplies	10E010 1110 4100 00 000000 0000	494.31
			Totals for WEST MUSIC COMPANY	979.28

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
WHEATON COLLEGE	115a	CHS Baseball Field Usage at Wheaton College	10E002 1500 3190 00 000000 0000	200.00
			Totals for WHEATON COLLEGE	200.00
WILLIAMS SCOTSMAN	9014009387	CHS Rental of ALS Mobile	20E001 2540 3100 00 000000 0000	816.00
WILLIAMS SCOTSMAN	9013919596	Grounds Storage Container Rental	20E001 2540 3100 00 000000 0000	153.00
WILLIAMS SCOTSMAN	9014029335	CHS ALS Mobile Rental and Grounds Storage Container Rental	20E001 2540 3100 00 000000 0000	816.00
WILLIAMS SCOTSMAN	9014029336	CHS ALS Mobile Rental and Grounds Storage Container Rental	20E001 2540 3100 00 000000 0000	236.00
			Totals for WILLIAMS SCOTSMAN	2,021.00
ZEECRAFT TECH	4186	Power Supply for Academic Bowl Buzzard	10E002 1500 4100 00 000000 0000	52.00
			Totals for ZEECRAFT TECH	52.00
			Totals for checks	2,328,976.34

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATIONAL FUND	0.00	95.90	662,183.31	662,279.21
20	OPERATIONS AND MAINTENANCE	0.00	0.00	936,955.46	936,955.46
30	DEBT SERVICE, BOND & INTEREST	0.00	0.00	493,375.00	493,375.00
40	TRANSPORTATION FUND	0.00	0.00	152,417.67	152,417.67
80	TORT FUND	0.00	0.00	83,949.00	83,949.00
*** Fund Summary Totals ***		0.00	95.90	2,328,880.44	2,328,976.34

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

Approved by the Board of Education



Jeff Gorman – President

6/21/2022

Date



Marc Falk – Secretary

6/23/2022

Date

<u>VENDOR</u>	<u>INVOICE #</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
AVILA, CHRISTOPHER	May 10	CHS Baseball Official 2 games 5/10/22	10E002 1500 3190 00 000000 0000	110.00
Totals for AVILA, CHRISTOPHER				110.00
BAIER, RANDY	May 10	CHS Softball Official 5/10/22	10E002 1500 3190 00 000000 0000	65.00
Totals for BAIER, RANDY				65.00
BROCK, ROBERT	Apr 21	CHS Baseball Official 4/21/22	10E002 1500 3190 00 000000 0000	65.00
BROCK, ROBERT	May 9	CHS Baseball Official 5/9/22	10E002 1500 3190 00 000000 0000	65.00
Totals for BROCK, ROBERT				130.00
BUCK, MICHAEL	Apr 27	CHS Softball Official 4/27/22	10E002 1500 3190 00 000000 0000	65.00
BUCK, MICHAEL	May 2	CHS Softball Official 5/2/22	10E002 1500 3190 00 000000 0000	65.00
BUCK, MICHAEL	May 5	CHS Softball Official 5/5/22	10E002 1500 3190 00 000000 0000	65.00
Totals for BUCK, MICHAEL				195.00
CHOKLAD, SCOTT	Apr 28	CHS Baseball Official, 1 1/2 games, 4/28/22	10E002 1500 3190 00 000000 0000	97.50
Totals for CHOKLAD, SCOTT				97.50
CUMMINGS, MICHAEL	Apr 25	CHS Softball Official 4/25/22	10E002 1500 3190 00 000000 0000	62.00
CUMMINGS, MICHAEL	Apr 27	CHS Softball Official 4/27/22	10E002 1500 3190 00 000000 0000	65.00
CUMMINGS, MICHAEL	Apr 13	CHS Softball Official 4/13/22	10E002 1500 3190 00 000000 0000	65.00
Totals for CUMMINGS, MICHAEL				192.00
DOMINGUEZ, JUAN	Apr 26	CHS Soccer Official 4/26/22	10E002 1500 3190 00 000000 0000	65.00
DOMINGUEZ, JUAN	May 13	CHS Girls Soccer Official 5/13/22	10E002 1500 3190 00 000000 0000	55.00
Totals for DOMINGUEZ, JUAN				120.00
DOMINGUEZ, LORENZO	May 10	CHS Soccer Official 2 games 5/10/22	10E002 1500 3190 00 000000 0000	120.00
DOMINGUEZ, LORENZO	May 13	CHS Girls Soccer Official 5/13/22	10E002 1500 3190 00 000000 0000	65.00
Totals for DOMINGUEZ, LORENZO				185.00
EHLERT, JON	May 4	CHS Baseball Official 5/4/22	10E002 1500 3190 00 000000 0000	62.00
Totals for EHLERT, JON				62.00
FIELD, JODY	Apr 23	CHS Track Official 4/23/22	10E002 1500 3190 00 000000 0000	150.00
Totals for FIELD, JODY				150.00
FINSTEIN, MARK	Apr 20	CHS Baseball Official 4/20/22	10E002 1500 3190 00 000000 0000	65.00
FINSTEIN, MARK	Apr 28	CHS Baseball Official, 1 1/2 games, 4/28/22	10E002 1500 3190 00 000000 0000	97.50
FINSTEIN, MARK	May 16	CHS Baseball Official 5/16/22	10E002 1500 3190 00 000000 0000	65.00
Totals for FINSTEIN, MARK				227.50
GASCA, ANTHONY	May 10	CHS Soccer Official 5/10/22	10E002 1500 3190 00 000000 0000	65.00
Totals for GASCA, ANTHONY				65.00
GOOD, LOGAN	Apr 25	CHS Baseball Official 4/25/22	10E002 1500 3190 00 000000 0000	62.00
Totals for GOOD, LOGAN				62.00
GORAJ, TIMOTHY	May 16	CHS Baseball Official 5/16/22	10E002 1500 3190 00 000000 0000	65.00
Totals for GORAJ, TIMOTHY				65.00

<u>VENDOR</u>	<u>INVOICE #</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
GOTTER, JOHN	May 4	CHS Softball Official 5/4/22	10E002 1500 3190 00 000000 0000	65.00
GOTTER, JOHN	May 13a	CHS Softball Official 5/13/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for GOTTER, JOHN		130.00
GRIMM, TYLER	May 7	CHS Baseball Official 5/7/22	10E002 1500 3190 00 000000 0000	124.00
GRIMM, TYLER	May 7a	CHS Baseball Official 2 games 5/7/22	10E002 1500 3190 00 000000 0000	124.00
		Totals for GRIMM, TYLER		248.00
HAGER, JOEY	May 2	CHS Softball Official 5/2/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for HAGER, JOEY		65.00
HAND, JONATHAN	Apr 21	CHS Softball Official 4/21/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for HAND, JONATHAN		65.00
HEINS, DENNIS	May 5	CHS Softball Official 5/5/22	10E002 1500 3190 00 000000 0000	65.00
HEINS, DENNIS	May 11	CHS Softball Official 5/11/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for HEINS, DENNIS		130.00
HELM, MITCH	Apr 27	CHS Baseball Official 4/27/22	10E002 1500 3190 00 000000 0000	62.00
		Totals for HELM, MITCH		62.00
HILLIGOSS, RYAN	May 5	CHS Baseball Official 5/5/22	10E002 1500 3190 00 000000 0000	62.00
HILLIGOSS, RYAN	May 17	CHS Baseball Official 5/17/22	10E002 1500 3190 00 000000 0000	62.00
		Totals for HILLIGOSS, RYAN		124.00
HOLBROOK, DAVID	Apr 26	CHS Soccer Official 4/26/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for HOLBROOK, DAVID		65.00
HOLIDAY INN EFFINGHA	May 27-28	CHS Boys Track Hotels for State	10E002 1500 3120 00 000000 0000	4,116.00
		Totals for HOLIDAY INN EFFINGHAM		4,116.00
HOMMOWUN, CHRISTOPHE	May 11	CHS Baseball Official 5/11/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for HOMMOWUN, CHRISTOPHER		65.00
HOSHINA, RAIDEN	Apr 27	CHS Baseball Official 4/27/22	10E002 1500 3190 00 000000 0000	62.00
HOSHINA, RAIDEN	May 4	CHS Baseball Official 5/4/22	10E002 1500 3190 00 000000 0000	62.00
		Totals for HOSHINA, RAIDEN		124.00
JACOBI, KEITH	Apr 25	CHS Track Official 4/25/22	10E002 1500 3190 00 000000 0000	150.00
		Totals for JACOBI, KEITH		150.00
KALFAS, THOMAS	Nov 16	CHS Girls Basketball Official 11/16/21-reissue ck 11968. Cashed voided check	10E002 1500 3190 00 000000 0000	67.00
		Totals for KALFAS, THOMAS		67.00
KEIL, NICHOLAS	May 14	CHS Baseball Official 2 games 5/14/22	10E002 1500 3190 00 000000 0000	124.00
		Totals for KEIL, NICHOLAS		124.00
KNEIP, DENNIS	Apr 21	CHS Softball Official 4/21/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for KNEIP, DENNIS		65.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
LEE, DEREK	May 9	CHS Baseball Official 5/9/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for LEE, DEREK		65.00
LUPO, MICHAEL	May 5	CHS Baseball Official 5/5/22	10E002 1500 3190 00 000000 0000	62.00
		Totals for LUPO, MICHAEL		62.00
MACHESKY, DENNIS	Apr 20	CHS Baseball Official 4/20/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for MACHESKY, DENNIS		65.00
METZ, SUSAN	Refund	CHS Spring FY20 Boys Track Refund-void check, apply to FY21 athletic fees. Cashed voided check.	10R000 1720 0000 00 000000 0000	72.00
		Totals for METZ, SUSAN		72.00
MGH HOSPITALITY LLC	May 18-19	CHS Hotel Stay for Girls State Track	10E002 1500 3120 00 000000 0000	3,681.54
		Totals for MGH HOSPITALITY LLC		3,681.54
MILLER, JERRY	Apr 26	CHS Softball Official 4/26/22	10E002 1500 3190 00 000000 0000	62.00
MILLER, JERRY	Apr 28	CHS Softball Official 4/28/22	10E002 1500 3190 00 000000 0000	62.00
MILLER, JERRY	May 12	CHS Softball Official 5/12/22	10E002 1500 3190 00 000000 0000	62.00
		Totals for MILLER, JERRY		186.00
ORRIS, WILLIAM JR	May 11	CHS Baseball Official 5/11/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for ORRIS, WILLIAM JR		65.00
PIAZZA, JAMES	May 2	CHS Baseball Official 5/2/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for PIAZZA, JAMES		65.00
PINA, CELSO	Apr 26	CHS Soccer Official 4/26/22	10E002 1500 3190 00 000000 0000	55.00
PINA, CELSO	May 13	CHS Girls Soccer Official 5/13/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for PINA, CELSO		120.00
POPE, ROBERT	May 4	CHS Softball Official 5/4/22	10E002 1500 3190 00 000000 0000	65.00
POPE, ROBERT	May 10	CHS Softball Official 5/10/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for POPE, ROBERT		130.00
RASMUSSEN, CHAD	May 2	CHS Baseball Official 5/2/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for RASMUSSEN, CHAD		65.00
SARDELL, DUSTIN	May 13	CHS Girls Soccer Official 5/13/22	10E002 1500 3190 00 000000 0000	55.00
		Totals for SARDELL, DUSTIN		55.00
SCHINDLER, JAMES	Apr 20	CHS Softball Official 4/20/22	10E002 1500 3190 00 000000 0000	80.00
		Totals for SCHINDLER, JAMES		80.00
SCHMICKLEY, MICHAEL	May 13	CHS Girls Soccer Official 5/13/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for SCHMICKLEY, MICHAEL		65.00
SCHOENBORN, MARK	Apr 23	CHS Track Official 4/23/22	10E002 1500 3190 00 000000 0000	150.00
		Totals for SCHOENBORN, MARK		150.00

<u>VENDOR</u>	<u>INVOICE #</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
SIRAGUSA, PHIL	Apr 26	CHS Soccer Official 4/26/22	10E002 1500 3190 00 000000 0000	65.00
SIRAGUSA, PHIL	May 10	CHS Soccer Official 2 games 5/10/22	10E002 1500 3190 00 000000 0000	120.00
Totals for SIRAGUSA, PHIL				185.00
SIWEK, THEODORE	May 10	CHS Baseball Official 2 games 5/10/22	10E002 1500 3190 00 000000 0000	110.00
Totals for SIWEK, THEODORE				110.00
SPOONER, ROBERT	May 11	CHS Softball Official 5/11/22	10E002 1500 3190 00 000000 0000	65.00
Totals for SPOONER, ROBERT				65.00
STERLING, KENNETH	Apr 30	CHS Baseball Official 4/30/22	10E002 1500 3190 00 000000 0000	130.00
STERLING, KENNETH	May 13	CHS Baseball Official 5/13/22	10E002 1500 3190 00 000000 0000	62.00
Totals for STERLING, KENNETH				192.00
SWANSON, DON	Apr 21	CHS Baseball Official 4/21/22	10E002 1500 3190 00 000000 0000	65.00
Totals for SWANSON, DON				65.00
TERMINI, MIKE	Apr 25	CHS Baseball Official 4/25/22	10E002 1500 3190 00 000000 0000	62.00
Totals for TERMINI, MIKE				62.00
TRACY, MATTHEW	May 17	CHS Baseball Official 5/17/22	10E002 1500 3190 00 000000 0000	62.00
Totals for TRACY, MATTHEW				62.00
WARREN, MICHAEL	Apr 30	CHS Baseball Official 4/30/22	10E002 1500 3190 00 000000 0000	130.00
WARREN, MICHAEL	May 13	CHS Baseball Official 5/13/22	10E002 1500 3190 00 000000 0000	62.00
Totals for WARREN, MICHAEL				192.00
WINKLER, KIRK SR	May 13	CHS Softball Official 5/13/22	10E002 1500 3190 00 000000 0000	65.00
Totals for WINKLER, KIRK SR				65.00
WOZNY, MICHAEL	Apr 13	CHS Softball Official 4/13/22	10E002 1500 3190 00 000000 0000	65.00
Totals for WOZNY, MICHAEL				65.00
Totals for checks				13,315.54

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATIONAL FUND	0.00	72.00	13,243.54	13,315.54
*** Fund Summary Totals ***		0.00	72.00	13,243.54	13,315.54

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

Approved by the Board of Education



Jeff Gorman – President

6/20/2022

Date



Marc Falk – Secretary

6/23/2022

Date

<u>VENDOR</u>	<u>INVOICE #</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
BURLINGTON GRILL	May 17	PV Lunch for Staff	10E008 2410 4100 00 000000 0000	800.70
BURLINGTON GRILL	May 20	CHS Staff Lunch 05/20/22	10E002 2410 4100 00 000000 0000	1,612.00
		Totals for BURLINGTON GRILL		2,412.70
CHICK-FIL-A	May 19	CT Year End Staff lunch	10E010 2410 4100 00 000000 0000	507.16
		Totals for CHICK-FIL-A		507.16
CORNER GRIND	May 19	LL End of Year Staff Luncheon	10E005 2410 4100 00 000000 0000	244.80
		Totals for CORNER GRIND		244.80
COURTYARD PEORIA	May 20	PKMS Hotels for State	10E011 1500 3190 00 000000 0000	1,189.02
		Totals for COURTYARD PEORIA		1,189.02
JIMMY JOHN'S	May 23	B & G Mandatory All Staff Summer Meeting and Luncheon 05/23/22	20E001 2540 4110 00 000000 0000	779.35
		Totals for JIMMY JOHN'S		779.35
MACIANO'S	May 19	CMS End of Year Staff Luncheon	10E003 2410 4100 00 000000 0000	335.00
MACIANO'S	May 19a	HBT Staff lunch 5/19/22-void and reissue	10E004 2410 4100 00 000000 0000	420.98
		Totals for MACIANO'S		755.98
MCALISTER'S DELI	May 19	PKMS Staff Luncheon	10E011 2410 4100 00 000000 0000	552.74
		Totals for MCALISTER'S DELI		552.74
PETTY CASH	May 2022	Scholastic Book Fair Change LL	10E005 1110 4900 00 000000 0000	100.00
		Totals for PETTY CASH		100.00
SAMMY'S MEXICAN GRILL	May 20	Transportation Last Day Luncheon	40E001 2550 4900 00 000000 0000	970.00
		Totals for SAMMY'S MEXICAN GRILL		970.00
		Totals for checks		7,511.75

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATIONAL FUND	0.00	0.00	5,762.40	5,762.40
20	OPERATIONS AND MAINTENANCE	0.00	0.00	779.35	779.35
40	TRANSPORTATION FUND	0.00	0.00	970.00	970.00
*** Fund Summary Totals ***		0.00	0.00	7,511.75	7,511.75

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

Approved by the Board of Education



Jeff Gorman – President

6/20/2022

Date



Marc Falk – Secretary

6/23/2022

Date

<u>FD Description</u>	<u>May 2021-22 Beginning Balance</u>	<u>May 2021-22 Deposits</u>	<u>May 2021-22 Withdrawals</u>	<u>May 2021-22 Monthly Activity</u>	<u>Ending Balance</u>
97 NKCRVS CASH	1,027,848.42	11,405.33	32,368.06	-20,962.73	1,006,885.69
97	1,027,848.42	11,405.33	32,368.06	-20,962.73	1,006,885.69
	=====	=====	=====	=====	=====
Grand Asset Totals	1,027,848.42	11,405.33	32,368.06	-20,962.73	1,006,885.69

Number of Accounts: 1

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

**Northern Kane County Regional Vocational System  
Revenues and Expenditures Report  
May 2022**

**Revenues**

Source	Description	2021-22 Original Budget	% of Fund	May MTD	2021-22 FYTD	Budget Remaining	FYTD Percent
	1950-00 Prior Year Revenue	450.00	0.02%	-	450.00	-	100.00%
<b>Total Local Revenues</b>		<b>450.00</b>	<b>0.02%</b>	<b>-</b>	<b>450.00</b>	<b>-</b>	<b>100.00%</b>
	3220-00 Career & Technical Education	1,151,201.00	61.60%	-	1,151,201.00	-	100.00%
	3220-01 CTE Career Exploration	-	0.00%	-	-	-	0.00%
	3220-02 CTE Educator Pathway	137,069.00	7.33%	-	137,069.00	-	100.00%
<b>Total State Revenues</b>		<b>1,288,270.00</b>	<b>68.93%</b>	<b>-</b>	<b>1,288,270.00</b>	<b>-</b>	<b>100.00%</b>
	4745-00 Perkins V Grant	580,205.00	31.04%	-	388,520.00	191,685.00	66.96%
<b>Total Federal Revenues</b>		<b>580,205.00</b>	<b>31.04%</b>	<b>-</b>	<b>388,520.00</b>	<b>191,685.00</b>	<b>66.96%</b>
<b>Total Revenues</b>		<b>1,868,925.00</b>	<b>100.00%</b>	<b>-</b>	<b>1,677,240.00</b>	<b>191,685.00</b>	<b>89.74%</b>

**Expenditures**

Object	Description	2021-22 Original Budget	% of Fund	May MTD	2021-22 FYTD	Encumbered Amount	Budget Remaining	FYTD Percent
1000	Salaries	381,881.00	15.74%	15,821.00	291,912.62	-	89,968.38	76.44%
2000	Benefits	108,006.00	4.45%	4,767.10	84,327.59	-	23,678.41	78.08%
3000	Purchased Services	195,674.00	8.07%	374.63	32,434.26	172.69	163,067.05	16.66%
4000	Supplies	8,867.00	0.37%	-	55,637.65	-	(46,770.65)	627.47%
5000	Capital Outlay	20,000.00	0.82%	-	1,538.33	(12,610.00)	31,071.67	-55.36%
6000	Other/Dues/Fees	1,701,648.00	70.14%	-	1,482,936.37	(74,156.66)	292,868.29	82.79%
7000	Non-Capital Equipment	10,000.00	0.41%	-	56,586.54	(3,883.34)	(42,703.20)	527.03%
<b>Total Expenditures</b>		<b>2,426,076.00</b>	<b>100.00%</b>	<b>20,962.73</b>	<b>2,005,373.36</b>	<b>(90,477.31)</b>	<b>511,179.95</b>	<b>78.93%</b>

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
CASTILLO, ISAUL	May 2022	Mileage reimb May 2022	97E110 2120 3100 00 322000	172.69
		Totals for CASTILLO, ISAUL		172.69
CENTRAL COMMUNITY USD 301	Apr FY22 Perkins	FY22 Perkins April	97E110 4140 6400 03 474500	3,100.00
CENTRAL COMMUNITY USD 301	May 2022	NK reimb payroll and benefits-May 2022	97E110 2330 1100 00 322000	2,422.95
CENTRAL COMMUNITY USD 301	May 2022	NK reimb payroll and benefits-May 2022	97E110 2120 1100 00 322000	6,401.46
CENTRAL COMMUNITY USD 301	May 2022	NK reimb payroll and benefits-May 2022	97E110 2620 1100 00 322000	1,041.68
CENTRAL COMMUNITY USD 301	May 2022	NK reimb payroll and benefits-May 2022	97E110 2120 1100 00 474500	5,046.10
CENTRAL COMMUNITY USD 301	May 2022	NK reimb payroll and benefits-May 2022	97E110 2330 1100 00 474500	-2,953.50
CENTRAL COMMUNITY USD 301	May 2022	NK reimb payroll and benefits-May 2022	97E110 2620 1100 00 474500	1,041.68
CENTRAL COMMUNITY USD 301	May 2022	NK reimb payroll and benefits-May 2022	97E110 2120 1100 02 322000	-2,812.50
CENTRAL COMMUNITY USD 301	May 2022	NK reimb payroll and benefits-May 2022	97E110 2120 2100 00 322000	1,866.36
CENTRAL COMMUNITY USD 301	May 2022	NK reimb payroll and benefits-May 2022	97E110 2120 2100 02 322000	-83.01
CENTRAL COMMUNITY USD 301	May 2022	NK reimb payroll and benefits-May 2022	97E110 2210 1100 00 322000	6,005.00
CENTRAL COMMUNITY USD 301	May 2022	NK reimb payroll and benefits-May 2022	97E110 2210 1100 02 322000	-4,125.00
CENTRAL COMMUNITY USD 301	May 2022	NK reimb payroll and benefits-May 2022	97E110 2210 2100 00 322000	1,372.68
CENTRAL COMMUNITY USD 301	May 2022	NK reimb payroll and benefits-May 2022	97E110 2210 2100 02 322000	-121.74
CENTRAL COMMUNITY USD 301	May 2022	NK reimb payroll and benefits-May 2022	97E110 2330 2100 00 322000	148.95
CENTRAL COMMUNITY USD 301	May 2022	NK reimb payroll and benefits-May 2022	97E110 2620 2100 00 322000	238.13
CENTRAL COMMUNITY USD 301	May 2022	NK reimb payroll and benefits-May 2022	97E110 2120 2100 00 474500	1,559.25
CENTRAL COMMUNITY USD 301	May 2022	NK reimb payroll and benefits-May 2022	97E110 2210 1100 00 474500	3,753.13
CENTRAL COMMUNITY USD 301	May 2022	NK reimb payroll and benefits-May 2022	97E110 2210 2100 00 474500	857.93
CENTRAL COMMUNITY USD 301	May 2022	NK reimb payroll and benefits-May 2022	97E110 2330 2100 00 474500	-1,309.58
CENTRAL COMMUNITY USD 301	May 2022	NK reimb payroll and benefits-May 2022	97E110 2620 2100 00 474500	238.13
		Totals for CENTRAL COMMUNITY USD 301		23,688.10
COMMUNITY UNIT SCHOOL DIST 300	Apr FY22 CTE	FY22 CTE April	97E110 4140 6400 02 322000	51,231.00
COMMUNITY UNIT SCHOOL DIST 300	Apr FY22 Perkins	FY22 Perkins April	97E110 4140 6400 02 474500	15,971.00
COMMUNITY UNIT SCHOOL DIST 300	May FY22 Perkins	FY22 Perkins May	97E110 4140 6400 02 474500	5,344.00
COMMUNITY UNIT SCHOOL DIST 300	May FY22 CTE	FY22 CTE May	97E110 4140 6400 02 322000	9,357.00
COMMUNITY UNIT SCHOOL DIST 300	5-NKREIMB	Educator Rising Stipends	97E110 2120 1100 02 322000	3,741.99
COMMUNITY UNIT SCHOOL DIST 300	5-NKREIMB	Educator Rising Stipends	97E110 2120 2100 02 322000	154.35
COMMUNITY UNIT SCHOOL DIST 300	6-NKREIMB	FY22 Transportation Reimb 4/5, 5/25	97E110 4000 3100 02 322000	322.44
		Totals for COMMUNITY UNIT SCHOOL DIST 30		86,121.78

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
COMMUNITY UNIT SCHOOL DIST 303	Apr FY22 CTE	FY22 CTE April	97E110 4140 6400 04 322000	6,802.45
COMMUNITY UNIT SCHOOL DIST 303	May FY22 CTE	FY22 CTE May	97E110 4140 6400 04 322000	8,214.78
COMMUNITY UNIT SCHOOL DIST 303	May FY22 Perkins	FY22 Perkins May	97E110 4140 6400 04 474500	3,625.15
		Totals for COMMUNITY UNIT SCHOOL DIST 30		18,642.38
JOHNSON, JUSTIN	May 25	Keynote Speaker 5/25/22 NIU	97E110 2210 3100 02 322000	500.00
		Totals for JOHNSON, JUSTIN		500.00
OLT MARKETING INC	190667	Red and Black Lanyards	97E110 2210 4100 02 322000	118.00
		Totals for OLT MARKETING INC		118.00
PARDRIDGE INSURANCE, INC	30	NK Treasurers Bond 2 year	97E110 2330 3100 00 322000	2,196.00
		Totals for PARDRIDGE INSURANCE, INC		2,196.00
SCHOOL DISTRICT U-46	Apr FY22 CTE	FY22 CTE April	97E110 4140 6400 01 322000	69,019.55
SCHOOL DISTRICT U-46	May FY22 CTE	FY22 CTE May	97E110 4140 6400 01 322000	64,502.77
SCHOOL DISTRICT U-46	Apr FY22 Perkins	FY22 Perkins April	97E110 4140 6400 01 474500	82,518.19
SCHOOL DISTRICT U-46	May FY22 Perkins	FY22 Perkins May	97E110 4140 6400 01 474500	95,926.00
SCHOOL DISTRICT U-46	27121	FY22 Transportation Reimb 11/15/21	97E110 4000 3100 02 322000	210.44
SCHOOL DISTRICT U-46	30281	FY22 Transportation Reimb 5/25/22	97E110 4000 3100 02 322000	382.04
SCHOOL DISTRICT U-46	30280	FY22 Transportation Reimb 5/25/22	97E110 4000 3100 02 322000	359.84
SCHOOL DISTRICT U-46	Feb-May 2022	Educator Rising Stipends	97E110 2120 1100 02 322000	401.99
SCHOOL DISTRICT U-46	Feb-May 2022	Educator Rising Stipends	97E110 2120 2100 02 322000	53.50
		Totals for SCHOOL DISTRICT U-46		313,374.32
STROH, TERRY	June 6	Reimb for badge holders	97E110 2210 4100 02 322000	132.52
		Totals for STROH, TERRY		132.52
		Totals for checks		444,945.79

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
97	NORTHERN KANE REG VOC SYSTEM	0.00	0.00	444,945.79	444,945.79
***	Fund Summary Totals ***	0.00	0.00	444,945.79	444,945.79

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

Approved by the Board of Education



Jeff Gorman – President

6/20/2022

Date



Marc Falk – Secretary

6/23/2022

Date

# District #301 Student/Parent Middle School Handbook 2022-2023



*CENTRAL MIDDLE SCHOOL  
44W303 PLATO ROAD  
BURLINGTON, ILLINOIS 60109  
847-464-6000  
847-464-0233 - Fax*

*PRAIRIE KNOLLS MIDDLE SCHOOL  
225 NESLER ROAD  
ELGIN, ILLINOIS 60124  
847-717-8100  
847-717-8105 - Fax*

**#301 Middle School  
Student/Parent Handbook Index  
2022-2023**

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# CENTRAL DISTRICT #301 MIDDLE SCHOOL POLICIES AND PROCEDURES

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

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 attributes of regular attendance, punctuality, and participation.

