

Regular Agenda

Date: Thursday, June 17, 2021

Meeting: Regular Meeting with Closed Session as per OMA and 5ILCS120/2c

Time: 6:00 PM

Location: District Office

650 Dr. John Burkey Drive

Algonquin, IL 60102

Mission Statement: Our learning community will inspire, challenge and empower all students always.

Board of Education Members: President, Mr. Anthony Quagliano; Vice President, Mr. Kevin Gentry; Secretary, Mr. Paul Troy; Mr. William Geheren; Mrs. Melissa Maiorino; Mrs. Lesli Melendy; Mr. Sean Cratty.

Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Call to Order / Roll Call (A)** (Mr. Quagliano)

Call to order the Regular Meeting at __ p.m. A quorum must be met.

Roll Call: Ayes / Absent / Motion _____

Members: Mr. Quagliano, Mr. Geheren, Mr. Gentry, Mr. Cratty, Mrs. Melendy, Mr. Troy, Mrs. Maiorino

2. **Closed Session / Roll Call (A)** (Mr. Quagliano)

Move to enter into closed session at __ p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: **(1)**

The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; **(2)**

Collective negotiating matters; **(11)** Litigation; **(14)** Discussion of minutes of meetings lawfully closed under this Act.

Members: Mr. Geheren, Mr. Cratty, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino

Roll Call: Ayes / Nays / Absent / Motion _____

1. **Exit or Suspend Closed Session / Voice Call (A)**

Move to exit or suspend closed session at __ p.m. and return to open session.

Voice Call: Ayes / Nays / Motion _____

3. **Resume in Public Session / Roll Call (A)** (Mr. Quagliano) *approx. 7:00 p.m.*

Resume the Regular meeting at __ p.m.

Members: Mrs. Melendy, Mr. Troy, Mrs. Maiorino, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mr. Cratty

Roll Call: Ayes / Absent / Motion _____

1. **Action as Required / Roll Call (A)** (Mr. Quagliano)

Will come from the Board.

Roll Call: Ayes / Nays / Absent / Motion _____

Action: Recommendation will come from the Board.

Members: Mr. Cratty, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino

4. **Pledge of Allegiance** (Mr. Quagliano)

5. **Student Recognition by the Board** (Mr. Quagliano)

The Board will Honor James Smith for his achievement of Eagle Scout.

6. **Public Comment** (Mr. Quagliano)

As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.

7. **Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Quagliano)

Move to adopt the agenda as presented (or with changes).

Action: Adoption of the Agenda.

Voice Call: Ayes / Nays / Motion _____

8. **Associate Superintendent's Report (R)** (Ms. Lombard)

Updates will be provided at this time.

Recommendation: For informational purposes only.

9. **Assistant Superintendent Learning and Innovation (R)** (Dr. Schlichter)

Updates will be provided at this time.

Recommendation: For informational purposes only.

10. **Chief Financial Officer/Treasurer (R)** (Mr. Altmayer)

Updates will be provided at this time.

Recommendation: For informational purposes only.

11. **Assistant Superintendent of HR Report (R)** (Mr. Zehr)

Updates will be provided at this time.

Recommendation: For informational purposes only.

12. **Chief Technology Officer (R)** (Dr. Budzynski)

Updates will be provided at this time.

Recommendation: For informational purposes only.

13. **Assistant Superintendent of Special Services (R)** (Dr. del Castillo)

Dr. del Castillo will present an update on the Special Services Department highlighting supports for students participating in Section 504, Multilingual, and Special Education Programs through COVID-19 along with other initiatives focused on the following project plans: Social Emotional Learning; LIGHT; Continuum of Services Reviews (i.e. co-teaching, curriculum mapping review, service delivery models, and self-contained strategic planning); SEAC; and MTSS.

Recommendation: For informational purposes only.

14. **Legislation Committee** (Mr. Cratty-Chair, Mrs. Melendy, Mrs. Maiorino)

1. **Legislative Updates (R)** (Mr. Cratty)

Mr. Cratty will provide legislative updates.

Recommendation: For informational purposes only.

15. **Community Relations & Student Outreach** (Mrs. Melendy-Chair, Mr. Geheren, Mrs. Maiorino)

1. **Freedom of Information Act (FOIA) Requests (R)** (Mrs. Melendy)

A monthly report on the FOIA requests is provided in the packet.

Recommendation: For informational purposes only.

16. **Superintendent's Report (R)** (Dr. Rowe)

1. **Fiscal year 20/21 Budget Update (R) (Dr. Rowe)**

District Administration and the Board of Education will discuss the options related to the 20/21 budget surplus.

17. **President's Report (R)** (Mr. Quagliano)

18. **Consent Agenda (A)** (Mr. Quagliano)

1. **Board of Education** (Mr. Quagliano)

1. **Minutes (A)**

The following minutes are presented for approval.

Recommendation: Seeking approval of the Board as presented.

2. **Finance Committee** (Mr. Quagliano-chair, Mr. Cratty, Mr. Gentry)

1. **Payables (A)** (Mr. Altmayer)

Mr. Altmayer will seek approval of the Purchase Orders issued at \$827,190.30; Accounts Payable issued at \$1,539.88; Imprest issued at \$81,252.36 and Disbursements issued at \$2,673,920.55, as presented.

Recommendation: Seeking approval of the Board as presented.

2. **Revenue Contracts (A)** (Mr. Altmayer)

Mr. Altmayer will seek approval of the revenue contracts for various fundraising activities.

Recommendation: Seeking approval of the Board as presented.

3. **Signatories for Bank / Financial Accounts (A)** (Mr. Altmayer)

As per Policy 4:72, two signatories, the Treasurer and Superintendent, are required on Bank / Financial Accounts as indicated. Administration is recommending that Mark Altmayer - CFO/Treasurer and Dr. Scott Rowe - Superintendent, be approved as signatories for all bank / financial accounts.

Recommendation: Seeking approval of the Board as presented.

6

11

13

19

47

49

4. <u>Notice of Appointment of Treasurer / Treasurer's Bond (A)</u> (Mr. Altmayer)	50
Administration will seek renewal of Mr. Altmayer for appointment of Treasurer / Surety Bond for the 2021-2022 school year.	
Recommendation: Seeking approval of the Board as presented.	
5. <u>Designation of Depositories (A)</u> (Mr. Altmayer)	52
In accordance with Illinois School Code 105ILCS 5/8-7, Administration provides a listing of official depositories for funds of the School District.	
Recommendation: Seeking approval of the Board as presented.	
3. <u>Human Resources Committee</u> (Mr. Gentry-chair, Mrs. Melendy, Mr. Quagliano)	
1. <u>HR Personnel (A)</u> (Mr. Zehr)	55
Seeking approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.	
2. <u>Job Descriptions (A)</u> (Dr. Zehr)	66
Seeking approval of the Board as presented	
4. <u>Curriculum Committee</u> (Mr. Geheren-chair, Mr. Gentry, Mr. Troy)	
1. <u>Student Handbooks (A)</u> (Ms. Lombard)	81
Administration is recommending approval of the 2021-22 Student Handbooks for all of the Elementary schools, both Middle schools, and High school, as presented, including the Athletic Handbook.	
Recommendation: Seeking approval as presented.	
2. <u>Dual Degree Program at HHS (A)</u> (Dr. Schlichter)	212
Dr. Schlichter will present a plan for a Dual Degree program to be implemented at HHS in conjunction with McHenry County College in the 2022-23 school year.	
Recommendation: Seeking approval as presented	
19. <u>Action Items / Roll/ Voice Call</u> (Mr. Quagliano)	
Action items require a motion and a second; discussion if needed; and roll or voice call.	
1. <u>FY22 Non Union Rates (A)</u> (Dr. Zehr)	220
Seeking approval of the Board as presented.	
2. <u>Multi Year Contract with Advantage Behavioral Health (A)</u> Dr. Zehr	221
Seeking approval of the Board as presented.	
3. <u>Job Descriptions (A)</u> (Dr. Zehr)	225
Seeking approval of the Board as presented	
4. <u>Multi-Year Contract (A)</u> (Dr. Zehr)	240
Seeking approval of the Board as presented.	
5. <u>SHIELD IL COVID-19 Testing Support Agreement (A)</u> (Dr. Rowe)	247
Ms. Lombard will present the Covid-19 Testing Support Agreement.	
Recommendation: Seeking approval as presented.	
6. <u>Supplemental Purchase Orders (A)</u> (Mr. Altmayer)	262
Administration recommends approval of the Supplemental Purchase Orders Report at \$2,219,797.06 and Supplemental Accounts Payable at \$14,789.81 as presented.	
Roll Call: Ayes / Nays / Motion __	
Mr. Quagliano, Mr. Gentry, Mrs. Maiorino, Mr. Troy, Mr. Geheren, Mrs. Melendy, Mr. Cratty	
Recommendation: Seeking approval by the Board as presented.	
7. <u>Equipment Declared as Surplus (A)</u> (Mr. Altmayer)	293
Mr. Altmayer is requesting the approval of a list of items to be Declared as Surplus that are either non-functional or which have exceeded their useful life for the District.	
Voice Call: Ayes / Nays / Motion __	
Recommendation: Seeking approval of the Board as presented.	
20. <u>Adjournment (A)</u> (Mr. Quagliano)	
Motion to adjourn the meeting at __ p.m.	
Voice Call: Ayes / Nays / Motion _____	



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Date: June 17, 2021
To: Board of Education
CC: Dr. Scott Rowe, Superintendent
From: Jessica Lombard, Associate Superintendent
Subject: Final 2020-21 Public School Calendar

Below please find the Final 2020-21 Public School Calendar that was submitted to ISBE for Huntley Community School District 158. For information purposes only.

July 2020																				
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
					4 HOL	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	XRLD	XRLD	XRLD	XRLD	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	XRLD	XRLD	XRLD	XRLD	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	XRLD	XRLD	XRLD	XRLD	26	27
27	28	29	30	31	1	2	24	25	26	27	28	29	30	28	XRLD	XRLD	XRLD	XRLD	3	4
					3	4	31	XRLD	XRLD	XRLD	XRLD	XRLD		XRLD	XRLD	XRLD			10	11

July Atnd: 0 Accum: 0 Aug Atnd: 9 Accum: 9 Sept Atnd: 21 Accum: 30

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 XRLD	2 XRLD	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	XRLD	XRLD	XRLD	XRLD	12	13
XRLD	XRLD	XRLD	XRLD	XRLD	17	18	XRLD	HOL	XRLD	XRLD	XRLD	14	15	XRLD	XRLD	XRLD	XRLD	XRLD	19	20
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	XRLD	XRLD	XRLD	XRLD	26	27
HOL	TI	XRLD	XRLD	RPD	24	25	16	17	18	19	20	21	22	21	XRLD	XRLD	XRLD	XRLD	28	29
19	20	21	22	23	31	1	XRLD	XRLD	XRLD	XRLD	XRLD	28	29	28	NIA	NIA	NIA	NIA	3	4
26	27	28	29	30	2	3	23	24	25	26	27	28	29	28	NIA	NIA	NIA	NIA	10	11
XRLD	XRLD	XRLD	XRLD	XRLD	4	5	30	FPT	FPT	NIA	HOL	NIA		NIA	NIA	NIA	NIA			

Oct Atnd: 20 Accum: 50 Nov Atnd: 17 Accum: 67 Dec Atnd: 14 Accum: 81

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 HOL	2	3						4	5		1	2	3	4	5	6
4	5	6	7	8	9	10	1	2	3	4	5	6	7	1	2	3	4	5	6	7
RPD	XRLD	XRLD	XRLD	XRLD	16	17	XBRL	XBRL	XBRL	XBRL	XBRL	13	14	8	9	10	11	12	13	14
11	12	13	14	15	23	24	8	9	10	11	12	13	14	15	16	17	18	19	20	21
XRLD	XRLD	XRLD	XRLD	XRLD	30	31	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
HOL	XRLD	XRLD	XRLD	RPD	4	5	NIA	XBRL	XBRL	XBRL	XBRL	27	28	22	23	24	25	26	27	28
25	26	27	28	29	6	7	22	23	24	25	26	27	28	29	30	31				
XBRL	ED	XBRL	XBRL	XBRL	8	9	XBRL	XBRL	XBRL	XBRL	XBRL	5	6	29	30	31				

Jan Atnd: 18 Accum: 99 Feb Atnd: 17 Accum: 116 Mar Atnd: 19 Accum: 135



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Mon	Tue	Wed	Thu 1	Fri 2	Sat 3	Sun 4	Mon	Tue	Wed	Thu	Fri	Sat 1	Sun 2	Mon	Tue 1	Wed 2	Thu 3	Fri 4	Sat 5	Sun 6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
X	X	X	X	X			X	X	X	X	X				X					
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
X	X	X	X	X			X	X	X	X	X									
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
X	X	X	X	X			X	X	X	X	X									
26	27	28	29	30	1	2	24	25	26	27	28	29	30	28	29	30			1	2
X	X	X	X	X			X	X	X	X	X								3	4
					3	4	31					5	6						10	11
							HOL													

Apr Atnd: 20

Accum: 155

May Atnd: 20

Accum: 175

June Atnd: 1

Accum: 176

2020-2021 Huntley Comm Sch Dist 158 as of 6/3/2021

Calendar Legend - Totals for the Year

Calendar Code
X
XRLD
NBRL
FPT
RPD
TI
ED
HOL
NIA

Date: June 17, 2021

To: Board of Education

From: Dr. Rocio del Castillo, Assistant Superintendent for Special Services

Cc: Dr. Scott Rowe, Superintendent

Subject: Special Services Department Update

EXECUTIVE SUMMARY

The Huntley District 158 Special Services Department has remained committed to serving all students always throughout the 2020-21 school year. Throughout this entire school year, the students, staff, and families have allowed the Special Services Department to have a successful year in the areas of multilingual students and special services. A summary of the major projects is included in this report, along with what the focus for next school year will be.

Multilingual Students

The District 158 Multilingual team has maintained a focus on improving services and supports for students. The ESL teachers, Bilingual teachers, Dual Language teachers and assistants have worked together to deliver engaging lessons that support language development through content. Students and teachers have utilized tools such as ScreenCastify and Flip Grid to record themselves as they continue to use highly effective language learning strategies. Teachers became familiar with video conferencing platforms such as Google Meets and ZOOM in an effort to maintain contact during whole group and small group live sessions.

Staff and students adapted to a variety of models as we transitioned from fully remote to in person. In order to meet the needs of our remote classrooms, we hired additional certified Spanish speaking staff to help support the remote-only groups. Our unique model at each grade level and creative staffing decreased the need for concurrent teaching and allowed our staff to better focus on either the remote only group, or the in-person students. We maximized the remote environment through intentional groupings students across schools within each grade level for small group instruction.

The Huntley District 158 Dual Language Program team has developed interdisciplinary units of instruction as a way to integrate and organize instruction on language, literacy, social studies, science, and social-emotional learning standards. This year the multilingual department in collaboration with our dual language teachers developed curriculum maps for Dual Language grades 3 and 4. The curriculum maps closely align with the monolingual curriculum, in order to allow for collaboration, while also staying true to our biliteracy model, bilingualism, and bicultural development. Upcoming professional development for the Multilingual Department this year includes biliteracy model best practices for biliteracy development in our Dual Language classrooms. Along with bringing professional development, we will also look to strengthen our Professional Learning Communities.



Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Our ESL staff successfully screened hundreds of new students with a second language at home. Assessments this year included coordinating both in person and remote students for ACCESS testing and screening. Almost all students participated in both ACCESS testing and screenings. Our ESL teachers provided students with ESL support for both remote and in person students. There were many areas of success for our ESL staff. One of which includes successfully co-teaching in the midst of the pandemic with the use of breakout rooms and technology.

This year, the Huntley 158 Dual Language Program Steering Committee, was tasked with developing a robust strategic plan to guide the program in coming years. Members were able to increase their knowledge base in the area of Dual Language and EL education in order to develop a district plan that is designed around measurable goals that will support the future of the program. The goals of the committee were to investigate opportunities for dual language students and families, create, facilitate and advise possible Dual Language events, and provide critical feedback for steering the future of the program.

The Committee is composed of district administrators, dual language teachers, building administrators, community members, and dual language parents. The committee met four times during the winter and spring of 2021. After assessing the current program model in each area according to the 7 Principles of Dual Language, recommendations were made for areas of growth, but overall, students, parents, teachers, and support staff have shown a great commitment to bilingualism. The committee along with the biliteracy consultant have made recommendations to continue planning forward for meeting the needs of the Dual Language students as they enter Middle School.

Special Services

Our Special Services team has engaged in many initiatives over the past year to continuously improve services and supports for students. In response to the requirements that we provide continuous e-learning opportunities for our students through remote learning that began on March 31st, we met expectations articulated in the ISBE Special Education Guidance Document. The guidance did not create any flexibility to the mandates we needed to follow for the provision of services and timeliness of meetings. After careful consideration and review of the ISBE Special Education Guidance Document, we developed expectations and guidelines specific to these two topics for our Special Services Team to provide continuity of education services to students throughout shifts between in person and remote learning settings. We outlined our expectations and guidelines in the D158 Special Services E-Learning Guidance Document. Our reopening plan was purposefully designed to permit flexibility and fluidity for individualization of needs, including not only student needs, but also classroom and staffing needs. Utilization of a Special Services Task Force composed of varied representatives from our Special Services team provided feedback on decisions and ideas that ultimately led to finalized decisions.

Our first priority was the continuity of special education services for students. It was important that we maintained a consistent tool to document the instructional activities offered to students through e-learning opportunities along with their completed outcomes that reflected progress toward their goals. The Special Education Administrative Team set up E-Learning Individualized Student Plans for all students with IEPs. IEP Team Members were expected to provide updates to the plan at the same frequency that they would be providing direct minutes to their students throughout the week. In preparation for transitioning to this format

of remote learning in Special Services, we held optional virtual meetings to help answer questions from IEP Team Members. We also held optional virtual meetings for parents to help answer their questions about our remote learning services. In addition, reference guides were created to help IEP Team Members better understand the expectations and guidelines outlined in our remote learning guidance document.

Provision of service for students was based on multiple factors, including considerations within a tiered system of four phases and scenarios. Decisions for implementation of phases and scenarios reflected individual student needs paired with requirements of safety guidelines. At the onset of the school year within Phase I, team members were expected to engage students in synchronous learning activities to meet minutes documented on IEPs during remote learning. Teams utilized scheduled virtual meetings to proactively prepare students for the return to in-person learning, i.e. practicing use of masks during zoom meetings, reviewing social stories about social distancing rules, etc. Teams utilized scheduled virtual meetings to obtain informal data on students' learning gaps. All families were invited to individualized meetings with their student's case manager to establish connections. Classroom set-ups were based on students' needs following their extended time out of the school setting. While all services could not be replicated during remote learning, they were offered and provided to students through alternate ways. After consultation to review all services provided to students throughout the year, it is not anticipated that there will be needed compensatory services related to the impact of COVID-10 on services.

Our second priority was compliance with federal and state timelines for meetings. Thus, it was required that we conduct meetings through virtual opportunities. We have continued to hold meetings with parents through virtual opportunities. While virtual opportunities are certainly not the ideal means to facilitate meetings, they have generally run smoothly with few technology glitches. The majority of our parents have provided positive feedback to IEP Team Members. With the exception of eligibility evaluations at the end of the 19-20 school year and beginning of the 20-21 school year, timelines have been met for meetings. Because so many eligibility evaluations require assessment components that include face to face opportunities with students, we needed to delay them until we returned to school buildings.

Continuum of Services Review

Despite impacts from COVID-19, Special Services has continued work on a continuum of services review across the district. We are engaged in a continuous review of our Special Services Department to ensure placement supports lead to positive learning outcomes for all students. Developing a Strategic Plan ensures high quality services are consistently provided to all students across grade levels and schools. The Strategic Plan provides expectations of our Special Services Department to ensure coherent and consistent services are provided to all students. Decisions about placement of students within the continuum of services are primarily based on the following considerations: duration of services; frequency of services; location of services; and integration of services. On-going work through our co-teaching long-term plan represents our commitment to the principles of accessible instruction and positive behavior supports for all students. With successful co-teaching practices, we will support all students in an equitable manner using the master schedule to develop, promote, and sustain an inclusive learning culture.

Self-Contained Classrooms

Self-contained classrooms fall near the middle on the continuum of program options for students. Students recommended for placement in self-contained classrooms often have intensive and multiple support needs. Self-contained classrooms provide struggling students with specialized supports. Purposeful learning opportunities were structured for team-alike groups to work on delegated projects. The following three target areas were prioritized during those meetings: organizational systems, instructional practices, and student outcomes. Teams worked to develop a continuum of services and supports for students who require the type of intensified supports provided within self-contained classrooms as well as identify best practices within self-contained classrooms. On-going work is focused on creating reference guides for curriculum materials based upon essential elements or learning standards. Another priority for teams is the development of processes that define entrance and exit criteria guidance documents so that there is common understanding amongst IEP Team Members when faced with placement decisions so there is assurance those decisions are based upon least restrictive environments for students.

LIGHT

Much time has been dedicated to increased collaboration with the LIGHT Team. LIGHT provides a multi-tiered program structure that promotes opportunities for students to work towards achieving their desired postsecondary goals, while providing necessary training for future employment. Programming includes hands-on, community-based instruction, as well as academic instruction in reading, writing and math, based on a student's transition goals. Key leadership objectives are focused towards establishing a thorough understanding of structures, program developments, instructional practices, policies and procedures, staffing allocations, community connections, and compliance measures. Administrative assignment was identified as a core component of the program needs in order to secure supports that foster greater student impacts, compliance measures, and program improvements. Ongoing collaboration with LIGHT staff has occurred throughout the school year; including weekly meetings with the LIGHT Team Leader, bi-monthly meetings with the Vocational Team, and monthly meetings with the LIGHT Team.

Extended School Year (ESY)

As mandated through IDEA, we provide Extended School Year (ESY) services for eligible students as a way to help them maintain skills learned throughout the regular school year. Our district ESY encompasses services for students with IEPs from ECC through LIGHT based upon their eligibility, which is determined by their IEP Teams. The goal for ESY is to engage students in learning tasks that will help them maintain previous growth on the goals included within their IEPs. Learning will occur through a blend of synchronous and asynchronous learning, with the expectation that teachers schedule synchronous learning with all students on a daily basis. Related service providers will provide therapies through synchronous learning.

Section 504 Plans

Similar to supports provided to students through IEPs, we were expected to offer comparable supports to students with Section 504 Plans throughout remote learning that they receive during in person learning. While not all accommodations could be replicated in the remote learning setting, those that could be replicated were prioritized by students' Section 504 Team Members.

Work began with our Assistant Principals to streamline implementation for Section 504 guidelines district-wide, Early Childhood Center through Huntley High School, beginning at the onset of the 2021-2022 school year. Goal expectations were to implement a consistent and systematic process for completion of Section 504 Plans across all buildings in the district, beginning at the onset of the 2021-2022 school year. Deliverables from this work will include a Section 504 Procedural Manual along with a District Handbook, Parent Handbook, and Section 504 Guidance Documents.

Social-Emotional Learning (SEL)

One initiative topic that has been prevalent in multiple conversations with varied stakeholders is social emotional learning. The Social-Emotional Learning (SEL) Review was conducted during the 2020-2021 school year. A multi-year plan was developed to address and support the social-emotional needs of District 158 students. Yale University's RULER will serve as our Tier 1, universal approach to social-emotional learning in District 158. Steps were taken this school year to begin bringing RULER into our secondary schools with additional plans for infusing it into all of our schools over the next few years. SEL serves as an integral component of our district MTSS Framework. Dedicated work has been completed over the past few months to develop a multi-year plan for MTSS that will be consistently implemented in all schools. We sought input and feedback from a variety of stakeholders to build our MTSS Framework that will support all students. Foundational pillars of our MTSS Framework include: High Quality Instruction; Equitable Practices; Tiered Supports and Services; Data-based Decision Making; Problem Solving; and Collaboration.

Special Education Advisory Committee (SEAC)

All of the aforementioned initiatives rest upon focused work done with our Special Education Advisory Committee. The Special Education Advisory Committee (SEAC) functions as a link between district stakeholders to ensure connectedness relative to delivery of special education services across the district. The committee is composed of administrators, parents, and staff members. At the onset, we solicited applications from interested stakeholders with the goal of identifying two parents and two staff members from each school across the district. Ideally, we wanted to include a representation of staff members from varied groups, such as general education teachers, paraprofessionals, related service providers, and special education teachers. During monthly meetings, SEAC focuses on five target areas that include: Collaborative Frameworks; Communication Protocols; Continuum of Services; Inclusive Practices; and Training Series.

Despite the challenging circumstances of the 2020-21 school year, the Special Services Team has focused on students and continued to make strides forward for our programming and our learning outcomes.

RECOMMENDATION

This report is for informational purposes only.