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 and to provide a reason for the absences.

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

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
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 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 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 will be allowed to make up work for equivalent academic credit. The time allowed to make up work will generally be one school day for every one school day missed, starting with the first day the student returns to school. 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. 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 7:45 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 7:45 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**

While visitors are welcome at District #301 Middle Schools, any person, including parents, visiting the school building must use the front doors, report to the school office, sign in, and obtain an identifying badge.

### **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](http://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, please check the lost and found collection. 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 email addresses as well as post the school newsletter on the school website. Please visit the District #301 Middle Schools' web sites through the links provided at [www.central301.net](http://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**

Book bags, backpacks, etc. are not allowed in the Library Media Center or classrooms. Purses must be able to fit into an 8"x12"x5" box. If the purse does not fit under the desk or into the box, it must be kept in the student's locker during school hours.

## **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."

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.

**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](http://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

- If your student requires a substitute for milk, parent's/guardian's must have a USDA Physician's Statement form completed by the student's doctor indicating the type of substitute required - water, soy milk, etc. for milk related to an allergy or lactose intolerance. The Physician's Statement form can be obtained from the Food Service website in the Lunch Information section and must be returned to the school.

#### Negative Lunch Balance

- Central 301's 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 the Value Meal of the Day. Ala Carte snacks (chips, cookies, ice cream, fruit juice, water, etc.) cannot be charged. Students must have money in their lunch account to purchase ala carte snack items. The negative balance is communicated to the parents/guardians through emails sent from the Food Service Office. ONce lunches have been served without money in the lunch account, it is the parent's responsibility to respond to the negative balance email by depositing money in the student's lunch account at [www.myschoolbucks.com](http://www.myschoolbucks.com). If negative lunch balances are not paid off by the end of the school year, the negative balance is carried over to the next school year until the negative balance is paid.

#### Free/Reduced Meal Applications

- A student's eligibility for Free or Reduced priced meals shall be determined by Family Size / Income Guidelines set annually by the U.S. and Department of Agriculture and distributed by the Illinois State Board of Education. The Free/Reduced Application can be found at [www.MyschoolApps.com](http://www.MyschoolApps.com). Parents/Guardians may access the Free/REduced Application link after July 1st of each new school year. The application link can be found on the Food SErvice website in the LUnch Information section under MySchoolApps. Paper applications are not available. When you click the MySchoolApps link, read each page carefully. Answer all questions. You will not be able to complete the application if areas are skipped. The online application is a family application so all students and all people living in the household must be added to the application. You will need the student ID number for each student on the application. Your application must be complete before you click "submit". A notification letter will be sent to you listing the status of your application. Approved applications are not carried over to the next school year. You must complete a new application each school year.

#### Refund or Transfer Lunch Account Money

- For families requesting a refund from their child(ren) lunch account or transfer lunch money from one student to another, go to the Food Service Website > click on "Lunch Information" section. On the next page, locate Refund or Transfer Lunch Account Money - click on the link. Read the instructions carefully. Follow the instructions provided in each section.

#### 2022-2023 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. Students are permitted to carry a bag or purse that must be able to fit into an 8"x 12 x"5 box. If the purse or bag does not fit under the desk or into the box, it must be kept in the student's locker during school hours.

## **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 or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - 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 truant.
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 alike” 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 theater, 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 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.

## UNIFORM GRIEVANCE PROCEDURE (BOARD POLICY 2:260)

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.

6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure.*
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

### **Right to Pursue Other Remedies Not Impaired**

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

### **Deadlines**

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

### **Filing a Complaint**

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

### **Investigation Process**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

### **Decision and Appeal**

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

**Appointing a Nondiscrimination Coordinator and Complaint Managers**

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

**Nondiscrimination Coordinator:**

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

**Complaint Managers:**

Michael Potsic  
Name  
275 South St., P.O. Box 396 Burlington, IL 60109  
Address  
mike.potsic@central301.net  
Email  
847-464-6005  
Telephone

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

**TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURE**

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

**Title IX Sexual Harassment Prohibited**

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

### **Definitions from 34 C.F.R. §106.30**

*Complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

*Education program or activity* includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

*Formal Title IX Sexual Harassment Complaint* means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

*Respondent* means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

*Supportive measures* mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

### **Title IX Sexual Harassment Prevention and Response**

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

### **Making a Report**

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

### **Title IX Coordinator:**

Esther Mongan

Name

275 South Street, Burlington, IL 60109

Address

esther.mongan@central301.net

Email

847.464.6005

Telephone

### **Processing and Reviewing a Report or Complaint**

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

### **Formal Title IX Sexual Harassment Complaint Grievance Process**

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
  - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
  - b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

### **Enforcement**

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

### **Retaliation Prohibited**

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

## **ADMINISTRATIVE PROCEDURE - FORMAL TITLE IX SEXUAL HARASSMENT COMPLAINT GRIEVANCE PROCESS (BOARD POLICY 2:265-AP2)**

This procedure implements the District's investigation and response process to a Formal Title IX Sexual Harassment Complaint after a decision to pursue one has been made using 2:265-AP1, *Title IX Sexual Harassment Response*. See 34 C.F.R. Part 106. Use this procedure to comply with 34 C.F.R. §106.45, *Grievance process for formal complaints of sexual harassment*. Use exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, in conjunction with this procedure.

This procedure contains a **Table of Contents** and lettered **Sections**.

### **Table of Contents**

- A. Overview of 34 C.F.R. §106.45 Grievance Process
- B. Notice of Allegations
- C. Consolidation of Formal Title IX Sexual Harassment Complaints
- D. Dismissal of Formal Title IX Sexual Harassment Complaint
- E. Informal Resolution of Formal Title IX Sexual Harassment Complaint
- F. Investigation of Formal Title IX Sexual Harassment Complaint
- G. Determination Regarding Responsibility; Remedies
- H. Appeals
- I. Recordkeeping

### **Sections**

#### **A. Overview of 34 C.F.R. §106.45 Grievance Process**

The District treats Complainants and Respondents engaging in the Formal Title IX Sexual Harassment Complaint Grievance Process (Grievance Process) equitably and adheres to the following guidelines:

1. **Presumption of Non-Responsibility**. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process. 34 C.F.R. §106.45(b)(1)(iv).
2. **Grievance Process Required Before Imposing Sanctions**. The District complies with this Grievance Process before imposing any disciplinary sanctions or other actions against a Respondent. 34 C.F.R. §106.45(b)(1)(i).
3. **Supportive Measures**. The District may provide counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures to Complainants and/or Respondents. 34 C.F.R. §106.45(b)(1)(ix). See 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for the definition of *supportive measures*.
4. **Evidence Considered**. All relevant evidence – including both inculpatory and exculpatory evidence – is objectively evaluated. Credibility determinations are not based on a person's status as a Complainant, Respondent, or witness. The District does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, e.g., attorney-client privilege, doctor-patient privilege, or spousal privilege, unless the person holding such privilege has waived the privilege. 34 C.F.R. §106.45(b)(1)(ii) and (x).
5. **Standard of Proof**. All determinations are based upon the *preponderance of evidence* standard. 34 C.F.R. §106.45(b)(1)(vii).
6. **Right to Appeal**. Each party may appeal any determination as described in **Section H. Appeals**, below. 34 C.F.R. §106.45(b)(1)(viii); 34 C.F.R. §106.45(b)(8)(i).
7. **Timeline**. This Grievance Process is concluded within 90 school business days after receipt of a Formal Title IX Sexual Harassment Complaint. As used in this Grievance Process, *school business days* means days on which the District's main office is open. For good cause, this Grievance Process may be temporarily delayed or extended for a limited time only if the Complainant and the Respondent are provided written notice of the delay/extension and the reasons for it. Good cause may include: the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. 34 C.F.R. §106.45(b)(1)(v).
8. **Disciplinary Sanctions and Remedies**. Following a determination of responsibility, the District may implement recommended disciplinary sanctions, up to and including: discharge, for a Respondent-employee; expulsion, for a Respondent-student; and termination of any existing contracts and/or prohibition from District property and activities, for a third-party Respondent. 34 C.F.R. §106.45(b)(1)(vi).

Where a determination of responsibility for sexual harassment is made against a Respondent, remedies designed to restore or preserve equal access to the District's education program or activities are provided to a Complainant. Remedies may include the same individualized services described in Supportive Measures, above. Unlike Supportive Measures, however, remedies may be disciplinary or punitive, and they may burden the Respondent. 34 C.F.R. §106.45(b)(1)(i). The District may implement remedies up to and including the recommended disciplinary sanctions described above. 34 C.F.R. §106.45(b)(1)(vi).

9. **Training Requirements**. The District ensures certain training requirements are met. At a minimum, any individual designated by the District as a Title IX Coordinator, investigator, decision-maker (including the Initial Decision-Maker and Appellate Decision-Maker), or any person designated by the District to facilitate an informal resolution process will:
  - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent; and
  - b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and Grievance Process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially (including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias).

Any individual designated by the District as an investigator receives training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any individual designated by the District as a decision-maker receives training on issues of relevance of questions and evidence, including training about when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant to the allegations. 34 C.F.R. §106.45(b)(1)(iii).

## **B. Notice of Allegations**

Upon signing a Formal Title IX Sexual Harassment Complaint or receiving a Formal Title IX Sexual Harassment Complaint filed by a Complainant, the Title IX Coordinator:

1. Provides written notice to all known parties of the following information:
  - a. This procedure 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*, including any available informal resolution process.
  - b. The allegations of sexual harassment potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX sexual harassment, and the date and location of the alleged incident, if known.
  - c. That the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process.
  - d. That all parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
  - e. That all parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Title IX Sexual Harassment Complaint (including evidence the District does not intend to rely on in determining responsibility, and inculpatory or exculpatory evidence) so that each party can meaningfully respond to the evidence before the investigation concludes.
  - f. That the District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the Grievance Process.
2. Provides a second written notice to all known parties if, during the investigation, the District decides to investigate allegations not included in the first written notice.
3. Decides whether to personally conduct the investigation or appoint a qualified investigator. If the Title IX Coordinator appoints a qualified investigator, provides written notice of the appointment to the Investigator.

### When the Complainant's Identity Is Unknown

If the Complainant's identity is unknown, e.g., where a third party reports that a Complainant was victimized by sexual harassment but does not reveal the Complainant's identity, or a Complainant reports anonymously, the Grievance Process may proceed if the Title IX Coordinator determines it is necessary to sign a Formal Title IX Sexual Harassment Complaint, even though the written notice provided in **Section B.1**, above, will not include the Complainant's identity. 85 Fed. Reg. 30133. If the Complainant's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. Id. at f/n 594.

### When the Respondent's Identity is Unknown

If the Respondent's identity is unknown, e.g. where a Complainant does not know the Respondent's identity, the Grievance Process shall proceed because an investigation might reveal the Respondent's identity, even though the written notice provided in **Section B.1**, above, will not include the Respondent's identity. If the Respondent's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. 85 Fed. Reg. 30138.

## **C. Consolidation of Formal Title IX Sexual Harassment Complaints**

When the allegations of sexual harassment arise out of the same facts or circumstances, the Title IX Coordinator may consolidate Formal Title IX Sexual Harassment Complaints alleging sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party. 34 C.F.R. §106.45(b)(4).

## **D. Dismissal of Formal Title IX Sexual Harassment Complaint**

After an investigation, if the Title IX Coordinator determines that the conduct alleged would not constitute Title IX sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator dismisses the Formal Title IX Sexual Harassment Complaint with regard to that conduct for purposes of Title IX sexual harassment only. Such a dismissal does not preclude action under another applicable District policy or procedure.

At any time during the investigation, the Title IX Coordinator may dismiss the Formal Title IX Sexual Harassment Complaint, or any allegations contained in it, if any of the following occur:

1. The Complainant notifies the Title IX Coordinator in writing that he or she wants to withdraw the Formal Title IX Sexual Harassment Complaint or any allegations contained in it;
2. The Respondent is no longer enrolled or employed by the District; or
3. Specific circumstances prevent the District from gathering enough evidence to reach a determination as to the Formal Title IX Sexual Harassment Complaint or allegations in it.

Upon dismissal, the Title IX Coordinator promptly sends simultaneous written notice to the parties of the dismissal, reason(s) for the dismissal, and the right to appeal the dismissal. 34 C.F.R. §106.45(b)(3).

## **E. Informal Resolution of Formal Title IX Sexual Harassment Complaint**

At any time prior to reaching a determination regarding responsibility, the District may facilitate informal resolution of a Formal Title IX Sexual Harassment Complaint, such as mediation, that does not involve a full investigation and adjudication, provided that the District (34 C.F.R. §106.45(b)(9)):

1. Provides the parties written notice disclosing:
  - a. The allegations;
  - b. Informal resolution process requirements, including the circumstances where parties are precluded from resuming a Formal Title IX Sexual Harassment Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Grievance Process for the Formal Title IX Sexual Harassment Complaint; and
  - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. Obtains the parties' voluntary, written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

**F. Investigation of Formal Title IX Sexual Harassment Complaint**

The Investigator or Title IX Coordinator follows these steps when investigating the allegations in a Formal Title IX Sexual Harassment Complaint.

Actor	Action
Investigator or Title IX Coordinator	<p>During an investigation and throughout the Grievance Process (34 C.F.R. §106.45(b)(5)):</p> <ol style="list-style-type: none"> <li>1. Ensures that the burden of proof and burden of gathering evidence rest on the District and not the parties involved. 34 C.F.R. §106.45(b)(5)(i).</li> <li>2. Provides an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. 34 C.F.R. §106.45(b)(5)(ii).</li> <li>3. Refrains from restricting the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. 34 C.F.R. §106.45(b)(5)(iii).</li> <li>4. Provides the parties the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice (who may, but is not required to, be an attorney). 34 C.F.R. §106.45(b)(5)(iv).</li> <li>5. Provides, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate. 34 C.F.R. §106.45(b)(5)(v).</li> <li>6. Provides the parties an equal opportunity to inspect and review any evidence obtained during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence). 34 C.F.R. §106.45(b)(5)(vi).</li> <li>7. Prior to the completion of the investigative report, sends to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy and provides each party with 10 school business days to submit a written response. <u>Id.</u></li> <li>8. Upon receipt of a party's written response to the evidence, reviews the response and sends a copy to the other party in an electronic format or a hard copy.</li> </ol> <p>Prepares an investigative report summarizing all relevant evidence. 34 C.F.R. §106.45(b)(5)(vii).</p> <p>Sends to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response. <u>Id.</u></p> <p style="padding-left: 40px;"><b>Note:</b> This step must occur at least 10 school business days before the Initial Decision-Maker's determination regarding responsibility. <u>Id.</u></p> <p>At the conclusion of the investigation, sends to the Initial Decision-Maker in an electronic format or hard copy:</p> <ol style="list-style-type: none"> <li>1. The Formal Title IX Sexual Harassment Complaint;</li> <li>2. All evidence gathered during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including</li> </ol>

Actor	Action
	<p>evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence); and</p> <p>3. The investigative report.</p>

**G. Determination Regarding Responsibility; Remedies**

<p>Initial Decision-Maker</p>	<p>The Superintendent or designee acts as the Initial Decision-Maker for all Formal Title IX Sexual Harassment Complaints, unless it involves allegations against the Superintendent or designee or against a Board Member. In such cases, an outside consultant, e.g., an attorney or retired school administrator, acts as the Initial Decision-Maker.</p> <p><b>Reviews Investigative Report and Corresponding Materials; Opportunity for Parties to Submit Questions</b></p> <p>Reviews all materials received from the Investigator.</p> <p>Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, written, relevant questions that a party wants asked of any party or witness. 34 C.F.R. §106.45(b)(6)(ii). In the written notice, informs the parties that:</p> <ol style="list-style-type: none"> <li>1. Questions and evidence about the Complainant’s sexual predisposition or prior sexual behavior are not relevant, unless they: are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or concern specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and are offered to prove consent. <u>Id.</u></li> <li>2. Any questions must be submitted to the Initial Decision-Maker within five (5) school business days.</li> </ol> <p>Reviews any questions received from each party for submission to any party or witness.</p> <p>Determines which questions to forward to any party or witness for answers. If any proposed questions are excluded as not relevant, provides the proposing party with a written explanation of the decision to exclude a question as not relevant. <u>Id.</u></p> <p>Forwards relevant questions to any party or witness with instructions to submit answers to the Initial Decision-Maker within five (5) school business days.</p> <p>Upon receipt of answers to questions, provides each party with copies of them. <u>Id.</u></p> <p>Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, additional, limited follow-up written, questions that a party wants asked of any party or witness. <u>Id.</u> Informs the parties that any questions must be submitted to the Initial Decision-Maker within five (5) school business days.</p> <p>Upon receipt of answers to the additional questions, provides each party with copies of them. <u>Id.</u></p> <p><b>Determination and Written Notice of Determination</b></p> <p>Basing all decisions on the <i>preponderance of evidence</i> standard, simultaneously issues to the parties a written determination regarding responsibility that (34 C.F.R. §106.45(b)(7)(ii)):</p> <ol style="list-style-type: none"> <li>1. Identifies the allegations potentially constituting Title IX sexual harassment;</li> <li>2. Describes the procedural steps taken from the receipt of the Formal Title IX Sexual Harassment Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;</li> <li>3. Contains findings of fact supporting the determination;</li> <li>4. Contains conclusions regarding the application of the District’s policies and procedures to the facts;</li> <li>5. Contains a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any recommended disciplinary sanctions for the District to impose on the Respondent, and whether remedies designed to restore or preserve equal access to the District’s education program or activity will be provided by the District to the Complainant; and</li> </ol>
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	6. Outlines the District’s procedures and permissible bases for the Complainant and Respondent to appeal.
Title IX Coordinator	Implements any remedies for the Complainant as ordered by the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(iv).

**H. Appeals**

The determination regarding responsibility becomes final either on the date that the Appellate Decision-Maker provides the parties with the written decision of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. 34 C.F.R. §106.45(b)(7)(iii).

Actor	Action
Complainant or Respondent	<p>Within 10 school business days after receiving the either the Initial Decision-Maker’s written determination regarding responsibility or the notice of dismissal of Formal Title IX Sexual Harassment Complaint, makes a written request to the Title IX Coordinator appealing the determination/dismissal based on:</p> <ol style="list-style-type: none"> <li>1. Procedural irregularity that affected the outcome.</li> <li>2. New evidence now available that could affect the outcome but that was not reasonably available at the time of the determination.</li> <li>3. The Title IX Coordinator, Investigator, or Initial Decision-Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome. 34 C.F.R. §106.45(b)(8)(i).</li> </ol> <p><b>Note:</b> The District may offer appeals on additional bases, so long as they are offered equally to both parties. 34 C.F.R. §106.45(b)(8)(ii). Consult the board attorney before offering additional appeal bases, as they may overlap with or impact related proceedings that occur separately from this Grievance Process, e.g., a student expulsion hearing or teacher dismissal hearing to impose recommended disciplinary sanctions as a result of this Grievance Process.</p>
Title IX Coordinator	<p>Upon receiving an appeal from one party:</p> <ol style="list-style-type: none"> <li>1. Notifies the other party in writing that an appeal has been filed.</li> <li>2. Provides both parties five (5) school business days to submit a written statement in support of, or challenging, the outcome.</li> <li>3. Promptly forwards all materials relative to the appeal to the Appellate Decision-Maker.</li> </ol> <p><b>Note:</b> The District must ensure that the Appellate Decision-Maker is not the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Board may, but is not required to, hear and decide the appeal; it is a suggestion that aligns with the appeal provisions in policy 2:260, <i>Uniform Grievance Procedure</i>, and with Ill. State Board of Education sex equity regulations requiring districts to “provide for final appeal of grievance decisions made at the system level to the system’s governing board.” 23 Ill.Admin.Code §200.40(c)(1). <b>If the Board acts as the Appellate Decision-Maker, the Board must receive the training in Section A.9, above.</b></p> <p><b>Note:</b> Some school attorneys recommend that the appeal not go to the Board, so that the Board’s objectivity is not called into question if it needs to conduct a hearing related to recommended disciplinary sanctions resulting from the Grievance Process. <b>Districts should discuss their options with their board attorney.</b></p>
Appellate Decision-Maker	<p>Within 30 school business days, affirms, reverses, or amends the written determination regarding responsibility or the notice of dismissal.</p> <p>Within five (5) school business days after its decision, simultaneously issues a written decision to both parties that describes the result of the appeal and the rationale for the result. 34 C.F.R. §106.45(b)(8)(iii)(E), (F).</p>

**I. Recordkeeping**

Actor	Action
Title IX Coordinator	Creates and maintains, for a period of at least seven (7) years, records of (34 C.F.R. §106.45(b)(10)(i)):

	<ol style="list-style-type: none"> <li>1. The sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore/preserve equal access to the District’s education program or activity;</li> <li>2. Any appeal and its result.</li> <li>3. Any informal resolution and its result; and</li> <li>4. All materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution.</li> </ol> <p>See 5:150, <i>Personnel Records</i>, and 5:150-AP, <i>Personnel Records</i>, addressing the identification, storage, and access to personnel records.</p> <p>See 7:340, <i>Student Records</i>, along with 7:340-AP1, <i>School Student Records</i>, and 7:340-AP2, <i>Storage and Destruction of School Student Records</i>, addressing the District’s legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records.</p>
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**Exhibit – Title IX Sexual Harassment Glossary of Terms**

Use this exhibit to educate employees and students about Title IX terms, and with the required Title IX response and grievance process in Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, implemented by administrative procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

Glossary of Terms

**Actual Knowledge** – Notice of sexual harassment or allegations of sexual harassment to any District employee or to the District’s Title IX Coordinator. Assumption of knowledge based solely on the District’s status as an employer or other presumption under law does not constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the Respondent. *Notice* as used here includes, but is not limited to, a report or complaint of sexual harassment to the Title IX Coordinator in person, by mail, by telephone, or by email using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. 34 C.F.R. §§ 106.30, 106.8(a).

**Appellate Decision-Maker** – An individual or group, e.g., a Board-appointed appeal examiner or the Board, which reviews an appeal of the Initial Decision-Maker’s determination regarding responsibility or a dismissal of a Formal Title IX Sexual Harassment Complaint (defined below). The Appellate Decision-Maker cannot be the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Appellate Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Complainant** – An individual who is alleged to be the victim of conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

**Consent** – Knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person’s manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (1) the person is incapacitated due to the use or influence of alcohol or drugs; (2) the person is asleep or unconscious; (3) the person is under age; or (4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.

**Note:** 34 C.F.R. §106.30, added at 85 Fed. Reg. 30574, states that Title IX recipients are not required to adopt a particular definition of consent with respect to sexual assault; however, in its 2020 Title IX rulemaking, the U.S. Dept. of Education (DOE) stated that “recipients must clearly define consent and must apply that definition consistently.” 85 Fed. Reg. 30125. **Consult the Board Attorney if the District would like to customize this definition.**

**Education Program or Activity** – Includes locations, events, or circumstances in the United States over which the District exercised substantial control over both the Respondent and the context in which the sexual harassment occurred. 34 C.F.R. §106.44(a).

**Note:** Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). The District’s Title IX obligations extend to off-campus sexual harassment incidents “if the off-campus incident occurs as part of the [district]’s ‘operations’ pursuant to 20 U.S.C. 1687 and 34 CFR 106.2(h)” or if the District “exercised substantial control over the respondent and the context of alleged sexual harassment that occurred off campus pursuant to § 106.44(a).” 85 Fed. Reg. 30196. No single factor is determinative of whether the District exercised *substantial control* or whether an incident occurred as part of the District’s *operations*. *Id.* at 30197. *Operations* may include computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in, the District’s operations. *Id.* at 30202. **Consult the Board Attorney for further guidance.**

**Formal Title IX Sexual Harassment Complaint** – A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation. At the time of filing a Formal Title IX Sexual

Harassment Complaint, a Complainant must be participating in or attempting to participate in the District's education program or activity with which the Formal Title IX Sexual Harassment Complaint is filed.

**Note:** Whether a Complainant is *attempting to participate* is a fact-specific inquiry. For example, a Complainant who has graduated may still be attempting to participate in an education program where he or she intends to remain involved in alumni programs or activities. 85 Fed. Reg. 30138. **Consult the Board Attorney for further guidance.**

**Initial Decision-Maker** – An individual designated by the Title IX Coordinator to reach an initial determination regarding responsibility in a Formal Title IX Sexual Harassment Complaint (defined above) by applying the standard of proof set forth in 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*. See 85 Fed. Reg. 30054. The Title IX Coordinator cannot be the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(i). The Initial Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Investigator** – The Title IX Coordinator or an individual designated by the Title IX Coordinator to investigate a *Formal Title IX Sexual Harassment Complaint* (defined above) according to 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*. The Investigator must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Respondent** – An individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

**Supportive Measures** – Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant or Respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District will maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. 34 C.F.R. §106.30.

**Sexual Harassment Governed by Laws Other Than Title IX** – The District must also address sexual harassment that does not meet the definition of Title IX sexual harassment, including but not limited to sexual harassment in violation of the State Officials and Employees Ethics Act (5 ILCS 430/), Illinois Human Rights Act (775 ILCS 5/), and Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e et seq.).

For each report or complaint received, the Title IX Coordinator reviews the following Board policies to determine if they require additional action by the District in addition to or at the exclusion of policy 2:265, *Title IX Sexual Harassment Grievance Procedure*:

- 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
- 5:20, *Workplace Harassment Prohibited*. This policy prohibits employees from engaging in sexual harassment.
- 5:90, *Abused and Neglected Child Reporting*. This policy requires employees who suspect or receive knowledge that a student may be an abused or neglected child to immediately report their suspicion to the Ill. Dept. of Children and Family Services (DCFS). If an employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, it further requires the District to coordinate with the local Children's Advocacy Center.
- 5:120, *Employee Ethics; Conduct; and Conflict of Interest*. This policy sets forth high standards for employee ethics and conduct, and incorporates by reference the Code of Ethics for Illinois Educators.
- 7:20, *Harassment of Students Prohibited*. This policy prohibits all sexual harassment of students.
- 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes stalking, sexual harassment, sexual violence, or retaliation for asserting or alleging an act of bullying.
- 7:185, *Teen Dating Violence Prohibited*. This policy prohibits students 13-19 years of age from using or threatening to use physical, mental, or emotional abuse to control an individual in the dating relationship, and from using or threatening to use sexual violence in the dating relationship.
- 7:190, *Student Behavior*. This policy sets forth student conduct rules, prohibited student conduct, and behavioral interventions and disciplinary measures designed to address the causes of misbehavior and teach students positive behavioral skills.

**Title IX Sexual Harassment** – Conduct on the basis of sex that satisfies one or more of the following (34 C.F.R. §106.30):

- A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).
  - *Sexual assault* means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system (UCR Program) of the Federal Bureau of Investigation (FBI), and includes rape, fondling, incest, and statutory rape. 20 U.S.C. §1092(f)(6)(A)(v); 34 C.F.R. Part 668, Appendix A to Subpart D. For more information regarding the FBI UCR Program, see [www.fbi.gov/services/cjis/ucr/](http://www.fbi.gov/services/cjis/ucr/).
  - *Dating violence* means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and (2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 34 U.S.C. §12291(a)(10).

- *Domestic violence* includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. 34 U.S.C. §12291(a)(8).
- *Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others, or (2) suffer substantial emotional distress. 34 U.S.C. §12291(a)(30).

## 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 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.

## 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.
  - o An IHSA / IESA sports physical does not fulfill this requirement. The ISBE health examination form is required. o 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)/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) 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.

### **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 school nurse. 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 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 "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 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 make up 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.

## **MULTI TIERED SYSTEM OF SUPPORTS (MTSS)**

A Multi-Tiered System of Support (MTSS) is a comprehensive framework for continuous improvement that is systemic, prevention-focused, and data-informed providing a cohesive continuum of supports responsive to meet the needs of ALL learners. The framework focuses on delivering high quality instruction in the areas of academics and social-emotional learning. It is a team-based approach that includes all stakeholders in developing and/or refining various District operations and system structures to enable efficiency and effectiveness in order to maximize student success. An MTSS framework supports a data based problem-solving approach using a system for defining and analyzing a problem, developing and implementing a plan, and evaluating the plan's effectiveness. If academic and/or social-emotional concerns are identified by a school team member or parents, a Problem Solving Team (PST) meeting may be held to develop an intervention plan to address the concerns and a plan for monitoring progress. If the student does not respond to the intervention(s) in place, the student may be referred for an evaluation for special education services.

## **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](http://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](mailto: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, 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.

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 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. 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.

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Student Signature Date

---

Parent Signature Date

## MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education  
FROM: Daina Pflug, Business Manager  
DATE: June 20, 2022  
RE: Approval of Financial Depositories

---

Our policies require that the Board annually approve the list of depositories for school funds for the new fiscal year.

The primary depositories are:

1. Old Second Bank
2. The Illinois Funds (State Treasurer's Investment Pool)
3. PMA Securities, Inc.



## MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education  
FROM: Daina Pflug, Business Manager  
DATE: June 20, 2022  
RE: Approval of Student Activity Funds Treasurers

---

The Board is required by policy to annually appoint student activity fund treasurers each school year. All deposits, check requests and bank reconciliations have been transferred to the district office and not at the building level. For the 2022-2023 school year the treasurer recommended is Daina Pflug.

The below administrative assistants will continue to coordinate all the requests and paperwork for their assigned student activity funds.

Pam Israelson	Elementary and Middle Schools
Amy Rodriquez	Central High School



## MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education  
FROM: Daina Pflug, Business Manager  
DATE: June 20, 2022  
RE: Appointment of Audit Committee

---

Each year the Board appoints two board members to serve on the audit committee. The purpose of this committee is to represent the Board in case the auditor wishes to confer with the Board. Often it just involves a phone call with the members but there could be occasions that the auditor wishes to meet face to face with the committee members.

This year the audit is scheduled for the week starting August 8<sup>th</sup>.



## MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education  
FROM: Daina Pflug, Business Manager  
DATE: June 20, 2022  
RE: Appointment of Persons to Prepare Tentative Budget

---

The school code requires a school district to designate person(s) to prepare in tentative form the annual budget for the new fiscal year. It is recommended those persons be:

Daina Pflug, Business Manager

Dr. Esther Mongan, Deputy Superintendent



## MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 20, 2022

RE: Resolution Designating Interest Income in the Education, Operations & Maintenance, Transportation, & Working Cash Funds Approval of Financial Depositories

---

The Board is required to approve a resolution designating interest in the four main operating funds in order to prevent interest monies in these funds from becoming principal. The four operating funds include: Education, Operations & Maintenance, Transportation and Working Cash funds.

Attached is the resolution.

**RESOLUTION OF THE BOARD OF EDUCATION OF  
CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301  
KANE AND DEKALB COUNTIES, ILLINOIS**

**DESIGNATING INTEREST IN THE EDUCATION, OPERATIONS & MAINTENANCE,  
TRANSPORTATION & WORKING CASH FUNDS**

**WHEREAS**, pursuant to Illinois State Board of Education Regulation Section 100.50(a)(4), effective Fiscal Year 2009, unless otherwise provided by statute or specified by board resolution adopted prior to June 30 of a fiscal year, interest earnings shall be added to and become part of principal as of June 30 of the fiscal year; and

**[WHEREAS**, pursuant to Section 20-5 of the *School Code* (105 ILCS 5/20-5), moneys earned as interest from the investment of the Working Cash Fund, or any portion thereof, may be transferred from the Working Cash Fund to another fund of the district without any requirement of repayment of the Working Cash Fund, upon the authority of the school board by separate resolution directing the school treasurer to make such transfer and stating the purpose therefore as authorized; and]

**[WHEREAS**, pursuant to Section 10-22.44 of the *School Code* (105 ILCS 5/10-22.44), interest earned from any moneys of the District (except moneys on funds for purposes of Illinois Municipal Retirement; Tort Immunity, Fire Prevention, Safety, Energy Conservation and School Security; and Capital Improvement tax proceeds under Section 17-2.3, all as itemized in Section 10-22.44) may be transferred to the respective fund of the District that is most in need of such interest income, as determined by the Board, unless such interest has otherwise been earmarked or restricted by the Board for a designated purpose; and]

**WHEREAS**, the Board of Education ("Board") of the Central Community Unit School District No. 301, Kane and DeKalb Counties, Illinois ("District") has determined it to be in the best interests of the District to maintain accrued interest in the Education, Operations & Maintenance, Transportation, & Working Cash Funds as distinct from principal so that such interest is available for statutory transfer to another fund in accordance with the *School Code* as described above and other authorizing law during the 2021-2022 fiscal year; and

**WHEREAS**, no interest accrued in the Education, Operations & Maintenance, Transportation & Working Cash Funds represents interest earned on federal or State grant funds.

**NOW, THEREFORE**, It is hereby resolved by the Board of Education of Central Community Unit School District 301 as follows:

**Section 1.** The Board hereby designates that the interest accrued in the Education, Operations & Maintenance, Transportation & Working Cash Funds as of June 30, 2022, be maintained as interest, and not be added to or become a part of principal, in the Education, Operation & Maintenance, Transportation, & Working Cash Funds for the duration of the 2021-

2022 fiscal year, unless such interest is transferred to another Fund pursuant to separate resolution of the Board or expended.

**Section 2.** The Board finds, subject to adjustment by the District auditors, that the interest accrued in the Education Fund as of May 31, 2022 is \$14,449.92, in the Operations & Maintenance Fund as of May 31, 2022 is \$7,654.66, in the Transportation Fund as of May 31, 2022 is \$4,059.37, & in the Working Cash Fund as of May 31, 2022 is \$2,100.06. The Treasurer is authorized and directed to maintain the designation of this interest money, together with any additional interest accrued in the Education, Operations & Maintenance, Transportation, & Working Cash Funds as of June 30, 2022, as interest on the books of the School District in accordance with Section 1 of this Resolution.

**Section 3.** This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED this 20<sup>th</sup> day of **June 2022**, by the following roll call vote:

AYE: \_\_\_\_\_

NAY: \_\_\_\_\_

ABSENT: \_\_\_\_\_



\_\_\_\_\_  
President, Board of Education

ATTEST:



\_\_\_\_\_  
Secretary, Board of Education



## MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 20, 2022

RE: Resolution Authorizing Payment of Custodial & Maintenance Salaries  
& Utilities from the Operations & Maintenance Fund

---

A resolution is required from the Board to authorize the payment of salaries for custodians & maintenance personnel and utilities from the Operations & Maintenance Fund rather than the Education Fund. This is an annual resolution that the Board approves each year.

See attached resolution.

**RESOLUTION OF THE BOARD OF EDUCATION OF  
CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301  
KANE AND DEKALB COUNTIES, ILLINOIS**

**AUTHORIZATION OF PAYMENT OF CUSTODIAL &  
MAINTENANCE SALARIES & UTILITIES IN THE OPERATIONS  
& MAINTENANCE FUND IN FISCAL YEAR 2023**

BE IT RESOLVED, that the Board of Education approves the payment of its salaries for custodians & maintenance personnel and payment of utility bills in the Operations & Maintenance Fund for fiscal year 2023.

ADOPTED this 20<sup>th</sup> day of June, 2022 by Central Community Unit School District 301 Board of Education by the following roll call vote:

**Aye:** \_\_\_\_\_

**Nay:** \_\_\_\_\_

**Absent:** \_\_\_\_\_



\_\_\_\_\_  
President, Board of Education

**Attest:**

\_\_\_\_\_  
Secretary, Board of Education

**Date** June 20, 2022



## MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 20, 2022

RE: Approval of Contracts with Public Vendors that Exceed \$1,000 Net Revenue

---

The Board is required to approve contracts with public vendors that are anticipated to exceed \$1,000 in net revenue in the upcoming school year. In the fall when we submit our budget to the State, we have to show actual net revenue received from the previous school year. Often these vendors consist of school pictures, candy, candles, butter braids, student artwork or fundraising cards companies.

See attached list of vendors.

**PUBLIC VENDOR CONTRACTS FOR 2022-23 SCHOOL YEAR ANTICIPATED TO EXCEED \$1,000 IN NET REVENUE**

<b><u>Name of Vendor</u></b>	<b><u>Product or Service Provided</u></b>	<b><u>Purpose of Proceeds</u></b>
Inter-State Studio	Student Pictures-CHS	Educational Supplies/Yearbook
Adrenaline Fundraising	Fundraising Cards/Gourmet Treats-CHS	Educational Supplies/Athletics/Activities
Country Lights Soy Candles	Fundraising Products-Candles-CHS	Educational FFA Supplies
Worlds Finest Chocolates	Fundraising Products-Candy-CHS	Educational/Athletics/Activities Supplies
Central Chicago Custom Fundraising Solutions	Fundraising-Mattresses-CHS	Educational/Athletics/Activities Supplies
Rite-Bite Fundraising	Fundraising Products-Butter Braids-CHS	Educational/Athletics/Activities Supplies
Wakoh Wear	Fundraising Spirit Wear-CHS	Educational/Athletics/Activities Supplies
Rite-Bite Fundraising	Fundraising Butter Braids-CT	Educational/Activities Supplies
Inter-State Studio	Student Pictures-CT	Educational Supplies
Inter-State Studio	Student Pictures-PV	Educational Supplies
Inter-State Studio	Student Pictures-PKMS	Educational Supplies
Inter-State Studio	Student Pictures-HBT	Educational Supplies
CMS-none		
LL-none		



June 10, 2022

Dr. Todd Stirn  
District Superintendent  
Central School District 301  
275 South Street  
Burlington, IL 60109

Re: Prairie View Elementary Parking Lot Addition

Dear Dr. Stirn,

SMC Construction Services received bid proposals on behalf of Central School District 301 on June 10<sup>th</sup> 2022 for the following bid packages:

**BP #031 – Excavation & BP #032 – Paving**

We have had an opportunity to discuss with the apparent qualified low bidder, their respective scopes of work and adherence to the contract documents. Based on the information received during the discussions and reviews, we have attached a recommendation of award for the packages represented above.

It is our intent to provide a Notice to Proceed to the contractors listed on Wednesday, June 22, 2022.

We thank you in advance for your time and consideration in this matter.

Sincerely,

Josh Campanelli  
Chief Operating Officer  
SMC Construction Services

cc: File

**PV Parking Lot Addition  
Summary of Award Recommendations**

<b>Bid Package</b>	<b>Recommended Contractor</b>	<b>Recommendation Amount</b>
031 - Excavating & 032 - Paving - Combo Bid	Schroeder Asphalt Services	\$ 99,900.00
	<b>Total Bids</b>	<b>\$ 99,900.00</b>

Central Community Unit School District 301  
Prairie View Parking Lot Addition  
Friday, June 10, 2022



**Bid Package #31 - Excavation**

BIDDERS	BOND INCLUDED	ADDENDUM ACKNOWLEDGED	BASE BID	
Kane County Excavation	X	X	\$64,587.00	
Abbey Paving	X	X	\$81,230.00	
Stark & Son Trenching	X	X	\$66,730.00	

Central Community Unit School District 301  
 Prairie View Parking Lot Addition  
 Friday, June 10 2022



**BP#32 - Paving**

BIDDERS	BOND INCLUDED	ADDENDUM ACKNOWLEDGED	BASE BID	COMBO BID
Accu-Paving	X	X	\$55,420.00	
Abbey Paving and Sealcoating Co., Inc	X	X	\$67,975.00	\$139,180.00
<b>Schroeder Asphalt Paving</b>	<b>X</b>	<b>X</b>	\$58,800.00	<b>\$99,900.00</b>



**to:** District 301 Board of Education  
**from:** Steve Diversey, Athletic Director  
**subject:** Boys Track State  
**date:** 5/26/22 - 5/28/22

Coach Mike Schmidt is requesting to attend the IHSA State Finals with his boys track team.

Going are the following:

Students:

BAIG, YUSUF  
DHANANI, ISHAN  
MILBRANT, EVAN  
PERRY, ROBERT  
PETERSON, BEN  
SARVIS, GAVIN  
SCHMIDT, KYLE  
SCHMIDT, ZAC  
SPERKOWSKI, NICK  
STAHL, DYLAN  
ZACCARIA, ALEC  
DEITZ, LEIGHTON  
FRANZONE, MIKEY  
KUSI, FAROOQ  
MILAS, NOLAN  
BURTON, GRAYSON  
HAMMENDE, JACK  
HINKLEMAN, ADAM  
KAROTTU, LOGAN  
KOWALL, JOEY  
KRIES, RYAN  
REMOQUILLO(SENCADA) TRISTAN

Coaches:

Mike Schmidt  
Jon Pollock  
Andrew Vock  
Dave Burner



2022 Central Boys Track State Final Itinerary

THURSDAY MAY 26th, 2022

10:00 A.M.	LEAVE CENTRAL
10:15 A.M.	STOP FOR SNACKS
11:45 P.M.	STOP IN GIBSON CITY FOR LUNCH
12:30 P.M.	LEAVE FOR CHARLESTON
	3:45 P.M. ARRIVE IN CHARLESTON FOR PRACTICE
4:30 P.M.	LEAVE FOR EFFINGHAM
5:15 P.M.	ARRIVE IN EFFINGHAM, HOLIDAY INN 1301 Avenue of Mid-America, Effingham Il 62401 217-540-7777
6:15 P.M.	DINNER
8:30 P.M.	TEAM MEETING
9:30 P.M.	EVERYONE IN ROOMS
10:00 P.M.	LIGHTS OUT

FRIDAY MAY 27<sup>TH</sup>, 2019

5:45 A.M.	WAKE-UP
6:15 A.M.	BREAKFAST
7:00 A.M.	DEPART FOR CHARLESTON
7:45 A.M.	ARRIVE IN CHARLESTON
9:00 A.M.	4X800 SEMIS
12:30 pm	4x400 finish
12:30 P.M.	SHOP FOR T-SHIRTS
1:00 P.M.	Lunch at Jimmy Johns
1:30 P.M.	LEAVE FOR EFFINGHAM
2:15 P.M.	ARRIVE IN EFFINGHAM
6:30 P.M.	DINNER
9:00 P.M.	TEAM MEETING
10:00 P.M.	EVERYONE IN ROOMS
10:30 P.M.	LIGHTS OUT

SATURDAY 28<sup>th</sup>, 2022

6:00 A.M.	WAKE-UP
6:30 A.M.	BREAKFAST
7:45 A.M.	CHECK-OUT
8:00 A.M.	DEPART FOR CHARLESTON
10:00 A.M.	STATE FINALS BEGIN 3200m, LJ, PV
4:25 P.M.	4X400 FINALS
5:15 P.M.	LEAVE FOR CENTRAL???
9:30 P.M.	HOME AT CENTRAL???



**To:** District 301 Board of Education  
Dr. Todd Stirn, Superintendent

**From:** Brody Hamel, Athletic Director (Prairie Knolls)

**Subject:** Approve Overnight Trip 2022 IESA State Tournament – Track & Field

**Date:** 05/16/2022

I am recommending the approval of an overnight trip for three members of the Middle School Track and Field Team departing on Friday, May 20th 2022 and returning on Saturday, May 21st 2022. The group will travel to East Peoria, Illinois to participate in the State Tournament for Track and Field. The Middle School Track Coaches will provide supervision during the trip.

The qualifying athletes from Prairie Knolls Middle School are Logan Gibson and Cailen O'Brien. The qualifying athlete from Central Middle School is Peyton Strout.

## MEMORANDUM

**FROM:** Steve Diversey, Athletic/Activities Director  
**TO:** District 301 Board of Education  
**DATE:** June 15, 2022  
**RE:** Prom Contract 2022-2023

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I am requesting approval of the prom contract with the Q Center. This contract is for the 2022- 2023 school term.

We chose the Q Center for Prom 2023 for several reasons. First and foremost, we want to continue to give our students a unique experience. Additionally, having prom at Q Center last year was not only a huge success for the students, it was for our staff and community members as well.

We continue to believe that utilizing coach buses going forward for all proms affords us the opportunity to have prom venues outside of Central's general area. By taking advantage of buses, we do not have to worry about the safety of student drivers, which again, allows us to be more creative when considering prom venues.

Lastly, we do understand the financial responsibilities of hosting a prom at the Q Center. Having hosted many proms, we have become quite adept at foreseeing and planning for every financial aspect that comes with prom. Also, we have talked extensively about utilizing fundraising opportunities to bring down the cost, including creating student positions within the junior class to specifically concentrate on identifying possible fundraising events.

Thank you for your support of Central High School Athletics and Activities.



## MEMORANDUM

**FROM:** Mr. Graydon Engle, Principal of Country Trails

**TO:** District 301 Board of Education

**Date:** June 20, 2022

**RE:** Approval of Changes to the Elementary Handbook 2022-2023

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

- Page 6 - align medical to Middle School and High School handbooks
- Page 8 - milk substitute information
- Page 9 - Free/Reduced Meal Application
- Page 15 - Updated due to Board Policy 4:165
- Page 15 - Updated Visiting the School
- Page 20 - Adding COVID-19 to Communicable Disease
- Page 22 - Dispensing medications
- Page 26 - Updating Multi-Tiered System of Support (MTSS)
- Page 37 - Adding the CARES lines per elementary school
- Pages 39-60 - Adding Title IX Board Policies and Administrative Procedures

Thank you for your time.

Sincerely,

Jill Schreiber, Ed.D. and Graydon Engle

## Elementary School Student Handbook Changes and Adjustments 2022-2023

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### ELEMENTARY SCHOOL:

#### Page 6

Under **Health Examination and Immunizations**; 3rd and 5th bullet:

Replace with updated ISBE 33-78 and transferring out of state

- ~~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.~~
- 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.

RATIONALE: Align with the Middle School and High School Handbooks

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### ELEMENTARY SCHOOL:

#### Page 8

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

Replace **2021-2022** with **2022-2023**. Lunch Prices stay the same as last year.

Add bullet #6

- ~~Milk Substitute: A USDA Physician's Statement is required if students need to substitute bottled water for milk related to an allergy or lactose intolerance. The Physician's Statement form can be obtained from the nurse's office.~~

RATIONALE: Milk Substitute for water due to medical needs.

---

### ELEMENTARY SCHOOL:

#### Page 9

Under **Free/Reduced Applications**

New to 2022-2023

## Free / Reduced Meal Applications

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. The Free / Reduced Lunch Application can be found in MySchoolApps.com. Parents may access the Free / Reduced Application link **after July 1<sup>st</sup>** of each new school year. The application link can be found in the Food Service website in the Lunch Information section under MySchoolApps. Paper applications are not available. When you click the MySchoolApps link, read each page carefully. Answer all questions. You will not be able to complete the application if areas are skipped. The online application is a family application so all students must be added to the application. You will need the Student ID number for each student on the application and people living in the household must be added to the application. Your application must be complete before you click "submit". A notification letter will be sent to you listing the status of your application. Approved applications are not carried over to the next school year. You must complete a new application each school year.

RATIONALE: New to Food Services expectations for Schools

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### ELEMENTARY SCHOOL:

#### Page 15

#### Under Suspected Child Abuse

#### Add due to Board Policy 4:165

Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes:

- a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;
- b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities 4:165; and
- c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.

Provide parents/guardians of students in any of grades K through 8 with not less than five days written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

RATIONALE: Updated Board Policy 4:165 to reflect the change

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### ELEMENTARY SCHOOL:

#### Page 15

Under "**VISITING the SCHOOL**" section, #3, resemble pre-Covid expectations

To that end, you are welcome to visit the school and we ask that you do so in partnership with the classroom teacher to ensure that a mutual purpose aids in the learning experience for all students. Please contact your child's teacher ahead of time to set up a schedule and purpose for the visit.

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

RATIONALE: Alignment with current IDPH symptom list.

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**ELEMENTARY SCHOOL:**

**Page 20**

**Under Examples of Communicable Diseases**

**COVID-19**

For those that can mask upon return, isolate<sup>4</sup> for at least five calendar days from onset of symptoms; return after the five calendar days AND if 24 hours with no fever (without fever-reducing medication), diarrhea and vomiting ceased for 24 hours AND improvement of symptoms AND consistent masking upon return through day 10. If unable to mask, isolate for 10 days.

RATIONALE: Alignment with current IDPH COVID-19 for school guidance.

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**ELEMENTARY SCHOOL:**

**Page 22**

**Under Medication dispensing guidelines include: bullet #2 and #3**

- 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.~~ document the administration.

RATIONALE: Align with the Middle School and High School Handbooks

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**ELEMENTARY SCHOOL:**

**Multi-Tiered System of Support (MTSS)**

**Multi-Tiered System of Support (MTSS)**

A Multi-Tiered System of Support (MTSS) is a comprehensive framework for continuous improvement that is systemic, prevention-focused, and data-informed providing a cohesive continuum of supports responsive to meet the needs of ALL learners. The framework focuses on delivering high quality instruction in the areas of academics and social-emotional learning. It is a team-based approach that includes all stakeholders in developing and/or refining various District operations and system structures to enable efficiency and effectiveness in order to maximize student success. An MTSS framework supports a data based problem-solving approach using a system for defining and analyzing a problem, developing and implementing a plan, and evaluating the plan's effectiveness. If academic and/or social-emotional concerns are identified by a school team member or parents, a Problem Solving Team (PST) meeting may be held to develop an intervention plan to address the concerns and a plan for monitoring progress. If the student does not respond to the intervention(s) in place, the student may be referred for an evaluation for special education services.

RATIONALE: Added due to implementation of Multi-Tiered Support System of Support.

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**ELEMENTARY SCHOOL:**

**Page 37**

**Adding the CARES lines per Elementary School**

Anonymous reports are also accepted through the District 301 CARES Lines.

Country Trails Elementary School: [CTCares@central301.net](mailto:CTCares@central301.net)

Howard B. Thomas Grade School: [HBTCares@central301.net](mailto:HBTCares@central301.net)

Lily Lake Grade School: [LLCares@central301.net](mailto:LLCares@central301.net)

Prairie View Grade School: [PVCares@central301.net](mailto:PVCares@central301.net)

RATIONALE: Updated to reflect the information on District 301 website for contacting each elementary school.

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**ELEMENTARY SCHOOL:**

**Pages 39-60**

**Board Policies**

b. 2:265, Title IX, Sexual Harrassment Grievance Procedure. A student may use this

policy to file a complaint about sexual harassment.

c. 2:265, Title IX, AP 2, Administrative Procedure - Formal Title IX Sexual Harassment Complaint Grievance Process

d. 2:265, Title IX, Exhibit - Title IX Sexual Harassment Glossary of Terms

### **Uniform Grievance Procedure (BOARD POLICY 2:260)**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, 42U.S.C.§12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C.§1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*.
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed

directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

#### Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

#### Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

#### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

#### Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the

complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

#### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

#### Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

**Nondiscrimination Coordinator:**

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

**Complaint Managers:**

Michael Potsic  
Name  
275 South St., P.O. Box 396 Burlington, IL  
60109  
Address  
mike.potsic@central301.net  
Email  
847-464-6005  
Telephone

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

**Title IX Sexual Harassment Grievance Procedure**

Sexual harassment affects a student’s ability to learn and an employee’s ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District’s education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual’s sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

#### Definitions from 34 C.F.R. §106.30

*Complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

*Education program or activity* includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

*Formal Title IX Sexual Harassment Complaint* means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

*Respondent* means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

*Supportive measures* mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

#### Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

#### Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

**Title IX Coordinator:**

Esther Mongan

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Name

275 South Street, Burlington, IL 60109

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Address

esther.mongan@central301.net

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Email

847.464.6005

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Telephone

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

**Formal Title IX Sexual Harassment Complaint Grievance Process**

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual

- harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person’s status as a *Complainant*, *Respondent*, or witness.
  3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
    - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
    - b. Receive training on the definition of sexual harassment, the scope of the District’s *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
  4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
  5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant’s* sexual predisposition or prior sexual behavior are not relevant.
  6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
  7. Include reasonably prompt timeframes for conclusion of the grievance process.
  8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
  9. Base all decisions upon the *preponderance of evidence* standard.
  10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
  11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
  12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

### Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District

student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

### Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

## **Administrative Procedure - Formal Title IX Sexual Harassment Complaint Grievance Process (BOARD POLICY 2:265-AP2)**

This procedure implements the District's investigation and response process to a Formal Title IX Sexual Harassment Complaint after a decision to pursue one has been made using 2:265-AP1, *Title IX Sexual Harassment Response*. See 34 C.F.R. Part 106. Use this procedure to comply with 34 C.F.R. §106.45, *Grievance process for formal complaints of sexual harassment*. Use exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, in conjunction with this procedure.