Request #	Date Rec'd	Type	Requested by:	Request:	Status:	Date Completed:	Time Spent Preparing	Approx. Cost to D158
2020-60	5/17/20	Email	Dana Wiley	(sic) As per the Annual Statement of Affairs ("ASA") submitted to ISBE by D158, would like to see itemized details for each of the travel related expenses noted in the attached spreadsheet (FOAI DW (2)). Details requested would include information captured on the Standardized Expense Form(s) per the D158 bylaws: • Copies of receipts for actual incurred expenses. • The name and office of the Board member and/or D158 staff member who incurred the expense advancement or reimbursement. Detailed receipts from group functions should include the names, offices, and job titles of all participants. • The date(s) of the official business on which the expense advancement or reimbursement was expended. • The nature of the official business conducted when the expense advancement or reimbursement was expended. • Any reimbursement or receivable that was provided to offset the expense. Details on when/ how the attendee/s reported back in a BoE meeting on lessons learned as a result of the incurred travel expense. This could include brochures, notes, presentations, etc.	Completed	5/28/21	5	\$175
2020-61	5/24/21	Email	Andy Bittman	(sic) As per the Annual Statement of Affairs ("ASA") submitted to ISBE by D158, would like to see itemized details for each of the transactions on the BMO Harris accounts for Fiscal Year 2017 - Fiscal Year 2020. Details requested would include information captured on the Standardized Expense Form(s) per the D158 bylaws: • The amount of the actual expense. • The name of the D158 employee who incurred the expense advancement or reimbursement. (Or the specific account with a referenced list of which accounts are associated with which person) • The date(s) of the official business on which the expense advancement or reimbursement was expended. • The nature of the official business conducted when the expense advancement or reimbursement was expended. (Please use the budget item / category the expense was applied to) • Any reimbursement or receivable that was provided to offset the expense. (If appropriate, this would be for any personal expenses on the card which are reimbursed by the employee)	Completed	6/4/21	4	\$140
2020-62	05/25/21	Email	Zoe Yalcin, SmartProcure	Electronic records of purchase orders dated 2021-02-23 to 2021-05-21.	Completed	06/07/21	1	\$35
2020-63	06/01/21	Email	Dana Wiley	As per the Annual Statement of Affairs ("ASA") submitted to ISBE by D158, would like to see itemized details for each of the travel related expenses noted in the attached spreadsheet (FOAI DW (2)). Details requested would include information captured on the Standardized Expense Form(s) per the D158 bylaws: • Copies of receipts for actual incurred expenses. • The name and office of the Board member and/or D158 staff member who incurred the expense advancement or reimbursement. Detailed receipts from group functions should include the names, offices, and job titles of all participants. • The date(s) of the official business on which the expense advancement or reimbursement was expended. • The nature of the official business conducted when the expense advancement or reimbursement was expended. • Any reimbursement or receivable that was provided to offset the expense. Details on when/ how the attendee/s reported back in a BoE meeting on lessons learned as a result of the incurred travel expense. This could include brochures, notes, presentations, etc. 2017 Hyatt Hotel Grand Washington \$1,765.62 2017 Best Western Plus, Pontoon Beach \$1,798.02 2017 Grand Sheraton Phoenix \$1,192.13 2017 Disney Resorts \$1,809.42 2017 Starved Rock Lodge \$1,200.00 2017 Wyndam Grand Chicago \$2,111.31 2017 Hyatt Place, Denver \$564.58 2017 Sleep Inn Washington \$580.20 2017 Mariners Village Inn, Carlyle \$867.94 2017 Westin Lombard \$643.80 2017 Hilton Lisle \$909.09 2017 Sheraton Grand, Chicago \$997.49	In progress			

1

Huntley Community School District 158
Board of Education
Regular Meeting - June 17, 2021
Freedom of Information Act Requests

Request #	Date Rec'd	Type	Requested by:	Request:	Status:	Date Completed:	Time Spent Preparing	Approx. Cost to D158
2020-64	06/02/21	Email	Susan Hochmuth	(sic) As per the Annual Statement of Affairs ("ASA") submitted to ISBE by D158, would like to see itemized details for each of the travel related expenses noted in the attached spreadsheet (FOAI DW (2)). Details requested would include information captured on the Standardized Expense Form(s) per the D158 bylaws: Please provide receipts for the following money spent 2017 China Bistro \$9059.10 2018 China Bistro \$10,157.05 2019 China Bistro \$10,387.00 2020 China Bistro \$10,6024.50 A document stating what the money and food was used for Who approved that order each year as well as who approved it Board minutes for each year where the BOE 158 voted and approved	In progress			
2020-65	06/02/21	Email	Susan Hochmuth	(sic) As per the Annual Statement of Affairs (ASA) submitted to ISBE by D158, would like to see itemized details for two related expenses noted below. Copies of statements that were sent to Provo Canyon School for 2018 for a total amount \$27,573.00 and for 2019 total amount of \$141,255.90. A statement for what and why district 158 were involved in that school along with who initiated contact with the school. Please provide a list of all district 158 administrators, staff and board members that were involved and aware of participating in this school. Please provide the BOE 158 meeting minutes that all approved any type of funds or involvement with Provo Canyon School.	In progress			
2020-66	06/03/21	Email	Dana Wiley	Current list of all directors and officers for the [Huntley 158 Education] [F]oundation	Completed	6/8/21	0.25	\$9
2020-67	06/07/21	Email	Dana Wiley	Any and all emails between Dr. Scott Rowe and/or Mark Altmayer and the District 158 Education Foundation directors from 1/1/2019 - present.	In progress			

Regular Agenda

Date: Thursday, May 20, 2021

Meeting: Regular Meeting with Closed Session as per OMA and 5ILCS120/2c

Time: 6:00 PM

Location: District Office

650 Dr. John Burkey Drive

Algonquin, IL 60102

Mission Statement: Our learning community will inspire, challenge and empower all students always.

Board of Education Members: President, Mr. Anthony Quagliano; Vice President, Mr. Kevin Gentry; Secretary, Mr. Paul Troy; Mr. William Geheren; Mrs. Melissa Maiorino; Mrs. Lesli Melendy; Mr. Sean Cratty.

Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. Call to Order / Roll Call

Call to order the May 20, 2021

Regular Meeting at 6:02 p.m. A quorum must be met.

Roll Call: Ayes 6 / Absent 1- Mr. Quagliano/ Motion Carried

Closed Session / Roll Call

Move to enter into closed session at 6:03 p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of:

(1) The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; **(2)**

Collective negotiating matters; **(14)** Discussion of minutes of meetings lawfully closed under this Act.

Roll Call: Ayes 6 / Absent 1- Mr. Quagliano/ Motion Carried

2. Exit or Suspend Closed Session / Voice Call

Move to exit closed session at 7:05 p.m. and return to open session.

Roll Call: Ayes 6 / Absent 1- Mr. Quagliano/ Motion Carried

3. Resume in Public Session / Roll Call

Resume the Regular meeting at 7:09p.m.

Roll Call: Ayes 6 / Absent 1- Mr. Quagliano/ Motion Carried

1. Action as Required / Roll Call N/A

4. Pledge of Allegiance

5. Student Recognition by the Board

The Board recognized members of the Huntley High School Journalism Team, which won first place at the IHSA State Journalism Championship. The victory marks the second IHSA Team State Championship in HHS history. The team's 36 points also represented the highest total score in the history of the championship.

In addition to individual event champions senior Sydney Laput (Photo Storytelling) and juniors Ellie Armstrong (Copy Editing) and Sara Gebka (Editorial Cartooning), the team placed in 7 other categories.

The win represents the hard work of students on the Voice newsmagazine, the Harmony Yearbook, and the Raider Nation News TV broadcast. Team sponsors are Dennis Brown and Lauren Teeter.

The Board also recognized the HHS Competition Theatre Team's top finishes at State. The team placed 4th in Group Interpretation and 6th in Drama at the State Competition. Team members include Logan Blake, Makenzie Blake, Luke Bucaro, Nathan Connelly, Emma Erturk, Andrew Faber, Donna Fondjo, Alexandria Ford, RJ Gallano, Angelina Giuseffi, Isabelle Griffin, Riley Hagberg, Brooke Helle, Ariana Kamla, Sarah Krelle, Izzy Kusliok, Ryan McNamara, Kelsey Moresfelder, Hillary Omachel, Laney Rahn, Sarah Reilly, Ava Schwank, Lucas Sciascia, Chance Sherman, Patty Swierczek, and Sophie Thivierge. The team is sponsored by Christine DeFrancesco.

6. Public Comment

Mr. and Mrs. Guerrero spoke about their daughters need for an IEP.

7. Revision and Adoption of the Agenda / Voice Call

The Agenda was adopted with the removal of 8,9,10,11,12,13,16

Move to adopt the agenda as presented (or with changes).

Mr. Gentry moved, Mrs. Melendy 2nd

Voice Call: Ayes 6/ Nays 0/ Motion Carried

8. Associate Superintendent's Report - N/A

9. Assistant Superintendent Learning and Innovation N/A

10. Chief Financial Officer/Treasurer N/A

11. Assistant Superintendent of HR Report N/A

12. Chief Technology Officer N/A

13. Assistant Superintendent of Special Services N/A

14. Community Relations & Student Outreach

1. Freedom of Information Act (FOIA) Requests

A monthly report on the FOIA requests is provided in the packet.

Recommendation: For informational purposes only.

15. Superintendent's Report

16. President's Report N/A

17. Legislation Committee

1. Legislative Updates

Mr. Cratty gave the Legislative update.

18. Consent Agenda

The following items were approved to move forward at the May 6th, 2020 COW meeting.

These items were approved as presented on the Consent Agenda.

Mr. Gentry moved, Mr. Geheren 2nd

Roll Call: Ayes 6 / Nays 0 / Absent 1-Mr. Quagliano / Motion Carried

1. Board of Education

1. Minutes

The following meeting minutes were approved from the April 8th Reg. Mtg., April 8th Special Mtg., April 15th Reg. Mtg. and Closed Session from April 8th and April 15th.

2. Human Resources Committee

1. HR Personnel

The personnel reports was provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.

2. Job Descriptions

Dr. Zehr presented updated job descriptions for positions for approval.

3. Finance Committee

1. Payables

Mr. Altmayer sought approval of the Purchase Orders issued at \$1,920,822.77; Accounts Payable issued at \$6,878.71; Imprest issued at \$134,651.33 and Disbursements issued at \$1,107,465.49, as presented.

2. Revenue Contracts

Mr. Altmayer sought approval of the revenue contracts for various fundraising activities.

4. Curriculum Committee

1. 2021-2022 IHSA Annual Membership

Administration recommended renewal of Illinois High School Association (IHSA) membership of Huntley High School (HHS) for the 2021-2022 school year.

2. Professional Services Agreement with International Thought Leader Network LLC for Opening Day Keynote

An agreement with the International Thought Leader Network to provide a keynote speaker for opening day

2021-2022 was approved as presented.

3. Professional Services Agreement with International Thought Leader Network LLC for Orange Frog Workshop

Dr. Rowe presented an agreement with the International Thought Leader Network LLC to provide a two-day Orange Frog workshop for administrators.

19. Action Items

1. Supplemental Purchase Orders

The Supplemental Purchase Orders Report at \$2,346,084.45 and Supplemental Accounts Payable at \$10,913.48 was approved as presented

Mr. Gentry moved, Mr. Troy 2nd

Roll Call: Ayes 6/ Nays 0/ Motion Carried

Mr. Quagliano, Mr. Gentry, Mrs. Maiorino, Mr. Troy, Mr. Geheren, Mrs. Melendy, Mr. Cratty

Recommendation: Seeking approval by the Board as presented.

2. Membership Renewals with IASB and LUDA for 2021-2022

The of membership in the Illinois Association of School Boards at (\$12,363.00) and Large Unit District Association (\$4,000.00) was approved by the Board.

Mr. Gentry Moved, Mr. Geheren 2nd.

Roll Call: Ayes 6/ Nays 0/ Motion Carried

20. Adjournment

Motion to adjourn the meeting at 7:55p.m.

Voice Call: Ayes 6 / Nays 0/ Motion carried

Submitted by,
Julie Stock, Board Operations
Paul Troy, Board Secretary

These minutes are subject to approval.

President Date

Secretary Date

COW Minutes

Date: Thursday, May 6, 2021

Meeting: Committee of the Whole with Closed Session as per OMA and 5ILCS120/2c

Time: 6:00 PM

Location: District Office
650 Dr. John Burkey Drive
Algonquin, IL 60102

Mission Statement: Our learning community will inspire, challenge and empower all students always.

Board of Education Members: President, Mr. Anthony Quagliano; Vice President, Mr. Kevin Gentry; Secretary, Mr. Paul Troy; Mr. William Geheren; Mrs. Melissa Maiorino; Mrs. Lesli Melendy; Mr. Sean Cratty.

Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. Call to Order / Roll Call

Call to Order the Committee of the Whole meeting for Thursday, May 6, 2021 at 6:03 p.m.

A quorum must be met. Roll Call: Ayes 6/ Absent 1-Mr. Geheren/ Motion Carried

Members: Mr. Cratty, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino

2. Pledge of Allegiance

3. Academic Spotlight

The Board recognized a number of long-time employees who are retiring at the end of the 2020-21 school year. Among those retiring include Lynn Bartz, Rose Buckley, Janet Burkhalter, Thomas George, Kathleen Kamper, Rhonda Maciejewski, Dawn Mahaffy, Robin Marquis Valene Sparber, Tara Stewart, Sheryl Thomm, Guangping Zhang, Susan Lazenby, Wenda Chauncey, and Kathryn Vernsten.

In the coming weeks, the District administration will also be visiting schools to recognize employees celebrating milestone service anniversaries of 5, 10, 15, 20, 25, 30, and 35 years.

4. Public Comment – Mr. Styers

5. Revision and Adoption of the Agenda N/A

Mr. Gentry moved, Mr. Troy 2nd

Motion Carried 6-1

6. Curriculum & Instruction (C&I) Committee

1. Planning for Remote and In-Person Programming for 2021-22

The Board heard an update on the District's efforts to plan for remote learning options for the 2021-22 school year. The update was given acknowledging that unknowns exist regarding what guidelines may be in place in the fall and the availability of vaccines for young students. The outlined plans presented were created based on data received through the survey of District families conducted in April. The survey results indicated approximately 10% of families have potential interest in a remote option. Of those families, 75% were interested primarily due to pandemic-related reasons, and 92% of those with pandemic-related reasons would seek to return to in-person after those concerns subside. Plans call for the creation of dedicated remote programming for students, with specific offerings based on opt-in numbers. At the high school, remote students would be accommodated first in HHS-created online courses whenever possible. If course needs exist outside of those, they would be accommodated in fully remote sections. If needs cannot be met by those, third-party online platforms or individualized programs may be used.

Elementary students would follow a model similar to the current remote model, and middle grades will have dedicated remote sections based on numbers. A formal opt-in form will be sent to families asking those opting for remote to make a semester-long commitment to the format.

Online Academy Program

The Board heard an update on the development of online courses at Huntley High School. This development has been a strategic plan target pre-dating the COVID-19 pandemic. The aim of creating in-house online classes at HHS is part of the larger goal to provide students with voice and choice in how, when, and where they learn.

However, these courses would serve the purpose as the first layer of accommodation for high school students who would opt for a remote learning option for 2021-22.

Courses will be developed and taught by HHS teachers who have volunteered to take on this work, following best practices for flexibility in an asynchronous, self-paced model and using an industry-leading online learning management system. Development will follow a three-year plan to introduce, evaluate, and expand offerings.

2. Wellness Committee Update

Dr. Schlichter presented an update on District wellness, including an update on policy compliance, state compliance, and the work of the wellness committee.

Recommendation: This report is for informational purposes.

3. 2021-2022 IHSA Annual Membership

Administration moved forward with the recommendation to renew the Illinois High School Association (IHSA) membership of Huntley High School (HHS) for the 2021-2022 school year.

Recommendation: Seeking approval as presented.

4. Professional Services Agreement with International Thought Leader Network LLC for Opening Day Keynote

Dr. Rowe presented an agreement with the International Thought Leader Network to provide a keynote speaker for opening day 2021-2022.

Recommendation: Seeking approval as presented at the next regular meeting.

5. Professional Services Agreement with International Thought Leader Network LLC for Orange Frog Workshop

Dr. Rowe presented an agreement with the International Thought Leader Network LLC to provide a two-day Orange Frog workshop for administrators.

Recommendation: Seeking approval as presented at their next regular meeting.

7. Finance Committee

1. Payables

The Finance Committee submitted the purchase orders at \$1,920,822.77; imprest checks at \$134,651.33; accounts payable at \$6,878.71; and disbursements issued at \$1,107,465.49; for review and seeking approval to move forward.

2. Monthly Fiscal Updates

Mr. Altmayer will provide the monthly fiscal updates and the Activity Fund Balance Report.

3. Revenue & Expenditures Report

4. Monthly report for review and comment.

5. Revenue Contracts

Mr. Altmayer will seek approval of the fundraising contracts as presented.

6. Bus Driver Referral Program

Administration is seeking feedback on the development and implementation of a Bus Driver Referral Program as a proactive recruiting strategy to address the bus driver shortage situation.

Recommendation: Seeking feedback from the Board.

8. Human Resources (HR) Committee

1. **Monthly Human Resources Updates**

Dr. Zehr provided the monthly Human Resources updates.

2. **Job Descriptions**

Updated job descriptions for the Director of Operations and Maintenance and Department Chair Positions were presented.

9. **Building and Grounds (B&G) Committee**

1. **O&M Updates**

Mr. Renkosik reported on O&M project updates.

Legislation Committee

2. **Legislation Updates** Legislative updates were given.

10. **Board of Education**

1. **Minutes**

The following meeting minutes from the April 8th Reg. Mtg., April 8th Special Mtg., April 15th Reg. Mtg. and Closed Session from April 8th and April 15th. Were moved forward for approval at the May 20th meeting.

11. **Closed Session / Roll Call**

Move to enter into Closed Session at 9:24 p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: (1) The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; (2) Collective negotiating matters; (9) Student Disciplinary; (11) Litigation; (21) Discussion of minutes of meetings lawfully closed under this Act.

Roll Call: Ayes 6/ Nays 0/ Absent 1-Mr. Geheren/ Motion Carried

Members: Mr. Troy, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mrs. Maiorino, Mr. Cratty

1. **Exit Closed Session / Voice Call**

12. **Resume in Public Session / Roll Call**

Resume the Committee of the Whole meeting at 10:42 p.m.

Roll Call: Ayes 6/ Absent 1 – Mr. Geheren / Motion Carried

13. **Adjournment**

Motion to adjourn the meeting at 10:44 p.m.

Mr. Quagliano moved, Mrs. Maiorino 2nd.

Voice Call: Ayes 6/ Nays 0/ Motion Carried

Submitted by,
Julie Stock, Board Operations
Paul Troy, Board Secretary

These minutes are subject to approval.

President Date

Secretary Date



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: June 17, 2021

Subject: **Payables Reports**
Board of Education Meeting, June 17, 2021
Finance Committee

The Administration is seeking to move the following reports forward for action at the next Board Meeting. All of the reports below were presented at the June 3, 2021 Committee of the Whole Meeting.

Purchase Orders - Purchase orders issued from May 14, 2021 to May 27 2021 for which Administration is requesting Board Approval to issue payment once invoices have been received. Invoices which exceed an approved Purchase Order by \$100 or 10% of the Purchase Order (whichever is lower) will not be issued without additional Board approval. Purchase orders total \$827,190.30.

Accounts Payable - Open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.). Accounts payable total \$1,539.88.

Imprest Checks Issued - Payments made through May 27, 2021 for which the Board had not previously approved purchase orders. Imprest checks total \$81,252.36.

Disbursements Issued - Disbursements issued from April 29, 2021 to May 27, 2021. Disbursements issued total \$2,673,920.55.

RECOMMENDATION

The Finance Committee, which met on June 3, 2021, recommends the Board of Education approve the above referenced Payables at the June 17, 2021 Regular Board meeting.

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: June 3, 2021

Subject: **Purchase Order Summary**
Committee of the Whole Meeting, June 3, 2021
Finance Committee

The following is an executive summary of the attached report titled "Purchase Orders" which is a listing of purchase orders issued from May 14, 2021 to May 27, 2021 for which administration is requesting Board Approval to issue payment once invoices have been received. Invoices which exceed an approved Purchase Order by \$100 or 10% of the Purchase Order (whichever is lower) will not be issued without additional Board approval.

Education Fund	\$	182,579.37
Operations & Maintenance Fund		121,172.34
Debt Service Fund		447,337.50
Transporation Fund		26,583.09
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		49,518.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	\$	<u>827,190.30</u>

At this time there is no Supplemental Purchase Order Summary for which Board approval is needed. Therefore, one will be provided in the packet for the upcoming Regular Board meeting. It will consist of an executive summary and an attached report titled "Purchase Orders" which will contain a listing of purchase orders issued for which Administration will request Board Approval to issue payment once invoices have been received.

RECOMMENDATION

Administration requests that the Finance Committee recommends the Board of Education approve the Purchase Order Report at the June 17, 2021 Regular Board of Education meeting.



Huntley Community School District #158

Purchase Orders Report

From May 14, 2021 to May 27, 2021

Printed: 5/27/2021
Page 1 of 16

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020212796	3 Chefs Catering Inc	10-1130-490-00-71-300-13	Instructional Coaching Supplies HS	675.00	5/19/2021	10-1130-490-00-71-300-13
			Total	\$675.00		
0020212818	A Parts Warehouse	40-2554-410-00-79	Fleet Supplies	112.50	5/24/2021	40-2554-410-00-79
			Total	\$112.50		
0020212882	A Parts Warehouse	40-2554-410-00-79	Fleet Supplies	731.37	5/25/2021	40-2554-410-00-79
			Total	\$731.37		
0020212833	Adams Enterprises Inc, R.A.	20-2542-410-00-79	Supplies B & G	222.62	5/24/2021	20-2542-410-00-79
			Total	\$222.62		
0020212801	AIA Services LLC	10-2321-415-00-74-500-14	Community Supplies	7,379.35	5/19/2021	10-2321-415-00-74-500-14
			Total	\$7,379.35		
0020212825	Alexian Brothers	10-1200-310-92-79-600-14	IDEA General Purchased Service	440.00	5/24/2021	10-1200-310-92-79-600-14
			Total	\$440.00		
0020212834	Alexian Brothers	10-4210-670-00-79-600-14	Reg Ed Out of District	40.00	5/24/2021	10-4210-670-00-79-600-14
		10-4210-670-00-79-600-14	Reg Ed Out of District	80.00	5/24/2021	10-4210-670-00-79-600-14
		10-4210-670-00-79-600-14	Reg Ed Out of District	160.00	5/24/2021	10-4210-670-00-79-600-14
		10-4210-670-00-79-600-14	Reg Ed Out of District	200.00	5/24/2021	10-4210-670-00-79-600-14
		10-4210-670-00-79-600-14	Reg Ed Out of District	280.00	5/24/2021	10-4210-670-00-79-600-14
		10-4210-670-00-79-600-14	Reg Ed Out of District	680.00	5/24/2021	10-4210-670-00-79-600-14
		10-4210-670-00-79-600-14	Reg Ed Out of District	920.00	5/24/2021	10-4210-670-00-79-600-14
		10-4210-670-00-79-600-14	Reg Ed Out of District	1,160.00	5/24/2021	10-4210-670-00-79-600-14
		10-4210-670-00-79-600-14	Reg Ed Out of District	1,040.00	5/24/2021	10-4210-670-00-79-600-14
			Total	\$4,560.00		
0020212888	American Reading Company	10-2213-310-00-79-600-14	Special Svcs Pur Svc	6,000.00	5/25/2021	10-2213-310-00-79-600-14
			Total	\$6,000.00		
0020212819	AmeriGas	40-2552-461-00-79	Propane	373.05	5/24/2021	40-2552-461-00-79
		40-2552-461-00-79	Propane	848.61	5/24/2021	40-2552-461-00-79
		40-2552-461-00-79	Propane	1,074.51	5/24/2021	40-2552-461-00-79
		40-2552-461-00-79	Propane	1,214.70	5/24/2021	40-2552-461-00-79
			Total	\$3,510.87		



Huntley Community School District #158

Purchase Orders Report

From May 14, 2021 to May 27, 2021

Printed: 5/27/2021

Page 2 of 16

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020212883	AmeriGas	40-2552-461-00-79	Propane	1,327.22	5/25/2021	40-2552-461-00-79
		40-2552-461-00-79	Propane	781.22	5/25/2021	40-2552-461-00-79
		40-2552-461-00-79	Propane	888.84	5/25/2021	40-2552-461-00-79
		40-2552-461-00-79	Propane	1,046.17	5/25/2021	40-2552-461-00-79
		40-2552-461-00-79	Propane	1,357.77	5/25/2021	40-2552-461-00-79
			Total	\$5,401.22		
0020212886	Amplified IT	10-2660-390-00-79-600-14	Purchased Service Technology	1,200.00	5/25/2021	10-2660-390-00-79-600-14
		10-2660-390-00-79-600-14	Purchased Service Technology	1,500.00	5/25/2021	10-2660-390-00-79-600-14
			Total	\$2,700.00		
0020212887	Amplified IT	10-2660-390-00-79-600-14	Purchased Service Technology	7,300.00	5/25/2021	10-2660-390-00-79-600-14
		10-2660-390-00-79-600-14	Purchased Service Technology	-730.00	5/25/2021	10-2660-390-00-79-600-14
			Total	\$6,570.00		
0020212802	AMS Store and Shred	10-2310-390-00-74-500-14	Purchased Service Board	90.00	5/19/2021	10-2310-390-00-74-500-14
			Total	\$90.00		
0020212807	Anderson Lock Co Inc	20-2542-520-00-79	Building projects	1,077.50	5/19/2021	20-2542-520-00-79
			Total	\$1,077.50		
0020212894	Auto Tech Centers Inc	10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance	74.80	5/26/2021	10-1700-323-21-71-300-13
		10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance	38.45	5/26/2021	10-1700-323-21-71-300-13
			Total	\$113.25		
0020212798	Barr Mechanical Sales Inc	20-2542-323-00-79	Repairs & Maint Buildings	2,821.25	5/19/2021	20-2542-323-00-79
			Total	\$2,821.25		
0020212795	Benchmark Education Company	10-1100-423-00-74-500-14	New Adoption	6,730.00	5/17/2021	10-1100-423-00-74-500-14
		10-1100-423-00-74-500-14	New Adoption	2,127.97	5/17/2021	10-1100-423-00-74-500-14
		10-1100-423-00-74-500-14	New Adoption	14,100.00	5/17/2021	10-1100-423-00-74-500-14
			Total	\$22,957.97		



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0020212889	Benchmark Education Company	10-2213-410-00-79-600-14	Special Svcs Supplies	10,575.00	5/25/2021	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	7,760.00	5/25/2021	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	3,880.00	5/25/2021	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	3,525.00	5/25/2021	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	2,574.00	5/25/2021	10-2213-410-00-79-600-14
		Total		\$28,314.00		
0020212838	BMO Mastercard	10-1130-410-00-71-300-13	Inst Supplies HS	62.58	5/25/2021	10-1130-410-00-71-300-13
		10-1130-410-00-71-300-13	Inst Supplies HS	144.00	5/25/2021	10-1130-410-00-71-300-13
		10-2410-490-00-71-300-13	HS Staff Recognition	54.95	5/25/2021	10-2410-490-00-71-300-13
		Total		\$261.53		
0020212839	BMO Mastercard	10-2660-319-61-79-600-14	Software Maintenance	17.45	5/25/2021	10-2660-319-61-79-600-14
		10-2660-319-61-79-600-14	Software Maintenance	2,951.46	5/25/2021	10-2660-319-61-79-600-14
		10-2660-319-61-79-600-14	Software Maintenance	122.85	5/25/2021	10-2660-319-61-79-600-14
		10-2660-319-61-79-600-14	Software Maintenance	113.98	5/25/2021	10-2660-319-61-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	1,403.44	5/25/2021	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	143.13	5/25/2021	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	79.97	5/25/2021	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	16.87	5/25/2021	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	21.25	5/25/2021	10-2660-410-00-79-600-14
		Total		\$4,870.40		
0020212840	BMO Mastercard	10-158	Activity Funds	560.91	5/25/2021	10-158
		10-158	Activity Funds	230.00	5/25/2021	10-158
		10-158	Activity Funds	173.40	5/25/2021	10-158
		10-158	Activity Funds	11.97	5/25/2021	10-158
		10-158	Activity Funds	429.94	5/25/2021	10-158
		10-158	Activity Funds	458.18	5/25/2021	10-158
		10-158	Activity Funds	73.40	5/25/2021	10-158
		Total		\$1,937.80		



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0020212841	BMO Mastercard	10-1100-421-00-74-500-14	Materials K-12	134.48	5/26/2021	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	7.99	5/26/2021	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	15.98	5/26/2021	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	51.96	5/26/2021	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	68.58	5/26/2021	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	79.90	5/26/2021	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	90.80	5/26/2021	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	201.72	5/26/2021	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	268.96	5/26/2021	10-1100-421-00-74-500-14
		10-1100-423-00-74-500-14	New Adoption	594.64	5/26/2021	10-1100-423-00-74-500-14
		10-1100-423-00-74-500-14	New Adoption	48.99	5/26/2021	10-1100-423-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	159.98	5/26/2021	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	47.73	5/26/2021	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	58.32	5/26/2021	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	99.98	5/26/2021	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	31.63	5/26/2021	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	147.23	5/26/2021	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	164.99	5/26/2021	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	2,524.99	5/26/2021	10-2210-490-00-74-500-14
		10-2323-640-00-74-500-14	Dues & Fees Curr & Inst	-179.00	5/26/2021	10-2323-640-00-74-500-14
				Total	\$4,619.85	
0020212842	BMO Mastercard	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	9.00	5/25/2021	10-2213-332-00-79-600-14
		10-2213-332-00-79-600-14	Special Svcs Travel & Conf	56.82	5/25/2021	10-2213-332-00-79-600-14
		10-2213-332-00-79-600-14	Special Svcs Travel & Conf	115.78	5/25/2021	10-2213-332-00-79-600-14
		10-2213-332-00-79-600-14	Special Svcs Travel & Conf	831.87	5/25/2021	10-2213-332-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	13.58	5/25/2021	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	19.99	5/25/2021	10-2213-410-00-79-600-14
				Total	\$1,047.04	
0020212843	BMO Mastercard	10-2520-410-00-74-500-14	Supplies Fiscal	45.74	5/25/2021	10-2520-410-00-74-500-14
				Total	\$45.74	
0020212844	BMO Mastercard	10-2546-490-00-79-600-14	Security Officer Supplies	89.98	5/25/2021	10-2546-490-00-79-600-14
				Total	\$89.98	



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0020212846	BMO Mastercard	10-1120-360-00-74-210-13	Printing Heineman	256.48	5/25/2021	10-1120-360-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	489.24	5/25/2021	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	32.95	5/25/2021	10-1120-410-00-74-210-13
		10-1120-410-09-74-210-13	Home Ec Heineman	79.85	5/25/2021	10-1120-410-09-74-210-13
		10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	32.39	5/25/2021	10-1120-490-02-74-210-13
		10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	36.99	5/25/2021	10-1120-490-02-74-210-13
		10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	39.88	5/25/2021	10-1120-490-02-74-210-13
		10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	53.90	5/25/2021	10-1120-490-02-74-210-13
		10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	293.08	5/25/2021	10-1120-490-02-74-210-13
		10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	15.90	5/25/2021	10-1120-490-02-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman	25.56	5/25/2021	10-2220-430-00-74-210-13
		10-2410-491-00-74-210-13	Rebate Supplies Heineman	478.00	5/25/2021	10-2410-491-00-74-210-13
		10-2410-491-00-74-210-13	Rebate Supplies Heineman	40.94	5/25/2021	10-2410-491-00-74-210-13
		Total		\$1,875.16		
0020212847	BMO Mastercard	10-1110-410-00-72-120-13	Inst Supplies Martin	11.12	5/25/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	13.14	5/25/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	45.98	5/25/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	319.96	5/25/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	18.95	5/25/2021	10-1110-410-00-72-120-13
		10-2410-410-00-72-120-13	Office Supplies Martin	99.00	5/25/2021	10-2410-410-00-72-120-13
		Total		\$508.15		



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0020212848	BMO Mastercard	10-1125-410-97-79-600-14	All Children Supplies	134.94	5/25/2021	10-1125-410-97-79-600-14
		10-1130-323-00-71-300-13	Repairs HS	49.99	5/25/2021	10-1130-323-00-71-300-13
		10-1130-410-00-71-300-13	Inst Supplies HS	17.18	5/25/2021	10-1130-410-00-71-300-13
		10-1130-410-05-71-300-13	English Supplies HS	154.00	5/25/2021	10-1130-410-05-71-300-13
		10-1130-490-00-71-300-13	Instructional Coaching Supplies HS	90.58	5/25/2021	10-1130-490-00-71-300-13
		10-1130-490-00-71-300-13	Instructional Coaching Supplies HS	451.31	5/25/2021	10-1130-490-00-71-300-13
		10-1400-310-00-74-305-13	Voc Ed Tuition	1,171.50	5/25/2021	10-1400-310-00-74-305-13
		10-1400-310-00-74-305-13	Voc Ed Tuition	2,092.65	5/25/2021	10-1400-310-00-74-305-13
		10-1558-410-00-71-300-13	VEI Supplies HS	271.70	5/25/2021	10-1558-410-00-71-300-13
		10-1558-410-00-71-300-13	VEI Supplies HS	119.80	5/25/2021	10-1558-410-00-71-300-13
		10-1558-410-00-71-300-13	VEI Supplies HS	65.20	5/25/2021	10-1558-410-00-71-300-13
		10-1558-410-00-71-300-13	VEI Supplies HS	24.99	5/25/2021	10-1558-410-00-71-300-13
		10-1558-410-00-71-300-13	VEI Supplies HS	1,772.23	5/25/2021	10-1558-410-00-71-300-13
		10-1558-410-00-71-300-13	VEI Supplies HS	275.90	5/25/2021	10-1558-410-00-71-300-13
		10-2190-410-00-71-300-12	Graduation Supplies HHS	22.58	5/25/2021	10-2190-410-00-71-300-12
		10-2410-410-00-71-300-13	Office Supplies HS	42.00	5/25/2021	10-2410-410-00-71-300-13
		10-2410-410-00-71-300-13	Office Supplies HS	2.78	5/25/2021	10-2410-410-00-71-300-13
		10-2410-490-00-71-300-13	HS Staff Recognition	59.95	5/25/2021	10-2410-490-00-71-300-13
		10-2410-490-00-71-300-13	HS Staff Recognition	872.33	5/25/2021	10-2410-490-00-71-300-13
		10-2410-490-00-71-300-13	HS Staff Recognition	122.29	5/25/2021	10-2410-490-00-71-300-13
		Total		\$7,813.90		
0020212849	BMO Mastercard	10-1110-410-00-74-140-13	Inst Supplies Mackeben	273.58	5/25/2021	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	7.97	5/25/2021	10-1110-410-00-74-140-13
		10-2220-490-00-74-140-13	Media Center AV Mackeben	39.00	5/25/2021	10-2220-490-00-74-140-13
		10-2410-410-00-74-140-13	Office Supplies Mackeben	19.60	5/25/2021	10-2410-410-00-74-140-13
		10-2410-410-00-74-140-13	Office Supplies Mackeben	25.59	5/25/2021	10-2410-410-00-74-140-13
		Total		\$365.74		
0020212850	BMO Mastercard	10-1110-410-00-71-100-13	Inst Supplies Leggee	14.76	5/25/2021	10-1110-410-00-71-100-13
		10-158	Activity Funds	356.18	5/25/2021	10-158
		10-158	Activity Funds	30.07	5/25/2021	10-158
		10-2410-410-00-71-100-14	Copier Paper & Toner Leggee	126.00	5/25/2021	10-2410-410-00-71-100-14
		Total		\$527.01		



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0020212851	BMO Mastercard	10-158	Activity Funds	56.24	5/25/2021	10-158
		10-158	Activity Funds	207.97	5/25/2021	10-158
		10-158	Activity Funds	44.88	5/25/2021	10-158
		10-158	Activity Funds	140.00	5/25/2021	10-158
		10-158	Activity Funds	412.35	5/25/2021	10-158
		10-158	Activity Funds	240.00	5/25/2021	10-158
		10-158	Activity Funds	552.09	5/25/2021	10-158
		Total		\$1,653.53		
0020212852	BMO Mastercard	10-158	Activity Funds	405.95	5/25/2021	10-158
		Total		\$405.95		
0020212853	BMO Mastercard	10-158	Activity Funds	59.95	5/25/2021	10-158
		10-158	Activity Funds	113.30	5/25/2021	10-158
		10-1610-410-00-79-600-14	Supplies Summer School	29.99	5/25/2021	10-1610-410-00-79-600-14
		10-1610-410-00-79-600-14	Supplies Summer School	116.96	5/25/2021	10-1610-410-00-79-600-14
		10-1610-410-00-79-600-14	Supplies Summer School	143.88	5/25/2021	10-1610-410-00-79-600-14
		10-1610-410-00-79-600-14	Supplies Summer School	13.52	5/25/2021	10-1610-410-00-79-600-14
		Total		\$477.60		
0020212854	BMO Mastercard	10-1125-390-90-79-600-14	Purchased Serv Parent-Tot	100.00	5/25/2021	10-1125-390-90-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	22.32	5/25/2021	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	79.99	5/25/2021	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	13.41	5/25/2021	10-1125-410-97-79-600-14
		10-1125-490-00-79-600-14	Supplies Preschool	505.00	5/25/2021	10-1125-490-00-79-600-14
		10-1125-490-00-79-600-14	Supplies Preschool	153.56	5/25/2021	10-1125-490-00-79-600-14
		10-1125-490-00-79-600-14	Supplies Preschool	200.94	5/25/2021	10-1125-490-00-79-600-14
		10-1125-490-00-79-600-14	Supplies Preschool	7.95	5/25/2021	10-1125-490-00-79-600-14
		10-1225-410-95-79-600-14	ECE Instr Supplies	62.19	5/25/2021	10-1225-410-95-79-600-14
		Total		\$1,145.36		
0020212855	BMO Mastercard	20-2542-410-00-79	Supplies B & G	43.28	5/25/2021	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	43.31	5/25/2021	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	-179.00	5/25/2021	20-2542-410-00-79
		Total		(\$92.41)		



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0020212856	BMO Mastercard	10-1120-410-09-72-220-13	Home Ec Marlowe	59.05	5/25/2021	10-1120-410-09-72-220-13
		10-2220-490-00-72-220-13	Media Center AV Marlowe	9.99	5/25/2021	10-2220-490-00-72-220-13
		Total		<u>\$69.04</u>		
0020212858	BMO Mastercard	10-158	Activity Funds	896.07	5/25/2021	10-158
		10-158	Activity Funds	9.05	5/25/2021	10-158
		10-158	Activity Funds	478.00	5/25/2021	10-158
		Total		<u>\$1,383.12</u>		
0020212859	BMO Mastercard	10-2130-220-00-79-600-14	Health Services Insurance	69.95	5/25/2021	10-2130-220-00-79-600-14
		10-2642-350-00-74-500-14	Advertising Human Res	500.00	5/25/2021	10-2642-350-00-74-500-14
		10-2642-410-00-74-500-14	Supplies Human Res	5.59	5/25/2021	10-2642-410-00-74-500-14
		10-2642-410-00-74-500-14	Supplies Human Res	14.66	5/25/2021	10-2642-410-00-74-500-14
		10-2642-640-00-74-500-14	Dues & Fees Human Res	225.00	5/25/2021	10-2642-640-00-74-500-14
		Total		<u>\$815.20</u>		
0020212860	BMO Mastercard	10-2410-490-00-71-300-13	HS Staff Recognition	41.97	5/25/2021	10-2410-490-00-71-300-13
		Total		<u>\$41.97</u>		
0020212861	BMO Mastercard	10-2660-319-61-79-600-14	Software Maintenance	1,068.00	5/25/2021	10-2660-319-61-79-600-14
		10-2660-319-61-79-600-14	Software Maintenance	49.34	5/25/2021	10-2660-319-61-79-600-14
		10-2660-319-61-79-600-14	Software Maintenance	27.17	5/25/2021	10-2660-319-61-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	99.96	5/25/2021	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	-49.98	5/25/2021	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	137.50	5/25/2021	10-2660-410-00-79-600-14
		Total		<u>\$1,331.99</u>		
0020212862	BMO Mastercard	10-158	Activity Funds	56.18	5/25/2021	10-158
		10-158	Activity Funds	37.98	5/25/2021	10-158
		10-158	Activity Funds	56.97	5/25/2021	10-158
		10-158	Activity Funds	73.11	5/25/2021	10-158
		10-158	Activity Funds	178.50	5/25/2021	10-158
		10-158	Activity Funds	208.80	5/25/2021	10-158
		Total		<u>\$611.54</u>		



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0020212863	BMO Mastercard					
		10-1100-421-00-74-500-14	Materials K-12	-134.48	5/26/2021	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	-201.72	5/26/2021	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	-268.96	5/26/2021	10-1100-421-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	11.89	5/26/2021	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	23.52	5/26/2021	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	47.19	5/26/2021	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	92.53	5/26/2021	10-2210-490-00-74-500-14
			Total	<u>(\$430.03)</u>		
0020212864	BMO Mastercard					
		10-2213-410-00-79-600-14	Special Svcs Supplies	59.94	5/25/2021	10-2213-410-00-79-600-14
			Total	<u>\$59.94</u>		
0020212865	BMO Mastercard					
		10-2520-410-00-74-500-14	Supplies Fiscal	38.36	5/25/2021	10-2520-410-00-74-500-14
			Total	<u>\$38.36</u>		
0020212866	BMO Mastercard					
		10-2546-490-00-79-600-14	Security Officer Supplies	154.47	5/25/2021	10-2546-490-00-79-600-14
		10-2630-332-00-74-500-14	Communications Travel	9.96	5/25/2021	10-2630-332-00-74-500-14
			Total	<u>\$164.43</u>		
0020212868	BMO Mastercard					
		10-1120-410-09-74-210-13	Home Ec Heineman	170.07	5/25/2021	10-1120-410-09-74-210-13
		10-2410-491-00-74-210-13	Rebate Supplies Heineman	639.55	5/25/2021	10-2410-491-00-74-210-13
			Total	<u>\$809.62</u>		
0020212869	BMO Mastercard					
		10-1110-410-00-72-120-13	Inst Supplies Martin	115.45	5/25/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	160.89	5/25/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	-179.00	5/25/2021	10-1110-410-00-72-120-13
		10-2410-410-00-72-120-13	Office Supplies Martin	73.17	5/25/2021	10-2410-410-00-72-120-13
		10-2410-491-00-72-120-13	Rebate Supplies Martin	794.41	5/25/2021	10-2410-491-00-72-120-13
			Total	<u>\$964.92</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020212870	BMO Mastercard					
		10-1130-323-00-71-300-13	Repairs HS	69.99	5/25/2021	10-1130-323-00-71-300-13
		10-1130-410-33-71-305-13	Academies Supplies	55.00	5/25/2021	10-1130-410-33-71-305-13
		10-1130-710-00-71-300-13	Non-Capitalized Eqpt HS	1,730.00	5/25/2021	10-1130-710-00-71-300-13
		10-1558-410-00-71-300-13	VEI Supplies HS	51.74	5/25/2021	10-1558-410-00-71-300-13
		10-1558-410-00-71-300-13	VEI Supplies HS	332.94	5/25/2021	10-1558-410-00-71-300-13
		10-1558-410-00-71-300-13	VEI Supplies HS	802.00	5/25/2021	10-1558-410-00-71-300-13
		10-2190-410-00-71-300-12	Graduation Supplies HHS	362.53	5/25/2021	10-2190-410-00-71-300-12
		10-2190-410-00-71-300-12	Graduation Supplies HHS	11.99	5/25/2021	10-2190-410-00-71-300-12
		10-2190-410-00-71-300-12	Graduation Supplies HHS	6.00	5/25/2021	10-2190-410-00-71-300-12
		10-2410-490-00-71-300-13	HS Staff Recognition	45.24	5/25/2021	10-2410-490-00-71-300-13
		10-2410-490-00-71-300-13	HS Staff Recognition	41.92	5/25/2021	10-2410-490-00-71-300-13
			Total	\$3,509.35		
0020212871	BMO Mastercard					
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	655.90	5/25/2021	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	59.80	5/25/2021	10-1110-410-00-74-140-13
			Total	\$715.70		
0020212872	BMO Mastercard					
		10-1543-332-00-71-305-13	Activities Travel	1,710.06	5/25/2021	10-1543-332-00-71-305-13
		10-158	Activity Funds	38.24	5/25/2021	10-158
		10-158	Activity Funds	67.95	5/25/2021	10-158
		10-158	Activity Funds	119.60	5/25/2021	10-158
		10-158	Activity Funds	156.02	5/25/2021	10-158
		10-158	Activity Funds	165.18	5/25/2021	10-158
			Total	\$2,257.05		
0020212873	BMO Mastercard					
		10-158	Activity Funds	13.49	5/25/2021	10-158
		10-2310-415-00-74-500-14	Leadership Supplies	361.93	5/25/2021	10-2310-415-00-74-500-14
			Total	\$375.42		
0020212874	BMO Mastercard					
		10-1610-410-00-79-600-14	Supplies Summer School	44.13	5/25/2021	10-1610-410-00-79-600-14
			Total	\$44.13		
0020212875	BMO Mastercard					
		10-1125-490-00-79-600-14	Supplies Preschool	29.90	5/25/2021	10-1125-490-00-79-600-14
		10-1125-490-00-79-600-14	Supplies Preschool	25.97	5/25/2021	10-1125-490-00-79-600-14
		10-2560-415-95-79-600-14	ECE Snacks	56.99	5/25/2021	10-2560-415-95-79-600-14
			Total	\$112.86		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020212877	BMO Mastercard	10-1120-410-00-72-220-13	Inst Supplies Marlowe	17.99	5/25/2021	10-1120-410-00-72-220-13
		10-1120-410-00-72-220-13	Inst Supplies Marlowe	40.22	5/25/2021	10-1120-410-00-72-220-13
			Total	\$58.21		
0020212879	BMO Mastercard	10-158	Activity Funds	120.75	5/25/2021	10-158
		10-158	Activity Funds	139.81	5/25/2021	10-158
			Total	\$260.56		
0020212880	BMO Mastercard	10-2642-410-00-74-500-14	Supplies Human Res	43.24	5/25/2021	10-2642-410-00-74-500-14
		10-2642-410-00-74-500-14	Supplies Human Res	259.95	5/25/2021	10-2642-410-00-74-500-14
		10-2642-411-00-74-500-14	HR Employee Recognition	172.90	5/25/2021	10-2642-411-00-74-500-14
		10-2642-411-00-74-500-14	HR Employee Recognition	70.71	5/25/2021	10-2642-411-00-74-500-14
			Total	\$546.80		
0020212827	Castle PrinTech	10-2190-410-00-71-300-12	Graduation Supplies HHS	1,995.01	5/24/2021	10-2190-410-00-71-300-12
			Total	\$1,995.01		
0020212787	CDW Government	10-2660-410-00-79-600-14	Supplies Tech	2,503.20	5/17/2021	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	50.32	5/17/2021	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	31.24	5/17/2021	10-2660-410-00-79-600-14
			Total	\$2,584.76		
0020212891	CDW Government	10-2520-410-00-74-500-14	Supplies Fiscal	10.56	5/26/2021	10-2520-410-00-74-500-14
		10-2520-410-00-74-500-14	Supplies Fiscal	415.00	5/26/2021	10-2520-410-00-74-500-14
			Total	\$425.56		
0020212788	Clarity Assessments LLC	10-2140-310-92-79-600-14	IDEA Psychological Services	5,032.50	5/17/2021	10-2140-310-92-79-600-14
			Total	\$5,032.50		
0020212789	Crystal Lake School District 47	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	956.25	5/17/2021	10-4120-310-92-79-600-14
			Total	\$956.25		
0020212824	DuPage Federation on Human Services	10-2213-310-00-79-600-14	Special Svcs Pur Svc	28.05	5/24/2021	10-2213-310-00-79-600-14
			Total	\$28.05		
0020212809	Fastsigns Crystal Lake	20-2542-410-00-79	Supplies B & G	91,531.91	5/24/2021	20-2542-410-00-79
			Total	\$91,531.91		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020212893	FedEx	20-2540-341-00-79-605-14	Postage	39.27	5/26/2021	20-2540-341-00-79-605-14
			Total	\$39.27		
0020212899	Heartland Cabinet Supply	10-2560-710-00-79-605-14	Foodservice Non-Cap Eqpt	5,030.00	5/26/2021	10-2560-710-00-79-605-14
			Total	\$5,030.00		
0020212892	IASA -	10-2212-332-00-74-500-14	Travel & Conference Curr	1,750.00	5/26/2021	10-2212-332-00-74-500-14
			Total	\$1,750.00		
0020212803	IASB	10-2310-390-00-74-500-14	Purchased Service Board	2,980.00	5/19/2021	10-2310-390-00-74-500-14
			Total	\$2,980.00		
0020212820	JJ Keller & Associates Inc	40-2554-410-00-79	Fleet Supplies	593.95	5/24/2021	40-2554-410-00-79
			Total	\$593.95		
0020212898	JPMorgan Chase Bank NA	60192	Prepaid	14,792.50	5/26/2021	60192
			Total	\$14,792.50		
0020212881	Lamp Incorporated	60-2530-531-00-71-300	HS Fine Arts Expansion Construction	34,725.50	5/25/2021	60-2530-531-00-71-300
			Total	\$34,725.50		
0020212804	LUDA	10-2321-640-00-74-500-14	Dues & Fees Supt	4,000.00	5/19/2021	10-2321-640-00-74-500-14
			Total	\$4,000.00		
0020212805	Maxim Healthcare Services Inc	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,088.00	5/19/2021	10-1101-310-00-79-605-14
			Total	\$2,088.00		
0020212830	Maxim Healthcare Services Inc	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,639.50	5/24/2021	10-1101-310-00-79-605-14
			Total	\$3,639.50		
0020212835	Maxim Healthcare Services Inc	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	4,002.00	5/24/2021	10-1101-310-00-79-605-14
			Total	\$4,002.00		
0020212828	McHenry Specialties	10-1130-410-33-71-305-13	Academies Supplies	33.00	5/24/2021	10-1130-410-33-71-305-13
			Total	\$33.00		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020212837	McHenry Specialties	10-1543-410-00-71-305-13	Activities Awards	48.00	5/24/2021	10-1543-410-00-71-305-13
			Total	\$48.00		
0020212895	McHenry Specialties	10-2190-410-00-71-300-12	Graduation Supplies HHS	84.00	5/26/2021	10-2190-410-00-71-300-12
			Total	\$84.00		
0020212814	Menards Inc	20-2542-520-00-79	Building projects	3,789.70	5/24/2021	20-2542-520-00-79
			Total	\$3,789.70		
0020212821	Midwest Transit Equip Kankakee	40-2550-323-00-79	Repairs and Maintenance	170.21	5/24/2021	40-2550-323-00-79
			Total	\$170.21		
0020212790	New England Center for Children	10-1200-310-92-79-600-14	IDEA General Purchased Service	699.00	5/17/2021	10-1200-310-92-79-600-14
			Total	\$699.00		
0020212799	North American Corporation	20-2542-410-00-79	Supplies B & G	1,395.52	5/19/2021	20-2542-410-00-79
			Total	\$1,395.52		
0020212815	North American Corporation	20-2542-410-00-79	Supplies B & G	413.80	5/24/2021	20-2542-410-00-79
			Total	\$413.80		
0020212831	Northwest Herald	10-2630-332-00-74-500-14	Communications Travel	349.40	5/24/2021	10-2630-332-00-74-500-14
			Total	\$349.40		
0020212822	Northwestern Medicine Occupational H	40-2550-310-00-79	Prof & Tech Service Trans	400.00	5/24/2021	40-2550-310-00-79
		40-2550-310-00-79	Prof & Tech Service Trans	110.00	5/24/2021	40-2550-310-00-79
			Total	\$510.00		
0020212817	Ombudsman	10-1130-314-06-71-305-13	Alternative School	2,920.00	5/24/2021	10-1130-314-06-71-305-13
			Total	\$2,920.00		
0020212810	Omni Commercial Lighting Service	20-2543-323-00-79	Repairs-Grounds	3,979.85	5/24/2021	20-2543-323-00-79
			Total	\$3,979.85		