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### Sections

#### **A. Overview of 34 C.F.R. §106.45 Grievance Process**

The District treats Complainants and Respondents engaging in the Formal Title IX Sexual Harassment Complaint Grievance Process (Grievance Process) equitably and adheres to the following guidelines:

1. Presumption of Non-Responsibility. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process. 34 C.F.R. §106.45(b)(1)(iv).
2. Grievance Process Required Before Imposing Sanctions. The District complies with this Grievance Process before imposing any disciplinary sanctions or other actions against a Respondent. 34 C.F.R. §106.45(b)(1)(i).
3. Supportive Measures. The District may provide counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures to Complainants and/or Respondents. 34 C.F.R. §106.45(b)(1)(ix). See 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for the definition of *supportive measures*.
4. Evidence Considered. All relevant evidence – including both inculpatory and exculpatory evidence – is objectively evaluated. Credibility determinations are not based on a person’s status as a Complainant, Respondent, or witness. The District does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, e.g., attorney-client privilege, doctor-patient privilege, or spousal privilege, unless the person holding such privilege has waived the privilege. 34 C.F.R. §106.45(b)(1)(ii) and (x).
5. Standard of Proof. All determinations are based upon the *preponderance of evidence* standard. 34 C.F.R. §106.45(b)(1)(vii).
6. Right to Appeal. Each party may appeal any determination as described in **Section H. Appeals**, below. 34 C.F.R. §106.45(b)(1)(viii); 34 C.F.R. §106.45(b)(8)(i).
7. Timeline. This Grievance Process is concluded within 90 school business days after receipt of a Formal Title IX Sexual Harassment Complaint. As used in this Grievance Process, *school business days* means days on which the District’s main office is open. For good cause, this Grievance Process may be temporarily delayed or extended for a limited time only if the Complainant and the Respondent are provided written notice of the delay/extension and the reasons for it. Good cause may include: the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. 34 C.F.R. §106.45(b)(1)(v).
8. Disciplinary Sanctions and Remedies. Following a determination of responsibility, the District may implement recommended disciplinary sanctions, up to and including: discharge, for a Respondent-employee; expulsion, for a Respondent-student; and termination of any existing contracts and/or prohibition from District property and activities, for a third-party Respondent. 34 C.F.R. §106.45(b)(1)(vi).

Where a determination of responsibility for sexual harassment is made against a Respondent, remedies designed to restore or preserve equal access to the District’s education program or activities are provided to a Complainant. Remedies may include the same individualized services described in Supportive Measures, above. Unlike Supportive Measures, however, remedies may be disciplinary or punitive, and they may burden the Respondent. 34 C.F.R. §106.45(b)(1)(i). The District may implement remedies up to and including the recommended disciplinary sanctions described above. 34 C.F.R. §106.45(b)(1)(vi).

9. Training Requirements. The District ensures certain training requirements are met. At a minimum, any individual designated by the District as a Title IX Coordinator, investigator, decision-maker (including the Initial Decision-Maker and Appellate Decision-Maker), or any person designated by the District to facilitate an informal resolution process will:
- a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent; and
  - b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and Grievance Process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially (including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias).

Any individual designated by the District as an investigator receives training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any individual designated by the District as a decision-maker receives training on issues of relevance of questions and evidence, including training about when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant to the allegations. 34 C.F.R. §106.45(b)(1)(iii).

## **B. Notice of Allegations**

Upon signing a Formal Title IX Sexual Harassment Complaint or receiving a Formal Title IX Sexual Harassment Complaint filed by a Complainant, the Title IX Coordinator:

1. Provides written notice to all known parties of the following information:
  - a. This procedure 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*, including any available informal resolution process.
  - b. The allegations of sexual harassment potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX sexual harassment, and the date and location of the alleged incident, if known.
  - c. That the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process.
  - d. That all parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
  - e. That all parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Title IX Sexual Harassment Complaint (including evidence the District does not intend to rely on in determining responsibility, and inculpatory or exculpatory evidence) so that each party can meaningfully respond to the evidence before the investigation concludes.
  - f. That the District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the Grievance Process.

2. Provides a second written notice to all known parties if, during the investigation, the District decides to investigate allegations not included in the first written notice.
3. Decides whether to personally conduct the investigation or appoint a qualified investigator. If the Title IX Coordinator appoints a qualified investigator, provides written notice of the appointment to the Investigator.

#### When the Complainant's Identity Is Unknown

If the Complainant's identity is unknown, e.g., where a third party reports that a Complainant was victimized by sexual harassment but does not reveal the Complainant's identity, or a Complainant reports anonymously, the Grievance Process may proceed if the Title IX Coordinator determines it is necessary to sign a Formal Title IX Sexual Harassment Complaint, even though the written notice provided in **Section B.1**, above, will not include the Complainant's identity. 85 Fed. Reg. 30133. If the Complainant's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. Id. at f/n 594.

#### When the Respondent's Identity is Unknown

If the Respondent's identity is unknown, e.g. where a Complainant does not know the Respondent's identity, the Grievance Process shall proceed because an investigation might reveal the Respondent's identity, even though the written notice provided in **Section B.1**, above, will not include the Respondent's identity. If the Respondent's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. 85 Fed. Reg. 30138.

### **C. Consolidation of Formal Title IX Sexual Harassment Complaints**

When the allegations of sexual harassment arise out of the same facts or circumstances, the Title IX Coordinator may consolidate Formal Title IX Sexual Harassment Complaints alleging sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party. 34 C.F.R. §106.45(b)(4).

### **D. Dismissal of Formal Title IX Sexual Harassment Complaint**

After an investigation, if the Title IX Coordinator determines that the conduct alleged would not constitute Title IX sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator dismisses the Formal Title IX Sexual Harassment Complaint with regard to that conduct for purposes of Title IX sexual harassment only. Such a dismissal does not preclude action under another applicable District policy or procedure.

At any time during the investigation, the Title IX Coordinator may dismiss the Formal Title IX Sexual Harassment Complaint, or any allegations contained in it, if any of the following occur:

1. The Complainant notifies the Title IX Coordinator in writing that he or she wants to withdraw the Formal Title IX Sexual Harassment Complaint or any allegations contained in it;
2. The Respondent is no longer enrolled or employed by the District; or
3. Specific circumstances prevent the District from gathering enough evidence to reach a determination as to the Formal Title IX Sexual Harassment Complaint or allegations in it.

Upon dismissal, the Title IX Coordinator promptly sends simultaneous written notice to the parties of the dismissal, reason(s) for the dismissal, and the right to appeal the dismissal. 34 C.F.R. §106.45(b)(3).

**E. Informal Resolution of Formal Title IX Sexual Harassment Complaint**

At any time prior to reaching a determination regarding responsibility, the District may facilitate informal resolution of a Formal Title IX Sexual Harassment Complaint, such as mediation, that does not involve a full investigation and adjudication, provided that the District (34 C.F.R. §106.45(b)(9)):

1. Provides the parties written notice disclosing:
  - a. The allegations;
  - b. Informal resolution process requirements, including the circumstances where parties are precluded from resuming a Formal Title IX Sexual Harassment Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Grievance Process for the Formal Title IX Sexual Harassment Complaint; and
  - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. Obtains the parties’ voluntary, written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

**F. Investigation of Formal Title IX Sexual Harassment Complaint**

The Investigator or Title IX Coordinator follows these steps when investigating the allegations in a Formal Title IX Sexual Harassment Complaint.

<b>Actor</b>	<b>Action</b>
Investigator or Title IX Coordinator	During an investigation and throughout the Grievance Process (34 C.F.R. §106.45(b)(5)): <ol style="list-style-type: none"> <li>1. Ensures that the burden of proof and burden of gathering evidence rest on the District and not the parties involved. 34 C.F.R. §106.45(b)(5)(i).</li> <li>2. Provides an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. 34 C.F.R. §106.45(b)(5)(ii).</li> <li>3. Refrains from restricting the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. 34 C.F.R. §106.45(b)(5)(iii).</li> <li>4. Provides the parties the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or</li> </ol>

Actor	Action
	<p>proceeding by the advisor of their choice (who may, but is not required to, be an attorney). 34 C.F.R. §106.45(b)(5)(iv).</p> <ol style="list-style-type: none"> <li>5. Provides, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate. 34 C.F.R. §106.45(b)(5)(v).</li> <li>6. Provides the parties an equal opportunity to inspect and review any evidence obtained during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint’s allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence). 34 C.F.R. §106.45(b)(5)(vi).</li> <li>7. Prior to the completion of the investigative report, sends to each party and the party’s advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy and provides each party with 10 school business days to submit a written response. <u>Id.</u></li> <li>8. Upon receipt of a party’s written response to the evidence, reviews the response and sends a copy to the other party in an electronic format or a hard copy.</li> </ol> <p>Prepares an investigative report summarizing all relevant evidence. 34 C.F.R. §106.45(b)(5)(vii).</p> <p>Sends to each party and the party’s advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response. <u>Id.</u></p> <p style="padding-left: 40px;"><b>Note:</b> This step must occur at least 10 school business days before the Initial Decision-Maker’s determination regarding responsibility. <u>Id.</u></p> <p>At the conclusion of the investigation, sends to the Initial Decision-Maker in an electronic format or hard copy:</p> <ol style="list-style-type: none"> <li>1. The Formal Title IX Sexual Harassment Complaint;</li> <li>2. All evidence gathered during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint’s allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence); and</li> <li>3. The investigative report.</li> </ol>

**G. Determination Regarding Responsibility; Remedies**

<p>Initial Decision-Maker</p>	<p>The Superintendent or designee acts as the Initial Decision-Maker for all Formal Title IX Sexual Harassment Complaints, unless it involves allegations against the Superintendent or designee or against a Board Member. In such cases, an outside consultant, e.g., an attorney or retired school administrator, acts as the Initial Decision-Maker.</p> <p><b>Reviews Investigative Report and Corresponding Materials; Opportunity for Parties to Submit Questions</b></p> <p>Reviews all materials received from the Investigator.</p> <p>Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, written, relevant questions that a party wants asked of any party or witness. 34 C.F.R. §106.45(b)(6)(ii). In the written notice, informs the parties that:</p> <ol style="list-style-type: none"> <li>1. Questions and evidence about the Complainant’s sexual predisposition or prior sexual behavior are not relevant, unless they: are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or concern specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and are offered to prove consent. <u>Id.</u></li> <li>2. Any questions must be submitted to the Initial Decision-Maker within five (5) school business days.</li> </ol> <p>Reviews any questions received from each party for submission to any party or witness.</p> <p>Determines which questions to forward to any party or witness for answers. If any proposed questions are excluded as not relevant, provides the proposing party with a written explanation of the decision to exclude a question as not relevant. <u>Id.</u></p> <p>Forwards relevant questions to any party or witness with instructions to submit answers to the Initial Decision-Maker within five (5) school business days.</p> <p>Upon receipt of answers to questions, provides each party with copies of them. <u>Id.</u></p> <p>Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, additional, limited follow-up written, questions that a party wants asked of any party or witness. <u>Id.</u> Informs the parties that any questions must be submitted to the Initial Decision-Maker within five (5) school business days.</p> <p>Upon receipt of answers to the additional questions, provides each party with copies of them. <u>Id.</u></p> <p><b>Determination and Written Notice of Determination</b></p>
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	<p>Basing all decisions on the <i>preponderance of evidence</i> standard, simultaneously issues to the parties a written determination regarding responsibility that (34 C.F.R. §106.45(b)(7)(ii)):</p> <ol style="list-style-type: none"> <li>1. Identifies the allegations potentially constituting Title IX sexual harassment;</li> <li>2. Describes the procedural steps taken from the receipt of the Formal Title IX Sexual Harassment Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;</li> <li>3. Contains findings of fact supporting the determination;</li> <li>4. Contains conclusions regarding the application of the District’s policies and procedures to the facts;</li> <li>5. Contains a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any recommended disciplinary sanctions for the District to impose on the Respondent, and whether remedies designed to restore or preserve equal access to the District’s education program or activity will be provided by the District to the Complainant; and</li> <li>6. Outlines the District’s procedures and permissible bases for the Complainant and Respondent to appeal.</li> </ol>
Title IX Coordinator	Implements any remedies for the Complainant as ordered by the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(iv).

## H. Appeals

The determination regarding responsibility becomes final either on the date that the Appellate Decision-Maker provides the parties with the written decision of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. 34 C.F.R. §106.45(b)(7)(iii).

<b>Actor</b>	<b>Action</b>
Complainant or Respondent	<p>Within 10 school business days after receiving the either the Initial Decision-Maker’s written determination regarding responsibility or the notice of dismissal of Formal Title IX Sexual Harassment Complaint, makes a written request to the Title IX Coordinator appealing the determination/dismissal based on:</p> <ol style="list-style-type: none"> <li>1. Procedural irregularity that affected the outcome.</li> <li>2. New evidence now available that could affect the outcome but that was not reasonably available at the time of the determination.</li> <li>3. The Title IX Coordinator, Investigator, or Initial Decision-Maker had a conflict of interest or bias for or against</li> </ol>

Actor	Action
	<p>complainants or respondents generally or the individual Complainant or Respondent that affected the outcome. 34 C.F.R. §106.45(b)(8)(i).</p> <p><b>Note:</b> The District may offer appeals on additional bases, so long as they are offered equally to both parties. 34 C.F.R. §106.45(b)(8)(ii). Consult the board attorney before offering additional appeal bases, as they may overlap with or impact related proceedings that occur separately from this Grievance Process, e.g., a student expulsion hearing or teacher dismissal hearing to impose recommended disciplinary sanctions as a result of this Grievance Process.</p>
Title IX Coordinator	<p>Upon receiving an appeal from one party:</p> <ol style="list-style-type: none"> <li>1. Notifies the other party in writing that an appeal has been filed.</li> <li>2. Provides both parties five (5) school business days to submit a written statement in support of, or challenging, the outcome.</li> <li>3. Promptly forwards all materials relative to the appeal to the Appellate Decision-Maker.</li> </ol> <p><b>Note:</b> The District must ensure that the Appellate Decision-Maker is not the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Board may, but is not required to, hear and decide the appeal; it is a suggestion that aligns with the appeal provisions in policy 2:260, <i>Uniform Grievance Procedure</i>, and with Ill. State Board of Education sex equity regulations requiring districts to “provide for final appeal of grievance decisions made at the system level to the system’s governing board.” 23 Ill.Admin.Code §200.40(c)(1). <b>If the Board acts as the Appellate Decision-Maker, the Board must receive the training in Section A.9, above.</b></p> <p><b>Note:</b> Some school attorneys recommend that the appeal not go to the Board, so that the Board’s objectivity is not called into question if it needs to conduct a hearing related to recommended disciplinary sanctions resulting from the Grievance Process. <b>Districts should discuss their options with their board attorney.</b></p>
Appellate Decision-Maker	<p>Within 30 school business days, affirms, reverses, or amends the written determination regarding responsibility or the notice of dismissal.</p> <p>Within five (5) school business days after its decision, simultaneously issues a written decision to both parties that</p>

Actor	Action
	describes the result of the appeal and the rationale for the result. 34 C.F.R. §106.45(b)(8)(iii)(E), (F).

**I. Recordkeeping**

Actor	Action
Title IX Coordinator	<p>Creates and maintains, for a period of at least seven (7) years, records of (34 C.F.R. §106.45(b)(10)(i)):</p> <ol style="list-style-type: none"> <li>1. The sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore/preserve equal access to the District’s education program or activity;</li> <li>2. Any appeal and its result;</li> <li>3. Any informal resolution and its result; and</li> <li>4. All materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution.</li> </ol> <p>See 5:150, <i>Personnel Records</i>, and 5:150-AP, <i>Personnel Records</i>, addressing the identification, storage, and access to personnel records.</p> <p>See 7:340, <i>Student Records</i>, along with 7:340-AP1, <i>School Student Records</i>, and 7:340-AP2, <i>Storage and Destruction of School Student Records</i>, addressing the District’s legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records.</p>

**Exhibit – Title IX Sexual Harassment Glossary of Terms**

Use this exhibit to educate employees and students about Title IX terms, and with the required Title IX response and grievance process in Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, implemented by administrative procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

**Glossary of Terms**

**Actual Knowledge** – Notice of sexual harassment or allegations of sexual harassment to any District employee or to the District’s Title IX Coordinator. Assumption of knowledge based solely on the District’s status as an employer or other presumption under law does not constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the Respondent. *Notice* as used here includes, but is not limited to, a report or complaint of sexual harassment to the Title IX Coordinator in person, by mail, by telephone, or by email using the contact information listed for the Title IX Coordinator, or by any other means that results in

the Title IX Coordinator receiving the person’s verbal or written report. 34 C.F.R. §§ 106.30, 106.8(a).

**Appellate Decision-Maker** – An individual or group, e.g., a Board-appointed appeal examiner or the Board, which reviews an appeal of the Initial Decision-Maker’s determination regarding responsibility or a dismissal of a Formal Title IX Sexual Harassment Complaint (defined below). The Appellate Decision-Maker cannot be the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Appellate Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Complainant** – An individual who is alleged to be the victim of conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

**Consent** – Knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person’s manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (1) the person is incapacitated due to the use or influence of alcohol or drugs; (2) the person is asleep or unconscious; (3) the person is under age; or (4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.

**Note:** 34 C.F.R. §106.30, added at 85 Fed. Reg. 30574, states that Title IX recipients are not required to adopt a particular definition of consent with respect to sexual assault; however, in its 2020 Title IX rulemaking, the U.S. Dept. of Education (DOE) stated that “recipients must clearly define consent and must apply that definition consistently.” 85 Fed. Reg. 30125.

**Consult the Board Attorney if the District would like to customize this definition.**

**Education Program or Activity** – Includes locations, events, or circumstances in the United States over which the District exercised substantial control over both the Respondent and the context in which the sexual harassment occurred. 34 C.F.R. §106.44(a).

**Note:** Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). The District’s Title IX obligations extend to off-campus sexual harassment incidents “if the off-campus incident occurs as part of the [district]’s ‘operations’ pursuant to 20 U.S.C. 1687 and 34 CFR 106.2(h)” or if the District “exercised substantial control over the respondent and the context of alleged sexual harassment that occurred off campus pursuant to § 106.44(a).” 85 Fed. Reg. 30196. No single factor is determinative of whether the District exercised *substantial control* or whether an incident occurred as part of the District’s *operations*. *Id.* at 30197. *Operations* may include computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in, the District’s operations. *Id.* at 30202. **Consult the Board Attorney for further guidance.**

**Formal Title IX Sexual Harassment Complaint** – A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation. At the time of filing a Formal Title IX Sexual Harassment Complaint, a Complainant must be participating in or attempting to participate in the District's education program or activity with which the Formal Title IX Sexual Harassment Complaint is filed.

**Note:** Whether a Complainant is *attempting to participate* is a fact-specific inquiry. For example, a Complainant who has graduated may still be attempting to participate in an education program where he or she intends to remain involved in alumni programs or activities.

85 Fed. Reg. 30138. **Consult the Board Attorney for further guidance.**

**Initial Decision-Maker** – An individual designated by the Title IX Coordinator to reach an initial determination regarding responsibility in a Formal Title IX Sexual Harassment Complaint (defined above) by applying the standard of proof set forth in 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*. See 85 Fed. Reg. 30054. The Title IX Coordinator cannot be the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(i). The Initial Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Investigator** – The Title IX Coordinator or an individual designated by the Title IX Coordinator to investigate a *Formal Title IX Sexual Harassment Complaint* (defined above) according to 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*. The Investigator must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Respondent** – An individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

**Supportive Measures** – Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant or Respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District will maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. 34 C.F.R. §106.30.

**Sexual Harassment Governed by Laws Other Than Title IX** – The District must also address sexual harassment that does not meet the definition of Title IX sexual harassment, including but not limited to sexual harassment in violation of the State Officials and Employees Ethics Act (5

ILCS 430/), Illinois Human Rights Act (775 ILCS 5/), and Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e et seq.).

For each report or complaint received, the Title IX Coordinator reviews the following Board policies to determine if they require additional action by the District in addition to or at the exclusion of policy 2:265, *Title IX Sexual Harassment Grievance Procedure*:

- 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
- 5:20, *Workplace Harassment Prohibited*. This policy prohibits employees from engaging in sexual harassment.
- 5:90, *Abused and Neglected Child Reporting*. This policy requires employees who suspect or receive knowledge that a student may be an abused or neglected child to immediately report their suspicion to the Ill. Dept. of Children and Family Services (DCFS). If an employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, it further requires the District to coordinate with the local Children's Advocacy Center.
- 5:120, *Employee Ethics; Conduct; and Conflict of Interest*. This policy sets forth high standards for employee ethics and conduct, and incorporates by reference the Code of Ethics for Illinois Educators.
- 7:20, *Harassment of Students Prohibited*. This policy prohibits all sexual harassment of students.
- 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes stalking, sexual harassment, sexual violence, or retaliation for asserting or alleging an act of bullying.
- 7:185, *Teen Dating Violence Prohibited*. This policy prohibits students 13-19 years of age from using or threatening to use physical, mental, or emotional abuse to control an individual in the dating relationship, and from using or threatening to use sexual violence in the dating relationship.
- 7:190, *Student Behavior*. This policy sets forth student conduct rules, prohibited student conduct, and behavioral interventions and disciplinary measures designed to address the causes of misbehavior and teach students positive behavioral skills.

**Title IX Sexual Harassment** – Conduct on the basis of sex that satisfies one or more of the following (34 C.F.R. §106.30):

- A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

- *Sexual assault* means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system (UCR Program) of the Federal Bureau of Investigation (FBI), and includes rape, fondling, incest, and statutory rape. 20 U.S.C. §1092(f)(6)(A)(v); 34 C.F.R. Part 668, Appendix A to Subpart D. For more information regarding the FBI UCR Program, see [www.fbi.gov/services/cjis/ucr/](http://www.fbi.gov/services/cjis/ucr/).
- *Dating violence* means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and (2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 34 U.S.C. §12291(a)(10).
- *Domestic violence* includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. 34 U.S.C. §12291(a)(8).
- *Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others, or (2) suffer substantial emotional distress. 34 U.S.C. §12291(a)(30).

RATIONALE: New Board Policies added to Handbooks by Legal's suggestion.

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**ELEMENTARY SCHOOL: minor changes/adjustments**

**Page 1** - Place new Howard B. Thomas and Prairie View Assistant Principals' name when applicable

**Page 1** - Adjust date to August 2023

**Page 1** - Adjust school year 2022-2023

**Page 1** - Adjust times for Elementary 9:15am - 3:40pm and 9:05 am arrival due to High School Schedule

**Page 2** - Adjust school year 2022-2023

**Page 2** - Place new Prairie View Principal's name - Christine Barr

**Page 3** - Adjust school year 2022-2023

**Page 5** - Dental exams indicated in 9th grade

**Page 7** - Adjust wording to Communicable and Chronic Infectious Disease

**Page 7** - Adjust school year 2022-2023

**Page 9** - Adjust chosen to assigned

**Page 10** - Change snow to severe weather

**Page 10** - Change Skylert to Parentsquare

**Page 19** - Change excused to absence

**Page 19** - Remove in-person or remote

**Page 19** - Eliminate Work should be completed and returned to the teacher within (3) days for the child to receive credit.

**Page 19** - Eliminate excused

**Page 19** - Eliminate (in-person or remote) in both sentences

**Page 19** - Update the link for Communicable Disease Chart

**Page 20** - Eliminate COVID-19 information

**Page 25** - Change Homeless Liaison to Mrs. Michelle Vaughn

**Page 37** - Change Nondiscrimination Coordinator to the Assistant Superintendent of Human Resources



# 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 2022-2023

## Mission Statement

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

### **Country Trails Elementary School**

Graydon Engle, Principal  
Theresa Kolkebeck, Assistant Principal  
3701 Highland Woods Blvd  
Elgin, IL 60124  
(847) 717-8000

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

Kim Lewis, Principal  
**Melissa Rourke**, 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**

**Mrs. Christine Barr**, Principal  
**Edgar Pereda**, 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: **9:15am-3:40pm**

Arrival Time: School doors open at **9:05am**

(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 2021~~ August 2022

**TO:** Parents and Guardians of Elementary School Children  
**FROM:** The Elementary Principals  
**SUBJECT:** 2022-2023 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 ensure 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  
Principal  
Country Trails

Kim Lewis  
Principal  
Howard B. Thomas

Rebecca Jurs  
Principal  
Lily Lake

**Christine Barr**  
Principal  
Prairie View

**2022-2023** 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](http://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			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 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.~~
- 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 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)/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) of exclusion procedures pursuant to Board policy 7:280, (*Communicable and Chronic Infectious Disease...italieze 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 2022-2023 school year are:

<b>Paid Lunch Price</b>	<b>\$3.00</b>
<b>Reduced Lunch Price</b>	<b>\$0.40</b>
<b>Milk Price</b>	<b>\$0.40</b>
<b>Adult/Teacher Lunch Price</b>	<b>\$3.75</b>

- 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 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.
- **Milk Substitute: A USDA Physician's Statement is required if students need to substitute bottled water for milk related to an allergy or lactose intolerance. The Physician's Statement form can be obtained from the nurse's office.**

**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](http://myschoolbucks.com). You can contact MySchoolBucks directly by logging into your account to start a chat conversation or call them at (855)832-5226.

#### **Free / Reduced Meal Applications**

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. The Free / Reduced Lunch Application can be found in [MySchoolApps.com](http://MySchoolApps.com). Parents may access the Free / Reduced Application link **after July 1<sup>st</sup>** of each new school year. The application link can be found in the Food Service website in the Lunch Information section under MySchoolApps. Paper applications are not available. When you click the MySchoolApps link, read each page carefully. Answer all questions. You will not be able to complete the application if areas are skipped. The online application is a family application so all students must be added to the application. You will need the Student ID number for each student on the application and people living in the household must be added to the application. Your application must be complete before you click "submit". A notification

letter will be sent to you listing the status of your application. Approved applications are not carried over to the next school year. You must complete a new application each school year.

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

### **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~~ weather 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 Parentsquare ~~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 better 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.

Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes:

- a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;
- b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities 4:165; and
- c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.

Provide parents/guardians of students in any of grades K through 8 with not less than five days written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

### **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. **To that end, you are welcome to visit the school and we ask that you do so in partnership with the classroom teacher to ensure that a mutual purpose aids in the learning experience for all students. Please contact your child's teacher ahead of time to set up a schedule and purpose for the visit.**

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

## **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. Encouraging 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.

### **Attendance Procedures**

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

- When a student is absent from school 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 9<sup>th</sup> 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 an excuse. 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 they are 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.

<b>Communicable disease:</b>	<b>Return to school:</b>
Chickenpox	A minimum of 5 days after eruption of last vesicles; once all vesicles have dried & crusted over; as directed by the health department.
<b>COVID-19</b>	<b>For those that can mask upon return, isolate for at least five calendar days from onset of symptoms; return after the five calendar days AND if 24 hours with no fever (without fever-reducing medication), diarrhea and vomiting ceased for 24 hours AND improvement of symptoms AND consistent masking upon return through day 10. If unable to mask, isolate for 10 days.</b>
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 department.
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 department
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 department
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.~~ document the administration.

- 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~~ Ms. Michelle Vaughn, 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](http://www.isbe.net/homeless); phone at 800-215-5379; email: [homeless@isbe.net](mailto: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.

### **Multi-Tiered System of Support (MTSS)**

A Multi-Tiered System of Support (MTSS) is a comprehensive framework for continuous improvement that is systemic, prevention-focused, and data-informed providing a cohesive continuum of supports responsive to meet the needs of ALL learners. The framework focuses on delivering high quality instruction in the areas of academics and social-emotional learning. It is a team-based approach that includes all stakeholders in developing and/or refining various District operations and system structures to enable efficiency and effectiveness in order to maximize student success. An MTSS framework supports a data based problem-solving approach using a system for defining and analyzing a problem, developing and implementing a plan, and evaluating the plan's effectiveness. If academic and/or social-emotional concerns are identified by a school team member or parents, a Problem Solving Team (PST) meeting may be held to develop an intervention plan to address the concerns and a plan for monitoring progress. If the student does not respond to the intervention(s) in place, the student may be referred for an evaluation for special education services.