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0020212896	Partnering for Prevention LLC					
		10-1130-390-00-71-300-13	Consulting HS	4,990.00	5/26/2021	10-1130-390-00-71-300-13
		10-1130-390-00-71-300-13	Consulting HS	5,360.00	5/26/2021	10-1130-390-00-71-300-13
			Total	\$10,350.00		
0020212884	Patlin Inc					
		40-2554-410-00-79	Fleet Supplies	124.30	5/25/2021	40-2554-410-00-79
			Total	\$124.30		
0020212791	Pearson					
		10-1200-410-00-79-600-14	Supplies Sp Ed	644.55	5/17/2021	10-1200-410-00-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	366.36	5/17/2021	10-1200-410-92-79-600-14
			Total	\$1,010.91		
0020212808	Pioneer Manufacturing - Athletics					
		20-2543-410-00-79	Grounds Supplies	389.00	5/19/2021	20-2543-410-00-79
			Total	\$389.00		
0020212890	PlumbMaster Inc					
		20-2542-410-00-79	Supplies B & G	115.92	5/25/2021	20-2542-410-00-79
			Total	\$115.92		
0020212800	Porter Pipe & Supply					
		20-2542-410-00-79	Supplies B & G	307.16	5/19/2021	20-2542-410-00-79
			Total	\$307.16		
0020212832	Prinz, Deb					
		10-4210-670-00-79-600-14	Reg Ed Out of District	416.00	5/24/2021	10-4210-670-00-79-600-14
		10-4210-670-00-79-600-14	Reg Ed Out of District	286.00	5/24/2021	10-4210-670-00-79-600-14
			Total	\$702.00		
0020212900	Pro Com Systems Inc					
		20-2542-410-00-79	Supplies B & G	8,739.00	5/26/2021	20-2542-410-00-79
			Total	\$8,739.00		
0020212836	Regional Office of Education					
		10-2642-350-00-74-500-14	Advertising Human Res	200.00	5/24/2021	10-2642-350-00-74-500-14
			Total	\$200.00		
0020212885	Remkes Garage LLC					
		40-2554-410-00-79	Fleet Supplies	4,584.36	5/25/2021	40-2554-410-00-79
			Total	\$4,584.36		
0020212811	Rifton Equipment					
		10-1200-710-92-79-600-14	IDEA Instructional Non-Cap Eqp	551.25	5/24/2021	10-1200-710-92-79-600-14
			Total	\$551.25		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020212823	Rush Truck Center Huntley	40-2554-410-00-79	Fleet Supplies	655.42	5/24/2021	40-2554-410-00-79
		40-2554-410-00-79	Fleet Supplies	205.96	5/24/2021	40-2554-410-00-79
		40-2554-410-00-79	Fleet Supplies	106.70	5/24/2021	40-2554-410-00-79
		40-2554-410-00-79	Fleet Supplies	137.33	5/24/2021	40-2554-410-00-79
		40-2554-410-00-79	Fleet Supplies	3,650.00	5/24/2021	40-2554-410-00-79
		40-2554-410-00-79	Fleet Supplies	883.60	5/24/2021	40-2554-410-00-79
		40-2554-410-00-79	Fleet Supplies	640.47	5/24/2021	40-2554-410-00-79
		40-2554-410-00-79	Fleet Supplies	258.11	5/24/2021	40-2554-410-00-79
		40-2554-410-00-79	Fleet Supplies	998.43	5/24/2021	40-2554-410-00-79
		40-2554-410-00-79	Fleet Supplies	1,011.96	5/24/2021	40-2554-410-00-79
		40-2554-410-00-79	Fleet Supplies	1,906.68	5/24/2021	40-2554-410-00-79
		Total		<u>\$10,454.66</u>		
0020212797	Sherwin Williams Co	20-2542-410-00-79	Supplies B & G	86.00	5/19/2021	20-2542-410-00-79
		Total		<u>\$86.00</u>		
0020212812	Sommerfly	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	815.00	5/24/2021	10-2130-410-92-79-605-14
		Total		<u>\$815.00</u>		
0020212792	Spectrum Center Inc	10-4220-670-00-79-600-14	Sp Ed Private Tuition	8,158.26	5/17/2021	10-4220-670-00-79-600-14
		Total		<u>\$8,158.26</u>		
0020212813	Speech Corner LLC	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	149.93	5/24/2021	10-2150-410-92-79-605-14
		Total		<u>\$149.93</u>		
0020212806	Streamwood Behavioral Health	10-4210-670-00-79-600-14	Reg Ed Out of District	245.00	5/19/2021	10-4210-670-00-79-600-14
		Total		<u>\$245.00</u>		
0020212793	Sunrise Southwest LLC	40-2552-331-00-79	Contracted Transportation	389.65	5/17/2021	40-2552-331-00-79
		Total		<u>\$389.65</u>		
0020212816	Thermosystems Building System	20-2542-390-00-79	Other Purchased Service	4,601.25	5/24/2021	20-2542-390-00-79
		Total		<u>\$4,601.25</u>		
0020212826	Translation Today Network Inc	10-1200-310-92-79-600-14	IDEA General Purchased Service	230.00	5/24/2021	10-1200-310-92-79-600-14
		Total		<u>\$230.00</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020212897	UMB Bank NA	30192	Prepaid Expense	183,137.50	5/26/2021	30192
		30192	Prepaid Expense	141,600.00	5/26/2021	30192
		30192	Prepaid Expense	122,600.00	5/26/2021	30192
		Total		<u>\$447,337.50</u>		
0020212794	WE Carlson Corp	20-2542-410-00-79	Supplies B & G	150.00	5/17/2021	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	1,495.00	5/17/2021	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	110.00	5/17/2021	20-2542-410-00-79
		Total		<u>\$1,755.00</u>		
0020212829	Wrice Jr, Chester	10-1558-410-00-71-300-13	VEI Supplies HS	337.50	5/24/2021	10-1558-410-00-71-300-13
		Total		<u>\$337.50</u>		
		Total		<u><u>\$827,190.30</u></u>		

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: June 3, 2021

Subject: **Imprest Checks Issue**
Committee of the Whole Meeting, June 3, 2021
Finance Committee

The following is an executive summary of the attached report titled “Imprest Checks Issued” which is a listing of payments made as of May 27, 2021 for which the Board had not previously approved purchase orders. Therefore, Administration is requesting Board Approval acknowledging the issuance of payment:

Education Fund	\$	11,977.98
Operations & Maintenance Fund		69,258.38
Debt Service Fund		0.00
Transportation Fund		0.00
Municipal Retirement and Social Security Fund		16.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	\$	<u>81,252.36</u>

RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Imprest Checks Issued Report at the June 17, 2021 Regular Board meeting.



Huntley Community School District 158

Imprest Checks Issued As of: 05/27/2021

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Vendor Name		Amount	State Account Number
P.O. Number	Description		
Accardi, David	Sports Officials HS	61.00	10-1500-319-00-71-300-13
		<u>\$61.00</u>	
Azzaline, Ryan	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Becker, Amanda	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		<u>\$62.00</u>	
Becker, Donald	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		<u>\$62.00</u>	
Blum, Gerard	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Bondi, Michael	Sports Officials HS	109.00	10-1500-319-00-71-300-13
		<u>\$109.00</u>	
Bosley, Tom	Sports Officials HS	52.00	10-1500-319-00-71-300-13
		<u>\$52.00</u>	
Brach Sr, Fred	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Burau, Margaret	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Burnett, Jeff	Sports Officials HS	58.00	10-1500-319-00-71-300-13
		<u>\$58.00</u>	
Chahmirzadi, Manou	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Choklad, Scott	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Chung, Jeffrey	Sports Officials HS	61.00	10-1500-319-00-71-300-13
		<u>\$61.00</u>	
Chupich, Jason	Sports Officials HS	89.00	10-1500-319-00-71-300-13
	Sports Officials HS	95.00	10-1500-319-00-71-300-13
		<u>\$184.00</u>	
Citrano, Michael	Sports Officials HS	68.00	10-1500-319-00-71-300-13
		<u>\$68.00</u>	

Constellation NewEnergy



Huntley Community School District 158

Imprest Checks Issued As of: 05/27/2021

Printed: 05/27/2021

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Vendor Name		Amount	State Account Number
P.O. Number	Description		
	Natural Gas	17,886.37	20-2540-465-00-79
		<u>\$17,886.37</u>	
Cummings, Michael			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Denniston, Mike			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Doyle, Steven			
	Sports Officials HS	58.00	10-1500-319-00-71-300-13
		<u>\$58.00</u>	
Eckelberry, Andrew			
	Sports Officials HS	68.00	10-1500-319-00-71-300-13
		<u>\$68.00</u>	
Ehlert, Jon			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		<u>\$62.00</u>	
Erwin, Scott			
	Sports Officials HS	215.00	10-1500-319-00-71-300-13
	Sports Officials HS	215.00	10-1500-319-00-71-300-13
		<u>\$430.00</u>	
Fastsigns Crystal Lake			
0020212809	Supplies B & G	45,765.96	20-2542-410-00-79
		<u>\$45,765.96</u>	
Feiss, Richard			
	Sports Officials HS	58.00	10-1500-319-00-71-300-13
		<u>\$58.00</u>	
Fischer, Scott			
	Sports Officials HS	68.00	10-1500-319-00-71-300-13
		<u>\$68.00</u>	
Flynn III, John			
	Sports Officials HS	126.00	10-1500-319-00-71-300-13
		<u>\$126.00</u>	
Flynn, John			
	Sports Officials HS	126.00	10-1500-319-00-71-300-13
		<u>\$126.00</u>	
Fulk, Trevor			
	Sports Officials HS	120.00	10-1500-319-00-71-300-13
		<u>\$120.00</u>	
Glaser, John			
	Sports Officials HS	60.00	10-1500-319-00-71-300-13
		<u>\$60.00</u>	
Gotter, John			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		<u>\$62.00</u>	
Hansen, Bob			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13



Huntley Community School District 158

Imprest Checks Issued

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Vendor Name		Amount	State Account Number
P.O. Number	Description		
		\$65.00	
Hawkins, Robert			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		\$65.00	
Helm, Mitch			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		\$62.00	
HESPA			
	HESPA Dues	5,104.55	10-462
		\$5,104.55	
Howard, Russ			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		\$65.00	
IHSA			
	Activities Fees	330.00	10-1543-640-00-71-305-13
		\$330.00	
Keil, Nick			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		\$62.00	
Kielbasa, Joe			
	Sports Officials HS	92.00	10-1500-319-00-71-300-13
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		\$154.00	
Kneip, Denny			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		\$62.00	
Kohler, Tom			
	Sports Officials HS	58.00	10-1500-319-00-71-300-13
		\$58.00	
Koselke, Richard			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		\$62.00	
Laman, Mike			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		\$65.00	
Lupo, Michael			
	Sports Officials HS	106.00	10-1500-319-00-71-300-13
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		\$292.00	
Machesky, Dennis			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		\$62.00	
Maple, Derek			
	Sports Officials HS	61.00	10-1500-319-00-71-300-13
		\$61.00	
McIntee, Bill			



Huntley Community School District 158

Imprest Checks Issued As of: 05/27/2021

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Vendor Name		Amount	State Account Number
P.O. Number	Description		
	Sports Officials HS	95.00	10-1500-319-00-71-300-13
		<u>\$95.00</u>	
McMahon, Tim			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		<u>\$62.00</u>	
Menards Inc			
0020212682	Supplies B & G	615.53	20-2542-410-00-79
0021020127	Supplies B & G	1,000.00	20-2542-410-00-79
0021030127	Supplies B & G	19.95	20-2542-410-00-79
0021040127	Supplies B & G	1,077.02	20-2542-410-00-79
		<u>\$2,712.50</u>	
Miller, Tom			
	Sports Officials HS	215.00	10-1500-319-00-71-300-13
		<u>\$215.00</u>	
Moeller, Dave			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		<u>\$62.00</u>	
Moore, Kevin			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Mroz, Greg			
	Sports Officials HS	89.00	10-1500-319-00-71-300-13
	Sports Officials HS	95.00	10-1500-319-00-71-300-13
		<u>\$184.00</u>	
Mundelein High School			
	Conference Travel HS	204.00	10-1500-335-00-71-300-13
		<u>\$204.00</u>	
NCPERS Group Life Ins			
	IMRF & SS (Board)	16.00	50-481
		<u>\$16.00</u>	
Nelson, Bradley			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		<u>\$62.00</u>	
Petersen, Eric			
	Sports Officials HS	139.00	10-1500-319-00-71-300-13
		<u>\$139.00</u>	
Polich, Rod			
	Sports Officials HS	89.00	10-1500-319-00-71-300-13
		<u>\$89.00</u>	
Pope, Bob			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Quinten, Conrad			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		<u>\$62.00</u>	
Rees, Frank Wayne			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		<u>\$62.00</u>	



Huntley Community School District 158

Imprest Checks Issued As of: 05/27/2021

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Vendor Name		Amount	State Account Number
P.O. Number	Description		
Rivera Jr, Rafael			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Rodriguez, Tom			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Saltz, Elias			
	Sports Officials HS	59.00	10-1500-319-00-71-300-13
		<u>\$59.00</u>	
Scudero, Tim			
	Sports Officials HS	92.00	10-1500-319-00-71-300-13
		<u>\$92.00</u>	
Shea, Bob			
	Sports Officials HS	57.00	10-1500-319-00-71-300-13
		<u>\$57.00</u>	
Slover Jr, Ray			
	Sports Officials HS	89.00	10-1500-319-00-71-300-13
		<u>\$89.00</u>	
Stone, Larry			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Taylor, David			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
United Way of McHenry Co			
	United Way Payable	11.43	10-498
		<u>\$11.43</u>	
Ventrone, Jim			
	Sports Officials HS	120.00	10-1500-319-00-71-300-13
		<u>\$120.00</u>	
Vermillion, Blake			
	Sports Officials HS	109.00	10-1500-319-00-71-300-13
		<u>\$109.00</u>	
Vest, Michael			
	Sports Officials HS	109.00	10-1500-319-00-71-300-13
		<u>\$109.00</u>	
Village of Algonquin WS			
	Water/Sewer	490.60	20-2540-370-00-79
	Water/Sewer	784.30	20-2540-370-00-79
	Water/Sewer	837.70	20-2540-370-00-79
	Water/Sewer	10.00	20-2540-370-00-79
	Water/Sewer	770.95	20-2540-370-00-79
		<u>\$2,893.55</u>	
Vrba, Rich			
	Sports Officials HS	124.00	10-1500-319-00-71-300-13
		<u>\$124.00</u>	
Webb, Brian			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13



Huntley Community School District 158

Imprest Checks Issued

As of: 05/27/2021

Printed: 05/27/2021

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Vendor Name		Amount	State Account Number
P.O. Number	Description		
		\$62.00	
Westfall, James			
	Sports Officials HS	106.00	10-1500-319-00-71-300-13
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		\$168.00	
Wilk, Paul			
	Sports Officials HS	95.00	10-1500-319-00-71-300-13
		\$95.00	
Wilmot, Michael			
	Sports Officials HS	52.00	10-1500-319-00-71-300-13
		\$52.00	
Zeitler, Eric			
	Sports Officials HS	68.00	10-1500-319-00-71-300-13
		\$68.00	
Zeman, David			
	Sports Officials HS	92.00	10-1500-319-00-71-300-13
		\$92.00	
	Report Total	\$81,252.36	

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: June 3, 2021

Subject: **Accounts Payable Report**
Committee of the Whole Meeting, June 3, 2021
Finance Committee

The following is an executive summary of the attached report titled "Accounts Payable" which is a listing of open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.) and therefore Administration is requesting Board Approval to issue payment:

Education Fund	\$	1,423.51
Operations & Maintenance Fund		116.37
Debt Service Fund		0.00
Transporation Fund		0.00
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	\$	<u>1,539.88</u>

At this time there is no Supplemental Accounts Payable Report for which Board approval is needed. Therefore, one will be provided in the packet for the upcoming Regular Board meeting. It will consist of an executive summary and an attached report titled "Accounts Payable" which will include an additional listing of open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.) and therefore Administration will request Board Approval to issue payment.

RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Accounts Payable Report at the June 17, 2021 Regular Board meeting.



Huntley Community School District #158

Accounts Payable Report

Printed: 5/27/2021
Page 1 of 2

Vendor Name	A.S.N.	Description	Amount	State Account Number
Atchley, Julie	10-2120-410-00-71-300-13	Supplies Counseling HS	80.00	10-2120-410-00-71-300-13
		Total	\$80.00	
Avner, Jaclynn	10-1400-410-09-71-300-13	Home Economics Supplies	82.49	10-1400-410-09-71-300-13
		Total	\$82.49	
Deak, Donald	10-2220-490-00-74-210-13	Media Center AV Heineman	18.98	10-2220-490-00-74-210-13
		Total	\$18.98	
Kempf, Thomas	10-2190-410-00-71-300-12	Graduation Supplies HHS	62.91	10-2190-410-00-71-300-12
		Total	\$62.91	
Knapke, Nathan	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	525.78	10-1130-490-02-71-300-13
		Total	\$525.78	
Letheby, Corey	20-2542-410-00-79	Supplies B & G	100.00	20-2542-410-00-79
		Total	\$100.00	
Nardi, Angelo	20-2540-332-00-79	Travel	16.37	20-2540-332-00-79
		Total	\$16.37	
Schwerzler, Therese	10-2410-332-00-71-300-13	Prin Travel HS	33.04	10-2410-332-00-71-300-13
		Total	\$33.04	
Surak-Roesner, Linda	10-1110-332-00-71-100-13	Teacher Travel Leggee	40.32	10-1110-332-00-71-100-13
		Total	\$40.32	
Waughon, Susan	10-1200-410-92-79-600-14	IDEA Instructional Supplies	303.90	10-1200-410-92-79-600-14
		Total	\$303.90	
Woods, Lorie	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	258.73	10-1130-490-02-71-300-13
		Total	\$258.73	



Huntley Community School District #158

Accounts Payable Report

Printed: 5/27/2021
Page 2 of 2

Vendor Name	A.S.N.	Description	Amount	State Account Number
Zhang, Guangping	10-2520-332-00-74-500-14	Travel Fiscal	17.36	10-2520-332-00-74-500-14
			Total	\$17.36
			Total	\$1,539.88

To: Board of Education and Administration

From: Anna Meyer, Administrative Assistant

Date: June 17, 2021

Subject: **Revenue Contract Approval**
Board of Education Meeting – June 17, 2021
Finance Committee

Presented are Fundraising Contract and Agreement form for the organization listed below.

<u>Organization Benefited</u>	<u>Vendor</u>	<u>Net Revenue</u>
HHS Bass Fishing Club	GoFundMe	\$30,000

RECOMMENDATION

The Finance Committee recommends the Board of Education approve the contracts and agreements form at the June 17, 2021 Regular Board Meeting.

Crowdfunding Authorization Form

Fiscal Services

All crowdfunding activities require pre-approval. Crowdfunding services must have at least a three-star rating on Charity Navigator. Please complete this form in its entirety and submit the form to your building principal a minimum of 30 days prior to posting the event online. The Principal will then forward all documents to the Chief Financial Officer.

Requesting Authorization for: ☒ Crowdfunding ☐ Other _____

Today's Date: 5/12/2021 School: Huntley High School

Name of School Organization: HHS Bass Fishing Club

Sponsor / Teacher / Coach's Name: Andrew Weigand Phone: 630-336-1774

Starting Date of Event: 6/15/2021 Ending Date of Event: Unknown

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 30,000.00

Describe Sale/Event: Fundraising to purchase a Bass fishing boat for team use in competitions ✓

Will a Vendor Be Used: ☐ Yes* ☒ No * *Attach all contracts and agreements to this form.*

Name of Vendor (if applicable): Tracker Boats

Type of Product or Service Provided by Vendor: Boat manufacturer, <https://www.trackerboats.com/bass/pi>

Name of Crowdfunding Platform (if applicable): GoFundMe

Crowdfunding Platform Website (if applicable): <https://www.gofundme.com/>

How will compensation be used/distributed? purchase boat, trailer, engine, req. accessories, registration, plates, etc.

Name of Activity Account: HS Fishing Club Activity Account #: 563

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval / non-approval for crowdfunding events over \$1,000 which require Board approval.

Andrew Weigand
Sponsor Signature

5/12/2021
Date

Manuel J. Br.
Principal Signature – I certify that it is a minimum of 30 days prior to posting online

5.14.21
Date

AT
Chief Financial Officer Signature

5.21.21
Date

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of \$1,000.00 be approved by the school board.

☐ Superintendent's Copy ☐ Fiscal Services Copy

Date of Board Approval: _____

☐ Building Principal / Sponsor / Teacher / Coach's Copy



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer/Treasurer

Date: June 17, 2021

Subject: **Signatories for Bank/Financial Accounts**
Board of Education Meeting, June 17, 2021
Finance Committee

Harris Bank requests two signatories on all accounts with Huntley Community School District 158.

RECOMMENDATION

The Finance Committee recommends that Mark Altmayer, CFO/Treasurer and Scott Rowe, Superintendent be approved as signatories for all bank/financial accounts at the June 17, 2021 Regular Board Meeting.



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: June 17, 2021

Subject: **Appointment of Treasurer / Treasurer's Bond**
Board of Education Meeting, June 17, 2021
Finance Committee

RECOMMENDATION

The Finance Committee recommends the Board of Education approve Mr. Mark Altmayer as Treasurer for FY22 at the June 20, 2021 Regular Board meeting.

June 17, 2021

To: Regional Superintendent of Schools of McHenry County

NOTICE OF APPOINTMENT OF SCHOOL TREASURER

Please be advised that the Board of Education of Huntley Community School District 158 of McHenry and Kane Counties, Illinois has this day in compliance with the provisions of 105 ILCS 5/8.1 of the School Code of Illinois appointed Mark Altmayer whose address is _____, Illinois, as our School Treasurer for a term of twelve (12) months beginning July 1, 2021 and extending through June 30, 2022 and renewable annually thereafter.

Complying with the provisions of 105 ILCS 5/8.2 of the abovementioned Statutes, we have fixed the amount of bond for the treasurer in the amount of \$30,526,723 which said bond, Lyndon Southern Insurance Company being surety on bond, we have duly approved and one copy of said bond is herewith transmitted to you for your approval and files. Second copy to be approved and returned to school district.

President

Secretary

School District No. 158, McHenry County, Illinois

Name of firm or persons acting as Surety on Bond: Lyndon Southern Insurance Company

Term of bond: From July 01, 2021 to June 30, 2022

Name and address to which checks are to be mailed:

Mr. Mark Altmayer, Treasurer
Huntley Community School District 158
650 Dr. John Burkey Drive
Algonquin, Illinois 60102

To: Board of Education

From: Mark Altmayer, Chief Financial Officer / Treasurer

Date: June 17, 2021

Subject: **Designation of Depositories**
Board of Education Meeting, June 17, 2021
Finance Committee

For the Committee's review, in accordance with Section 8-7 of the School Code 105ILCS 5/8-7, below is a listing of depositories for funds of the School District. The naming of the official depositories follows our policy of periodic review and approval for the overall cash management and treasury procedures. A resolution is attached that authorizes the school Treasurer to take all necessary actions to assume and exercise the functions of school Treasurer as well as authorize depositories of School District Funds. The depositories are as follows:

Harris Bank N.A.
Illinois School District Liquid Asset Fund Plus
JP Morgan Chase
The Bank of New York Mellon Trust Co N.A.
U.S. Bank
UMB Bank

RECOMMENDATION

The Finance Committee recommends the Board of Education approve the attached resolution, listing the abovementioned financial institutions as the official depositories for funds of the School District, as well as authorize the school Treasurer to take all necessary actions to assume and exercise the functions of school Treasurer at the June 17, 2021 Regular Board Meeting.

**RESOLUTION OF THE BOARD OF EDUCATION OF
HUNTLEY COMMUNITY SCHOOL DISTRICT 158
DESIGNATING DEPOSITORIES FOR SCHOOL DISTRICT FUNDS**

WHEREAS, Huntley Community School District 158, McHenry and Kane Counties, Illinois (the "School District") has appointed the School Treasurer in accordance with Section 8-7 of the School Code, 105ILCS 5/8-7.

NOW, THEREFORE, be it hereby resolved by the Board of Education of Huntley Community School District 158, McHenry and Kane Counties, Illinois, as follows:

- 1) The foregoing recitals are hereby found to be full, true and correct and are incorporated into this Resolution by reference as if set forth fully herein.
- 2) The School Treasurer is hereby authorized and directed to take all other necessary actions to assume and exercise the functions of school Treasurer, including without limitation the following:
- 3) To inspect, as necessary, all cashbooks, loan books, district account books and journals to copy or reproduce such portions thereof as the School Treasurer deems necessary for the performance of his duties.
- 4) The depositories on Exhibit A hereto are hereby designated as authorized depositories of School District Funds.

This Resolution shall take effect immediately upon its passage.

Adopted this 17th day of June 2021.

AYES: _____

NAYES: _____

ABSENT: _____

President, Board of Education

Attest:

Secretary, Board of Education

Exhibit A

Harris Bank N.A.
Illinois School District Liquid Asset Fund Plus
JP Morgan Chase
The Bank of New York Mellon Trust Co N.A.
U.S. Bank
UMB Bank

**Huntley Community School District 158 – Board of Education
Personnel Report
June 17, 2021**

2020-2021 Staff Retirements

Nancy McLennand

- Program Aide/Heineman
- 12 Years of Service

Administration

Resignations	Location	Name	Salary/Reason	Effective Date
Assistant Principal	Chesak	Sarah Burnett	\$80,913.20/Voluntary	June 30, 2021

Replacements	Location	Name	Salary	Effective Date
Department Chair/Math	High School	Danielle Parker (N)	\$80,000	July 1, 2021

Change in Assignment, Status or Position	Location	Name	Salary	Effective Date
Assistant Principal	Leggee	Karrie Baughman	\$73,000	July 1, 2021
Assistant Superintendent for Elementary Learning and Innovation	District Office	Amy MacCrimble	\$140,000	July 1, 2021
Executive Director of Special Services	District Office	Sue Waughon	\$125,000	July 1, 2021
Director of Special Services	District Office	Jackie Allen	\$90,000	July 1, 2021

Certified

New Position	Location	Name	Salary	Effective Date
Teacher/Bilingual	TBD	Evelyn Gonzalez (N)	B0/A \$TBD	August 16, 2021
Teacher/Anticipated First Grade	Chesak	Olivia Hein (N)	B0/A \$TBD	August 16, 2021

Replacements	Location	Name	Salary	Effective Date
Teacher/Special Ed	Heineman	Rachel Real (N)	B0/E \$TBD	August 16, 2021
Teacher/Special Ed	Marlowe	Brianna DeCicco (N)	B12/D \$TBD	August 16, 2021
Teacher/Special Ed	Marlowe	Amy Ehmen (N)	M0/F \$TBD	August 16, 2021
Teacher/Second Grade	Chesak	Marie Gusciara (N)	B0/A \$TBD	August 16, 2021
Teacher/Bilingual	Chesak	Ubaldo Huerta Bueno (N)	B0/A \$TBD	August 16, 2021
Teacher/Bilingual	Leggee	Allison Schmidt (N)	M0/J \$TBD	August 16, 2021
Teacher/First Grade	Mackeben	Mikayla Doran (N)	B0/A \$TBD	August 16, 2021

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Teacher/First Grade	Mackeben	Ciara Alonso (N)	B0/A \$TBD	August 16, 2021
Teacher/PE	Martin	Jeremy Finstein (N)	B0/A \$TBD	August 16, 2021
Teacher/PE	Leggee	Nick Schmidt (N)	B0/A \$TBD	August 16, 2021
Psychologist	High School	Christopher Hansen (N)	M12/A \$TBD	August 16, 2021
Speech Language Pathologist	Martin	Jamie DeYoung (N)	M36/H \$TBD	August 16, 2021

Change in Assignment, Status or Position	Location	Name	Salary	Effective Date
Parent Tot/Parent Coordinator	ECC	Kendra Chesney	\$67,500.00	August 16, 2021
Teacher/Bilingual	Chesak	Denise Amador	B0/B \$TBD	August 16, 2021
Teacher/Kindergarten	Chesak	Hailey Lonigro	B0/B \$TBD	August 16, 2021
RtI Interventionist	Chesak	Candi Lardino	M12/M \$TBD	August 16, 2021
RtI Interventionist	Chesak	Jeanne Richards	M12/OS \$TBD	August 16, 2021
Teacher/Special Education Resource	Mackeben	Shelly Montello	M24/OS \$TBD	August 16, 2021
RtI Interventionist	Mackeben	Haley Kinnamon	B0/B \$TBD	August 16, 2021
RtI Interventionist	Mackeben	Jill Hartleb	M24/A \$TBD	August 16, 2021
RtI Interventionist	Martin	Diane Neumann	M24/R \$TBD	August 16, 2021
RtI Interventionist	Leggee	Dawn Bach	M24/OS \$TBD	August 16, 2021
RtI Interventionist	Leggee	Gigi Heisler	M24/P \$TBD	August 16, 2021
RtI Interventionist	Leggee	Sharon Flight	B0/D \$TBD	August 16, 2021
RtI Facilitator	All Buildings	Jennifer Rock	M24/M \$TBD	August 16, 2021
Instructional Coach	Martin, Chesak, Conley, Mackeben, Leggee	Emily Hewitt	M12/K \$TBD	August 16, 2021
Teacher/ESL	Martin	Amy Hassel	B36/N \$TBD	August 16, 2021

Resignations	Location	Name	Salary/Reason	Effective Date
Speech Language Pathologist	Chesak	Maegan O'Brien	\$49,436.37/Voluntary	June 1, 2021
Speech Language Pathologist	Leggee	Bridget Sessions	\$50,425.86/Voluntary	June 1, 2021
Nurse	Marlowe	Angela Thompson	\$62,895.12/Voluntary	June 1, 2021

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Teacher/Spanish	High School	Amanda Robles	\$54,811.32/Voluntary	June 1, 2021
Teacher/Bilingual	Leggee	Shafik Nieves Swahara	B0/B \$TBD	Never Started

Educational Support

Replacements	Location	Name	Salary	Effective Date
1:1 Aide	High School	Abbey Nichols (N)	\$13.87 per hour	August 16, 2021

Change in Assignment, Status or Position	Location	Name	Salary	Effective Date
Job Coach/LIGHT	Marlowe	Dawn Kobrick	\$17.75 per hour	July 1, 2021
Media Aide	Martin	Kathleen Johnson	\$15.14 per hour	August 16, 2021
Media Aide	Marlowe	Anita Adam	\$13.87 per hour	August 16, 2021
Program Aide	ECC	Nicole Jarka	\$13.87 per hour	August 16, 2021
Program Aide	ECC	Arin Marino	\$13.87 per hour	August 16, 2021
Program Aide	ECC	Judee Humphrey	\$13.87 per hour	August 16, 2021
Program Aide	Mackeben	Lisa Sesko	\$16.50 per hour	August 16, 2021
1:1 Aide	Mackeben	Renee Burnquist	\$13.27 per hour	August 16, 2021
SES Aide	Conley	Nicolette Prokuski	\$14.49 per hour	August 16, 2021
Cook	High School	Ana Fonseca	\$12.62 per hour	August 16, 2021
Cook	Leggee	Julie Henning	\$12.62 per hour	August 16, 2021
Cook	Conley	Robin Krawczyk	\$12.95 per hour	August 16, 2021
Human Resources Specialist	District Office	Julie Lowry	\$23.97 per hour	July 1, 2021
Executive Administrative Assistant/Superintendent & BOE	District Office	Julie Stock	\$63,000	July 1, 2021

Resignations	Location	Name	Salary/Reason	Effective Date
Program Aide	Heineman	Nancy McLennand	\$16.99 per hour/Retirement	June 1, 2021
Program Aide	ECC	Melissa Paddock	\$15.10 per hour/Voluntary	May 17, 2021
1:1 Aide	Leggee	Natalie Biddle	\$13.59 per hour/Voluntary	June 1, 2021

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1:1 Aide	Leggee	Hillery Gendusa	\$13.27 per hour/Voluntary	June 1, 2021
1:1 Aide	High School	Danielle Rewiako	\$13.27 per hour/Voluntary	June 1, 2021
Elementary Supervisor	Chesak	Stacie BeBacker	\$11.00 per hour/Voluntary	June 1, 2021
Cook	Leggee	Bridgette Johnston	\$16.34 per hour/Voluntary	June 1, 2021
Mobile Tech	Leggee	Denise James	\$13.23 per hour/Voluntary	May 28, 2021

Terminations	Location	Name	Salary/Reason	Effective Date
Campus Supervisor	High School	Tracy Dziekanski	\$13.11 per hour/Termination	June 7, 2021

Summer Positions

Position	Name	Amount	Effective Dates
Teacher/Summer Success	Tamara VanHiel	\$34.72 per hour	July 6-26, 2021
Teacher/Summer Success	Christina Bidinger	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Summer Success	Stacy Gross	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Summer Success	Lisa Kampert	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Summer Success	Lisa Kunde	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Summer Success	Julie McLaughlin	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Summer Success	Margaret O'Brien	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Summer Success	Jennifer Raines	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Summer Success	Tracy Sawyer	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Summer Success	Ryan Schaefer	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Summer Success	Dana Turk	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Summer Success	Kathy Vaught	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Summer Success	Carla Wasniewski	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Summer Success	Steven Werling	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Summer Success	Rebecca Perez	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Summer Success	Jill Howen	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Summer Success	Ann Adair	\$34.72 per hour	June 7-25 & July 6-26, 2021

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Teacher/Summer Success	Erika Dixon	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Summer Success	Kelley Whalen	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/American Government	Allison Lewandowski	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/American Government	Mark Raupp	\$2,500 / Session	June 7-25, 2021
Teacher/US History	Jay Teagle	\$2,500 / Session	July 6-26, 2021
Teacher/US History	Amanda Easley	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/US History	Eric Lachel	\$2,500 / Session	June 7-25, 2021
Teacher/Social Studies	Ashley Motz	\$2,500 / Session	June 7-25, 2021
Teacher/English	Lana Johnson	\$2,500 / Session	June 7-25, 2021
Teacher/English	Kinsey Wright	\$2,500 / Session	June 7-25, 2021
Teacher/English	Dave Tambelini	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/English	Kim Hoffman	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Literacy	Mary Ruffolo	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Math	Marta Sobey	\$2,500 / Session	June 7-25, 2021
Teacher/Math	Emily Kaffel	\$2,500 / Session	June 7-25, 2021
Teacher/Math	Nicholas Wilford	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Math	Laura Burkett	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Science	Frank Gurgone	\$2,500 / Session	June 7-25, 2021
Teacher/Computer Programming	Michelle Zietlow	\$2,500 / Session	June 7-25, 2021
Teacher/HS Accommodations	Rachael Schwingen	\$2,500 / Session	June 7-25, 2021
Teacher/HS Accommodations	Jessica Kapachinski	\$2,500 / Session	July 6-26, 2021
Teacher/HS Credit Recovery	Greg Kuhn	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Drivers Ed	Jamie Kruse	\$2,500 / Session	June 7-25, 2021
Teacher/Drivers Ed	Will Benson	\$2,500 / Session	July 6-26, 2021
Teacher/Elementary	Brandi Wargo	\$2,500 / Session	June 7-25, 2021
Teacher/Elementary	Tamara VanHiel	\$2,500 / Session	June 7-25, 2021
Teacher/Elementary	Kimberly Kill	\$2,500 / Session	June 7-25, 2021
Teacher/Elementary	Jackie Jackson	\$2,500 / Session	June 7-25, 2021

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Teacher/Elementary	Christina Bidinger	\$2,500 / Session	June 7-25, 2021
Teacher/Elementary	Jen Bowie	\$2,500 / Session	June 7-25, 2021
Teacher/Elementary	Sharon Flight	\$2,500 / Session	June 7-25, 2021
Teacher/Elementary	Megan Brickey	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Elementary	Steven Byrne	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Elementary	Peggy Caldron	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Elementary	Marybeth Dunn	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Elementary	Paula Gerke	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Elementary	Amy Goldberg	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Elementary	Dominique Hall	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Elementary	Shannon Mitchell	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Elementary	Jeannette Perreault	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Elementary	Jennifer Raines	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Elementary	Ryan Schaefer	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Elementary	Kathy Vaught	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Elementary	Steven Werling	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Elementary	Stacy Gross	\$2,500 / Session	July 6-26, 2021
Teacher/Elementary	Lisa Kampert	\$2,500 / Session	July 6-26, 2021
Teacher/Dual Language	Jennifer Gallien	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Dual Language	Shafik Nieves Zawahra	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Dual Language	Elizabeth Casas	\$2,500 / Session	June 7-25 & July 6-26, 2021
Teacher/Dual Language	Elena Medina	\$2,500 / Session	June 7-25, 2021
Teacher/Dual Language	Denise Amador	\$2,500 / Session	June 7-25, 2021
Teacher/Dual Language	Denise Lara	\$2,500 / Session	June 7-25, 2021
Scheduling Coordinator/Behind the Wheel	Cliff Pawlak	\$500 / Session	June 1-26 & July 6-24, 2021
Teacher/Behind the Wheel	Matt Adam	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Behind the Wheel	Kimberly Fekete	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Behind the Wheel	Chris Fish	\$34.72 per hour	June 7-25 & July 6-26, 2021

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Teacher/Behind the Wheel	Matt Lewandowski	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Behind the Wheel	Kevin O'Brien	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Behind the Wheel	Cliff Pawlak	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Behind the Wheel	Paul Reinke	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Behind the Wheel	Dan Jennings	\$34.72 per hour	June 7-25 & July 6-26, 2021
Teacher/Behind the Wheel	Bob Barnett	\$34.72 per hour	June 7-25 & July 6-26, 2021
Summer School Aide	Delia Garza	\$13.27 per hour	June 7-25, 2021
Summer School Aide	Kathy Michel	\$14.61 per hour	June 7-25, 2021
Summer School Aide	Stacia Zion	\$14.49 per hour	June 7-25, 2021
Summer School Aide	Anna Bratton	\$13.87 per hour	June 7-25, 2021
Summer School Aide	Anna Bratton	\$14.49 per hour	July 6-26, 2021
Summer School Aide	Kate Johnson	\$14.49 per hour	June 7-25, 2021
Summer School Aide	Kate Johnson	\$15.14 per hour	July 6-26, 2021
Summer School Aide	Jennifer Pharis	\$13.27 per hour	June 7-25, 2021
Summer School Aide	Jennifer Pharis	\$13.87 per hour	July 6-26, 2021
Summer School Aide	Rosa Solis	\$16.50 per hour	June 7-25, 2021
Summer School Aide	Rosa Solis	\$17.24 per hour	July 6-26, 2021
Summer School Aide	Jessica Wilson	\$13.87 per hour	June 7-25, 2021
Summer School Aide	Jessica Wilson	\$14.49 per hour	July 6-26, 2021
Summer School Aide	Emily Awrey	\$13.87 per hour	July 6-26, 2021
Summer School Aide	Melanie Turner	\$13.87 per hour	July 6-26, 2021
Teacher/ESY	Robert Collins	\$2,500 / Session	June 7 – July 1, 2021
Teacher/ESY	Alexa Dechant	\$2,500 / Session	June 7 – July 1, 2021
Teacher/ESY	Amy Disabato	\$2,500 / Session	June 7 – July 1, 2021
Teacher/ESY	Hok To Lam	\$2,500 / Session	June 7 – July 1, 2021
Teacher/ESY	Allison Olsen	\$2,500 / Session	June 7 – July 1, 2021
Teacher/ESY	Deb Randazzo	\$2,500 / Session	June 7 – July 1, 2021
Teacher/ESY	Sam Riesen	\$2,500 / Session	June 7 – July 1, 2021

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Teacher/ESY	Sandra Smith	\$2,500 / Session	June 7 – July 1, 2021
Teacher/ESY	Linda Surak-Roesner	\$2,500 / Session	June 7 – July 1, 2021
Teacher/ESY	Sarah Tunzi	\$2,500 / Session	June 7 – July 1, 2021
Teacher/ESY	Kelley Whalen	\$2,500 / Session	June 7 – July 1, 2021
Program Aide/ESY	Christina Davis	\$13.27 per hour	June 7 – July 1, 2021
Program Aide/ESY	Laurie Laird	\$13.27 per hour	June 7 – July 1, 2021
Program Aide/ESY	Elizabeth Raines	\$13.27 per hour	June 7 – July 1, 2021
Program Aide/ESY	Melissa Stanley	\$14.49 per hour	June 7 – July 1, 2021
Program Aide/ESY	Joan Bryczek	\$15.86 per hour	June 7 – July 1, 2021
Program Aide/ESY	Brenda Cornett	\$15.86 per hour	June 7 – July 1, 2021
Program Aide/ESY	Eileen Minick	\$16.19 per hour	June 7 – July 1, 2021
Program Aide/ESY	Lori Precour	\$16.50 per hour	June 7 – July 1, 2021
Program Aide/ESY	Christine Newman	\$17.67 per hour	June 7 – July 1, 2021
Program Aide/ESY	Peggy Fricilone	\$18.55 per hour	June 7 – July 1, 2021
1:1 Aide/ESY	Angela Imelda	\$13.27 per hour	June 7 – July 1, 2021
1:1 Aide/ESY	Katlyn Linak	\$13.27 per hour	June 7 – July 1, 2021
1:1 Aide/ESY	Abbey Nichols	\$13.27 per hour	June 7 – July 1, 2021
1:1 Aide/ESY	Katelyn Rudd	\$13.27 per hour	June 7 – July 1, 2021
1:1 Aide/ESY	Yesenia Vargas	\$13.27 per hour	June 7 – July 1, 2021
1:1 Aide/ESY	Hillary Zurek	\$13.27 per hour	June 7 – July 1, 2021
1:1 Aide/ESY	Thomas Carle	\$13.27 per hour	June 7 – July 1, 2021
1:1 Aide/ESY	Amy Linak	\$13.87 per hour	June 7 – July 1, 2021
1:1 Aide/ESY	Cynthia Murphy	\$13.87 per hour	June 7 – July 1, 2021
1:1 Aide/ESY	Dorota Trela	\$13.87 per hour	June 7 – July 1, 2021
1:1 Aide/ESY	Travis Awrey	\$14.49 per hour	June 7 – July 1, 2021
1:1 Aide/ESY	Marlo Hern	\$14.49 per hour	June 7 – July 1, 2021
1:1 Aide/ESY	Brittney Readinger	\$14.80 per hour	June 7 – July 1, 2021
1:1 Aide/ESY	Meg Vacula	\$15.38 per hour	June 7 – July 1, 2021

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1:1 Aide/ESY	Cheryl Ganassin	\$16.99 per hour	June 7 – July 1, 2021
1:1 Aide/ESY	Sherry Grigsby	\$17.81 per hour	June 7 – July 1, 2021
1:1 Aide/ESY	Shelly Goettelmann	\$18.55 per hour	June 7 – July 1, 2021
1:1 Aide/ESY	Merle Halan	\$18.55 per hour	June 7 – July 1, 2021
Bus Aide/ESY	Cynthia Murphy	\$12.19 per hour	June 7 – July 1, 2021
Bus Aide/ESY	Melanie Turner	\$12.19 per hour	June 7 – July 1, 2021
Bus Aide/ESY	Emily Awrey	\$12.19 per hour	June 7 – July 1, 2021
Bus Aide/ESY	Kerri Seymore	\$12.19 per hour	June 7 – July 1, 2021
Bus Aide/ESY	Karen Marino	\$13.70 per hour	June 7 – July 1, 2021
Bus Aide/ESY	Diane Mikula	\$15.72 per hour	June 7 – July 1, 2021
Bus Aide/Summer School	Robin Guerra	\$16.34 per hour	June 7 – 30, 2021
Bus Aide/Summer School	Robin Guerra	\$16.91 per hour	July 1-21, 2021
Bus Aide/Summer School	Huldah Scott-Cole	\$12.68 per hour	June 8-30, 2021
Bus Aide/Summer School	Lori Pontikis	\$12.19 per hour	June 7-18, 2021
Bus Aide/Summer School	Margaret Puzzo	\$12.19 per hour	June 9 – July 1, 2021
Bus Driver	Diane Stockwell	\$17.32 per hour	June 7 – July 1, 2021
Bus Driver	Beata Przyborowski	\$17.93 per hour	July 6-26, 2021
Bus Driver	Bob Lowenstein	\$17.97 per hour	June 7-24, 2021
Bus Driver	Imola Hablik	\$17.97 per hour	June 7-25, 2021
Bus Driver	David Tedesco	\$18.59 per hour	June 7-25, 2021
Bus Driver	Susann Greco	\$18.60 per hour	July 6-26, 2021
Bus Driver	Jim Zimanek	\$19.24 per hour	July 1-21, 2021
Bus Driver	Laura Carriveau	\$19.24 per hour	June 21-30, 2021
Bus Driver	Laura Carriveau	\$19.91 per hour	July 1-16, 2021
Bus Driver	Ross Pflueger	\$19.96 per hour	June 7-25, 2021
Bus Driver	Margarette Larrieux-Moore	\$20.74 per hour	July 19 – August 5, 2021
Bus Driver	Jack Swenson	\$21.00 per hour	June 7-25, 2021
Bus Driver	Sondra Michalski	\$21.06 per hour	June 7-25, 2021

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Bus Driver	Wendy Campbell	\$21.85 per hour	June 7 – July 1, 2021
Bus Driver	Cindy Kearns	\$23.11 per hour	August 2-17, 2021
Bus Driver	Tawanna Smallwood	\$23.11 per hour	July 7-27, 2021
Bus Driver	Larry Melman	\$23.22 per hour	June 7 – July 1, 2021
Bus Driver	Bev Zielinski	\$24.16 per hour	June 7 – July 1, 2021
Bus Driver	Marlo Madonia Scott	\$25.01 per hour	July 28 – August 17, 2021
Bus Driver	Elena Gamez	\$25.14 per hour	June 7-25, 2021
Bus Driver	Christina Cruz Morales	\$25.14 per hour	June 7-25, 2021
Bus Driver	Veronica Kearney	\$25.14 per hour	June 7-25, 2021
Bus Driver	Guy Distatte	\$25.14 per hour	June 7 – July 1, 2021
Bus Driver	Lisa Boland	\$25.14 per hour	June 7 – July 1, 2021
Bus Driver	Deardre Dziwlik	\$25.14 per hour	June 2-30, 2021
Bus Driver	Joy Yourg	\$25.14 per hour	June 8-30, 2021
Bus Driver	Jennifer Anthony	\$25.14 per hour	June 2-18, 2021
Bus Driver	Rachel Crane	\$25.14 per hour	June 7-30, 2021
Bus Driver	Rachel Crane	\$26.02 per hour	July 1-8, 2021
Bus Driver	Jackie Bullio	\$25.14 per hour	June 22-30, 2021
Bus Driver	Jackie Bullio	\$26.02 per hour	July 1-16, 2021
Bus Driver	Andrea Wolf Schlosser	\$25.14 per hour	June 14-30, 2021
Bus Driver	Andrea Wolf Schlosser	\$26.02 per hour	July 1-9, 2021
Bus Driver	Donna Sweitzer	\$26.02 per hour	July 6-30, 2021
Bus Driver	Cathy Oddo	\$26.02 per hour	July 1-23, 2021
Bus Driver	Jean West	\$26.11 per hour	June 7 – July 1, 2021
Bus Driver	Sue Kahl	\$26.11 per hour	June 7-30, 2021

Resignations	Name	Salary/Reason	Effective Date
ESY Self Contained Teacher/ Secondary	Alexis Sclau	\$2,500 / Session/ Voluntary	Never Started

Extra-Curricular

**Huntley Community School District 158 – Board of Education
Personnel Report
June 17, 2021**

Sport/Activity	Name	Home School	Amount	Effective
Wrestling (Asst.)	Zachary Spencer	Out of District	\$3,738.00	2020-21 SY

Mandated Leaves

Type	Location	Number of Staff
FMLA	High School	1
FMLA	Heineman	1

Non-Mandated Leaves

Type	Location	Number of Staff
One Year Personal Unpaid Leave for the 2021-2022 School Year	Marlowe	1
One Year Personal Unpaid Leave for the 2021-2022 School Year	Heineman	1

Huntley Community School District #158
Job Description – Administrative Assistant for Operations and Maintenance

Job Title: Administrative Assistant for Operations and Maintenance
Department: Operations and Maintenance
Reports To: Director of Operation and Maintenance
Prepared By: HR/Director of Operations and Maintenance
Prepared Date: May, 2021
Approved By: Board of Education
Approved Date: June 17, 2021

Summary: The Administrative Assistant works directly for the Director of Operations and Maintenance to support processes and procedures within the department. The Administrative Assistant is responsible for performing a full range of administrative and secretarial related duties for the Director of Operations and Maintenance and the department. This person acts as liaison between the Operations and Maintenance department, the buildings, vendors, and other business partners as necessary.

Essential Duties and Responsibilities:

- Works closely with the Director of Operations and Maintenance to assure completion of all secretarial and office responsibilities related to Operations and Maintenance office
- Provides positive public relations with multiple stakeholders as they pertain to the Operations and Maintenance department
- Knowledgeable of the school district's policies and procedures
- Completes all necessary reports as requested by the Director of Operations and Maintenance
- Drafts memos, letters, procedures, correspondence as needed
- Maintains an accurate schedule of appointments and meetings
- Maintains a neat and orderly work station
- Maintains strict confidentiality
- Processes action items from monthly board meetings
- Processes the Director of Operations and Maintenance's US and in-district mail, and correspondence as requested
- Maintains the filing system in the Operations and Maintenance department
- Assists the Director of Operations and Maintenance with the bidding process.
- Attends meetings and in-services, as required
- Prepares and processes requisitions and purchase orders for the Operations and Maintenance office
- Ability to multi-task, handle stressful situations, cope with changes, work under pressure, be flexible with daily schedules, and provide excellent organizational skills
- Manage receipt and processing of deliveries to the District 158 Administration Center for all District 158 departments
- Other duties may be assigned

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Huntley Community School District #158
Job Description – Administrative Assistant for Operations and Maintenance

Education and/or Experience: Associate's degree (A. A.) or equivalent from two-year college or technical school; or three to five years related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to write, communicate and be proficient in English grammar. Be able to present information in one-on-one, and in small group situations to other employees, entities, vendors, and the public. Professional communication and public relations skills.