## **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 or 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 alike" 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 theater, 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 through the District 301 CARES Lines.**

**Country Trails Elementary School: [CTCares@central301.net](mailto:CTCares@central301.net)**

**Howard B. Thomas Grade School: [HBTCares@central301.net](mailto:HBTCares@central301.net)**

**Lily Lake Grade School: [LLCares@central301.net](mailto:LLCares@central301.net)**

**Prairie View Grade School: [PVCares@central301.net](mailto:PVCares@central301.net)**

### **Nondiscrimination Coordinator**

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Dr. Esther Mongan

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

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[esther.mongan@central301.net](mailto:esther.mongan@central301.net)

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847-464-6005

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### **Complaint Managers**

Mike Postic

Shayne Birkmeier

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

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

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[Mike.postic@central301.net](mailto:Mike.postic@central301.net)

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[shayne.birkmeier@central301.net](mailto:shayne.birkmeier@central301.net)

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847-464-6005

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847-464-6005

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. 2:265, Title IX, Sexual Harrassment Grievance Procedure. A student may use this policy to file a complaint about sexual harrassment.

c. 2:265, Title IX, AP 2, Administrative Procedure - Formal Title IX Sexual Harassment Complaint Grievance Process

d. 2:265, Title IX, Exhibit - Title IX Sexual Harassment Glossary of Terms

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

f. 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.

g. 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.

h. 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.

i. 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.

j. 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.

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

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.

### **Uniform Grievance Procedure (BOARD POLICY 2:260)**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, 42U.S.C.§12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C.§1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*.
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or

parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

#### Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

#### Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

#### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

#### Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

#### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

#### Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

#### **Nondiscrimination Coordinator:**

Dr. Esther Mongan

Name

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

Address

esther.mongan@central301.net

Email

847-464-6005

Telephone

## Complaint Managers:

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

## Title IX Sexual Harassment Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

### Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

### Definitions from 34 C.F.R. §106.30

*Complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

*Education program or activity* includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

*Formal Title IX Sexual Harassment Complaint* means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

*Respondent* means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

*Supportive measures* mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

### Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

### Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

## **Title IX Coordinator:**

Esther Mongan

Name

275 South Street, Burlington, IL 60109

Address

esther.mongan@central301.net

Email

847.464.6005

Telephone

### Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

### Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.

3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
  - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
  - b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

### Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

### Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under

this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

## **Administrative Procedure - Formal Title IX Sexual Harassment Complaint Grievance Process (BOARD POLICY 2:265-AP2)**

This procedure implements the District's investigation and response process to a Formal Title IX Sexual Harassment Complaint after a decision to pursue one has been made using 2:265-AP1, *Title IX Sexual Harassment Response*. See 34 C.F.R. Part 106. Use this procedure to comply with 34 C.F.R. §106.45, *Grievance process for formal complaints of sexual harassment*. Use exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, in conjunction with this procedure.

This procedure contains a **Table of Contents** and lettered **Sections**.

### Table of Contents

- A. Overview of 34 C.F.R. §106.45 Grievance Process
- B. Notice of Allegations
- C. Consolidation of Formal Title IX Sexual Harassment Complaints
- D. Dismissal of Formal Title IX Sexual Harassment Complaint
- E. Informal Resolution of Formal Title IX Sexual Harassment Complaint
- F. Investigation of Formal Title IX Sexual Harassment Complaint
- G. Determination Regarding Responsibility; Remedies
- H. Appeals
- I. Recordkeeping

### Sections

#### **A. Overview of 34 C.F.R. §106.45 Grievance Process**

The District treats Complainants and Respondents engaging in the Formal Title IX Sexual Harassment Complaint Grievance Process (Grievance Process) equitably and adheres to the following guidelines:

1. Presumption of Non-Responsibility. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process. 34 C.F.R. §106.45(b)(1)(iv).
2. Grievance Process Required Before Imposing Sanctions. The District complies with this Grievance Process before imposing any disciplinary sanctions or other actions against a Respondent. 34 C.F.R. §106.45(b)(1)(i).
3. Supportive Measures. The District may provide counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures to Complainants and/or Respondents. 34 C.F.R. §106.45(b)(1)(ix). See 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for the definition of *supportive measures*.

4. Evidence Considered. All relevant evidence – including both inculpatory and exculpatory evidence – is objectively evaluated. Credibility determinations are not based on a person’s status as a Complainant, Respondent, or witness. The District does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, e.g., attorney-client privilege, doctor-patient privilege, or spousal privilege, unless the person holding such privilege has waived the privilege. 34 C.F.R. §106.45(b)(1)(ii) and (x).
5. Standard of Proof. All determinations are based upon the *preponderance of evidence* standard. 34 C.F.R. §106.45(b)(1)(vii).
6. Right to Appeal. Each party may appeal any determination as described in **Section H. Appeals**, below. 34 C.F.R. §106.45(b)(1)(viii); 34 C.F.R. §106.45(b)(8)(i).
7. Timeline. This Grievance Process is concluded within 90 school business days after receipt of a Formal Title IX Sexual Harassment Complaint. As used in this Grievance Process, *school business days* means days on which the District’s main office is open. For good cause, this Grievance Process may be temporarily delayed or extended for a limited time only if the Complainant and the Respondent are provided written notice of the delay/extension and the reasons for it. Good cause may include: the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. 34 C.F.R. §106.45(b)(1)(v).
8. Disciplinary Sanctions and Remedies. Following a determination of responsibility, the District may implement recommended disciplinary sanctions, up to and including: discharge, for a Respondent-employee; expulsion, for a Respondent-student; and termination of any existing contracts and/or prohibition from District property and activities, for a third-party Respondent. 34 C.F.R. §106.45(b)(1)(vi).

Where a determination of responsibility for sexual harassment is made against a Respondent, remedies designed to restore or preserve equal access to the District’s education program or activities are provided to a Complainant. Remedies may include the same individualized services described in Supportive Measures, above. Unlike Supportive Measures, however, remedies may be disciplinary or punitive, and they may burden the Respondent. 34 C.F.R. §106.45(b)(1)(i). The District may implement remedies up to and including the recommended disciplinary sanctions described above. 34 C.F.R. §106.45(b)(1)(vi).

9. Training Requirements. The District ensures certain training requirements are met. At a minimum, any individual designated by the District as a Title IX Coordinator, investigator, decision-maker (including the Initial Decision-Maker and Appellate Decision-Maker), or any person designated by the District to facilitate an informal resolution process will:
  - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent; and
  - b. Receive training on the definition of sexual harassment, the scope of the District’s education program or activity, how to conduct an investigation and Grievance Process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially (including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias).

Any individual designated by the District as an investigator receives training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Any individual designated by the District as a decision-maker receives training on issues of relevance of questions and evidence, including training about when questions

and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant to the allegations. 34 C.F.R. §106.45(b)(1)(iii).

## **B. Notice of Allegations**

Upon signing a Formal Title IX Sexual Harassment Complaint or receiving a Formal Title IX Sexual Harassment Complaint filed by a Complainant, the Title IX Coordinator:

1. Provides written notice to all known parties of the following information:
  - a. This procedure 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*, including any available informal resolution process.
  - b. The allegations of sexual harassment potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX sexual harassment, and the date and location of the alleged incident, if known.
  - c. That the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process.
  - d. That all parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
  - e. That all parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Title IX Sexual Harassment Complaint (including evidence the District does not intend to rely on in determining responsibility, and inculpatory or exculpatory evidence) so that each party can meaningfully respond to the evidence before the investigation concludes.
  - f. That the District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the Grievance Process.
2. Provides a second written notice to all known parties if, during the investigation, the District decides to investigate allegations not included in the first written notice.
3. Decides whether to personally conduct the investigation or appoint a qualified investigator. If the Title IX Coordinator appoints a qualified investigator, provides written notice of the appointment to the Investigator.

### When the Complainant's Identity Is Unknown

If the Complainant's identity is unknown, e.g., where a third party reports that a Complainant was victimized by sexual harassment but does not reveal the Complainant's identity, or a Complainant reports anonymously, the Grievance Process may proceed if the Title IX Coordinator determines it is necessary to sign a Formal Title IX Sexual Harassment Complaint, even though the written notice provided in **Section B.1**, above, will not include the Complainant's identity. 85 Fed. Reg. 30133. If the Complainant's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. *Id.* at f/n 594.

### When the Respondent's Identity is Unknown

If the Respondent's identity is unknown, e.g. where a Complainant does not know the Respondent's identity, the Grievance Process shall proceed because an investigation might reveal the Respondent's identity, even though the written notice provided in **Section B.1**, above, will not include the Respondent's identity. If the Respondent's identity is later

discovered, the Title IX Coordinator provides another written notice to the parties. 85 Fed. Reg. 30138.

### **C. Consolidation of Formal Title IX Sexual Harassment Complaints**

When the allegations of sexual harassment arise out of the same facts or circumstances, the Title IX Coordinator may consolidate Formal Title IX Sexual Harassment Complaints alleging sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party. 34 C.F.R. §106.45(b)(4).

### **D. Dismissal of Formal Title IX Sexual Harassment Complaint**

After an investigation, if the Title IX Coordinator determines that the conduct alleged would not constitute Title IX sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator dismisses the Formal Title IX Sexual Harassment Complaint with regard to that conduct for purposes of Title IX sexual harassment only. Such a dismissal does not preclude action under another applicable District policy or procedure.

At any time during the investigation, the Title IX Coordinator may dismiss the Formal Title IX Sexual Harassment Complaint, or any allegations contained in it, if any of the following occur:

1. The Complainant notifies the Title IX Coordinator in writing that he or she wants to withdraw the Formal Title IX Sexual Harassment Complaint or any allegations contained in it;
2. The Respondent is no longer enrolled or employed by the District; or
3. Specific circumstances prevent the District from gathering enough evidence to reach a determination as to the Formal Title IX Sexual Harassment Complaint or allegations in it.

Upon dismissal, the Title IX Coordinator promptly sends simultaneous written notice to the parties of the dismissal, reason(s) for the dismissal, and the right to appeal the dismissal. 34 C.F.R. §106.45(b)(3).

### **E. Informal Resolution of Formal Title IX Sexual Harassment Complaint**

At any time prior to reaching a determination regarding responsibility, the District may facilitate informal resolution of a Formal Title IX Sexual Harassment Complaint, such as mediation, that does not involve a full investigation and adjudication, provided that the District (34 C.F.R. §106.45(b)(9)):

1. Provides the parties written notice disclosing:
  - a. The allegations;
  - b. Informal resolution process requirements, including the circumstances where parties are precluded from resuming a Formal Title IX Sexual Harassment Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Grievance Process for the Formal Title IX Sexual Harassment Complaint; and
  - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. Obtains the parties' voluntary, written consent to the informal resolution process; and

3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

**F. Investigation of Formal Title IX Sexual Harassment Complaint**

The Investigator or Title IX Coordinator follows these steps when investigating the allegations in a Formal Title IX Sexual Harassment Complaint.

<b>Actor</b>	<b>Action</b>
Investigator or Title IX Coordinator	<p>During an investigation and throughout the Grievance Process (34 C.F.R. §106.45(b)(5)):</p> <ol style="list-style-type: none"> <li>1. Ensures that the burden of proof and burden of gathering evidence rest on the District and not the parties involved. 34 C.F.R. §106.45(b)(5)(i).</li> <li>2. Provides an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. 34 C.F.R. §106.45(b)(5)(ii).</li> <li>3. Refrains from restricting the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. 34 C.F.R. §106.45(b)(5)(iii).</li> <li>4. Provides the parties the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice (who may, but is not required to, be an attorney). 34 C.F.R. §106.45(b)(5)(iv).</li> <li>5. Provides, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate. 34 C.F.R. §106.45(b)(5)(v).</li> <li>6. Provides the parties an equal opportunity to inspect and review any evidence obtained during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence). 34 C.F.R. §106.45(b)(5)(vi).</li> <li>7. Prior to the completion of the investigative report, sends to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy and provides each party with 10 school business days to submit a written response. <u>Id.</u></li> <li>8. Upon receipt of a party's written response to the evidence, reviews the response and sends a copy to the other party in an electronic format or a hard copy.</li> </ol> <p>Prepares an investigative report summarizing all relevant evidence. 34 C.F.R. §106.45(b)(5)(vii).</p>

Actor	Action
	<p>Sends to each party and the party’s advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response. <u>Id.</u></p> <p><b>Note:</b> This step must occur at least 10 school business days before the Initial Decision-Maker’s determination regarding responsibility. <u>Id.</u></p> <p>At the conclusion of the investigation, sends to the Initial Decision-Maker in an electronic format or hard copy:</p> <ol style="list-style-type: none"> <li>1. The Formal Title IX Sexual Harassment Complaint;</li> <li>2. All evidence gathered during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint’s allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence); and</li> <li>3. The investigative report.</li> </ol>

**G. Determination Regarding Responsibility; Remedies**

Initial Decision-Maker	<p>The Superintendent or designee acts as the Initial Decision-Maker for all Formal Title IX Sexual Harassment Complaints, unless it involves allegations against the Superintendent or designee or against a Board Member. In such cases, an outside consultant, e.g., an attorney or retired school administrator, acts as the Initial Decision-Maker.</p> <p><b>Reviews Investigative Report and Corresponding Materials; Opportunity for Parties to Submit Questions</b></p> <p>Reviews all materials received from the Investigator.</p> <p>Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, written, relevant questions that a party wants asked of any party or witness. 34 C.F.R. §106.45(b)(6)(ii). In the written notice, informs the parties that:</p> <ol style="list-style-type: none"> <li>1. Questions and evidence about the Complainant’s sexual predisposition or prior sexual behavior are not relevant, unless they: are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or concern specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and are offered to prove consent. <u>Id.</u></li> <li>2. Any questions must be submitted to the Initial Decision-Maker within five (5) school business days.</li> </ol> <p>Reviews any questions received from each party for submission to any party or witness.</p> <p>Determines which questions to forward to any party or witness for answers. If any proposed questions are excluded as not relevant,</p>
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	<p>provides the proposing party with a written explanation of the decision to exclude a question as not relevant. <u>Id.</u></p> <p>Forwards relevant questions to any party or witness with instructions to submit answers to the Initial Decision-Maker within five (5) school business days.</p> <p>Upon receipt of answers to questions, provides each party with copies of them. <u>Id.</u></p> <p>Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, additional, limited follow-up written, questions that a party wants asked of any party or witness. <u>Id.</u> Informs the parties that any questions must be submitted to the Initial Decision-Maker within five (5) school business days.</p> <p>Upon receipt of answers to the additional questions, provides each party with copies of them. <u>Id.</u></p> <p><b>Determination and Written Notice of Determination</b></p> <p>Basing all decisions on the <i>preponderance of evidence</i> standard, simultaneously issues to the parties a written determination regarding responsibility that (34 C.F.R. §106.45(b)(7)(ii)):</p> <ol style="list-style-type: none"> <li>1. Identifies the allegations potentially constituting Title IX sexual harassment;</li> <li>2. Describes the procedural steps taken from the receipt of the Formal Title IX Sexual Harassment Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;</li> <li>3. Contains findings of fact supporting the determination;</li> <li>4. Contains conclusions regarding the application of the District’s policies and procedures to the facts;</li> <li>5. Contains a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any recommended disciplinary sanctions for the District to impose on the Respondent, and whether remedies designed to restore or preserve equal access to the District’s education program or activity will be provided by the District to the Complainant; and</li> <li>6. Outlines the District’s procedures and permissible bases for the Complainant and Respondent to appeal.</li> </ol>
Title IX Coordinator	Implements any remedies for the Complainant as ordered by the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(iv).

## H. Appeals

The determination regarding responsibility becomes final either on the date that the Appellate Decision-Maker provides the parties with the written decision of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. 34 C.F.R. §106.45(b)(7)(iii).

Actor	Action
Complainant or Respondent	<p>Within 10 school business days after receiving the either the Initial Decision-Maker’s written determination regarding responsibility or the notice of dismissal of Formal Title IX Sexual Harassment Complaint, makes a written request to the Title IX Coordinator appealing the determination/dismissal based on:</p> <ol style="list-style-type: none"> <li>1. Procedural irregularity that affected the outcome.</li> <li>2. New evidence now available that could affect the outcome but that was not reasonably available at the time of the determination.</li> <li>3. The Title IX Coordinator, Investigator, or Initial Decision-Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome. 34 C.F.R. §106.45(b)(8)(i).</li> </ol> <p><b>Note:</b> The District may offer appeals on additional bases, so long as they are offered equally to both parties. 34 C.F.R. §106.45(b)(8)(ii). Consult the board attorney before offering additional appeal bases, as they may overlap with or impact related proceedings that occur separately from this Grievance Process, e.g., a student expulsion hearing or teacher dismissal hearing to impose recommended disciplinary sanctions as a result of this Grievance Process.</p>
Title IX Coordinator	<p>Upon receiving an appeal from one party:</p> <ol style="list-style-type: none"> <li>1. Notifies the other party in writing that an appeal has been filed.</li> <li>2. Provides both parties five (5) school business days to submit a written statement in support of, or challenging, the outcome.</li> <li>3. Promptly forwards all materials relative to the appeal to the Appellate Decision-Maker.</li> </ol> <p><b>Note:</b> The District must ensure that the Appellate Decision-Maker is not the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Board may, but is not required to, hear and decide the appeal; it is a suggestion that aligns with the appeal provisions in policy 2:260, <i>Uniform Grievance Procedure</i>, and with Ill. State Board of Education sex equity regulations requiring districts to “provide for final appeal of grievance decisions made at the system level to the system’s governing board.” 23 Ill.Admin.Code §200.40(c)(1). <b>If the Board acts as the Appellate Decision-Maker, the Board must receive the training in Section A.9, above.</b></p> <p><b>Note:</b> Some school attorneys recommend that the appeal not go to the Board, so that the Board’s objectivity is not called into question if it needs to conduct a hearing related to</p>

Actor	Action
	recommended disciplinary sanctions resulting from the Grievance Process. <b>Districts should discuss their options with their board attorney.</b>
Appellate Decision-Maker	<p>Within 30 school business days, affirms, reverses, or amends the written determination regarding responsibility or the notice of dismissal.</p> <p>Within five (5) school business days after its decision, simultaneously issues a written decision to both parties that describes the result of the appeal and the rationale for the result. 34 C.F.R. §106.45(b)(8)(iii)(E), (F).</p>

**I. Recordkeeping**

Actor	Action
Title IX Coordinator	<p>Creates and maintains, for a period of at least seven (7) years, records of (34 C.F.R. §106.45(b)(10)(i)):</p> <ol style="list-style-type: none"> <li>1. The sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore/preserve equal access to the District’s education program or activity;</li> <li>2. Any appeal and its result;</li> <li>3. Any informal resolution and its result; and</li> <li>4. All materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution.</li> </ol> <p>See 5:150, <i>Personnel Records</i>, and 5:150-AP, <i>Personnel Records</i>, addressing the identification, storage, and access to personnel records.</p> <p>See 7:340, <i>Student Records</i>, along with 7:340-AP1, <i>School Student Records</i>, and 7:340-AP2, <i>Storage and Destruction of School Student Records</i>, addressing the District’s legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records.</p>

**Exhibit – Title IX Sexual Harassment Glossary of Terms**

Use this exhibit to educate employees and students about Title IX terms, and with the required Title IX response and grievance process in Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, implemented by administrative procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

**Glossary of Terms**

**Actual Knowledge** – Notice of sexual harassment or allegations of sexual harassment to any District employee or to the District’s Title IX Coordinator. Assumption of knowledge based solely

on the District’s status as an employer or other presumption under law does not constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the Respondent. *Notice* as used here includes, but is not limited to, a report or complaint of sexual harassment to the Title IX Coordinator in person, by mail, by telephone, or by email using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. 34 C.F.R. §§ 106.30, 106.8(a).

**Appellate Decision-Maker** – An individual or group, e.g., a Board-appointed appeal examiner or the Board, which reviews an appeal of the Initial Decision-Maker’s determination regarding responsibility or a dismissal of a Formal Title IX Sexual Harassment Complaint (defined below). The Appellate Decision-Maker cannot be the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Appellate Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Complainant** – An individual who is alleged to be the victim of conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

**Consent** – Knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person’s manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (1) the person is incapacitated due to the use or influence of alcohol or drugs; (2) the person is asleep or unconscious; (3) the person is under age; or (4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.

**Note:** 34 C.F.R. §106.30, added at 85 Fed. Reg. 30574, states that Title IX recipients are not required to adopt a particular definition of consent with respect to sexual assault; however, in its 2020 Title IX rulemaking, the U.S. Dept. of Education (DOE) stated that “recipients must clearly define consent and must apply that definition consistently.” 85 Fed. Reg. 30125.

**Consult the Board Attorney if the District would like to customize this definition.**

**Education Program or Activity** – Includes locations, events, or circumstances in the United States over which the District exercised substantial control over both the Respondent and the context in which the sexual harassment occurred. 34 C.F.R. §106.44(a).

**Note:** Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). The District’s Title IX obligations extend to off-campus sexual harassment incidents “if the off-campus incident occurs as part of the [district]’s ‘operations’ pursuant to 20 U.S.C. 1687 and 34 CFR 106.2(h)” or if the District “exercised substantial control over the respondent and the context of alleged sexual harassment that occurred off campus pursuant to § 106.44(a).” 85 Fed. Reg. 30196. No single factor is determinative of whether the District exercised *substantial control* or whether an incident occurred as part of the District’s *operations*. *Id.* at 30197. *Operations* may include computer and internet networks, digital platforms, and computer hardware or software owned or operated

by, or used in, the District's operations. *Id.* at 30202. **Consult the Board Attorney for further guidance.**

**Formal Title IX Sexual Harassment Complaint** – A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation. At the time of filing a Formal Title IX Sexual Harassment Complaint, a Complainant must be participating in or attempting to participate in the District's education program or activity with which the Formal Title IX Sexual Harassment Complaint is filed.

**Note:** Whether a Complainant is *attempting to participate* is a fact-specific inquiry. For example, a Complainant who has graduated may still be attempting to participate in an education program where he or she intends to remain involved in alumni programs or activities. 85 Fed. Reg. 30138. **Consult the Board Attorney for further guidance.**

**Initial Decision-Maker** – An individual designated by the Title IX Coordinator to reach an initial determination regarding responsibility in a Formal Title IX Sexual Harassment Complaint (defined above) by applying the standard of proof set forth in 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*. See 85 Fed. Reg. 30054. The Title IX Coordinator cannot be the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(i). The Initial Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Investigator** – The Title IX Coordinator or an individual designated by the Title IX Coordinator to investigate a *Formal Title IX Sexual Harassment Complaint* (defined above) according to 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*. The Investigator must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Respondent** – An individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

**Supportive Measures** – Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant or Respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District will maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. 34 C.F.R. §106.30.

**Sexual Harassment Governed by Laws Other Than Title IX** – The District must also address sexual harassment that does not meet the definition of Title IX sexual harassment, including but not limited to sexual harassment in violation of the State Officials and Employees Ethics Act (5 ILCS 430/), Illinois Human Rights Act (775 ILCS 5/), and Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e *et seq.*).

For each report or complaint received, the Title IX Coordinator reviews the following Board policies to determine if they require additional action by the District in addition to or at the exclusion of policy 2:265, *Title IX Sexual Harassment Grievance Procedure*:

- 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
- 5:20, *Workplace Harassment Prohibited*. This policy prohibits employees from engaging in sexual harassment.
- 5:90, *Abused and Neglected Child Reporting*. This policy requires employees who suspect or receive knowledge that a student may be an abused or neglected child to immediately report their suspicion to the Ill. Dept. of Children and Family Services (DCFS). If an employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, it further requires the District to coordinate with the local Children's Advocacy Center.
- 5:120, *Employee Ethics; Conduct; and Conflict of Interest*. This policy sets forth high standards for employee ethics and conduct, and incorporates by reference the Code of Ethics for Illinois Educators.
- 7:20, *Harassment of Students Prohibited*. This policy prohibits all sexual harassment of students.
- 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes stalking, sexual harassment, sexual violence, or retaliation for asserting or alleging an act of bullying.
- 7:185, *Teen Dating Violence Prohibited*. This policy prohibits students 13-19 years of age from using or threatening to use physical, mental, or emotional abuse to control an individual in the dating relationship, and from using or threatening to use sexual violence in the dating relationship.
- 7:190, *Student Behavior*. This policy sets forth student conduct rules, prohibited student conduct, and behavioral interventions and disciplinary measures designed to address the causes of misbehavior and teach students positive behavioral skills.

**Title IX Sexual Harassment** – Conduct on the basis of sex that satisfies one or more of the following (34 C.F.R. §106.30):

- A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).
  - *Sexual assault* means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system (UCR Program) of the Federal Bureau of Investigation (FBI), and includes rape, fondling, incest, and statutory rape. 20 U.S.C. §1092(f)(6)(A)(v); 34 C.F.R. Part 668, Appendix A to Subpart D. For more information regarding the FBI UCR Program, see [www.fbi.gov/services/cjis/ucr/](http://www.fbi.gov/services/cjis/ucr/).
  - *Dating violence* means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and (2) where

the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 34 U.S.C. §12291(a)(10).

- *Domestic violence* includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. 34 U.S.C. §12291(a)(8).
- *Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others, or (2) suffer substantial emotional distress. 34 U.S.C. §12291(a)(30).

## **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 in 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.



## MEMORANDUM

**FROM:** Mrs. Sarah Farrington and Mr. Stephen Buchs  
Assistant Principals at Central High School

**TO:** District 301 Board of Education and Dr. Todd Stirn

**Date:** 06/20//2022

**RE:** Approval of Changes to the High School Handbook

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

- Page 2            personnel            update Athletic Director name
- Page 2            personnel            update Assistant Principal for Behavior
- Page 2            personnel            add new position (Assistant Athletic Director)
- Page 7            personnel            add social worker
- Page 7-8        triangle team        change RTI to MTSS and add paragraph
- Page 9            board policy 7:340    update board policy language
- Page 12         board policy 6:120    update board policy language
- Page 16         board policy 7:280    remove Covid verbiage
- Page 18         board policy 7:260    update board policy language
- Page 19         board policy 7:270    update board policy language
- Page 24         cafeteria                new language
- Page 26         board policy 6:235    update board policy language
- Page 28         board policy 7:140    update board policy language
- Page 29         student parking        change to jr/sr only
- Page 30         board policy 7:160    *update board policy language/remove mask guidance*
- Page 34         visitors                return to pre-covid rules
- Page 34         attendance/ truancy    remove A/B hybrid language
- Page 36         regional pathways    updated name
- Page 37         unexcused absences    remove "in-person or remote"
- Page 38         attendance            update times

- Page 41 Summative Assessment remove final exam language, update to summatives
- Page 41 credits change to 21
- Page 43 awards change honors to cum laude
- Page 45-50 board policy 7:190 update board policy language
- Page 55-56 board policy 7:180 update board policy title, add language
- Page 57-73 board policy 2:260 add board policy language
- Page 75 athletic/activity site update site links/name

Thank you for your time.