Mathematical Skills: Ability to calculate figures to process purchase orders, reimbursements, and requests. Ability to work with spreadsheets and databases.

Reasoning Ability: Ability to carry out instruction furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have:

- Ability to access, organize, and manipulate information using standard office applications, especially Google and Microsoft products
- Strong written communication skills using word processing, email and other modern tools
- Comfortability in an online-oriented, highly connected work environment

Other Skills and Abilities: Ability to maintain confidentiality.

Physical Demands: Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Employee Signature

Date

Hiring Supervisor Signature

Date

Consolidated School District 158
Job Description – INSTRUCTIONAL COACH (Dual Language)

Job Title: Instructional Coach (Multilingual)
Department: Certified Staff
Reports To: Multilingual Director
Prepared by: Human Resources
Prepared Date: May, 2021
Approved by: Board of Education
Approved Date: June 17, 2021

Summary: Assist multilingual staff in the various instructional practices based on individual need through consultation, modeling, curriculum support, etc.

Essential Duties and Responsibilities include the following; other duties may be assigned:

- Collaborate with Principal, teachers, Multilingual department, and other key stakeholders to problem solve to develop best practices for continuous academic growth of students
- Collaborate to plan job-embedded professional development that provokes engaging, deep conversations about educational policies, practices and behaviors that impact student achievement
- Demonstrate knowledge of the instructional improvement needs of the teachers served
- Assist teachers making instructional decisions that are based on data
- Establish a culture for ongoing instructional improvements
- Establish clear procedures for teachers to gain access to instructional support
- Establish and maintain norms of behavior for professional interactions
- Organize physical space for workshops or training
- Build mutually respectful trusting relationships with teachers and administrators while providing support that aligns to needs and strengths
- Work to create a safe space where educators can be inspired to explore educational possibilities for all students
- Serve as an advocate for teachers and help celebrate positive outcomes
- Locate resources for Multilingual staff to support instructional improvement
- Focus coaching on evidence gathering & data analysis that accurately reflects and is responsive to the evolving needs of students and staff
- Provide engaging adult learning opportunities that provide for shared responsibility
- Research best practices being used in both within and beyond the school and district and, then disseminating
- Create opportunities for staff to observe and learn from each other
- Engage in and is accountable for professional learning of all staff in order to improve capacity to support staff, students, and the organization
- Support the development of quality professional learning communities where continuous improvement is the norm
- Reflect on practice
- Participate in a professional community
- Engage in self-guided and collaborative professional development especially to increase effectiveness of intervention delivery
- Show professionalism, including integrity and confidentiality
- Commit to growing in an understanding of best practice around coaching and instruction and will model these practices for others

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Consolidated School District 158
Job Description – INSTRUCTIONAL COACH (Dual Language)

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Bilingual and Biliterate. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

- Ability to access, organize, and manipulate information using standard office applications, especially Google products
- Strong written communication skills using word processing, email and other modern tools
- Comfortability in an online-oriented, highly connected work environment

Certificates, Licenses, Registrations: PEL with appropriate grade level endorsement and Bilingual Endorsement/ Transitional Bilingual Educator

Physical Demands: Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but can be loud at times.

Employee Signature

Date

Hiring Supervisor Signature

Date

Huntley Community School District 158
Job Description: Parent Tot Coordinator

Job Title: Parent Tot Coordinator
Department: Early Childhood Center
Reports To: Principal
Prepared By: HR/Early Childhood Center Principal
Prepared Date: May, 2021
Approved By: Board of Education
Approved Date: June 17, 2021

Summary: The Parent Tot Coordinator organizes, plans, and leads the Parent Tot Program. The Parent Tot Coordinator works collaboratively with the Early Childhood Center Principal ensuring that the program is implemented in such a way that is beneficial to all stakeholders.

Essential Duties and Responsibilities include the following; other duties may be assigned:

- Parent Tot - Organize, plan, and lead the Parent Tot Program
 - Schedule weekly times for drop in play time for community residents with children birth through five years of age and facilitate parent relationships and model parenting skills
 - Provide parent education for parent tot families on child development
 - Schedule and lead special events for parent tot families
- Parent Education Days
 - Collaborating with staff on topics and family activity options
 - Contact outside resources to come and present on a topic
 - Contact outside resources for family events
 - Create the flyer
 - Collaborate with administration on agenda and preparations
 - Coordinate the setup and clean up with ECC staff
- Parent Involvement nights/activities including parent/teacher conferences
 - Collaborate with staff on themes and activities
 - Contact outside resources if needed
 - Create the flyer
 - Collaborate with administration on agenda and preparations
 - Coordinate the setup and clean up with ECC staff
 - Providing additional information and resources for parents at the evening events
 - Collaborate with administration to provide a rich experience at parent/teacher conferences
- Organize Parent Volunteers including the library
 - Collaborate with administration
 - Organize schedules and meet with volunteers
 - Coordinate a volunteer thank you breakfast annually
- Organize and share information on the Parent Lending Library
 - Create a list available to parents online
 - Coordinate the check-out system
 - Research new materials and collaborate with administration for purchasing items
 - Have mini parent workshops during the day throughout the school year on topics of interest and child development
 - Build up the lending library to be more of a resource center for families where they can come and “hang out” and checkout materials

Huntley Community School District 158

Job Description: Parent Tot Coordinator

- Communication with parents (above and beyond what building admin currently sends out)
 - Coordinate with administration to increase communication
 - Coordinate with administration and child find to increase advertising and awareness about our program and services
- Assist with Annual Fundraiser
 - On the parent volunteer side, coordinate with families to participate
- Parent Advisory Council
 - Collaborate and coordinate a parent committee that meets with ECC staff and administration for the purpose of school improvement
- Screening/Child Find
 - Provide supports to parents that need assistance with completing the paperwork
 - Assist with screening requests by sending out packets, reviewing returned material, scoring ASQ, and/or scheduling screening appointments
 - At screening explain the overall process to the parents and interview parents to learn more about their child
 - Attend child find meetings to collaborate information regarding screenings
 - Go on home visits with the child find team to build relationships between home and school
- Increase home/school connection
 - Home visits with child find and/or teachers
 - Play groups outside of school to connect families
 - Available for assistance with paperwork, registration, coordinating meetings, etc.
- Community Connections
 - Collaborating with community resources
 - Coordinating a memorandum of understanding with other agencies, preschools, head start, etc. to provide additional resources for our school and families

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Experience, and/or Endorsements: Illinois Professional Educator's License with Birth-2, Birth-3, or elementary endorsement preferred.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write basic correspondence. Ability to effectively present information in one-on-one and small group situations to parents and employees of the district. Ability to speak effectively before groups of employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to develop and interpret mathematical data in graphs or other visual displays.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Huntley Community School District 158

Job Description: Parent Tot Coordinator

Computer Skills: To perform this job successfully, an individual should have:

- Ability to access, organize, and manipulate information using standard office applications, especially Google products
- Strong written communication skills using word processing, email and other modern tools
- Comfortability in an online-oriented, highly connected work environment

Physical Demands: Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Employee Signature

Date

Hiring Supervisor Signature

Date

Consolidated School District 158
Job Description – Response to Intervention Facilitator for Multilingual Learners

Job Title: RtI Facilitator for Multilingual Learners
Department: Certified Staff
Reports To: Multilingual Director
Prepared by: Human Resources
Prepared Date: May, 2021
Approved by: Board of Education
Approved Date: June 17, 2021

Summary: The RtI Facilitator for Multilingual Learners will be a liaison between the Multilingual Department and the buildings to best meet the needs of the Multi-tiered Systems of Supports (MTSS) program and Multilingual Learners. The facilitator will identify and support students who need specialized instruction within the Multilingual Department.

Essential Duties and Responsibilities include the following; other duties may be assigned:

- Demonstrate knowledge of current trends in MTSS, Biliteracy, and EL professional development
- Demonstrate knowledge of the district's MTSS and Multilingual program and levels of teacher skill in delivering that program
- Establish goals for MTSS instructional support within the Multilingual program appropriate to the setting and the teachers served
- Demonstrate knowledge of resources, both within and beyond the school and district
- Plan the MTSS instructional support program, integrated with the overall Multilingual program goals (e.g. gathering and interpreting data, designing and implementing professional development plans)
- Develop a plan to evaluate the MTSS logistical support for implementation for Multilingual Learners
- Collaborate with building and district administration on budget planning
- Create an environment of trust and respect
- Establish a culture for ongoing instructional improvement
- Establish clear procedures for teachers to gain access to instructional support
- Establish and maintaining norms of behavior for professional interaction
- Organize physical space for workshops or training
- Collaborate with building administration to organize appropriate physical space for local or district assessments (Including the planning of materials, schedules, and a match between the physical arrangement and an environment conducive to testing)
- Promote a positive approach to behavior intervention and support
- Promote and communicate vision, values, and understandings related to servicing Multilingual students on an RtI continuum
- Collaborate with staff in the design of interventions that support core instruction for Multilingual Learners
- Engage staff in learning new instructional skills including differentiation and tier 1 intervention for Multilinguals
- Locate resources for staff to support instructional improvement
- Demonstrate flexibility and responsiveness in service delivery
- Plan and lead data meetings, and contribute to decision-making related to student services
- Act as liaison between general education and special education by attend appropriate PST meetings and other decision-making groups
- Organize intervention schedules
- Manage benchmark and intervention data including history of intervention services
- Ensure appropriate service delivery through routine fidelity checks
- Review and contributing to documentation of identification for special education
- Manage intervention materials and training
- Serve as PBIS internal coach

Consolidated School District 158
Job Description – Response to Intervention Facilitator for Multilingual Learners

- Assist in managing the intervention delivery cycles for MTSS services
- Assist in managing the system for documentation of MTSS data, services, attendance, and intervention history
- Evaluate the current procedures for conducting fidelity checks of MTSS services for Multilingual Learners
- Communicate with parents regarding the delivery of MTSS services as needed
- Deliver necessary interventions to students
- Reflect on practice
- Prepare and submitting reports
- Coordinate work with other instructional specialists
- Participate in a professional community
- Engage in self-guided and collaborative professional development
- Show professionalism, including integrity and confidentiality

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Preferred experience working with Multilingual Learners.

Language Skills:

Bilingual and Biliterate. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have:

- Ability to access, organize, and manipulate information using standard office applications, especially Google products
- Strong written communication skills using word processing, email and other modern tools
- Comfortability in an online-oriented, highly connected work environment

Consolidated School District 158
Job Description – Response to Intervention Facilitator for Multilingual Learners

Certificates, Licenses, Registrations:

Valid PEL with appropriate grade level and Bilingual endorsement/ Transitional Bilingual Educator

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, but can be loud at times.

Employee Signature

Date

Hiring Supervisor Signature

Date

Huntley Community School District #158
Job Description – Executive Assistant Learning and Innovation

Job Title: Administrative Assistant Learning and Innovation
Department: Learning and Innovation
Reports To: Assistant Superintendent Learning and Innovation
Prepared By: Human Resources/Learning and Innovation
Prepared Date: June, 2021
Approved By: Board of Education
Approved Date: June 17, 2021

Summary: The Administrative Assistant is responsible for performing a full range of administrative and secretarial related duties for the Learning and Innovation Department.

Essential Duties and Responsibilities:

- Reviews department web page for accuracy and updates.
- Maintain district level curriculum documents for reference and communication purposes.
- Assists with district-wide assessment functions including ordering, distribution, data reporting, scheduling, proctor procurement, and data entry.
- Orders district materials, processes incoming materials, ensures delivery of materials to relevant destinations. Follow up on all orders, including budget reconciliation.
- Maintains inventories of purchased services and materials. Manages contracts and agreements to ensure all services are up to date.
- Processes Purchase Orders for the department and related follow-up
- Assists with department communications by organizing meetings, newsletters, and updates.
- Serves as the first point of contact for the department by facilitating the answering of questions and determining the next tier of support needed.
- Assists in the preparation of materials, reports, publications, and presentations as requested.
- Assists in the management of specific student information system, assessment system, and state system functions.
- Maintains records of the department budget and provides updates to team members.
- Cooperates with Central Office staff, other building secretaries and principals to promote and maintain a courteous and efficient operational system of the district and buildings.
- Other duties may be assigned

Huntley Community School District #158
Job Description – Executive Assistant Learning and Innovation

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associate's degree (A. A.) or equivalent from two-year college or technical school; or three to five years related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to write, communicate and be proficient in English grammar. Be able to present information in one-on-one, and in small group situations to other employees, entities, vendors, and the public. Professional communication and public relations skills.

Mathematical Skills: Ability to calculate figures to process purchase orders, reimbursements, and requests. Ability to work with spreadsheets and databases.

Reasoning Ability: Ability to carry out instruction furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have:

- Ability to access, organize, and manipulate information using standard office applications, especially Google and Microsoft products
- Strong written communication skills using word processing, email and other modern tools
- Comfortability in an online-oriented, highly connected work environment

Certificates, Licenses, Registrations: Valid Illinois Driver's License

Other Skills and Abilities: Ability to maintain confidentiality.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Employee Signature

Date

Hiring Supervisor Signature

Date

Huntley Community School District 158
Job Description – Human Resources Specialist

Job Title: Human Resources Specialist
Department: Human Resources
Reports To: Assistant Superintendent for Human Resources
Prepared by: Human Resources
Prepared Date: June, 2021
Approved by: Board of Education
Approved Date: June 17, 2021

Summary: The Human Resources Specialist will work closely with the Assistant Superintendent for Human Resources to assure completion of necessary processes and procedures within the department. The Specialist will work collaboratively with all stakeholders to ensure the vision of the department is being carried out and implemented.

Essential Duties and Responsibilities include the following; other duties may be assigned:

- Knowledgeable of the school district's policies and procedures
- Maintain strict confidentiality of all information within the department
- Enter and maintain the employee records in the human resources database
- Make updates to employee information within the human resources database to ensure demographic, job assignments, pay rate, and other fields within the system accurately reflect the employees' current status
- Create and upload mass changes to the human resources software platform
 - New hires
 - Pay rates
 - Job changes
 - Location change
 - Other updates that may be required
- Organize and facilitate the onboarding process for employees to ensure proper documentation is provided to new employees
- Initiate and guide employees through the new hire orientation process
- Complete state reporting as required by the Illinois State Board of Education
- Create internal reports as necessary
- Maintain the district's online portal in the Illinois State Board of Education Employment Information System (EIS)
- Process Workmen Compensation claims as necessary and work as a liaison between the district and its third-party Workmen Compensation provider
- Update and submit the annual seniority report for HEA and HESPA
- Create and update the Honorable Dismissal List for HEA

Huntley Community School District 158
Job Description – Human Resources Specialist

- Communicate with appropriate staff concerning the status of their Illinois State Board of Education license and ensure new endorsements are added to the Honorable Dismissal List
- Process extracurricular and activity stipends
- Create continuing employment statements for appropriate employees
- Collect appropriate evaluations as requested
- Participate in cross training within the human resources department and across other departments as requested
- Ability to multi-task, handle stressful situations, cope with changes, work under pressure, be flexible with daily schedules, and provide excellent organizational skills
- Attend meetings and professional development opportunities as requested
- Manage internal audits as necessary within the department
- Maintain appropriate records and files in the department

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. High level of confidentiality required.

Education and/or Experience:

Associates degree; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percents and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have working knowledge of Microsoft Excel, Word, email software, and Google Suite. Previous experience working with an HR system/database is preferred.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be

Huntley Community School District 158
Job Description – Human Resources Specialist

made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Employee Signature

Date

Hiring Supervisor Signature

Date



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Date: June 17, 2021
To: Board of Education
Cc: Dr. Scott Rowe, Superintendent
From: Jessica Lombard, Associate Superintendent
Subject: Student Handbooks: Elementary, Middle School, High School, Middle School Activities, HS Athletics and Activities

At the Committee of the Whole meeting on June 3, 2021, the Curriculum Committee moved to forward the recommended 2021-22 Student Handbooks to the Regular June Board of Education meeting for approval.

Executive Summary

Huntley Community School District 158's policy 7:190 states that disciplinary rules shall be presented annually to the Board of Education for its review and approval.

This year there are some minor modifications that are being recommended as additions/updates to our existing Handbooks. For these changes to take effect the District will need Board of Education approval

Attached you will find a copy of our recommended Handbooks for the 2021-22 school year for your review. Please note that additions will be highlighted in yellow and deletions will be struck-through in red.

Elementary Handbook and Middle School Handbook

Topic	Page	Recommendation	Rationale
Health Services		Current Language due to safety mitigations of the Pandemic: One of the District's highest priorities is the health and safety of students and employees. To meet this priority, all students must wear approved face coverings over their nose and mouth at all times while in district school buildings and on school buses, even when maintaining social distance (where individuals remain 6 feet apart from each other), in accordance with guidance established by the Illinois Department of Public Health and the Illinois State Board of Education. Face coverings may be removed for limited periods of time, as necessary, for a student to eat/drink, or to play a musical instrument. Students may wear the District-issued face covering or another cloth face covering that complies the guideline outlined in the student handbook under Clothing and Grooming.	This language may be removed or changed as new guidance from IDPH/ISBE comes forward this summer in terms of changes in Illinois Phases

Middle Schools Activities Handbooks: No recommended changes besides the year

High School Handbooks

Topic	Page	Recommendation	Rationale
Academic Dishonesty	Page 5	Addition of “intentionally providing work to another student”	Clarification of what could constitute academic dishonesty
Consequences for violation of academic dishonesty	Page 6	Addition of Dean’s consequence (detention through in-school intervention) and Consequences for academic misconduct may be cumulative throughout the student’s educational career at the school.	A Dean’s consequence could alter the levels based on talking with the student, staff and/or parent on an appropriate consequence for the violation. Dean’s consequences outlined under discipline. Cumulative wording is current practice.
Consequences for unexcused absences and tardies.	Page 7-8	Addition of possible intervention consequences as well as levels.	Allows for administration to determine personalized consequence based on previous interventions and understanding of the root cause, as well as potential leveling of consequences.
Definition of behavior interventions/consequences	Page 14	Addition of Social Action Hours: Social Action Hours are volunteer hours that are utilized primarily by the Deans in order to provide students with not only an opportunity to repair a wrong doing through volunteer work and reflection, but to encourage students to be positive contributors to their communities. Assignment of these hours may be used as an alternative for some infractions rather than serving a detention or suspension. Privileges may be revoked until social action hours are completed. Restorative Circles: Students at odds meet with each other and two trained SST members to, at a minimum, work to learn how to coexist peacefully in a shared environment. Both parties need to agree to it for it to be utilized.	Expansion of possible interventions, these have been utilized as a means of parent/student choice when appropriate and have had a positive impact.
Driving/Parking Privileges	Page 20-21	Addition of “with address matching registration” to holding a valid Illinois Driver’s license 82 Rearrangement of the language of this section	To assist with residency verification Cosmetic change for ease of flow of information

Identification Cards	Page 34	Addition of language on how to obtain a new student ID Below are the procedures for obtaining a new ID and a temporary ID. New ID Procedures: The student or parent will purchase a new ID through the District Webstore. After purchasing, a new ID will be printed out and delivered to them at one of their classes within 24 hours of the ID purchase. A student may need to obtain a temporary ID in the morning until a new ID is delivered. Temporary ID Procedures: The student must report to their Pod to receive a temporary ID upon entering the building. PLEASE NOTE: STUDENTS WITH TEMPORARY IDS WILL NOT BE ALLOWED TO LEAVE CAMPUS DURING THE SCHOOL DAY.	Procedure on how to obtain a new ID spelled out. Rational for no off-campus privileges for those with a temporary ID for that day is due to the backlog it causes based on the number of students leaving and entering each period.
Off Campus Privileges	Page 35	New section	Provides clarity of authorization form and the reminder of temporary IDs language from above.
Health Services		Current Language due to safety mitigations of the Pandemic: One of the District's highest priorities is the health and safety of students and employees. To meet this priority, all students must wear approved face coverings over their nose and mouth at all times while in district school buildings and on school buses, even when maintaining social distance (where individuals remain 6 feet apart from each other), in accordance with guidance established by the Illinois Department of Public Health and the Illinois State Board of Education. Face coverings may be removed for limited periods of time, as necessary, for a student to	This language may be removed or changed as new guidance from IDPH/ISBE comes forward this summer in terms of changes in Illinois Phases



Huntley Community School District 158

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		eat/drink, or to play a musical instrument. Students may wear the District-issued face covering or another cloth face covering that complies the guideline outlined in the student handbook under Clothing and Grooming.	

HHS ATHLETIC AND ACTIVITIES HANDBOOK: No recommended changes besides the year.

Recommendation

The Administration recommends that the Curriculum Committee moves the recommended 2021-22 Student Handbooks to the regular June Board of Education meeting for approval as presented.

HUNTLEY HIGH SCHOOL

Student Academic, Activities, and Athletic Handbook 2021-2022

HUNTLEY COMMUNITY SCHOOL DISTRICT 158 MISSION STATEMENT

**Our learning community will inspire, challenge
and empower all students always.**



WELCOME

Welcome to Huntley High School. This handbook is designed to acquaint you with the rules, regulations and procedures used at Huntley High School. It will be your guide to available services, your key to responsibility and your outline of acceptable conduct. Read this handbook, familiarize yourself with it and use it to make your time at HHS both rewarding and enjoyable.

HUNTLEY HIGH SCHOOL ADMINISTRATORS

Principal Marcus Belin
 Associate Principal Shelly Kish
 Associate Principal Danyce Letkewicz
 Associate Principal Tom Kempf
 Dean of Students (Freshman) Chris Duncan
 Dean of Students (A-G 10th-12th) Alice Ohlinger
 Dean of Students (H-O 10th-12th) Jim Stotz
 Dean of Students (P-Z 10th-12th) Justin Stroh
 Athletic Director Glen Wilson
 Assistant Athletic Director
 CTE Department Chair Nick Wedoff
 English Department Chair Shaina Poczowski
 World Language/Fine Arts Department Chair Leah Novak
 Math Department Chair Josh Gschwend
 PE Department Chair Jennifer Heuck
 Science Department Chair Cindy Fuhrer
 Social Studies Department Chair Brian Truax
 Special Services Department Chair Kari Breese

Important Telephone Numbers

6601	Attendance Line (24 hour automated)	847-659-6611
6602	District Office	847-659-6158
6605	Student Services Office – Freshman	847-659-6632
6696	Student Services Office (A-G 10 th -12 th)	847-659-6540
6668	Student Services Office (H-O 10 th -12 th)	847-659-6630
6762	Student Services Office (P-Z 10 th -12 th)	847-659-6606
6506	Transportation	847-659-3000
6683	Tip Line - Confidential	847-659-6599
6518		
6517		
6655		
6536		
6562		
6767		
6748		
6663		
6693		
6537		

Schedules

<u>Daily Schedule</u>		<u>Late Start Schedule</u>		<u>Pep Assembly Schedule</u>		<u>Raider Way Schedule</u>	
Period	Time	Period	Time	Period	Time	Period	Time
1	7:30 - 8:17	1	8:00 - 8:43	1	7:30 - 8:06	1	7:30 - 8:12
2	8:22 - 9:09	2	8:48 - 9:31	2	8:11 - 8:47	2	8:17 - 8:59
3	9:14 - 10:06	3	9:36 - 10:24	3	8:52 - 9:32	3	9:04 - 10:16 (RW Lesson 9:04 - 9:34)
4	10:11 - 10:58	4	10:29 - 11:12	7	9:37 - 10:13	4	10:21 - 11:08
5	11:03 - 11:50	5	11:17 - 12:00	8	10:18 - 10:54	5	11:13 - 12:00
6	11:55 - 12:42	6	12:05 - 12:48	4	10:59 - 11:36	6	12:05 - 12:52
7	12:47 - 1:34	7	12:53 - 1:36	5	11:41 - 12:18	7	12:57 - 1:39
8	1:39 - 2:26	8	1:41 - 2:26	6	12:23 - 1:00	8	1:44 - 2:26
				Pep	1:00 - 2:26		

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Huntley Community School District 158 Schedule of Events 2021-2022

Institute Days

Monday, August 16, 2021
Tuesday, October 12, 2021
Tuesday, February 22, 2022
Monday, April 25, 2022

Non Attendance Days – No School

Wednesday, November 24, 2021 (Offices Closed)
Friday, February 18, 2022
Friday, April 15, 2022 (Offices Closed)

Holidays – No School / Offices Closed

Independence Day Observance – July 5, 2021
Labor Day – September 6, 2021
Columbus Day – October 11, 2021
Thanksgiving Holiday – November 25 and 26, 2021
Christmas Holiday – December 23 and 24, 2021
New Year's Holiday – December 30 and 31, 2021
Dr. Martin Luther King's Birthday – January 17, 2022
President's Day – February 21, 2022
Memorial Day – May 30, 2022

Waived Holidays - School is in Session

Veterans Day - Thursday, November 11, 2021
Casimir Pulaski Day - Monday, March 7, 2022

Miscellaneous

Friday, December 17, 2021 – Last day before winter break
Monday, January 3, 2022 – First day after winter break
Friday, March 25, 2022 – Last day before spring break
Monday, April 4, 2022 – First day after spring break

School Begins

Wednesday, August 18, 2021

Open House

TBD

High School Grading Periods

End of Semester 1 - December 17, 2020 (80 days)
End of Semester 2 - May 27, 2022 (94 days)

Day of Remembrance

Patriot Day – Friday, September 11, 2020

Parent Teacher Conferences

Monday, November 22, 2021 – 9:00 a.m. to 8:00 p.m.
Tuesday, November 23, 2021 – 7:00 a.m. to 12:00 p.m.

Winter Holiday Break

December 20, 2021 – December 31, 2021

Spring Break

March 28, 2022 – April 1, 2022

Huntley High School Graduation Date

May 21, 2022

DISCLAIMER

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

Academic Misconduct

I. Definitions of Academic Misconduct

A. Scholastic Dishonesty

A breach of the standards of academic integrity including all forms of academic cheating (e.g., plagiarism, collusion, falsifying academic records, intentionally providing work to another student) and any other act designed to give unfair academic advantage to a student.

B. Cheating

Any attempt to defraud, deceive, or mislead the teacher and/or school administration in arriving at an honest evaluation of learning. Cheating includes aiding other students in cheating, as well as the inappropriate use of technology that transmits data. Cheating includes the theft, damage, sale, and/or distribution of course materials.

C. Plagiarism

A form of cheating that involves presenting as one's own, the ideas or work of another. Plagiarism is not a question of intent. Any use of the content or style of another's intellectual product without proper recognition of the source constitutes plagiarism.

D. Furnishing False Information

Writing an exam or term paper for another student; soliciting another person to take an exam or write a paper for one's own class; submitting the same work in more than one course; or representing oneself as another person.

II. Academic Misconduct Procedure

When an incident of academic misconduct is suspected, the teacher will take reasonable action to establish whether it actually occurred and then contact the student and parent. After giving the student notice of the allegation(s) and an opportunity to explain his or her actions, the teacher will send a discipline referral to the dean who will investigate the incident with the Department head. If it is determined that academic misconduct has occurred, the dean will assign disciplinary actions, including, but not limited to referral to the student's Problem Solving Team, restorative practices, and academic consequences.

III. Consequences

First Occurrence

The student is given the following credit for work that is submitted and assessed accordingly:

- 50% credit for formative work
- 70% credit for summative work
- Dean's consequence (detention through in-school intervention)
- The dean will refer the student to the Problem Solving Team and add restorative practices, as appropriate

Subsequent Occurrences

1. The student is given 0% credit for formative or summative work.
2. If there are no further incidents of academic misconduct by the end of the grading term, the student can appeal to the teacher to resubmit/retake the assessment. The student will receive a 60% passing grade on the assessment. If they score below a 60%, they will receive a replacement grade.

3. Dean's consequence (detention through in-school intervention)

The dean will refer the student to the Problem Solving Team and add restorative practices, as appropriate.

Consequences for academic misconduct may be cumulative throughout the student's educational career at the school. The consequences for violating this policy are separate from, and in addition to, those assigned for violating school rules, other

School District policies, and the law. Furthermore, this policy in no way limits the authority of the administration or Board of Education to impose other or additional consequences in accordance with school rules and District Policies

Address & Telephone Changes

If you and/or your parents move or change phone numbers, you are required to notify the Main Office of those changes immediately.

After School Hours

Students should only be on school grounds after school is dismissed for approved academic or co-curricular reasons. Loitering can result in disciplinary action by the administration or possible arrest for trespassing.

Attendance & Absences

Regular attendance at school is a prerequisite for academic success. Accordingly, all students at Huntley High School are expected to be present in all scheduled classes every school day unless absent for the following valid reasons:

- Illness of the student
- Death in the immediate family
- Court summons
- Work or school activity approved by school
- Observance of a religious holiday
- Family Emergency
- Voting in a local, state, or federal election(may be excused for up to two hours to vote providing they present their voter registration to their Dean and discuss with their Dean prior to the absence.

Students who will be late to school or absent from school should have their parent/guardian notify the school on the morning of their absence by calling the attendance office at (847) 659-6611. The attendance phone number is a 24- hour line. **If a phone call or note is not obtained by the Attendance Office within 24 hours of the absence, the student will be marked unexcused absence.** Students and parents/guardians are reminded that class participation grades may be adversely affected by a student's absence. Participation grades may weigh heavily in the determination of final grades.

Once a student arrives at school, he or she may not leave before the end of the school day without prior parent approval. All absences without prior parent approval will be unexcused.

Students who are excessively absent from school or who skip classes may face the loss of their privilege to participate in athletics and extracurricular functions. In addition, students who are excessively absent, skip classes and/or arrive late to school will also be subject to the loss of parking privileges and other disciplinary consequences. The school seeks the cooperation of parent/guardian in the matter of school attendance and punctuality.

A student should not be on campus for any reason on a day that she/he has been reported as ill unless she/he has made arrangements with the administration to do so. If there is a medical reason for missing school (and Physical Education) due to an extended illness/condition, a doctor's note stating so will be required based on the nurse's recommendation (typically every six weeks.). All notes should be turned into the school nurse.

Excused by Parent Absences: A parent may excuse up to 10 absences per class period per semester. This includes pre-arranged vacation absences. Upon the 11th and subsequent absence, medical verification must be provided to the attendance office or the absence will be recorded as unexcused and **no credit for work will be given**. The following are not included in this policy: religious holidays, family emergencies, doctor verified illness or appointment, and pre-arranged absences.

Excused Tardies: A parent may excuse up to 2 tardies to school per semester. Upon the 3rd incident, the unexcused tardy policy will be implemented.

Pre-arranged Absences: Pre-arranged absences are permitted for college visitation or other legitimate purposes, pre-approved by administration. No pre-arranged absence for more than one day will be approved without permission by a school administrator. All school work collected by the student will be due within two days of their return to school or on the original assignment due date if the

assignment due date is more than two days after the student's return to school. To request a pre-arranged absence of two or more days, a parent or guardian must notify the Attendance Secretary two or more days before the expected date of the absence.

College visitation days must be taken before May 1. A signed verification from the college or institution must be provided to excuse the absence as a college visit. Failure to follow the correct procedure will result in the absence being included as an excused day of absence by the parent/guardian.

Single Class Callouts: In order to have an absence to be excused, students leaving the building /campus during the day (other than seniors leaving during their lunch period) must have permission from administration and parents prior to their leaving. When students do leave, they must sign out in the attendance office and leave the campus. Failure to follow these procedures will result in the absence recorded as unexcused. Students returning to school before the end of the day must sign in with the Attendance Office secretary.

Blended Periods: Juniors and seniors will be permitted to leave campus during blended classes when not required to be in the classroom. Students who are permitted to leave for lunch must return to the building through door 1. Students are required to show their student ID cards upon re-entry. Any abuse of this privilege, related truancies or tardies, community disruptions, overdue detentions etc., may result in having these privileges revoked.

Freshmen and Sophomores are not permitted to leave for lunch or blended classes and must remain on campus during the lunch hour and blended classes when not required to be in the classroom. Any Freshman or Sophomore who leaves the campus during a lunch period will be considered absent without authorization and will receive disciplinary consequences.

Make-up Work Following Excused Absences:

- An excused absence allows for makeup privileges. After such an absence, a student is expected to see their teachers at once and take the necessary steps to make up the work missed. In some cases, make-up work is planned cooperatively prior to the absence. Students have 1 class period more than the number of days missed to turn in makeup work for full credit. This procedure does not apply to longstanding assignments. **Longstanding assignments are defined as projects or essays on which students are given at least two weekends to complete.** For example, if a student was assigned a research paper and was absent on the date it was due; the makeup policy does not apply and the assignment is due upon return. Long term teacher instruction and planning takes precedence in this matter.
- Class work may/should be made up when a student is suspended from school. It is the student's responsibility to contact his/her teachers for their assignments during either an in-school intervention or out- of-school suspension. Full credit will be given for work done during in-school intervention. **In order to receive credit for work missed during an in-school intervention or an out-of-school suspension, all completed homework must be handed in on the first day that a student returns to his/her classes. Also, all tests and quizzes must be made up immediately upon the student's return.** The purpose of the make-up work is to keep a continuity of learning for the student. The teacher is not obligated to set up labs, special classroom presentations, or any other classroom activities that require advanced preparation by the teacher.

Unexcused Absences: Students who are unexcused from any class are expected to make arrangements with the teacher to make up any missed work within 48 hours of the absence. Failure to make these arrangements may result in the student receiving NO CREDIT for all homework, tests, quizzes or projects that were completed or collected that day. The decision whether an absence is excused or unexcused is at the discretion of the principal or designee.

- Students who are marked unexcused forfeit the opportunity for remediation of any kind following completion of the assignment missed.

Some examples of absences that cannot be excused include, but are not limited to, the following offenses:

1. Student not attending a scheduled class.
2. Student absence without a phone call or note within 24 hours
3. Oversleeping
4. Car trouble
5. Leaving school without receiving proper authorization

Consequences for Unexcused Absences (per semester)

- 1st: Warning
- 2nd: Lunch Detention
- 3rd: Lunch Detention
- 4th: After School Detention
- 5th: After School Detention
- 6th: Dean Meeting (privileges revoked)
- 7th: Saturday Detention
- 8th: Counselor Meeting
- 9th: Parent and Dean Meeting (online or in-person)
- 10th: 5 Social Action Hours or 1 ISI (choice)
- 11th: 5 Social Action Hours or 1 ISI (choice)
- 12+: ISI with Restorative Circle

Students may also lose privileges, such as parking privileges, study hall exemption, late arrival or early release privileges, and participation in Homecoming activities, other dances, and Prom/Post Prom. No Parent callouts will be accepted for students that have lost off campus privileges (either temporarily or permanently) without administrative approval.

Withdraw Fail: If a student has received consequences for unauthorized absences from the same class on five occasions, any subsequent absence may result in being dropped from that class with the grade of WF-Withdraw Fail and placed in a study hall. Removal from multiple classes may result in a recommendation for an alternative placement.

Early Dismissal: The high school has a closed campus for freshman and sophomores. Students must remain in the building including lunch and assemblies unless special permission is given by a school administrator and with parent consent. Permission to leave the school building must be obtained **in advance** by a note or phone call from the student's parent/guardian. All students must sign in or out in the Attendance Office if arriving late or leaving early during the school day. **Leaving campus without prior authorization will result in unexcused absences for those periods missed and may result in consequence according to the attendance policy.**

Tardiness: A student is tardy when he/she is not in his/her classroom when the tardy bell stops ringing. If a student is tardy to a class, he/she must immediately report to the closest HERO location for a pass to class. Excessive tardiness may result in additional consequences.

Consequences for being tardy to each class per semester:

- 1st: Warning
- 2nd: Lunch Detention
- 3rd: Lunch Detention
- 4th: Lunch Detention
- 5th: After School Detention
- 6th: After School Detention
- 7th: Dean Meeting (privileges revoked)
- 8th: Saturday Detention
- 9th: Parent and Dean Meeting (online or in-person) with a Saturday Detention

Severe Weather Conditions: In the event of a tornado or other disaster warning, when children are at home, parents should not send children to school. If the warning comes when children are at school, school personnel will initiate appropriate protective measures.

Emergency School Closing: School closings because of unforeseen circumstances, may be announced on radio and television stations. An Alert Solutions automated call out system may also be used to alert District 158 families of school closings. Please make sure current phone numbers are on file with the district.

Student Behavior

Effective discipline is necessary if a school is to function in the most constructive manner for students. Through good discipline and self-control, the student can work with the school to form a productive partnership. Good discipline requires teamwork and is the

combined responsibility of students, parents and staff. **Students are responsible for following all school rules and regulations while attending any school-sponsored activity.**

CODE OF CONDUCT

Huntley High School Expectations for Behavior:

- Attend school each day, be conscientious in classroom work and take full advantage of the educational opportunities available
- Respect yourself and the rights of others
- Respect other people's property and exercise proper care when using public facilities and equipment
- Establish personal and educational goals with teachers, counselors, and family and work consistently toward the achievement of your goals
- Be aware of the expectations for student behavior and accept personal responsibility for functioning successfully within these guidelines

Problem-Solving Suggestions for Students:

- Talk with your parent/guardian about possible solutions
- Calmly discuss any issues with the teacher when other students are not present. This removes the pressure on both of you to be right
- If the matter is not resolved, talk with a trusted faculty member, counselor, dean of students, assistant principal, or the principal

Problem-Solving Suggestions for Parent/Guardian:

- Be sure of your facts. Although it may be difficult for you not to take sides, try to see the whole picture
- Contact the person with whom your son/daughter is having the problem
- If possible, include your son/daughter in conferences with teachers, Dean of Students, Associate Principal, Principal, counselors and other school personnel to help find solutions together
- Before you leave a conference, **be sure you understand** what is expected of you and your son/daughter and what the school staff will try to do
- Set a specific time when communication by phone or letter will be made on your son/daughter's progress

Huntley High School will not allow students access to any facility, activity or function when that student is suspended, expelled or withdrawn while facing a suspension or expulsion.

All violations of the school disciplinary policy by a student will be maintained in that student's record file.

Disciplinary measures: Potential disciplinary measures include, without limitation, any of the following:

1. Verbal warning
2. Notifying parent(s)/guardian(s)
3. Disciplinary conference
4. Withholding of privileges
5. Temporary removal from the classroom
6. Lunch or teacher detention
7. Return of property or restitution for lost, stolen, or damaged property
8. Restorative Practices
9. After-school or Saturday detention
10. In-school intervention
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
13. Suspension/Removal of the Parking Pass
14. Out-of-school suspension
15. Expulsion
16. Notifying juvenile authorities or other law enforcement
17. Other disciplinary action as deemed appropriate by the administration

LEVEL I BEHAVIOR:

Level I offenses involve minor misbehavior by the student which interferes with orderly classroom, school, school related or bus

procedures. Such misbehavior can usually be handled by any individual staff member but sometimes requires the intervention of an administrator. Examples include but are not limited to:

- Dress code violation
- Lying
- Disturbing a Class
- Failing to Clean Up Lunch Litter
- Non-defiant Failure to Carry Out Directions
- Using Abusive Language/Profanity
- Failure to comply with the “Good Neighbor Rule”: Students must enter/exit the Harmony Road Campus via the authorized Harmony Road entrances/access points.

LEVEL I CONSEQUENCES:

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior requires a referral to a Dean of Students. A proper and accurate record of the offense and disciplinary action will be maintained by the staff member. Possible consequences include but are not limited to:

- Verbal warning.
- Notifying parent(s)/guardian(s).
- Disciplinary conference.
- Withholding of privileges (parking, off campus, extra curricular, etc.)
- Temporary removal from the classroom.
- Lunch or teacher detention
- Return of property or restitution for lost, stolen, or damaged property.
- After-school or Saturday detention.
- 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.
- Other disciplinary action as deemed appropriate by the administration.
- Restorative Practices: If a student engages in inappropriate behavior, he/she may have the option to participate in activities to repair any harm created as a replacement for or in addition to traditional disciplinary consequences when determined appropriate by the student’s dean.

LEVEL II BEHAVIOR:

Level II offenses involve misbehavior, which because of its frequency or seriousness disrupts the learning climate of the school or the safety of the bus. These infractions, which usually result from repeated instances of LEVEL I misbehaviors, require the intervention of the Dean of Students because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but which cause educational consequences serious enough to require corrective action on the part of the Dean of Students, Assistant Principal, or Principal. Examples include, but are not limited to:

- Repeated instances of Unmodified Level I Misbehavior
- Being absent from detention
- Cell phones in Unacceptable Areas
- Leaving campus without permission
- Being outside of the building without permission
- Disrespectful/Insubordinate/Uncooperative behaviors
- Driving and/or parking violation
- Forging notes or misrepresenting phone calls
- Harassing/disrupting another student’s educational progress
- Loitering in washrooms, hallways, parking lots or unauthorized areas
- Possessing, Using or Sharing an ID or pass in a fraudulent manner
- Refusing to identify self when asked to do so by a staff member or administrator
- Public Displays of Affection
- Inappropriate behavior on the bus
- Engaging in academic misconduct.

LEVEL II CONSEQUENCES:

The student will be referred to a Dean of Students for appropriate disciplinary action. The Dean will meet with the student and/or teacher and decide on appropriate action. The teacher will be informed of the Dean's action. A proper and accurate record of the offense and the disciplinary action will be maintained by the Dean.

Possible consequences include, but are not limited to:

- Verbal warning.
- Notifying parent(s)/guardian(s).
- Disciplinary conference.
- Withholding of privileges (parking, off campus, extra curricular, etc.)
- Temporary removal from the classroom.
- Lunch or teacher detention
- Return of property or restitution for lost, stolen, or damaged property.
- Loss of parking privileges
- Loss of credit on assignments
- After-school or Saturday detention.
- In-school intervention.
- 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.
- Notifying juvenile authorities, law enforcement, or other outside agencies.
- Other disciplinary action as deemed appropriate by the administration.
- Attendance Plan-a signed agreement between student and school designed to improve attendance
- Behavior Plan-a signed agreement between student and school designed to improve behavior
- Restorative Practices: If a student engages in inappropriate behavior, he/she may have the option to participate in activities to repair any harm created as a replacement for or in addition to traditional disciplinary consequences when determined appropriate by the student's dean.

LEVEL III BEHAVIOR:

LEVEL III offenses involve acts directed against persons or property but whose consequences do not seriously endanger the health and safety of others in the school or on the bus. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.

Examples include but are not limited to:

- Continuation of Unmodified Level II Misbehavior
- Aggressive behavior, which includes behavior without physical contact
- Fighting (also see Individual Accountability)
- Harassment
- Bullying
- Hazing
- Making threats, directly and indirectly, including: 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 on 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.
- Profanity directed to staff
- Gross Insubordination/disobedience/misconduct: Gross insubordination, disobedience or misconduct includes any behavior which is flagrant or excessive in nature. It is also any conduct, behavior or activity, as defined by the Board of Education in its policies, which causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school activities or the rights of other students or school personnel.
- Theft of property (less than \$500 total value): Theft of property in a school may result in criminal charges, in addition to any punishment imposed by the District.
- Possession of Stolen Property: Obtaining control over stolen property knowing the property to have been stolen or under circumstances as would reasonably induce a person to believe that the property was stolen is considered theft (720 ILCS 5/16-1)
- Consuming, having consumed, or exhibiting intent to consume an illegal substance including marijuana/marijuana derivative.
- Gambling: Any wagering where money or material belongings are exchanged.

- Trespassing
- Vandalism
- Involvement in fraternities, sororities or other secret societies
- Possessing/using tobacco products including, but not limited to, look alike tobacco products, electronic cigarettes, chewing tobacco, herbal cigarettes, and/or alternative nicotine products on school property or at a school sponsored event
- Inappropriate use of electronic resources Unauthorized access to virtual classrooms, district-used software programs, and other miscellaneous electronic disruptions.
- Safety Breach-(i.e. letting others into the building through unauthorized entrances
- **Individual Accountability:** Students who provoke, or encourage any activity that is in violation of the student handbook, which may include, but not limited to,
 - fighting, theft, etc.
 - recording or distributing footage, but not limited to, photographs, video, audio clips, etc.

Students will be held accountable for their actions. Consequences may include, but are not limited to, an out-of-school suspension.

LEVEL III CONSEQUENCES:

The Dean of Students initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The Dean of Students meets with the student about the student's misconduct and the resulting disciplinary action. Parents and appropriate law enforcement agencies may be contacted. A proper and accurate record of offenses and disciplinary actions will be maintained by the Dean. **In the event that any type of contraband (vapor devices, cigarettes, drugs, etc.) is discovered as part of an investigation, it will be retained by the school and may be turned over to the police for destruction.**

Possible consequences include but are not limited to:

- Withholding of privileges (parking, off campus, extra curricular, etc.)
- Temporary removal from the classroom
- Lunch or teacher detention
- Return of property or restitution for lost, stolen, or damaged property.
- After-school or Saturday detention.
- In-school intervention.
- 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.
- Out-of-school suspension.
- Notifying juvenile authorities or other law enforcement.
- Other disciplinary action as deemed appropriate by the administration.
- Restorative Practices: If a student engages in inappropriate behavior, he/she may have the option to participate in activities to repair any harm created as a replacement for or in addition to traditional disciplinary consequences when determined appropriate by the student's dean.

LEVEL IV BEHAVIOR:

Level IV offenses involve actions which may or do result in violence to another's person or property or violation of students rights which may pose a direct threat to the safety or security of others in school or on the bus. These acts may be criminal and are so serious that they always require administrative actions which may result in the immediate removal of the student from school, the possible intervention of law enforcement authorities, and possible action by the Board of Education.

Examples include but are not limited to:

- Continuation of Unmodified Level III Misbehavior
- Arson
- Assault/Battery
- Bomb Threat
- Extortion
- False Fire or Disaster Alarms
- Theft of property (\$500 or more total value): Theft of property in a school may result in felony criminal charges, in addition to any punishment imposed by the District.

- Attempt to breach secured electronic information or resources
- Using, Possessing or participating in a plan to possess, sell or distribute illegal substance(s) as described in District 158 School Board Policy (Drugs, Marijuana/Marijuana Derivatives, Look-Alike Drugs, Alcohol, drug or marijuana paraphernalia, or other intoxicating substances)
- Possessing/Using pyrotechnics/flammable materials
- Possessing/Using/Transferring dangerous or look alike weapons
- Hazing that endangers the mental or physical health or safety of another person.
- Gang Activity
- Inappropriate communication through electronic devices including, but not limited to (i.e. “sexting”, threats (implied, direct or indirect)

LEVEL IV CONSEQUENCES:

The Dean of Students will verify the offense, confer with the staff involved, and meet with the student and parents. The student may be immediately removed from the school environment. School officials may contact a law enforcement agency and assist in prosecuting the offender. A complete and accurate report will be submitted to the Superintendent for his consideration and possible recommendation to the Board of Education for expulsion. Any of the infractions that are highlighted above, in Level IV behavior, may result in suspension from school (up to 10 days), a recommendation to the Board of Education for expulsion (up to 2 years) and police notification/involvement. **In the event that any type of contraband (vapor devices, cigarettes, drugs, marijuana etc.) is discovered as part of an investigation, it will be retained by the school and may be turned over to the police for destruction.**

Other possible consequences for Level IV behaviors include but are not limited to:

- Withholding of privileges (parking, off campus, extra curricular, etc.)
- Return of property or restitution for lost, stolen, or damaged property.
- In-school intervention.
- 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.
- Out-of-school suspension.
- Expulsion.
- Notifying juvenile authorities or other law enforcement.
- Other disciplinary action as deemed appropriate by the administration.
- Restorative Practices: If a student engages in inappropriate behavior, he/she may have the option to participate in activities to repair any harm created as a replacement for or in addition to traditional disciplinary consequences when determined appropriate by the student’s dean.

Student Behavior Conduct motivated in whole or in part by prohibited discrimination may be subject to increased disciplinary measures, when determined to be appropriate by the administration. The Board may also consider whether conduct was motivated in whole or in part by prohibited discrimination when determining whether to expel a student based on such conduct. Prohibited discrimination means conduct based upon actual or perceived color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, or pregnancy.

EXPLANATION OF CONSEQUENCES

Explanation of consequences from least severe to most severe is explained below.

Teacher Detention: Detentions are given for minor infractions. Detentions issued by classroom teachers must be served with that classroom teacher. Failure to serve a classroom detention will result in a discipline referral for missed teacher assigned detention. Detentions issued by a staff member supervising a study hall, extracurricular activity, lunchroom, and other school related activity will be an after school detention. Failure to serve a detention will result in a discipline referral for missed Dean assigned detention.

Lunch Detention: This is an option which the Dean of Students may select for Level I, II, or III offenses, or when an individual behavior otherwise indicates such consequence is appropriate.

After-School Detention: This is an option which the Dean of Students may select for Level I, II, or III offenses, or when an individual behavior otherwise indicates such consequence is appropriate. In rare instances, a student who fails to attend an assigned after-school detention may have it reassigned as a suspension. **Students are expected to serve all assigned detentions.** Students must serve their detentions prior to taking final exams, earning/keeping parking privileges, and/or attending Prom/Homecoming or other school events.

Bus Suspension: Every student has a right to a safe and enjoyable ride to and from school free from intimidation, threat or harassment. Bus drivers are responsible for the lives of all students on their buses and will not be required to transport any individual who is a disciplinary problem. The right of riding the bus may be suspended for acts of gross disobedience or misconduct committed on the bus, and the student may face further consequences as described in the Student Handbook. It then becomes the responsibility of the parent to transport the student. School bus riders, while in transit, are the responsibility of school bus personnel. Students at bus stops, bus loading and unloading zones and in-route may also be subject to the District's Rules and Policies. Students suspended from the school bus who do not have alternate transportation to school will have the opportunity to make up missed school work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Saturday Detention: A Saturday Detention can be given for a variety of infractions of the school rules. The detention will be from 8:00 AM-Noon. The detentions will be held in the detention room and students should enter through Door 27. Students should come prepared with the proper materials and class work for the four hours. All school rules apply and no sleeping or eating will be permitted. If a student does not attend their assigned Saturday Detention, an In-School intervention may be assigned. Saturday Detentions will no longer be an option if the assigned detention is not served.

Social Action Hours: Social Action Hours are volunteer hours that are utilized primarily by the Deans in order to provide students with not only an opportunity to repair a wrong doing through volunteer work and reflection, but to encourage students to be positive contributors to their communities. Assignment of these hours may be used as an alternative for some infractions rather than serving a detention or suspension. Privileges may be revoked until social action hours are completed.

Restorative Circles: Students at odds meet with each other and two trained SST members to, at a minimum, work to learn how to coexist peacefully in a shared environment. Both parties need to agree to it for it to be utilized.