Sincerely,

Sarah Farrington

## High School Student Handbook Changes

Handbook Changes for 2022-2023:

Removals = ~~strike-through~~

New Language = BLUE

On the **Cover page**.

**Remove: 2021-2022**

**Replace with: 2022-2023**

*RATIONALE: School year update.*

---

**Page ii-**

Under the “**Table of contents**”

**Remove:**

~~Locker Policy~~

**Update to reflect title of board policy:**

## Search and Seizure Policy

*RATIONALE: Policy clean up.*

---

### Page ii-

Under the “**Table of contents**”

**Remove:**

~~Semester Exams~~

**Update title:**

Summative Assessment

*RATIONALE: Updated language to match current practice.*

---

### Page iii-

Under the “**Table of contents**”

**Add:**

Uniform Grievance Procedure (Board Policy 2:260)

Exhibit – Title IX Sexual Harassment Glossary of Terms (2-265)

Administrative Procedure – Formal Title IX Sexual Harassment Complaint Grievance Process

*RATIONALE: Updated board policy.*

---

### Page 1-

On the “**A Word of Welcome**” page.

**Remove: 2021-2022**

**Replace with: 2022-2023**

*RATIONALE: School year update.*

---

### Page 2-

On the “**CHS Administration**” page.

**Remove:**

~~Steve Diversey~~

**Replace with:**

Ted Juske

*RATIONALE: Personnel update.*

---

### Page 2-

On the “**CHS Administration**” page.

**Remove:**  
~~Stephen Buchs~~

**Replace with:**  
TBD

*RATIONALE: Personnel update.*

---

**Page 2-**  
On the “**CHS Administration**” page.

**Add:**  
TBD  
Assistant Athletics and Activities Director

*RATIONALE: New position added.*

---

**Page 7-**  
Under the “**Student Services Team**” section, update asst Principal name.

**Remove:**  
~~Stephen Buchs~~

**Replace with:**  
TBD Asst. Principal of Student Behavior and Environment

*RATIONALE: Personnel update.*

---

**Page 7-**  
Under the “**Student Services Team**” section, update asst Principal name.

Remove: ~~Madeline Tomlinson~~

**Replace with:**  
TBD ALOP Social Worker

*RATIONALE: Personnel update.*

---

**Page 7-**  
Under the “**Student Services Team**” section, update asst Principal name.

**Add:**  
Ms. Aimee Riddle

*RATIONALE: Personnel added.*

---

**Page 7-**

Under the “**Triangle Team**” section.

**Remove:** ~~RTI~~

**Replace with:** MTSS

*RATIONALE: Language clean up.*

---

**Page 7-8-**

Under the “**Triangle Team** ” section, 2nd paragraph.

**Add:**

A Multi-Tiered System of Support (MTSS) is a comprehensive framework for continuous improvement that is systemic, prevention-focused, and data-informed providing a cohesive continuum of supports responsive to meet the needs of ALL learners. The framework focuses on delivering high quality instruction in the areas of academics and social-emotional learning. It is a team-based approach that includes all stakeholders in developing and/or refining various District operations and system structures to enable efficiency and effectiveness in order to maximize student success. An MTSS framework supports a data based problem-solving approach using a system for defining and analyzing a problem, developing and implementing a plan, and evaluating the plan’s effectiveness. If academic and/or social-emotional concerns are identified by a school team member or parents, a Problem Solving Team (PST) meeting may be held to develop an intervention plan to address the concerns and a plan for monitoring progress. If the student does not respond to the intervention(s) in place, the student may be referred for an evaluation for special education services.

*RATIONALE: Newly adopted definition.*

---

**Page 9-**

Under the “**Student Records**” section.

**Remove:** ~~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.~~

**Replace with:** "School student records are confidential. Information from them shall not be released other than as provided by law A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records that are kept in staff members sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitations, 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 studentless than the age of 18 years who has been arrested or taken into custody.

State and federal law grant students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with state or federal law with regard to the release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records."

*RATIONALE: Board policy clean up.*

---

Under the “**Education of Children with Disabilities**” section.

**Remove:**

~~“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.”~~

**Replace with:**

The term children with disabilities, as used in this policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) Special Education rules, that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year.

*RATIONALE: Board policy clean up.*

---

**Page 13-**

Under the “**Education of Children with Disabilities**” section.

**Remove:**

~~“*Illinois State Board of Education’s Special Education rules*”~~

**Replace with:**

ISBE Special Education rules.

*RATIONALE: Board policy clean up.*

---

**Page 15-**

Under the “**Homeless Child**” section.

**Remove:**

~~“6:120”~~

**Replace with:**

6:140, Education of Homeless Children, governs the enrollment of homeless children.

*RATIONALE: Board policy clean up.*

---

**Page 16-**

Under the “**Communicable and Chronic Infectious Disease**” section.

**Remove:**

~~“**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."~~

*RATIONALE: Covid mitigation policies are no longer in place.*

---

## **Page 17-19**

Under (Board policy 7:260)

### **Remove:**

~~**EXCUSES FROM PE, 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.~~

### **Add:**

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

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

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

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or

2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.

Interscholastic or extracurricular athletic programs are organized school-sponsored or school sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.

*RATIONALE: Updated Board Policy*

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Under the “**MEDICATION POLICY (BOARD POLICY 7:270)**” section.

**Remove:**

~~“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.”~~

**Replace with:**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District’s procedures on dispensing medication.

*RATIONALE: Board policy clean up.*

---

**Page 20-**

Under the “**ADMINISTERING MEDICATION TO STUDENTS**” section.

**Remove:**

~~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.~~

~~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.~~

**Replace with:**

A student may possess and self-administer an epinephrine injector, e.g. EpiPen®, 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 Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed a School Medication Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Illinois Food allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the Federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

*RATIONALE: Board policy clean up.*

---

**Page 21-**

Under the “**SELF-CARRY & SELF-ADMINISTRATION OF MEDICATION**” section.

**Remove:** 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~~.

**Replace with:**

The 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 ~~including asthma medication or~~ epinephrine injector or ~~medication required under a qualifying plan~~. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, ~~asthma medication~~, and/or ~~a medication required under a qualifying plan~~.

*RATIONALE: Board policy clean up.*

---

**Page 24-**

Under the “Negative Lunch Balance” section.

**Add:**

**NEGATIVE LUNCH BALANCE**

Central 301 School's Food Service Department is committed to serving lunches to all students. Due to varied circumstances, students' lunch account, they will still receive the Value Meal of the Day. Ala Carte snacks (chips, cookies, ice cream, fruit juice, water, etc.) cannot be charged. Students must have money in their lunch account to purchase ala carte snack items. The negative balance is communicated to the parents/guardians through emails sent from the Food Service Office. Once lunches have been served without money in the lunch account, it is the parent's responsibility to respond to the negative balance email by depositing money in the

student's lunch account in [www.myschoolbucks.com](http://www.myschoolbucks.com). If negative lunch balances are not paid by the end of the school year, the negative balance is carried over to the next school year until the negative balance is paid.

### **FREE/REDUCED MEAL APPLICATIONS**

A student's eligibility for Free or reduced priced meals shall be determined by Family Size / Income Guidelines set annually by the U.S. and Department of Agriculture and distributed by the Illinois State Board of Education. The Free/Reduced Application can be found at [www.MyschoolApps.com](http://www.MyschoolApps.com). Parents/Guardians may access the Free/Reduced Application link after July 1st of each new school year. The application link can be found on the Food Service website in the Lunch Information section under MySchoolApps. Paper applications are not available. When you click the MySchoolApps link, read each page carefully. Answer all questions. You will not be able to complete the application if areas are skipped. The online application is a family application so all students and all people living in the household must be added to the application. You will need the student ID number for each student on the application. Your application must be complete before you click "submit". A notification letter will be sent to you listing the status of your application. Approved applications are not carried over to the next school year. You must complete a new application each school year.

### **REFUND OR TRANSFER LUNCH ACCOUNT MONEY**

For families requesting a refund from their child(ren) lunch account or transfer lunch money from one student to another, go to the Food Service Website > click on "Lunch Information" section. On the next page, locate Refund or Transfer Lunch Account Money – click on the link. Read the instructions carefully. Follow the instructions provided in each section.

*RATIONALE: District-wide change in lunch payment program.*

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#### **Page 25-**

Under the "CAFETERIA" section.

**Remove:**

~~2021-2022~~

**Replace with:**

**2022-2023**

*RATIONALE: Update school year.*

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#### **Page 26-**

Under the "Electronic Devices" section.

~~Remove: “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 2021-2022 school year.”~~

**Replace with:**

### **ACCESS TO THE DISTRICT’S ELECTRONIC NETWORKS**

Electronic networks, including the Internet, is a part of the District’s instructional program and serves to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the electronic network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **CURRICULUM AND APPROPRIATE ONLINE BEHAVIOR**

The use of the District’s electronic networks (1) shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) shall comply with the selection criteria for instructional materials and library resource center materials. As required by federal and state law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent’s implementation plan and any administrative procedures, rules, and other terms and conditions of electronic network use, use the Internet throughout the curriculum.

The District’s electronic network is part of the curriculum and is not a public forum for general use.

### **ACCEPTABLE USE**

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

---

**Page 28-**

Under the "Board Policy 7:140" section:

**Remove:**

~~"Locker Policy"~~

**Replace with:**

**SEARCH AND SEIZURE**

*RATIONALE: Board Policy clean up.*

---

**Page 28-**

Under the "Board Policy 7:140" section:

**Remove:**

~~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.~~

**Add:**

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.

*RATIONALE: Board Policy clean up.*

---

**Page 29-**

Under the "School Safety" section.

**Remove:** ~~"(6:20am to 7:00am and 7:25am to 2:46pm)"~~

**Add:** Students are required to keep their backpacks in the school supplied locker and cannot carry those items around with them. Students may carry a small bag or purse as long as

it does not disrupt the learning environment or pose a safety threat. Purses or a small bag must be able to fit into an 8"x12"x5" box.

*RATIONALE: Language clean up.*

---

**Page 29-**

Under the "Safety Drills" section.

**Remove: "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."~~

*RATIONALE: Updated policy and noted later in the handbook.*

---

**Page 29-**

Under the "STUDENT PARKING PERMITS & DRIVING REGULATIONS " section.

**Add: and be a Senior or Junior.**

*RATIONALE: Policy update due to growing enrollment.*

---

**Page 29-**

Under the "STUDENT PARKING PERMITS & DRIVING REGULATIONS " section.

**Remove:**

~~"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."~~

**Add:** Applications will be sent out to all eligible seniors and junior students using school issued email before the start of the school year. Eligible seniors will have the first opportunity to purchase a parking permit. One week later eligible juniors will have an opportunity to purchase a parking permit. All parking permits are sold and processed in person with completed documentation. Sophomores will not be offered or allowed to drive to school.

*RATIONALE: Language clean up.*

---

**Page 30-**

Under the “**Student Dress**” section, # 2.

**Add:** “small” and “Purses or a small bag must be able to fit into an 8”x12”x5” box.”

RATIONALE: To be consistent with the language used in the middle school handbook.

---

**Page 31- 33**

Under the “**Student Dress**” section.

**Remove:**

**“...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."~~

*RATIONALE: Remove face covering guidance as no longer mandated by the state.*

---

**Page 33-**

Under the "**Visitor**" section.

~~**Remove:** 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, 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.~~

*RATIONALE: Return to pre-Covid visitor guidelines*

---

**Page 34-**

Under the “Attendance and Truancy Policy” section, #2.

~~Remove: , whether remote or in person.....The following structures for instruction will be used:~~

~~○ In-person~~

~~○ Full-time Remote (medical exemption only).~~

*RATIONALE: Language not needed.*

---

**Page 35-**

Under the “Attendance and Truancy Policy” section.

~~Remove:~~

~~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.~~

*RATIONALE: We are not offering Remote Learning.*

---

**Page 36-**

Under the "**Attendance Procedures**" section, \*.

**Remove:**

~~**“FOX VALLEY CAREER CENTER”**~~

**Replace with:**

**REGIONAL PATHWAY**

*RATIONALE: Name update.*

---

**Page 37-**

Under the "**Unexcused Absence**" section.

**Remove:**

~~“(in-person or remote)”~~

*RATIONALE: No longer offering remote learning*

---

**Page 38**

Under the "**Class Cut**" Section,

**Remove:**

~~7:30am~~

**Replace with:**

8:13am

*RATIONALE: Bell schedule change.*

---

**Page 38**

Under the "**Tardiness**" Section,

**Remove:**

~~7:15am and 7:30am~~

**Replace with:**

7:58am and 8:13am

*RATIONALE: Bell schedule change.*

---

**Page 38**

Under the “**Tardiness**” Section,

**Remove:**

~~to school~~

*RATIONALE: Tardy Policy update.*

---

**Page 41-**

Under the “**Academics**” section.

**Remove:**

~~“**SEMESTER Exams.**”~~

- ~~1. All students are required to take a final exam for any correspondence or online course they are enrolled in.~~
- ~~2. 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.~~~~

**Replace With:**

**Summative Assessment**

*RATIONALE: Updated Language better reflects current practices.*

---

**Page 41**

Under the “**Graduation Requirements**” Section,

**Remove:**

~~“ 23.5”~~

**Replace with:**

~~“21”~~

*RATIONALE: Class schedule change.*

---

**Page 43-**

Under the “**SCHOLASTIC AWARDS**”

**Remove and Replace with:**

1. Students will graduate ~~honors~~ **Cum Laude** if they have earned at least a 3.40 G.P.A for their high school work. Students will graduate ~~with high honors~~ **Magna Cum Laude** if they have earned at least a 3.8 G.P.A. for their high school work. **Students will graduate Summa Cum Laude if they have earned a 4.0 G.P.A. or higher for their high school work.**
2. ~~Perfect attendance for each year will also be recognized at the end of each school year.~~

*RATIONALE: The senior awards were restructured this year. This update reflects those changes.*

---

**Page 45-**

Under the “ **Prohibited Student Conduct**” section, #3 a.

**Remove:**

~~(including medical cannabis, marijuana, and hashish).~~

**Replace with:**

(including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis-infused product under Ashley’s Law).

*RATIONALE: Updated Board Policy*

---

**Page 45-**

Under the “ **Prohibited Student Conduct**” section, #3 d.

**Replace with:**

unless the student is authorized to be administered a medical cannabis-infused product under *Ashley’s Law*.

*RATIONALE: Updated Board Policy*

---

**Page 46-**

Under the “ **Prohibited Student Conduct**” section, #5

**Remove:**

~~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.~~

**Page 46-**

Under the “ **Prohibited Student Conduct**” section, #10

**Remove:**

- ~~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.~~

**Page 47-**

Under the “ **Prohibited Student Conduct**” section, #9-21

**Update numbering:** ~~44.~~ **9.** Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying (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.

- ~~42.~~ **10.** Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- ~~43.~~ **11.** Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
- ~~44.~~ **12.** Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
- ~~45.~~ **13.** Entering school property or a school facility without proper authorization.
- ~~46.~~ **14.** In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
- ~~47.~~ **15.** Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
- ~~48.~~ **16.** Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any

other person to join, promise to join, or be pledged to become a member.

19. 17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
20. 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
21. 19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. 20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
23. 21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

*RATIONALE: Correct formatting error*

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**Page 49-**

Under the “**DISCIPLINARY MEASURES\_**” section.

**Remove:**

- ~~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.~~

**Update numbering:**8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

~~15.~~ 9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.

~~16.~~ 10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.

~~17.~~ 11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.

~~18.~~ 12. 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.~~ 13. ~~Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.~~ Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

~~20.~~ 14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

*RATIONALE: Board Policy clean up.*

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**Page 52-**

Under the "**STUDENT HANDBOOK**" section.

~~Remove: " Students and their parents/guardians must acknowledge receipt of the student handbook in some form upon receipt of the handbook."~~

*RATIONALE: This is processed electronically and is not necessary to have in writing.*

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**Page 53-**

Under the “**STUDENT SEARCH & SEIZURE (BOARD POLICY 7:140)**” section.

**Remove:** ~~“To”~~

**Replace:** “In order to”

*RATIONALE: Language clean up.*

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**Page 53-**

Under the “**(BOARD POLICY 7:180)**” section.

**Remove:** ~~“BULLYING POLICY”~~

**Replace:** “**PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**”

*RATIONALE: Board Policy updated title.*

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**Page 56-**

Under the “**(BOARD POLICY 7:180)**” section.

**Add:** “*Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidations, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.*”

“and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.”

*RATIONALE: Board Policy updated language.*

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**Page 56-**

Under the “**(BOARD POLICY 7:180)**” section.

**Remove:** ~~security guards.~~

**Replace with:** “deans assistants.”

*RATIONALE: Update personnel title*

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Under the “**BULLYING PREVENTION AND RESPONSE PLAN**” section.

**Remove and Replace with:** Students are encouraged to immediately report bullying. A report may be made orally or in writing to the **District 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. ~~Complaint Manager or any staff member. Anonymous reports are also accepted.~~** 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; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

### **UNIFORM GRIEVANCE PROCEDURE (Board Policy 2:260)**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, 42U.S.C.§12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C.§1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, Title IX Sexual Harassment Grievance Procedure
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. Title IX sexual harassment complaints are addressed under policy 2:265, Title IX Sexual Harassment Grievance Procedure.
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian

complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

#### Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

#### Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, school business days means days on which the District's main office is open.

#### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, Workplace Harassment Prohibited, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

### **Exhibit – Title IX Sexual Harassment Glossary of Terms**

Use this exhibit to educate employees and students about Title IX terms, and with the required Title IX response and grievance process in Board policy 2:265, Title IX Sexual Harassment Grievance Procedure, implemented by administrative procedures 2:265-AP1, Title IX Sexual Harassment Response, and 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process.

#### **Glossary of Terms**

**Actual Knowledge** – Notice of sexual harassment or allegations of sexual harassment to any District employee or to the District's Title IX Coordinator. Assumption of knowledge based solely on the District's status as an employer or other presumption under law does not constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the Respondent. Notice as used here includes, but is not limited to, a report or complaint of sexual harassment to the Title IX Coordinator in person, by mail, by telephone, or by email using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. 34 C.F.R. §§ 106.30, 106.8(a).

**Appellate Decision-Maker** – An individual or group, e.g., a Board-appointed appeal examiner or the Board, which reviews an appeal of the Initial Decision-Maker's determination regarding responsibility or a dismissal of a Formal Title IX Sexual Harassment Complaint (defined below). The Appellate Decision-Maker cannot be the same person as the Initial Decision-Maker, the

Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Appellate Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Complainant** – An individual who is alleged to be the victim of conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

**Consent** – Knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person’s manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (1) the person is incapacitated due to the use or influence of alcohol or drugs; (2) the person is asleep or unconscious; (3) the person is under age; or (4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.

Note: 34 C.F.R. §106.30, added at 85 Fed. Reg. 30574, states that Title IX recipients are not required to adopt a particular definition of consent with respect to sexual assault; however, in its 2020 Title IX rulemaking, the U.S. Dept. of Education (DOE) stated that “recipients must clearly define consent and must apply that definition consistently.” 85 Fed. Reg. 30125. Consult the Board Attorney if the District would like to customize this definition.

**Education Program or Activity** – Includes locations, events, or circumstances in the United States over which the District exercised substantial control over both the Respondent and the context in which the sexual harassment occurred. 34 C.F.R. §106.44(a).

Note: Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). The District’s Title IX obligations extend to off-campus sexual harassment incidents “if the off-campus incident occurs as part of the [district]’s ‘operations’ pursuant to 20 U.S.C. 1687 and 34 CFR 106.2(h)” or if the District “exercised substantial control over the respondent and the context of alleged sexual harassment that occurred off campus pursuant to § 106.44(a).” 85 Fed. Reg. 30196. No single factor is determinative of whether the District exercised substantial control or whether an incident occurred as part of the District’s operations. *Id.* at 30197. Operations may include computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in, the District’s operations. *Id.* at 30202. Consult the Board Attorney for further guidance.

**Formal Title IX Sexual Harassment Complaint** – A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation. At the time of filing a Formal Title IX Sexual Harassment Complaint, a Complainant must be participating in or attempting to participate in the District’s education program or activity with which the Formal Title IX Sexual Harassment Complaint is filed.

Note: Whether a Complainant is attempting to participate is a fact-specific inquiry. For example, a Complainant who has graduated may still be attempting to participate in an education program where he or she intends to remain involved in alumni programs or activities. 85 Fed. Reg. 30138. Consult the Board Attorney for further guidance.

**Initial Decision-Maker** – An individual designated by the Title IX Coordinator to reach an initial determination regarding responsibility in a Formal Title IX Sexual Harassment Complaint (defined above) by applying the standard of proof set forth in 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process. See 85 Fed. Reg. 30054. The Title IX Coordinator cannot be the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(i). The Initial Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Investigator** – The Title IX Coordinator or an individual designated by the Title IX Coordinator to investigate a Formal Title IX Sexual Harassment Complaint (defined above) according to 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process. The Investigator must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Respondent** – An individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

**Supportive Measures** – Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant or Respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District will maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. 34 C.F.R. §106.30.

**Sexual Harassment Governed by Laws Other Than Title IX** – The District must also address sexual harassment that does not meet the definition of Title IX sexual harassment, including but not limited to sexual harassment in violation of the State Officials and Employees Ethics Act (5 ILCS 430/), Illinois Human Rights Act (775 ILCS 5/), and Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e et seq.).

For each report or complaint received, the Title IX Coordinator reviews the following Board policies to determine if they require additional action by the District in addition to or at the exclusion of policy 2:265, Title IX Sexual Harassment Grievance Procedure:

- 2:260, Uniform Grievance Procedure. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
- 5:20, Workplace Harassment Prohibited. This policy prohibits employees from engaging in sexual harassment.
- 5:90, Abused and Neglected Child Reporting. This policy requires employees who suspect or receive knowledge that a student may be an abused or neglected child to immediately report their suspicion to the Ill. Dept. of Children and Family Services (DCFS). If an

employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, it further requires the District to coordinate with the local Children's Advocacy Center.

- 5:120, Employee Ethics; Conduct; and Conflict of Interest. This policy sets forth high standards for employee ethics and conduct, and incorporates by reference the Code of Ethics for Illinois Educators.
- 7:20, Harassment of Students Prohibited. This policy prohibits all sexual harassment of students.
- 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes stalking, sexual harassment, sexual violence, or retaliation for asserting or alleging an act of bullying.
- 7:185, Teen Dating Violence Prohibited. This policy prohibits students 13-19 years of age from using or threatening to use physical, mental, or emotional abuse to control an individual in the dating relationship, and from using or threatening to use sexual violence in the dating relationship.
- 7:190, Student Behavior. This policy sets forth student conduct rules, prohibited student conduct, and behavioral interventions and disciplinary measures designed to address the causes of misbehavior and teach students positive behavioral skills.

**Title IX Sexual Harassment** – Conduct on the basis of sex that satisfies one or more of the following (34 C.F.R. §106.30):

A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).

Sexual assault means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system (UCR Program) of the Federal Bureau of Investigation (FBI), and includes rape, fondling, incest, and statutory rape. 20 U.S.C. §1092(f)(6)(A)(v); 34 C.F.R. Part 668, Appendix A to Subpart D. For more information regarding the FBI UCR Program, see [www.fbi.gov/services/cjis/ucr/](http://www.fbi.gov/services/cjis/ucr/).

Dating violence means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and (2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 34 U.S.C. §12291(a)(10).

Domestic violence includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. 34 U.S.C. §12291(a)(8).

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others, or (2) suffer substantial emotional distress. 34 U.S.C. §12291(a)(30).

## Administrative Procedure – Formal Title IX Sexual Harassment Complaint Grievance Process

This procedure implements the District's investigation and response process to a Formal Title IX Sexual Harassment Complaint after a decision to pursue one has been made using 2:265-AP1, *Title IX Sexual Harassment Response*. See 34 C.F.R. Part 106. Use this procedure to comply with 34 C.F.R. §106.45, *Grievance process for formal complaints of sexual harassment*. Use exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, in conjunction with this procedure. This procedure contains a **Table of Contents** and lettered **Sections**.

### Table of Contents

- A. Overview of 34 C.F.R. §106.45 Grievance Process
- B. Notice of Allegations
- C. Consolidation of Formal Title IX Sexual Harassment Complaints
- D. Dismissal of Formal Title IX Sexual Harassment Complaint
- E. Informal Resolution of Formal Title IX Sexual Harassment Complaint
- F. Investigation of Formal Title IX Sexual Harassment Complaint
- G. Determination Regarding Responsibility; Remedies
- H. Appeals
- I. Recordkeeping

### Sections

#### **A. Overview of 34 C.F.R. §106.45 Grievance Process**

The District treats Complainants and Respondents engaging in the Formal Title IX Sexual Harassment Complaint Grievance Process (Grievance Process) equitably and adheres to the following guidelines:

1. Presumption of Non-Responsibility. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process. 34 C.F.R. §106.45(b)(1)(iv).
2. Grievance Process Required Before Imposing Sanctions. The District complies with this Grievance Process before imposing any disciplinary sanctions or other actions against a Respondent. 34 C.F.R. §106.45(b)(1)(i).
3. Supportive Measures. The District may provide counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures to Complainants and/or Respondents. 34 C.F.R. §106.45(b)(1)(ix). See 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for the definition of *supportive measures*.
4. Evidence Considered. All relevant evidence – including both inculpatory and exculpatory evidence – is objectively evaluated. Credibility determinations are not based on a person's status as a Complainant, Respondent, or witness. The District does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, e.g., attorney-client privilege, doctor-patient privilege, or spousal privilege, unless the person holding such privilege has waived the privilege. 34 C.F.R. §106.45(b)(1)(ii) and (x).
5. Standard of Proof. All determinations are based upon the *preponderance of evidence* standard. 34 C.F.R. §106.45(b)(1)(vii).

6. Right to Appeal. Each party may appeal any determination as described in **Section H. Appeals**, below. 34 C.F.R. §106.45(b)(1)(viii); 34 C.F.R. §106.45(b)(8)(i).
7. Timeline. This Grievance Process is concluded within 90 school business days after receipt of a Formal Title IX Sexual Harassment Complaint. As used in this Grievance Process, *school business days* means days on which the District's main office is open. For good cause, this Grievance Process may be temporarily delayed or extended for a limited time only if the Complainant and the Respondent are provided written notice of the delay/extension and the reasons for it. Good cause may include: the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. 34 C.F.R. §106.45(b)(1)(v).
8. Disciplinary Sanctions and Remedies. Following a determination of responsibility, the District may implement recommended disciplinary sanctions, up to and including: discharge, for a Respondent-employee; expulsion, for a Respondent-student; and termination of any existing contracts and/or prohibition from District property and activities, for a third-party Respondent. 34 C.F.R. §106.45(b)(1)(vi).

Where a determination of responsibility for sexual harassment is made against a Respondent, remedies designed to restore or preserve equal access to the District's education program or activities are provided to a Complainant. Remedies may include the same individualized services described in Supportive Measures, above. Unlike Supportive Measures, however, remedies may be disciplinary or punitive, and they may burden the Respondent. 34 C.F.R. §106.45(b)(1)(i). The District may implement remedies up to and including the recommended disciplinary sanctions described above. 34 C.F.R. §106.45(b)(1)(vi).

9. Training Requirements. The District ensures certain training requirements are met. At a minimum, any individual designated by the District as a Title IX Coordinator, investigator, decision-maker (including the Initial Decision-Maker and Appellate Decision-Maker), or any person designated by the District to facilitate an informal resolution process will:
  - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent; and
  - b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and Grievance Process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially (including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias).

Any individual designated by the District as an investigator receives training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any individual designated by the District as a decision-maker receives training on issues of relevance of questions and evidence, including training about when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant to the allegations. 34 C.F.R. §106.45(b)(1)(iii).

## **B. Notice of Allegations**

Upon signing a Formal Title IX Sexual Harassment Complaint or receiving a Formal Title IX Sexual Harassment Complaint filed by a Complainant, the Title IX Coordinator:

1. Provides written notice to all known parties of the following information:
  - a. This procedure 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*, including any available informal resolution process.

- b. The allegations of sexual harassment potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX sexual harassment, and the date and location of the alleged incident, if known.
  - c. That the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process.
  - d. That all parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
  - e. That all parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Title IX Sexual Harassment Complaint (including evidence the District does not intend to rely on in determining responsibility, and inculpatory or exculpatory evidence) so that each party can meaningfully respond to the evidence before the investigation concludes.
  - f. That the District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the Grievance Process.
2. Provides a second written notice to all known parties if, during the investigation, the District decides to investigate allegations not included in the first written notice.
  3. Decides whether to personally conduct the investigation or appoint a qualified investigator. If the Title IX Coordinator appoints a qualified investigator, provides written notice of the appointment to the Investigator.

#### When the Complainant's Identity Is Unknown

If the Complainant's identity is unknown, e.g., where a third party reports that a Complainant was victimized by sexual harassment but does not reveal the Complainant's identity, or a Complainant reports anonymously, the Grievance Process may proceed if the Title IX Coordinator determines it is necessary to sign a Formal Title IX Sexual Harassment Complaint, even though the written notice provided in **Section B.1**, above, will not include the Complainant's identity. 85 Fed. Reg. 30133. If the Complainant's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. *Id.* at f/n 594.

#### When the Respondent's Identity is Unknown

If the Respondent's identity is unknown, e.g. where a Complainant does not know the Respondent's identity, the Grievance Process shall proceed because an investigation might reveal the Respondent's identity, even though the written notice provided in **Section B.1**, above, will not include the Respondent's identity. If the Respondent's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. 85 Fed. Reg. 30138.

### **C. Consolidation of Formal Title IX Sexual Harassment Complaints**

When the allegations of sexual harassment arise out of the same facts or circumstances, the Title IX Coordinator may consolidate Formal Title IX Sexual Harassment Complaints alleging sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party. 34 C.F.R. §106.45(b)(4).

### **D. Dismissal of Formal Title IX Sexual Harassment Complaint**

After an investigation, if the Title IX Coordinator determines that the conduct alleged would not constitute Title IX sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator dismisses the Formal Title IX Sexual Harassment Complaint with regard to that conduct for purposes of Title IX sexual harassment only. Such a dismissal does not preclude action under another applicable District policy or procedure.

At any time during the investigation, the Title IX Coordinator may dismiss the Formal Title IX Sexual Harassment Complaint, or any allegations contained in it, if any of the following occur:

1. The Complainant notifies the Title IX Coordinator in writing that he or she wants to withdraw the Formal Title IX Sexual Harassment Complaint or any allegations contained in it;
2. The Respondent is no longer enrolled or employed by the District; or
3. Specific circumstances prevent the District from gathering enough evidence to reach a determination as to the Formal Title IX Sexual Harassment Complaint or allegations in it.

Upon dismissal, the Title IX Coordinator promptly sends simultaneous written notice to the parties of the dismissal, reason(s) for the dismissal, and the right to appeal the dismissal. 34 C.F.R. §106.45(b)(3).

**E. Informal Resolution of Formal Title IX Sexual Harassment Complaint**

At any time prior to reaching a determination regarding responsibility, the District may facilitate informal resolution of a Formal Title IX Sexual Harassment Complaint, such as mediation, that does not involve a full investigation and adjudication, provided that the District (34 C.F.R. §106.45(b)(9)):

1. Provides the parties written notice disclosing:
  - a. The allegations;
  - b. Informal resolution process requirements, including the circumstances where parties are precluded from resuming a Formal Title IX Sexual Harassment Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Grievance Process for the Formal Title IX Sexual Harassment Complaint; and
  - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. Obtains the parties' voluntary, written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

**F. Investigation of Formal Title IX Sexual Harassment Complaint**

The Investigator or Title IX Coordinator follows these steps when investigating the allegations in a Formal Title IX Sexual Harassment Complaint.

Actor	Action
Investigator or Title IX Coordinator	During an investigation and throughout the Grievance Process (34 C.F.R. §106.45(b)(5)): <ol style="list-style-type: none"> <li>1. Ensures that the burden of proof and burden of gathering evidence rest on the District and not the parties involved. 34 C.F.R. §106.45(b)(5)(i).</li> </ol>

Actor	Action
	<p>2. Provides an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. 34 C.F.R. §106.45(b)(5)(ii).</p> <p>3. Refrains from restricting the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. 34 C.F.R. §106.45(b)(5)(iii).</p> <p>4. Provides the parties the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice (who may, but is not required to, be an attorney). 34 C.F.R. §106.45(b)(5)(iv).</p> <p>5. Provides, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate. 34 C.F.R. §106.45(b)(5)(v).</p> <p>6. Provides the parties an equal opportunity to inspect and review any evidence obtained during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence). 34 C.F.R. §106.45(b)(5)(vi).</p> <p>7. Prior to the completion of the investigative report, sends to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy and provides each party with 10 school business days to submit a written response. <u>Id.</u></p> <p>8. Upon receipt of a party's written response to the evidence, reviews the response and sends a copy to the other party in an electronic format or a hard copy.</p> <p>Prepares an investigative report summarizing all relevant evidence. 34 C.F.R. §106.45(b)(5)(vii).</p> <p>Sends to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response. <u>Id.</u></p> <p><b>Note:</b> This step must occur at least 10 school business days before the Initial Decision-Maker's determination regarding responsibility. <u>Id.</u></p> <p>At the conclusion of the investigation, sends to the Initial Decision-Maker in an electronic format or hard copy:</p> <ol style="list-style-type: none"> <li>1. The Formal Title IX Sexual Harassment Complaint;</li> <li>2. All evidence gathered during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to</li> </ol>

Actor	Action
	<p>rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence); and</p> <p>3. The investigative report.</p>

**G. Determination Regarding Responsibility; Remedies**

<p>Initial Decision-Maker</p>	<p>The Superintendent or designee acts as the Initial Decision-Maker for all Formal Title IX Sexual Harassment Complaints, unless it involves allegations against the Superintendent or designee or against a Board Member. In such cases, an outside consultant, e.g., an attorney or retired school administrator, acts as the Initial Decision-Maker.</p> <p><b>Reviews Investigative Report and Corresponding Materials; Opportunity for Parties to Submit Questions</b></p> <p>Reviews all materials received from the Investigator.</p> <p>Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, written, relevant questions that a party wants asked of any party or witness. 34 C.F.R. §106.45(b)(6)(ii). In the written notice, informs the parties that:</p> <ol style="list-style-type: none"> <li>1. Questions and evidence about the Complainant’s sexual predisposition or prior sexual behavior are not relevant, unless they: are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or concern specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and are offered to prove consent. <u>Id.</u></li> <li>2. Any questions must be submitted to the Initial Decision-Maker within five (5) school business days.</li> </ol> <p>Reviews any questions received from each party for submission to any party or witness.</p> <p>Determines which questions to forward to any party or witness for answers. If any proposed questions are excluded as not relevant, provides the proposing party with a written explanation of the decision to exclude a question as not relevant. <u>Id.</u></p> <p>Forwards relevant questions to any party or witness with instructions to submit answers to the Initial Decision-Maker within five (5) school business days.</p> <p>Upon receipt of answers to questions, provides each party with copies of them. <u>Id.</u></p> <p>Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, additional, limited follow-up written, questions that a party wants asked of any party or witness. <u>Id.</u> Informs the parties that any questions must be submitted to the Initial Decision-Maker within five (5) school business days.</p>
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	<p>Upon receipt of answers to the additional questions, provides each party with copies of them. <u>Id.</u></p> <p><b>Determination and Written Notice of Determination</b></p> <p>Basing all decisions on the <i>preponderance of evidence</i> standard, simultaneously issues to the parties a written determination regarding responsibility that (34 C.F.R. §106.45(b)(7)(ii)):</p> <ol style="list-style-type: none"> <li>1. Identifies the allegations potentially constituting Title IX sexual harassment;</li> <li>2. Describes the procedural steps taken from the receipt of the Formal Title IX Sexual Harassment Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;</li> <li>3. Contains findings of fact supporting the determination;</li> <li>4. Contains conclusions regarding the application of the District's policies and procedures to the facts;</li> <li>5. Contains a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any recommended disciplinary sanctions for the District to impose on the Respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the Complainant; and</li> <li>6. Outlines the District's procedures and permissible bases for the Complainant and Respondent to appeal.</li> </ol>
Title IX Coordinator	Implements any remedies for the Complainant as ordered by the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(iv).

## H. Appeals

The determination regarding responsibility becomes final either on the date that the Appellate Decision-Maker provides the parties with the written decision of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. 34 C.F.R. §106.45(b)(7)(iii).

Actor	Action
Complainant or Respondent	<p>Within 10 school business days after receiving the either the Initial Decision-Maker's written determination regarding responsibility or the notice of dismissal of Formal Title IX Sexual Harassment Complaint, makes a written request to the Title IX Coordinator appealing the determination/dismissal based on:</p> <ol style="list-style-type: none"> <li>1. Procedural irregularity that affected the outcome.</li> <li>2. New evidence now available that could affect the outcome but that was not reasonably available at the time of the determination.</li> <li>3. The Title IX Coordinator, Investigator, or Initial Decision-Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual</li> </ol>

Actor	Action
	<p>Complainant or Respondent that affected the outcome. 34 C.F.R. §106.45(b)(8)(i).</p> <p><b>Note:</b> The District may offer appeals on additional bases, so long as they are offered equally to both parties. 34 C.F.R. §106.45(b)(8)(ii). Consult the board attorney before offering additional appeal bases, as they may overlap with or impact related proceedings that occur separately from this Grievance Process, e.g., a student expulsion hearing or teacher dismissal hearing to impose recommended disciplinary sanctions as a result of this Grievance Process.</p>
Title IX Coordinator	<p>Upon receiving an appeal from one party:</p> <ol style="list-style-type: none"> <li>1. Notifies the other party in writing that an appeal has been filed.</li> <li>2. Provides both parties five (5) school business days to submit a written statement in support of, or challenging, the outcome.</li> <li>3. Promptly forwards all materials relative to the appeal to the Appellate Decision-Maker.</li> </ol> <p><b>Note:</b> The District must ensure that the Appellate Decision-Maker is not the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Board may, but is not required to, hear and decide the appeal; it is a suggestion that aligns with the appeal provisions in policy 2:260, <i>Uniform Grievance Procedure</i>, and with Ill. State Board of Education sex equity regulations requiring districts to “provide for final appeal of grievance decisions made at the system level to the system’s governing board.” 23 Ill.Admin.Code §200.40(c)(1). <b>If the Board acts as the Appellate Decision-Maker, the Board must receive the training in Section A.9, above.</b></p> <p><b>Note:</b> Some school attorneys recommend that the appeal not go to the Board, so that the Board’s objectivity is not called into question if it needs to conduct a hearing related to recommended disciplinary sanctions resulting from the Grievance Process. <b>Districts should discuss their options with their board attorney.</b></p>
Appellate Decision-Maker	<p>Within 30 school business days, affirms, reverses, or amends the written determination regarding responsibility or the notice of dismissal.</p> <p>Within five (5) school business days after its decision, simultaneously issues a written decision to both parties that describes the result of the appeal and the rationale for the result. 34 C.F.R. §106.45(b)(8)(iii)(E), (F).</p>

**I. Recordkeeping**

<b>Actor</b>	<b>Action</b>
Title IX Coordinator	<p>Creates and maintains, for a period of at least seven (7) years, records of (34 C.F.R. §106.45(b)(10)(i)):</p> <ol style="list-style-type: none"> <li>1. The sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore/preserve equal access to the District's education program or activity;</li> <li>2. Any appeal and its result;</li> <li>3. Any informal resolution and its result; and</li> <li>4. All materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution.</li> </ol> <p>See 5:150, <i>Personnel Records</i>, and 5:150-AP, <i>Personnel Records</i>, addressing the identification, storage, and access to personnel records.</p> <p>See 7:340, <i>Student Records</i>, along with 7:340-AP1, <i>School Student Records</i>, and 7:340-AP2, <i>Storage and Destruction of School Student Records</i>, addressing the District's legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records.</p>

**TITLE IX SEXUAL HARASSMENT POLICY** – It is the policy of the District to maintain an environment for learning and working that is free from Title IX sexual harassment, as defined herein, and such conduct is prohibited. It is also the policy of the District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Additionally, the District does not discriminate in any manner, including Title IX sexual harassment, in any District education program or activity. Inquiries regarding the application of Title IX to the District may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

**THE DISTRICT'S TITLE IX COORDINATOR AND COMPLAINT MANGER IS:**  
**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

1. 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.

2. 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.

3. 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.
4. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. ~~A student's-~~ Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students. ~~treated as bullying for purposes of determining any consequences or other appropriate remedial actions.~~
5. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes determining any consequences or other appropriate remedial actions. ~~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.~~
6. 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.
7. 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), and must also be provided periodically throughout the school year to students and faculty.

8. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. 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. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

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. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

9. The Superintendent or designee shall fully implement 2:260 ~~the Board policies~~, including without limitation, the following:
  - a. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
  - ~~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.

*RATIONALE: Updated Board Policy.*

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**Page 75:**

Under the “**ATHLETICS, EXTRA-CURRICULAR, AND CO-CURRICULAR ACTIVITIES**”

**Remove:**

~~<http://il.8to18.com/bchs>,~~

**Replace with:**

<https://wearecentral.net/>

**Add:** To register go to <https://ccusd301-ar.schooltoday.com/>.

*RATIONALE: Site change.*

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# CENTRAL HIGH SCHOOL



**STUDENT HANDBOOK**

~~2021-2022~~

**2022-2023**

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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 ~~2021-2022~~ **2022-2023** 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

**Sarah Farrington**  
Assistant Principal of Operations

**Alex Paszt**  
Assistant Principal of College and  
Career Readiness

**Stephen Buchs**  
Assistant Principal of Student  
Behavior and Environment

**Cambron Culpepper**  
Assistant Athletic and Activities  
Director

~~Steve Diversey~~ **Ted Juske**  
Athletic and Activities Director,  
District Rentals

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**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**  
Deputy Superintendent

**Pam Porto**  
Director of Transportation

**Dan Polowy**  
Director of Facility Operations

**Pam Miranda**  
Director of Food Services

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**BOARD OF EDUCATION (BOE)**

Jeff Gorman – President  
Mitch Penar – Vice President  
Laura Rabe – Secretary

Junaid Afeef  
Marc Falk  
Dornetia Hemphill  
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](http://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. Alex Paszt	Asst. Principal of College and Career Readiness	ext. 8312
<del>Mr. Stephen Buchs</del>	Asst. Principal of Student Behavior and Environment	ext. <del>8306</del> 8314
Mrs. Melissa Baumgartner	Nurse	ext. 8321
Mrs. Teresa McMahon	Registrar	ext. 8311
Mrs. Lynette Jastrzebski	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. Sophia Baier	Social Worker	ext. 3011
Mrs. Cara Bussman	Social Worker	ext. 3008
Ms. Aimee Riddle	Social Worker	ext. TBD
<del>Mrs. Madeline Tomlinson</del>	ALOP Social Worker	ext. TBD

**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~~ MTSS 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.

A Multi-Tiered System of Support (MTSS) is a comprehensive framework for continuous improvement that is systemic, prevention-focused, and data-informed providing a cohesive continuum of supports responsive to meet the needs of ALL learners. The framework focuses on

delivering high quality instruction in the areas of academics and social-emotional learning. It is a team-based approach that includes all stakeholders in developing and/or refining various District operations and system structures to enable efficiency and effectiveness in order to maximize student success. An MTSS framework supports a data based problem-solving approach using a system for defining and analyzing a problem, developing and implementing a plan, and evaluating the plan's effectiveness. If academic and/or social-emotional concerns are identified by a school team member or parents, a Problem Solving Team (PST) meeting may be held to develop an intervention plan to address the concerns and a plan for monitoring progress. If the student does not respond to the intervention(s) in place, the student may be referred for an evaluation for special education services.

## **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.~~

School student records are confidential. Information from them shall not be released other than as provided by law A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or

at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records that are kept in staff members sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitations, 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 studentless than the age of 18 years who has been arrested or taken into custody.

State and federal law grant students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with state or federal law with regard to the release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

### **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.~~ The term children with disabilities, as used in this policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) *Special Education* rules, that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year.

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~~ ISBE 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](http://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](mailto: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~~ 6:140, [Education of Homeless Children, governs the enrollment of homeless children](#).

## **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. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

### **~~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 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~~ EXEMPTION FROM PHYSICAL EDUCATION (BOARD POLICY 7:260)**

### **~~EXCUSES FOR MEDICAL REASONS~~**

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

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

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

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or

2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.

Interscholastic or extracurricular athletic programs are organized school-sponsored or school sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.

~~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)**

#### **Administering Medicines to Students**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription and non-prescription medication until a completed and signed "School Medication Authorization 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 this policy and its implementing procedures.

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/Parent Handbook, shall provide access to the parents/guardians of students, and a hard copy of the handbook upon request.

#### Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g. EpiPen®, 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 Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed a School Medication Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Illinois Food allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the Federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against

any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

~~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 "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 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.~~

A student may possess and self-administer an epinephrine injector, e.g. EpiPen®, 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 Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed a School Medication Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Illinois Food allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the Federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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 **including asthma medication or epinephrine auto-injector or medication required under a qualifying plan.** ~~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~~, ~~asthma medication~~, and/or a medication ~~required under a qualifying plan~~. ~~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 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 on 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.

**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.

**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](http://myschoolbucks.com). You can contact MySchoolBucks directly by logging into your account to start a chat conversation or call them at (855)832-5226.

### **NEGATIVE LUNCH BALANCE**

Central 301 School's Food Service Department is committed to serving lunches to all students. Due to varied circumstances, students lunch account, they will still receive the Value Meal of the Day. Ala Carte snacks (chips, cookies, ice cream, fruit juice, water, etc." cannot be charged. Students must have money in their lunch account to purchase ala carte snack items. The negative balance is communicated to the parents/guardians through emails sent from the Food Service Office. Once lunches have been served without money in the lunch account, it is the parent's responsibility to respond to the negative balance email by depositing money in the student's lunch account in [www.myschoolbucks.com](http://www.myschoolbucks.com). If negative lunch balances are not paid by the end of the school year, the negative balance is carried over to the next school year until the negative balance is paid.

### **FREE/REDUCED MEAL APPLICATIONS**

A student's eligibility for Free or reduced priced meals shall be determined by Family Size / Income Guidelines set annually by the U.S. and Department of Agriculture and distributed by the Illinois State Board of Education. The Free/Reduced Application can be found at [www.MyschoolApps.com](http://www.MyschoolApps.com). Parents/Guardians may access the Free/Reduced Application link after July 1st of each new school year. The application link can be found on the Food Service website in the Lunch Information section under MySchoolApps. Paper applications are not available. When you click the MySchoolApps link, read each page carefully. Answer all questions. You will not be able to complete the application if areas are skipped. The online application is a family application so all students and all people living in the household

must be added to the application. You will need the student ID number for each student on the application. Your application must be complete before you click “submit”. A notification letter will be sent to you listing the status of your application. Approved applications are not carried over to the next school year. You must complete a new application each school year.

## **REFUND OR TRANSFER LUNCH ACCOUNT MONEY**

For families requesting a refund from their child(ren) lunch account or transfer lunch money from one student to another, go to the Food Service Website > click on “Lunch Information” section. On the next page, locate Refund or Transfer Lunch Account Money – click on the link. Read the instructions carefully. Follow the instructions provided in each section.

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 2022-2023 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 2021-2022 school year.~~

## **ACCESS TO THE DISTRICT'S ELECTRONIC NETWORKS**

Electronic networks, including the Internet, is a part of the District's instructional program and serves to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the electronic network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

## **CURRICULUM AND APPROPRIATE ONLINE BEHAVIOR**

The use of the District's electronic networks (1) shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) shall comply with the selection criteria for instructional materials and library resource center materials. As required by federal and state law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan and any administrative procedures, rules, and other terms and conditions of electronic network use, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

## **ACCEPTABLE USE**

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

## **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 exempt 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.

## **SEARCH AND SEIZURE ~~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 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.

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.

~~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. ~~Students are required to keep their backpacks in the school supplied locker and cannot carry those items around with them. Students may carry a small bag or purse as long as it does not disrupt the learning environment or pose a safety threat. Purses or a small bag must be able to fit into an 8"x12"x5" box.~~ 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 of a valid Illinois Driver's License, valid car insurance and have a cumulative GPA of 2.5 or higher **and be a Senior or Junior**.

~~Senior applications will be distributed at least 2 weeks prior to Junior applications.~~ Applications will be sent out to all eligible seniors and junior students using school issued email before the start of the school year. Eligible seniors will have the first opportunity to purchase a parking permit. One week later eligible juniors will have an opportunity to purchase a parking permit. All parking permits are sold and processed in person with completed documentation. ~~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.~~ Sophomores will not be offered or allowed to drive to school.

**\*\*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.
2. Students may carry a **small** bag or purse as long as it does not disrupt the learning environment or pose a safety threat. **Purses or a small bag must be able to fit into an 8"x12"x5" box.**
  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, 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.~~~~

CHS has a responsibility to maintain a learning environment that is safe. All visitors must initially report to the Main Office upon entering the school. Any person wishing to confer with a staff member should contact the staff member ahead of time to schedule an appointment.

All visitors must:

- Sign in and out.
- Wear a visitor name tag.
- Provide a reason for their visit.

NOTE: During school hours (7:00am – 3:05pm) access to the building will be limited. Students are not permitted to allow anyone from the outside to enter the building. Former CHS students will not be permitted to visit teachers during school hours, unless prior permission has been granted.

## 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:~~
  - ~~○ In-person~~
  - ~~○ 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 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. 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 REGIONAL PATHWAY STUDENTS:** Students enrolled in classes through [Regional Pathways](#) ~~the Fox Valley Career Center~~ are responsible for attending those classes and are expected to attend class daily. All students participating in the [Regional Pathways](#) ~~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 (continued on next page...)
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 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~~ 8:13am 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~~ 7:58am and 8:13am 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

P – Pass  
W – Withdrawn (no credit and no grade)

- C – Average
- D – Below average
- F – Fails to meet required standards

\*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 catalog 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 catalog.
2. The course must be repeated prior to the student taking any course for which it is a prerequisite.

## ~~SEMESTER Exams~~ Summative Assessment

1. All students must take ~~final exams~~ Summative Assessments 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 assessment~~ 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**

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~~ 21 credits

Counselors will review credits of students in ~~Fox Valley Career Regional Pathways~~ 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 to 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 **honors Cum Laude** if they have earned at least a 3.40 G.P.A for their high school work. Students will graduate **with high honors Magna Cum Laude** if they have earned at least a 3.8 G.P.A. for their high school work. **Students will graduate Summa Cum Laude if they have earned a 4.0 G.P.A. or higher 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. CLASSROOM INSTRUCTION**

- 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. 30 hours of classroom instruction is required by law to pass.

#### **2. BEHIND-THE-WHEEL**

- a. No student may begin behind-the-wheel driving until he/she has been enrolled and started in the classroom portion of the program.
- b. Six (6) hours of behind-the-wheel experience is required by law. 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 marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis-infused product under Ashley's Law). ~~(including medical cannabis, marijuana, and hashish).~~
  - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis-infused product under Ashley's Law.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

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

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

- 4. *Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.*
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

~~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.~~

- 6. Using or possessing a laser pointer or cell phone flashlight unless under a staff member’s direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

~~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. **9.** Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking,

harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying (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.

42. 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
43. 11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
44. 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
45. 13. Entering school property or a school facility without proper authorization.
46. 14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
47. 15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
48. 16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
49. 17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
20. 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
21. 19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. 20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
23. 21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an

attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **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. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.

7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

~~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. 8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

15. 9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.

16. 10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.

17. 11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.

18. 12. 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. ~~13. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.~~ Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
20. ~~14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.~~

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

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 theater, 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 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~~ **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 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~~ PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT (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.

*Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidations, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.*

**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, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

**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 **deans assistants 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 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. Complaint Manager or any staff member. Anonymous reports are also accepted.** 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; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

## **UNIFORM GRIEVANCE PROCEDURE (Board Policy 2:260)**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, 42U.S.C.§12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C.§1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, Title IX Sexual Harassment Grievance Procedure
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. Title IX sexual harassment complaints are addressed under policy 2:265, Title IX Sexual Harassment Grievance Procedure.
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7

9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

#### Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

#### Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, school business days means days on which the District's main office is open.

#### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, Workplace Harassment Prohibited, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

### **Exhibit – Title IX Sexual Harassment Glossary of Terms**

Use this exhibit to educate employees and students about Title IX terms, and with the required Title IX response and grievance process in Board policy 2:265, Title IX Sexual Harassment Grievance Procedure, implemented by administrative procedures 2:265-AP1, Title IX Sexual

Harassment Response, and 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process.

### **Glossary of Terms**

**Actual Knowledge** – Notice of sexual harassment or allegations of sexual harassment to any District employee or to the District’s Title IX Coordinator. Assumption of knowledge based solely on the District’s status as an employer or other presumption under law does not constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the Respondent. Notice as used here includes, but is not limited to, a report or complaint of sexual harassment to the Title IX Coordinator in person, by mail, by telephone, or by email using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. 34 C.F.R. §§ 106.30, 106.8(a).

**Appellate Decision-Maker** – An individual or group, e.g., a Board-appointed appeal examiner or the Board, which reviews an appeal of the Initial Decision-Maker’s determination regarding responsibility or a dismissal of a Formal Title IX Sexual Harassment Complaint (defined below). The Appellate Decision-Maker cannot be the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Appellate Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Complainant** – An individual who is alleged to be the victim of conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

**Consent** – Knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person’s manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (1) the person is incapacitated due to the use or influence of alcohol or drugs; (2) the person is asleep or unconscious; (3) the person is under age; or (4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.

Note: 34 C.F.R. §106.30, added at 85 Fed. Reg. 30574, states that Title IX recipients are not required to adopt a particular definition of consent with respect to sexual assault; however, in its 2020 Title IX rulemaking, the U.S. Dept. of Education (DOE) stated that “recipients must clearly define consent and must apply that definition consistently.” 85 Fed. Reg. 30125. Consult the Board Attorney if the District would like to customize this definition.

**Education Program or Activity** – Includes locations, events, or circumstances in the United States over which the District exercised substantial control over both the Respondent and the context in which the sexual harassment occurred. 34 C.F.R. §106.44(a).

Note: Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). The District’s Title IX obligations extend to off-campus sexual harassment incidents “if the off-campus incident occurs as part of the [district]’s ‘operations’ pursuant to 20 U.S.C. 1687 and 34 CFR 106.2(h)” or if the District “exercised substantial control over the respondent and the context of alleged sexual harassment that occurred off campus pursuant to § 106.44(a).” 85 Fed. Reg. 30196. No single factor is

determinative of whether the District exercised substantial control or whether an incident occurred as part of the District's operations. Id. at 30197. Operations may include computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in, the District's operations. Id. at 30202. Consult the Board Attorney for further guidance.

**Formal Title IX Sexual Harassment Complaint** – A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation. At the time of filing a Formal Title IX Sexual Harassment Complaint, a Complainant must be participating in or attempting to participate in the District's education program or activity with which the Formal Title IX Sexual Harassment Complaint is filed.

Note: Whether a Complainant is attempting to participate is a fact-specific inquiry. For example, a Complainant who has graduated may still be attempting to participate in an education program where he or she intends to remain involved in alumni programs or activities. 85 Fed. Reg. 30138. Consult the Board Attorney for further guidance.

**Initial Decision-Maker** – An individual designated by the Title IX Coordinator to reach an initial determination regarding responsibility in a Formal Title IX Sexual Harassment Complaint (defined above) by applying the standard of proof set forth in 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process. See 85 Fed. Reg. 30054. The Title IX Coordinator cannot be the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(i). The Initial Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Investigator** – The Title IX Coordinator or an individual designated by the Title IX Coordinator to investigate a Formal Title IX Sexual Harassment Complaint (defined above) according to 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process. The Investigator must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Respondent** – An individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

**Supportive Measures** – Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant or Respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District will maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. 34 C.F.R. §106.30.

**Sexual Harassment Governed by Laws Other Than Title IX** – The District must also address sexual harassment that does not meet the definition of Title IX sexual harassment, including but not limited to sexual harassment in violation of the State Officials and Employees Ethics Act (5

ILCS 430/), Illinois Human Rights Act (775 ILCS 5/), and Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e et seq.).

For each report or complaint received, the Title IX Coordinator reviews the following Board policies to determine if they require additional action by the District in addition to or at the exclusion of policy 2:265, Title IX Sexual Harassment Grievance Procedure:

- 2:260, Uniform Grievance Procedure. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
- 5:20, Workplace Harassment Prohibited. This policy prohibits employees from engaging in sexual harassment.
- 5:90, Abused and Neglected Child Reporting. This policy requires employees who suspect or receive knowledge that a student may be an abused or neglected child to immediately report their suspicion to the Ill. Dept. of Children and Family Services (DCFS). If an employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, it further requires the District to coordinate with the local Children's Advocacy Center.
- 5:120, Employee Ethics; Conduct; and Conflict of Interest. This policy sets forth high standards for employee ethics and conduct, and incorporates by reference the Code of Ethics for Illinois Educators.
- 7:20, Harassment of Students Prohibited. This policy prohibits all sexual harassment of students.
- 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes stalking, sexual harassment, sexual violence, or retaliation for asserting or alleging an act of bullying.
- 7:185, Teen Dating Violence Prohibited. This policy prohibits students 13-19 years of age from using or threatening to use physical, mental, or emotional abuse to control an individual in the dating relationship, and from using or threatening to use sexual violence in the dating relationship.
- 7:190, Student Behavior. This policy sets forth student conduct rules, prohibited student conduct, and behavioral interventions and disciplinary measures designed to address the causes of misbehavior and teach students positive behavioral skills.

**Title IX Sexual Harassment** – Conduct on the basis of sex that satisfies one or more of the following (34 C.F.R. §106.30):

A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).

Sexual assault means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system (UCR Program) of the Federal Bureau of Investigation (FBI), and includes rape, fondling, incest, and statutory rape. 20 U.S.C. §1092(f)(6)(A)(v); 34 C.F.R. Part 668, Appendix A to Subpart D. For more information regarding the FBI UCR Program, see [www.fbi.gov/services/cjis/ucr/](http://www.fbi.gov/services/cjis/ucr/).

Dating violence means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and (2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 34 U.S.C. §12291(a)(10).

Domestic violence includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. 34 U.S.C. §12291(a)(8).

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others, or (2) suffer substantial emotional distress. 34 U.S.C. §12291(a)(30).

### Administrative Procedure – Formal Title IX Sexual Harassment Complaint Grievance Process

This procedure implements the District's investigation and response process to a Formal Title IX Sexual Harassment Complaint after a decision to pursue one has been made using 2:265-AP1, *Title IX Sexual Harassment Response*. See 34 C.F.R. Part 106. Use this procedure to comply with 34 C.F.R. §106.45, *Grievance process for formal complaints of sexual harassment*. Use exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, in conjunction with this procedure.

This procedure contains a **Table of Contents** and lettered **Sections**.

#### Table of Contents

- A. Overview of 34 C.F.R. §106.45 Grievance Process
- B. Notice of Allegations
- C. Consolidation of Formal Title IX Sexual Harassment Complaints
- D. Dismissal of Formal Title IX Sexual Harassment Complaint
- E. Informal Resolution of Formal Title IX Sexual Harassment Complaint
- F. Investigation of Formal Title IX Sexual Harassment Complaint
- G. Determination Regarding Responsibility; Remedies
- H. Appeals
- I. Recordkeeping

#### Sections

##### **A. Overview of 34 C.F.R. §106.45 Grievance Process**

The District treats Complainants and Respondents engaging in the Formal Title IX Sexual Harassment Complaint Grievance Process (Grievance Process) equitably and adheres to the following guidelines:

1. Presumption of Non-Responsibility. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process. 34 C.F.R. §106.45(b)(1)(iv).
2. Grievance Process Required Before Imposing Sanctions. The District complies with this Grievance Process before imposing any disciplinary sanctions or other actions against a Respondent. 34 C.F.R. §106.45(b)(1)(i).
3. Supportive Measures. The District may provide counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus

escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures to Complainants and/or Respondents. 34 C.F.R. §106.45(b)(1)(ix). See 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for the definition of *supportive measures*.

4. Evidence Considered. All relevant evidence – including both inculpatory and exculpatory evidence – is objectively evaluated. Credibility determinations are not based on a person’s status as a Complainant, Respondent, or witness. The District does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, e.g., attorney-client privilege, doctor-patient privilege, or spousal privilege, unless the person holding such privilege has waived the privilege. 34 C.F.R. §106.45(b)(1)(ii) and (x).
5. Standard of Proof. All determinations are based upon the *preponderance of evidence* standard. 34 C.F.R. §106.45(b)(1)(vii).
6. Right to Appeal. Each party may appeal any determination as described in **Section H. Appeals**, below. 34 C.F.R. §106.45(b)(1)(viii); 34 C.F.R. §106.45(b)(8)(i).
7. Timeline. This Grievance Process is concluded within 90 school business days after receipt of a Formal Title IX Sexual Harassment Complaint. As used in this Grievance Process, *school business days* means days on which the District’s main office is open. For good cause, this Grievance Process may be temporarily delayed or extended for a limited time only if the Complainant and the Respondent are provided written notice of the delay/extension and the reasons for it. Good cause may include: the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. 34 C.F.R. §106.45(b)(1)(v).
8. Disciplinary Sanctions and Remedies. Following a determination of responsibility, the District may implement recommended disciplinary sanctions, up to and including: discharge, for a Respondent-employee; expulsion, for a Respondent-student; and termination of any existing contracts and/or prohibition from District property and activities, for a third-party Respondent. 34 C.F.R. §106.45(b)(1)(vi).

Where a determination of responsibility for sexual harassment is made against a Respondent, remedies designed to restore or preserve equal access to the District’s education program or activities are provided to a Complainant. Remedies may include the same individualized services described in Supportive Measures, above. Unlike Supportive Measures, however, remedies may be disciplinary or punitive, and they may burden the Respondent. 34 C.F.R. §106.45(b)(1)(i). The District may implement remedies up to and including the recommended disciplinary sanctions described above. 34 C.F.R. §106.45(b)(1)(vi).

9. Training Requirements. The District ensures certain training requirements are met. At a minimum, any individual designated by the District as a Title IX Coordinator, investigator, decision-maker (including the Initial Decision-Maker and Appellate Decision-Maker), or any person designated by the District to facilitate an informal resolution process will:
  - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent; and
  - b. Receive training on the definition of sexual harassment, the scope of the District’s education program or activity, how to conduct an investigation and Grievance Process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially (including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias).

Any individual designated by the District as an investigator receives training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any individual designated by the District as a decision-maker receives training on issues of relevance of questions and evidence, including training about when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant to the allegations. 34 C.F.R. §106.45(b)(1)(iii).

## **B. Notice of Allegations**

Upon signing a Formal Title IX Sexual Harassment Complaint or receiving a Formal Title IX Sexual Harassment Complaint filed by a Complainant, the Title IX Coordinator:

1. Provides written notice to all known parties of the following information:
  - a. This procedure 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*, including any available informal resolution process.
  - b. The allegations of sexual harassment potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX sexual harassment, and the date and location of the alleged incident, if known.
  - c. That the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process.
  - d. That all parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
  - e. That all parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Title IX Sexual Harassment Complaint (including evidence the District does not intend to rely on in determining responsibility, and inculpatory or exculpatory evidence) so that each party can meaningfully respond to the evidence before the investigation concludes.
  - f. That the District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the Grievance Process.
2. Provides a second written notice to all known parties if, during the investigation, the District decides to investigate allegations not included in the first written notice.
3. Decides whether to personally conduct the investigation or appoint a qualified investigator. If the Title IX Coordinator appoints a qualified investigator, provides written notice of the appointment to the Investigator.

### When the Complainant's Identity Is Unknown

If the Complainant's identity is unknown, e.g., where a third party reports that a Complainant was victimized by sexual harassment but does not reveal the Complainant's identity, or a Complainant reports anonymously, the Grievance Process may proceed if the Title IX Coordinator determines it is necessary to sign a Formal Title IX Sexual Harassment Complaint, even though the written notice provided in **Section B.1**, above, will not include the Complainant's identity. 85 Fed. Reg. 30133. If the Complainant's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. *Id.* at f/n 594.

### When the Respondent's Identity is Unknown

If the Respondent's identity is unknown, e.g. where a Complainant does not know the Respondent's identity, the Grievance Process shall proceed because an investigation might reveal the Respondent's identity, even though the written notice provided in **Section B.1**, above, will not include the Respondent's identity. If the Respondent's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. 85 Fed. Reg. 30138.

### **C. Consolidation of Formal Title IX Sexual Harassment Complaints**

When the allegations of sexual harassment arise out of the same facts or circumstances, the Title IX Coordinator may consolidate Formal Title IX Sexual Harassment Complaints alleging sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party. 34 C.F.R. §106.45(b)(4).

### **D. Dismissal of Formal Title IX Sexual Harassment Complaint**

After an investigation, if the Title IX Coordinator determines that the conduct alleged would not constitute Title IX sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator dismisses the Formal Title IX Sexual Harassment Complaint with regard to that conduct for purposes of Title IX sexual harassment only. Such a dismissal does not preclude action under another applicable District policy or procedure.

At any time during the investigation, the Title IX Coordinator may dismiss the Formal Title IX Sexual Harassment Complaint, or any allegations contained in it, if any of the following occur:

1. The Complainant notifies the Title IX Coordinator in writing that he or she wants to withdraw the Formal Title IX Sexual Harassment Complaint or any allegations contained in it;
2. The Respondent is no longer enrolled or employed by the District; or
3. Specific circumstances prevent the District from gathering enough evidence to reach a determination as to the Formal Title IX Sexual Harassment Complaint or allegations in it.

Upon dismissal, the Title IX Coordinator promptly sends simultaneous written notice to the parties of the dismissal, reason(s) for the dismissal, and the right to appeal the dismissal. 34 C.F.R. §106.45(b)(3).

### **E. Informal Resolution of Formal Title IX Sexual Harassment Complaint**

At any time prior to reaching a determination regarding responsibility, the District may facilitate informal resolution of a Formal Title IX Sexual Harassment Complaint, such as mediation, that does not involve a full investigation and adjudication, provided that the District (34 C.F.R. §106.45(b)(9)):

1. Provides the parties written notice disclosing:
  - a. The allegations;
  - b. Informal resolution process requirements, including the circumstances where parties are precluded from resuming a Formal Title IX Sexual Harassment Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Grievance Process for the Formal Title IX Sexual Harassment Complaint; and
  - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

2. Obtains the parties' voluntary, written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

**F. Investigation of Formal Title IX Sexual Harassment Complaint**

The Investigator or Title IX Coordinator follows these steps when investigating the allegations in a Formal Title IX Sexual Harassment Complaint.

Actor	Action
Investigator or Title IX Coordinator	<p>During an investigation and throughout the Grievance Process (34 C.F.R. §106.45(b)(5)):</p> <ol style="list-style-type: none"> <li>1. Ensures that the burden of proof and burden of gathering evidence rest on the District and not the parties involved. 34 C.F.R. §106.45(b)(5)(i).</li> <li>2. Provides an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. 34 C.F.R. §106.45(b)(5)(ii).</li> <li>3. Refrains from restricting the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. 34 C.F.R. §106.45(b)(5)(iii).</li> <li>4. Provides the parties the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice (who may, but is not required to, be an attorney). 34 C.F.R. §106.45(b)(5)(iv).</li> <li>5. Provides, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate. 34 C.F.R. §106.45(b)(5)(v).</li> <li>6. Provides the parties an equal opportunity to inspect and review any evidence obtained during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence). 34 C.F.R. §106.45(b)(5)(vi).</li> <li>7. Prior to the completion of the investigative report, sends to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy and provides each party with 10 school business days to submit a written response. <u>Id.</u></li> <li>8. Upon receipt of a party's written response to the evidence, reviews the response and sends a copy to the other party in an electronic format or a hard copy.</li> </ol> <p>Prepares an investigative report summarizing all relevant evidence. 34 C.F.R. §106.45(b)(5)(vii).</p>

Actor	Action
	<p>Sends to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response. <u>Id.</u></p> <p><b>Note:</b> This step must occur at least 10 school business days before the Initial Decision-Maker's determination regarding responsibility. <u>Id.</u></p> <p>At the conclusion of the investigation, sends to the Initial Decision-Maker in an electronic format or hard copy:</p> <ol style="list-style-type: none"> <li>1. The Formal Title IX Sexual Harassment Complaint;</li> <li>2. All evidence gathered during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence); and</li> <li>3. The investigative report.</li> </ol>

**G. Determination Regarding Responsibility; Remedies**

Initial Decision-Maker	<p>The Superintendent or designee acts as the Initial Decision-Maker for all Formal Title IX Sexual Harassment Complaints, unless it involves allegations against the Superintendent or designee or against a Board Member. In such cases, an outside consultant, e.g., an attorney or retired school administrator, acts as the Initial Decision-Maker.</p> <p><b>Reviews Investigative Report and Corresponding Materials; Opportunity for Parties to Submit Questions</b></p> <p>Reviews all materials received from the Investigator.</p> <p>Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, written, relevant questions that a party wants asked of any party or witness. 34 C.F.R. §106.45(b)(6)(ii). In the written notice, informs the parties that:</p> <ol style="list-style-type: none"> <li>1. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless they: are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. <u>Id.</u></li> <li>2. Any questions must be submitted to the Initial Decision-Maker within five (5) school business days.</li> </ol> <p>Reviews any questions received from each party for submission to any party or witness.</p> <p>Determines which questions to forward to any party or witness for answers. If any proposed questions are excluded as not relevant, provides the proposing party with a written explanation of the decision to exclude a question as not relevant. <u>Id.</u></p>
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	<p>Forwards relevant questions to any party or witness with instructions to submit answers to the Initial Decision-Maker within five (5) school business days.</p> <p>Upon receipt of answers to questions, provides each party with copies of them. <u>Id.</u></p> <p>Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, additional, limited follow-up written, questions that a party wants asked of any party or witness. <u>Id.</u> Informs the parties that any questions must be submitted to the Initial Decision-Maker within five (5) school business days.</p> <p>Upon receipt of answers to the additional questions, provides each party with copies of them. <u>Id.</u></p> <p><b>Determination and Written Notice of Determination</b></p> <p>Basing all decisions on the <i>preponderance of evidence</i> standard, simultaneously issues to the parties a written determination regarding responsibility that (34 C.F.R. §106.45(b)(7)(ii)):</p> <ol style="list-style-type: none"> <li>1. Identifies the allegations potentially constituting Title IX sexual harassment;</li> <li>2. Describes the procedural steps taken from the receipt of the Formal Title IX Sexual Harassment Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;</li> <li>3. Contains findings of fact supporting the determination;</li> <li>4. Contains conclusions regarding the application of the District's policies and procedures to the facts;</li> <li>5. Contains a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any recommended disciplinary sanctions for the District to impose on the Respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the Complainant; and</li> <li>6. Outlines the District's procedures and permissible bases for the Complainant and Respondent to appeal.</li> </ol>
Title IX Coordinator	Implements any remedies for the Complainant as ordered by the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(iv).

## H. Appeals

The determination regarding responsibility becomes final either on the date that the Appellate Decision-Maker provides the parties with the written decision of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. 34 C.F.R. §106.45(b)(7)(iii).

<b>Actor</b>	<b>Action</b>
Complainant or Respondent	Within 10 school business days after receiving the either the Initial Decision-Maker's written determination regarding

Actor	Action
	<p>responsibility or the notice of dismissal of Formal Title IX Sexual Harassment Complaint, makes a written request to the Title IX Coordinator appealing the determination/dismissal based on:</p> <ol style="list-style-type: none"> <li>1. Procedural irregularity that affected the outcome.</li> <li>2. New evidence now available that could affect the outcome but that was not reasonably available at the time of the determination.</li> <li>3. The Title IX Coordinator, Investigator, or Initial Decision-Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome. 34 C.F.R. §106.45(b)(8)(i).</li> </ol> <p><b>Note:</b> The District may offer appeals on additional bases, so long as they are offered equally to both parties. 34 C.F.R. §106.45(b)(8)(ii). Consult the board attorney before offering additional appeal bases, as they may overlap with or impact related proceedings that occur separately from this Grievance Process, e.g., a student expulsion hearing or teacher dismissal hearing to impose recommended disciplinary sanctions as a result of this Grievance Process.</p>
Title IX Coordinator	<p>Upon receiving an appeal from one party:</p> <ol style="list-style-type: none"> <li>1. Notifies the other party in writing that an appeal has been filed.</li> <li>2. Provides both parties five (5) school business days to submit a written statement in support of, or challenging, the outcome.</li> <li>3. Promptly forwards all materials relative to the appeal to the Appellate Decision-Maker.</li> </ol> <p><b>Note:</b> The District must ensure that the Appellate Decision-Maker is not the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Board may, but is not required to, hear and decide the appeal; it is a suggestion that aligns with the appeal provisions in policy 2:260, <i>Uniform Grievance Procedure</i>, and with Ill. State Board of Education sex equity regulations requiring districts to “provide for final appeal of grievance decisions made at the system level to the system’s governing board.” 23 Ill.Admin.Code §200.40(c)(1). <b>If the Board acts as the Appellate Decision-Maker, the Board must receive the training in Section A.9, above.</b></p> <p><b>Note:</b> Some school attorneys recommend that the appeal not go to the Board, so that the Board’s objectivity is not called into question if it needs to conduct a hearing related to recommended disciplinary sanctions resulting from the</p>

Actor	Action
	Grievance Process. <b>Districts should discuss their options with their board attorney.</b>
Appellate Decision-Maker	<p>Within 30 school business days, affirms, reverses, or amends the written determination regarding responsibility or the notice of dismissal.</p> <p>Within five (5) school business days after its decision, simultaneously issues a written decision to both parties that describes the result of the appeal and the rationale for the result. 34 C.F.R. §106.45(b)(8)(iii)(E), (F).</p>

**I. Recordkeeping**

Actor	Action
Title IX Coordinator	<p>Creates and maintains, for a period of at least seven (7) years, records of (34 C.F.R. §106.45(b)(10)(i)):</p> <ol style="list-style-type: none"> <li>1. The sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore/preserve equal access to the District's education program or activity;</li> <li>2. Any appeal and its result;</li> <li>3. Any informal resolution and its result; and</li> <li>4. All materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution.</li> </ol> <p>See 5:150, <i>Personnel Records</i>, and 5:150-AP, <i>Personnel Records</i>, addressing the identification, storage, and access to personnel records.</p> <p>See 7:340, <i>Student Records</i>, along with 7:340-AP1, <i>School Student Records</i>, and 7:340-AP2, <i>Storage and Destruction of School Student Records</i>, addressing the District's legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records.</p>

**TITLE IX SEXUAL HARASSMENT POLICY** – It is the policy of the District to maintain an environment for learning and working that is free from Title IX sexual harassment, as defined herein, and such conduct is prohibited. It is also the policy of the District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Additionally, the District does not discriminate in any manner, including Title IX sexual harassment, in any District education program or activity. Inquiries regarding the application of Title IX to the District may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

**THE DISTRICT'S TITLE IX COORDINATOR AND COMPLAINT MANGER IS:  
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~~ Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students. ~~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, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for

purposes determining any consequences or other appropriate remedial actions. ~~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), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. 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. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

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. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement 2:260 ~~the Board policies~~, including without limitation, the following:
  - a. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
  - ~~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 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 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 detectable, 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>, <https://wearecentral.net/> and in the CHS Code of Conduct. To register go to <https://ccusd301-ar.rschoolday.com/>.

#### 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>, <https://wearecentral.net/>. 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  in 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 <i>takes Medicaid &amp; a variety of insurance plans</i>	1120 Randall Court Geneva, IL	630-232-1070
Cadence Behavioral Health (Northwestern Medicine) - St Charles <i>appointment required, takes Medicaid</i>	964 N 5 <sup>th</sup> Ave St Charles, IL	630-933-4000
Cadence Behavioral Health (Northwestern Medicine) - Winfield <i>appointment required, takes Medicaid</i>	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	<a href="http://www.state.il.us/dcfs/index.shtml">http://www.state.il.us/dcfs/index.shtml</a>	(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	<a href="http://www.rainbows.org/programs.asp">http://www.rainbows.org/programs.asp</a>	(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

<del>See-Saw in Burlington</del>	<del>275 South Ave. Burlington, IL 60109</del>	<del>(847) 683-8687</del>
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)*

<b>Differences in Policies and Procedures</b>	
<b>High School</b>	<b>College</b>
<ul style="list-style-type: none"> <li>• The school is responsible for identifying students with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• The student must self identify or disclose his/her disability</li> </ul>
<ul style="list-style-type: none"> <li>• The school must provide the assessment of disability, classify disability, and involve parents</li> </ul>	<ul style="list-style-type: none"> <li>• The student must provide documentation of his/her disability to the designated office</li> </ul>
<ul style="list-style-type: none"> <li>• School staff will discuss academic progress with parents or legal guardians</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> </ul>
<ul style="list-style-type: none"> <li>• The school must develop an Individualized Educational Program</li> </ul>	<ul style="list-style-type: none"> <li>• The student must request specific accommodations and provide supporting evidence through documentation</li> </ul>
<ul style="list-style-type: none"> <li>• The school must provide a free and appropriate education including modified program and appropriate related services</li> </ul>	<ul style="list-style-type: none"> <li>• The student must act as independent adults to activate and obtain accommodations and structure weekly schedules</li> </ul>
<ul style="list-style-type: none"> <li>• The school must coordinate the provision of all services, monitor progress, and evaluate results</li> </ul>	<ul style="list-style-type: none"> <li>• The college must provide reasonable accommodations for students who qualify</li> </ul>

<b>Differences in Courses</b>	
<b>High School</b>	<b>College</b>
<ul style="list-style-type: none"> <li>Class attendance is mandatory and monitored carefully</li> </ul>	<ul style="list-style-type: none"> <li>Students are expected to follow the instructors attendance policy as stated in the syllabus</li> </ul>
<ul style="list-style-type: none"> <li>Teachers will usually approach students who are having academic difficulties</li> </ul>	<ul style="list-style-type: none"> <li>Students are responsible to ask the instructor for help</li> </ul>
<ul style="list-style-type: none"> <li>Teachers remind students of assignment due dates</li> </ul>	<ul style="list-style-type: none"> <li>Students are responsible for keeping track of their projects, assignments, and tests dates</li> </ul>
<ul style="list-style-type: none"> <li>Teachers will provide students with missed information when they are absent</li> </ul>	<ul style="list-style-type: none"> <li>Students must approach their instructors for information they missed when absent</li> </ul>
<ul style="list-style-type: none"> <li>Teachers many times will provide extra credit assignments to help students raise their grades</li> </ul>	<ul style="list-style-type: none"> <li>Extra credit assignments are not usually given</li> </ul>
<ul style="list-style-type: none"> <li>Make up tests are usually available</li> </ul>	<ul style="list-style-type: none"> <li>Make up tests may not be an option</li> </ul>
<ul style="list-style-type: none"> <li>Teachers present information to help the student understand the textbook</li> </ul>	<ul style="list-style-type: none"> <li>Instructors may not follow the textbook, but lectures enhance the topic</li> </ul>

<b>Differences in Accommodations</b>	
<b>High School</b>	<b>College</b>
<ul style="list-style-type: none"> <li>Services include individually designed instruction, modifications, and accommodations based on the IEP</li> </ul>	<ul style="list-style-type: none"> <li>Reasonable accommodations may be made to provide equal access and participation</li> </ul>
<ul style="list-style-type: none"> <li>Modifications that change course outcomes may be offered based on the IEP</li> </ul>	<ul style="list-style-type: none"> <li>The college is not required to lower or effect substantial modifications to essential requirements.</li> </ul>
<ul style="list-style-type: none"> <li>Appropriate accommodations are determined by the student's Individualized Educational Plan (IEP)</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate accommodations must be determined based on the student's disability documentation, and individual need</li> </ul>

<b>Differences in Parent's or Legal Guardian's Role</b>	
<b>High School</b>	<b>College</b>
<ul style="list-style-type: none"> <li>Legal guidance is provided by IDEA</li> </ul>	<ul style="list-style-type: none"> <li>Legal guidance is provided by Section 504 and ADA</li> </ul>
<ul style="list-style-type: none"> <li>Parents must ensure that their child attends school until the age of 16</li> </ul>	<ul style="list-style-type: none"> <li>Parents are not required to send child to college</li> </ul>
<ul style="list-style-type: none"> <li>Periodic progress reports are given to parents</li> </ul>	<ul style="list-style-type: none"> <li>No progress reports will be given to parents</li> </ul>
<ul style="list-style-type: none"> <li>Teachers are free to approach parents without consent from student to discuss student's progress</li> </ul>	<ul style="list-style-type: none"> <li>Without a release of information signed by the student the teacher legally cannot include the parents in any part of the educational process</li> </ul>
<ul style="list-style-type: none"> <li>The parent is the student's legal guardian</li> </ul>	<ul style="list-style-type: none"> <li>In college the student is considered to be his/her own legal guardian unless there is a court order to the contrary</li> </ul>
<ul style="list-style-type: none"> <li>The parent is expected to advocate for the student</li> </ul>	<ul style="list-style-type: none"> <li>The student is expected to advocate on his/her own behalf</li> </ul>