In-School Intervention (ISI): Huntley High School operates an In-School intervention program. Students assigned a day of ISI must report by 7:30 am and will be released at 2:30 pm. While serving an ISI, students remain in a quiet supervised study area for the entire school day. They are not allowed to attend their classes or to socialize with other students. Prior to the first lunch period, they will be allowed into the cafeteria but it is recommended that they bring a sack lunch. During their ISI assignment, they are required to complete assignments for all of their classes and turn the assignments into the ISI Supervisor prior to leaving the ISI room. It is the student's responsibility to contact his/her teachers prior to arriving in ISI for the assignments. Students will receive full credit for all work completed during the In-School intervention. A student's absence on the date of an ISI must be verified by a parent or a student will be considered unexcused and receive additional consequences. A student failing to serve an ISI on the scheduled day will serve an ISI on the day of return. If a student is removed from ISI due to inappropriate behavior, the student will only receive credit for work completed prior to removal and will have to be picked up by a guardian. ISI will also not be available as a discipline consequence for the remainder of the year.

***If your student has a 504 or IEP, he/she will have access to all of their accommodations and supports while he/she is in ISI.**

***NOTE: You are not allowed to participate in any athletic practice session or contest or any co-curricular practice, rehearsal or performance on the day of ISI.**

Out-Of-School Suspension (OSS): Out-of-School Suspensions occur when a student is temporarily suspended from HHS for a period of one to ten days. A suspended student shall have the opportunity to make up any assignments and tests missed during the suspension period. It is the student's responsibility to contact his/her teachers for their assignments. The teachers will provide all homework assignments. In order to receive credit, all completed homework must be handed in immediately on the first day that a student returns to his/her classes. Also, all tests and quizzes must be made up immediately upon their return. When a student accumulates 20 days of out-of-school suspension, per year, the administration may recommend an alternative educational setting to the Board of Education.

When a student is given an out-of-school suspension, that student will be suspended from the entire school program and its environment. The student will not be permitted to attend class, to be in the building, on school grounds, in the area of the school, or to participate in any co-curricular or interscholastic school sponsored function.

Expulsion: The law gives the community, through its school board, the right to exclude certain students from school. Students may be expelled for up to two calendar years for gross disobedience or misconduct. Additionally, students may be recommended to the Board of Education by the administration when it is determined that every avenue to solving the student's problem has been exhausted without positive results or potential success.

Student Rights in Disciplinary Actions: To ensure that the student receives fair treatment consistent with the fundamental requirement of due process, all student suspensions or recommendations for expulsion must be made in accordance with the following procedures:

A. Suspension

1. Students will be given the opportunity to present information on their own behalf prior to suspension. The suspension shall be reported by telephone immediately to the parent/guardian of each suspended student. The Board of Education and the parent/guardian, through the Superintendent of Schools, the Principal, Associate Principal, or Dean of Students, shall be notified of the suspension through the US Mail or by personal delivery.
2. The letter shall give a full statement of the reasons for the suspension and notice to the parent/guardian of their right to a review of the suspension. The parent or guardian may request a review of any action of the Principal or Associate Superintendent by the Board of Education, or a hearing officer appointed by the Board. Such a request must be made to the Superintendent in writing. At such a hearing the parents may appear and discuss the suspension with the Board or the hearing officer, and may be represented by counsel.
3. A student shall be reinstated after suspension only by the Principal, Associate Principal, or Dean of Students. Further continuance in school is contingent upon conduct of the student being consistent with what is expected of good school citizens.
4. A parental conference with the Dean of Students may be required before a student's reinstatement. If a parental conference does not occur, the student shall remain in the in-school intervention room until the conference occurs.

DUE PROCESS FOR SUSPENSIONS: Parents have the right to request a hearing from the Board of Education.

Right to Review: The Appeals process must follow these 4 steps:

- A. Appeal to the Building Associate Principal
- B. Appeal to the Building Principal
- C. Appeal to Associate Superintendent or Designee
- D. Appeal to the Board of Education

B. Expulsion

Expulsion shall take place only after the parents have been notified and requested by registered or certified mail to appear at a meeting of the Board of Education, or to meet with a hearing officer appointed by the Board to discuss their son/daughter's behavior.

The request shall include:

1. details regarding the specific act of gross disobedience or misconduct resulting in the recommendation for expulsion;
2. The time, date, and place of the hearing;
3. A brief description of what will happen during the hearing;
4. A list of the student's previous suspensions;
5. A statement indicating that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years; and
6. A statement regarding the interventions offered to the student;
7. A statement as to whether the student poses a continued risk of harm to other students, staff, or the school community; and
8. A request that the student or parent/guardian inform the District if the student will be represented by counsel at the hearing.

During the hearing, the student and his or her parent/guardian may be represented by counsel, offer evidence, present witnesses,

cross-examine witnesses who testified on behalf of the administration, and otherwise present reasons why the student should not be expelled. After presentation of evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate. If the Board decides to expel the student, the written expulsion decision will detail the specific reasons why removing the student from the learning environment is in the best interest of the school, as well as the rationale for the duration of the expulsion. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard. A student may be readmitted to school after expulsion by official action of the Board of Education. Such reinstatement should occur only after the Board of Education, the Principal, and the Superintendent of Schools are satisfied that the student intends to correct the situation which led to expulsion.

Student Search and Seizure: In order to maintain order and security in the schools, school authorities (including school liaison police officers) are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. 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. 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 which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. 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.

When feasible, the search should be conducted as follows:

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

Seizure of Property

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

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. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

If a student has an account on a social networking website, e.g., Facebook, Instagram, Twitter, ask.fm, etc., 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 social networking website account that violates school disciplinary rules or policy. In the course of an investigation, a student may be required to share the content that is reported in order to allow school officials to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

A social networking website means an internet-based service that allows students to (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

Blended Learning Classes

Huntley High School offers Blended courses in which students participate in education that provides a combination of online and classroom face to face activities resulting in less time spent in class during the school day. Blended courses emphasize student centric learning, independent learning skills, time management skills, flexible scheduling based upon content/student needs,

enhanced communication skills and differentiated learning. Students are strongly encouraged to have access to technology when not at school, either at home or the ability to attend the public library and utilize their technology resource. An agreement outlining expectations regarding attendance and other blended learning issues will need to be signed by a blended student and also his/her parents/guardians prior to enrollment in the class. For more detailed information about Blended courses, please refer to the Huntley High School website and click on Blended Learning. [Here is the link.](#)

Cafeteria

Students are advised that the school district uses an electronic system for purchasing lunch. All students **MUST have their ID** card to make any food purchases in the cafeteria. Money may be added to the lunch account by creating a secure online account at MySchoolbucks.com* (these funds may take 24 to 48 hours to be available in the students' account) or by bringing cash or check to the cafeteria. The cafeteria will place these payments in the student's lunch account. If a purchase is made with cash the remaining amount will be placed in the student's account. No change will be given.

All students are offered a complete meal (breakfast & lunch) that includes; fluid milk, grains, meat/meat alternates, fruits, and vegetables that meet federal guidelines.

Additional items are also offered at a la carte pricing.

* By creating a secure online account, parents can manage their student's account easily and conveniently. MySchoolbucks.com provides you with a direct link to your student's school lunch account wherever you have internet access. Now parents can experience the benefits of using [MySchoolbucks.com](#) by taking advantage of some of our popular features:

- Spending History- Parents can view a 7 day history of student purchases.
- Low Balance Email Notification – Parents can receive email notification when their student's account balance is low.
- Smart Pay - Set accounts to automatically replenish
- Expired Credit Card Notification – Parents can receive email notification prior to credit card expiration.
- Spending Limit Settings – Parents can set daily and weekly spending limits for their students by calling the district's food service.
- Multi Student funding – Parents can fund multiple students at the same time.

Students are expected to be courteous and mannerly. Parents will be advised of inappropriate behavior, which, if not corrected, will be followed up with appropriate school consequences such as but not limited to, the loss of the privilege of eating in the school lunchroom.

Lunches/food not provided by the school should be limited to just your child. Large quantities of lunches/food brought in during the school day cause an unnecessary disturbance in the building. No deliveries of outside food will be allowed unless approved by a school administrator.

Students are expected to cooperate with the following procedures:

1. Deposit all lunch litter in the garbage cans provided. Failure to do so will result in detention.
2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor around the area in a clean condition for others.
4. Cafeteria lines will move with order and efficiency if all are patient and polite in waiting their turn.
5. Be considerate of others.
6. Students are not allowed to eat or drink in classes.

Clothing & Grooming

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes or may cause a substantial disruption in the school environment. **The school administrator reserves the right to determine whether or not clothing is appropriate for the educational environment.**

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, marijuana drug/marijuana paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the woodshop, laboratories, or during physical

education.

- Clothing which is considered to be revealing will not be allowed on any student. Examples of unacceptable clothing include, but are not limited to, clothing which allows undergarments to be exposed or exposed skin that would otherwise be covered.
- The length of shorts or skirts must be appropriate for the school environment. The inseam of shorts must be at least the width of a school-issued ID card. When standing with arms straight down at the sides, the hem of a skirt may reach no higher than the student's fingertips.
- Midriff may not be exposed more than the width of a school-issued ID.
- Appropriate footwear must be worn at all times.
- **Unnecessary headwear including hats, sweatbands and sunglasses must be removed upon entering the building.** These items must be left in school lockers during the school day. Hooded clothing may be worn; however, the hood must be down upon entering the building..
- If there is any doubt about dress and appearance, the building principal or designee will make the final decision.
- A Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be asked to remove/change any inappropriate items of clothing or be subject to discipline.

Consequences for inappropriate clothing:

First incident – warning and removal/change of garment when appropriate. Students may pick up clothing item at the end of the school day in the High School office.

Second incident – removal/change of garment when appropriate, parent notified and item will be returned to parent/guardian.

Third incident – same consequences as second incident and one day In-School Intervention (ISI).

Fourth incident or more – same consequences as second incident, and possible Out-of-School Suspension (OSS).

Dangerous Weapons Policy

It shall be the policy of the District 158 School Board to prohibit the possession or the assistance of possession of weapons on school grounds, at any school activity, or on school transportation or any designated school transportation waiting area. The full District 158 policy on possession of weapons is found in Board Policy 7:190. A student who is determined to have brought one of the following objects to school, any school-sponsored event or activity, any event or activity that bears a reasonable relationship to school, or onto school transportation or a designated school transportation waiting area shall be expelled for a period of at least one calendar year, but not more than two 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 USC § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/1.1), or firearm as defined in section 24-1 of the Illinois 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 may be modified by the Superintendent and the Board on a case-by-case basis. Nothing in this section shall prevent the administration or the deans from determining that an object not listed in paragraphs 1 or 2 is or is not intended to be used as a weapon, and assigning an appropriate penalty in accordance with the Behavior & Discipline section of this Handbook or Board Policy 7:190.

Any item determined by the administration or the deans to have been possessed, used, transferred, or controlled in violation of this section will be retained by school officials, and turned over either to a parent or legal guardian at the end of the school year, or to the police.

Driving/Parking Privileges

The Board of Education recognizes that students may wish to drive to school. Students must meet the following criteria to obtain a permanent parking permit:

1. Must have achieved junior level standing (3rd year student with junior level credits)
2. Hold a valid driver's license **with address matching registration address**
3. Provide Proof of Insurance

Students who earn parking privileges agree to abide by all rules and expectations as outlined below and understand that their privileges may be revoked at any time, without refund, at the Deans'/Administration's discretion.

It is also understood that the school retains authority to conduct routine inspection of student parking lots and the exteriors of student vehicles on school property. As well, interiors of student vehicles may be searched by a school official without notice, without student consent, and without a search warrant, where there is suspicion that such vehicle contains contraband or other evidence of a violation of school policy. (105ILCS/5/10-22.6)

Application Process

In late May/early June (after grades are stored), students, seniors first, are notified when the online sign up period is to apply for parking permits. Juniors will receive notification for online sign up about two weeks later. Payment is made online at that time (price revealed in the notification). If the student is not granted a parking permit, there will be a full refund. *Students will be put on a list in the order in which the application was submitted.* After the open application period is closed, students may still make a request, but they will be placed on a waiting list in the order their request was made.

Students who will meet the credit requirement, but who will not get their license until after the school year starts should still apply prior to obtaining their license along with everyone else.

Parking Regulations

Students will need to abide by ALL of the following parking regulations or they may be assigned consequences and/or revocation of parking privileges:

- Parking tag must be clearly displayed via the rearview mirror
- Only school issued parking tags are valid--copying and/or distributing parking passes is not permitted and may result in immediate revocation of parking privileges
- Park ONLY in designated student parking areas located in the East and North Lots. Students are not permitted to park in visitor or staff parking areas.
- Head In parking only (do not pull through a parking spot)
- Adhere to 15 mph speed limit or slower as traffic dictates
- No passing of any vehicle and no driving across parking spaces
- No sitting/loitering in car before, during or after regular school hours or School District 158 activities
- Exit via student exits (East Lot via east driveway, North Lot via west driveway via the exit on the west side of the lot)
- Parking is on school days for school or school activities—if your vehicle might be at school overnight for something other than a school activity/trip, please contact your dean.
- Students are not allowed passes to cars. If one is given by a dean, then student must sign out/in at the Attendance Office
- Students are responsible for proper driving and behaviors from the time they leave their house in the vehicle. These same expectations are included en route to or from their home. Improper driving or throwing things (etc) at other cars will be cause for suspension of driving privileges.
- It is recommended that vehicles be kept locked at all times. School Board policies and school insurance do not cover damage or harm to private vehicles. The owner of the vehicle must assume all losses. The school does not assume responsibility for vehicles, bicycles, and personal articles that are damaged or stolen while on school property

- **Students must report any accidents or damage to vehicles to an administrator and the Campus Resource Officer immediately**

Noncompliance with the aforementioned regulations may result in:

- First offense: warning sticker
- Second offense: warning sticker, wheel lock, \$25 fine
- Third offense: warning sticker, wheel lock, \$35 fine
- Fourth offense: vehicle may be towed at owner's expense AND revocation of all parking privileges for the rest of the year.

Huntley High School Administration reserves the right to revoke and/or modify any parking pass/privilege at any time for any reason without a refund, regardless of a first, second, third, or fourth offense of the driving/parking regulations or other school infractions. Parking privileges may also be modified or suspended due to other school misbehaviors/violations of the school disciplinary code. Students are permitted to park on school premises as a matter of privilege, not of right.

If a student does not meet the criteria, the student may re-apply for a parking permit at the beginning of the next semester. Prior to being issued a permanent parking tag, driving to school and parking on campus, students must complete the Huntley High School Vehicle Registration Permit and pay the parking fee. The price of the permanent parking permit will be determined by the Board of Education each year. Vehicles properly displaying a permanent parking permit on the rearview mirror are authorized to park on the Huntley High School campus in **designated student parking areas only**. Any student who parks a vehicle in noncompliance of the school regulations will receive a consequence. The first time a vehicle is found illegally parked, it will have a sticker placed on the window stating that the infraction has been documented. If a second or third infraction occurs, it will be documented and will result in the owner/driver of the vehicle being fined. Any other time a vehicle is found to be illegally parked the vehicle will be towed away at the owner's expense without notification.

On some occasions, it may be necessary for a student to drive a different vehicle to school than their normal vehicle on record. Prior to doing so, the student must e-mail or call the Dean's Office to communicate that vehicle change. If no such identifying hanger is found in the different vehicle, the vehicle will have a violation sticker placed on the window designating that the infraction has been documented. The second and third time the vehicle is found to be illegally parked, the owner/driver of the vehicle will be stickered and fined. If any further infractions occur, the vehicle may be towed away at the owner's expense without notification.

In addition:

- The school retains authority to conduct routine inspection of student parking lots and the exteriors of student automobiles on school property. As well, interiors of student vehicles may be searched by a school official without notice, without student consent and without a search warrant, where there is suspicion that such vehicle contains contraband or other evidence of a violation of school policy. (105ILCS/ 5/10-22.6)
- Students illegally parked or parked on high school property without a valid parking permit visible are subject to towing and/or ticketing at all times at the expense of the owner, suspension or revocation of parking privileges, and/or suspension from school. Vehicles must be properly parked (**head in parking only**) in the parking spot.
- Student parking is only permitted in the designated student parking lot located on the east and northeast sides of the high school. Permit parking is from 7:00 – 2:30 p.m. Monday thru Friday during school attendance days only.
- Parking permits may be revoked temporarily or permanently if a student accumulates excessive absences, leaves campus without permission, acquires multiple tardies to school, and/or violates other school and parking permit rules.
- Students are prohibited from driving through or parking in the Huntley High School faculty, staff, or visitors' parking lots at all times.
- Students must exit the parking lots through the student exits east or north of the building. Students are not to pass any vehicle or drive across parking spaces and must follow the designated routes while exiting.
- Students will not be issued passes to their vehicles for any reason without permission from an administrator. If permission is granted, students must sign-out/in through the attendance office.
- Sitting in vehicles or loitering around vehicles before, during or after school is not permitted.
- It is recommended that vehicles be kept locked at all times. School Board policies and school insurance do not cover damage or harm to private vehicles. The owner of the vehicle must assume all losses. The school does not assume responsibility for

- vehicles, bicycles, and personal articles that are damaged or stolen while on school property.
- Students must report any accidents or damage to vehicles to an administrator and the School Resource Officer immediately.

Students will not park in Visitor Parking anywhere on Campus. Students should park ONLY in student marked parking areas. Failure to follow these policies may result in school consequences and/or towing of the vehicle at owner's expense.

Noncompliance with the aforementioned regulations (with the exception of copying and distributing a valid parking pass) will result with one of the following:

- First offense against the parking policy will result in a warning sticker being issued.
- Second offense will result in a warning sticker, wheel lock applied, and a \$25 fine being issued.
- Third offense will result in a warning sticker, wheel lock applied, and a \$35 fine being issued.
- Any further offense may result in the vehicle being towed at the owner's expense plus all parking privileges will be revoked for the rest of the school year. Students are permitted to park on school premises as a matter of privilege, not of right.

Consequences and Removal of Parking Privileges: Any infraction of the school disciplinary code and/or the driving/parking regulations (not limited to but including copying and distributing a valid parking pass) may result in the immediate revocation of a student's parking pass without refund. In addition, further disciplinary consequences may also be applied to driving or parking infractions. Parking privileges may also be modified or suspended due to other school misbehaviors.

Huntley High School Administration reserves the right to revoke and/or modify any parking pass/privilege at any time for any reason without a refund, regardless of a first, second, third, or fourth offense of the driving/parking regulations or other school infractions. Students are permitted to park on school premises as a matter of privilege, not of right.

Electronics

Electronic Listening/Entertainment Devices: (MP3s, Handheld Game Systems, iPods, PDAs, etc) Students are allowed to use these devices only in the cafeteria, hallways or in classrooms at the teacher's discretion. Electronic listening devices used inappropriately must be surrendered upon request of faculty or staff. Students shall be personally responsible for the security of their electronic communication devices. The district assumes no responsibility for theft, loss, or damage of such devices.

Electronic Communication Devices: Students may have cell phones at school. They are to be **off and out of sight** during class periods, which includes classrooms (except Advisory/Lunch Study Hall classrooms during non- instructional /non-presenting days), locker rooms, restrooms, and study halls, from 7:30 AM –2:30 PM. Cell phones may be used during passing periods in hallways and during the student's scheduled lunch in the cafeteria. **Any use of phones during the school day in the inappropriate areas will result in a detention being assigned.**

Because of the sophisticated nature of electronic devices, any student with an electronic device, not specifically authorized by the instructor, being used or visible during a test or quiz may be considered academic misconduct.

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, etc. 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. Violation of this policy may result in confiscation of the property in question, detention, suspension, expulsion or other school-imposed penalty.

Extracurricular Activities

Clubs and Activities: The following is a list of clubs and activities. Please note they are subject to change. During the school year, check our website to obtain a current list of current activities. [Here is the link](#)

Extracurricular Weekly Eligibility: The IHSA policy for weekly eligibility is as follows:

- A. Students must pass 25 credit hours of high school work per week. Generally, 25 credit hours is the equivalent of 5 - .5 credit courses.

- B. Students must have passed and received credit toward graduation for 25 credit hours of high school work for the entire previous semester to be eligible during the ensuing semester.

This is the IHSA policy that took effect at the beginning of the 2012-2013 school year. Please refer to the HHS Athletic Handbook for specific information regarding eligibility at Huntley High School.

Extracurricular Semester Eligibility: By IHSA regulation, a student must pass 25 credit hours of high school work per week. Generally, 25 credit hours is the equivalent of 5 - .5 credit courses.

The criteria for weekly and semester eligibility is detailed in the IHSA eligibility rules

Extracurricular Attendance: Attendance is a factor in a student's eligibility to participate in an activity. A student must be in school at least the second-half of the school day. A student who goes home sick is not eligible to participate in that day's extra-curricular activities.

A student who has an appointment that may cause absence from school for more than one-half of the school day may still be eligible to participate in extracurricular activities that day. To assure eligibility, arrangements should be made ahead of time with the high school activities office.

Absence due to Participation in School Sponsored Activities: Student's absence from school due to participation in school-sponsored activities will be recorded as **SA** which means the student is present attending a school activity. Students will be allowed to make up all work if they have contacted their teacher prior to the activity. Discretion should be exercised in the number of activities in which students participate.

Suspended Students: or students isolated from school are ineligible to participate in any school related activities on the days of the suspension or isolation.

Sports Physical Requirements: All students are REQUIRED to have a CURRENT sports physical on file at school BEFORE they can try out or participate in any interscholastic sports. The physical must remain "current" during the entire sports season, meaning that it has been completed within the past 12 months of the participation date. Those who need sports physicals need to present an "IHSA Pre-participation Examination" form completed by the physician and the parents. An "Illinois Certificate of Child Health" form may also be used. If your child is in 8th grade, it is advisable to have the Illinois form filled out by the physician, as it will "count" for your physical that is required to enter the 9th grade.

IHSA Banned Substance Policy: Any student-athlete who ingests or otherwise uses substance from the association's banned drug classes, without written permission by a licensed physician, to treat a medical condition, violates IHSA By-law 2.170 and its subsections, and is subject to IHSA penalties, including ineligibility from competition. The IHSA will test certain randomly selected individuals and teams that participate in state series competitions for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents, and his or her school. No student athlete may participate in IHSA state series competition unless the student and the student's parent/guardian consent to random testing. A complete list of the current IHSA Banned Drug Classes can be accessed [from this link](#)

Huntley High School students participating in IHSA athletic programs or in certain extracurricular clubs and activities will be subject to random drug testing per the D158 drug testing policy. Further information regarding this policy can be found in the HHS athletic and extra-curricular handbooks and on the school's website.

Dances: Only enrolled Huntley High School students and their guests are welcome at school dances.

1. All students must present their high school ID to enter a HHS dance.
2. Allowed guests must have attended high school and be under the age of 21. Students bringing guests shall ensure that their guests are informed of all rules applicable to the event, and are responsible for their guest's behavior.
3. All alumni interested in attending a dance must be a registered guest with a valid ID.
4. Guests must be signed up by 3:00 PM on the day of the dance.
5. All requests are subject to the approval of the Administration and the Advisor of the sponsoring club.
6. Any organization or group desiring to have a dance MUST have prior approval of the principal before any solicitation is made. All band contracts MUST be signed by the Principal.

Fundraising

During the school year, including the summer months, any organization or group desiring to raise funds **must** have prior approval of at least 60 days by the activity director before any campaign is begun, orders are written, or solicitation is made. Solicitation in classrooms is not allowed.

Gang & Gang Related Activity Problems

The Board of Education affirms its position that schools in District 158 shall provide an orderly place for learning. By this policy, the Board of Education acts to prohibit the existence of gangs on school property or at any activity associated with or under the general guidance of school authorities. "Gangs", as used in this policy shall mean three or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the district's rules and regulations.

No student:

- shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other insignia which is evidence of membership or affiliation with any gang.
- shall draw gang graffiti or distribute gang related literature.
- shall use any speech or act in furtherance of gang activity.
- shall solicit others for membership in any gang.
- shall request any person to pay protection or otherwise use extortion on any person.
- shall commit any other illegal act or other violation of school district policies in furtherance of gang-related activities.
- shall incite other persons to inflict physical violence against any other person.
- shall participate in any activity that could be interpreted as relating to gangs or gang activity.

Penalties for Violations: Violation of this policy will be deemed gross disobedience or misconduct. Any student who violates this policy is subject to the rules and regulations of the Board of Education of District 158 policies 715.04, 715.05, 715.07, 715.08, 715.09, et. Seq., Discipline of Pupils as it applies to gross misconduct. All gang related paraphernalia or materials will be confiscated. Violation of this policy may result in disciplinary measures up to and including ten (10) days suspension with consideration for expulsion and, in addition, a report to the police if a violation of the law is involved.

Grievance Procedures/District Policy of Non-Discrimination

Non-Discrimination

No student shall be denied equal educational and extracurricular opportunities on the basis of color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, marital or parental status, or pregnancy.

Concerns or complaints related to potential violations of this policy should be directed to:

Nondiscrimination Coordinator:

- Dr. Adam Zehr
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158

Complaint Managers:

Ms. Jessica Lombard	Mr. Mark Altmayer	Dr. Erika Schlichter	Dr. Rocio Del Castillo
650 Dr. John Burkey Dr	650 Dr. John Burkey Dr	650 Dr. John Burkey Dr	650 Dr. John Burkey Dr
Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102
(847) 659-6158	(847) 659-6158	(847) 659-6158	(847) 659-6158

Any individual may file a sex equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described in Board Policy No. 2:260, a copy of which is available in the District Office, on the District website, or by contacting any of the individuals named above.

For concerns or complaints against District 158 or its employees other than a discrimination complaint, parents are encouraged to first contact the appropriate staff member directly. If the problem is not resolved, parents should then contact the Building Principal. If the problem remains unresolved, the parent should then contact the District Office.

Harassment/Hazing

It is the policy of District 158 to provide an educational environment free from harassment. No person, including a district employee or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race, color, national origin, 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, immigration status, marital status, pregnancy, association with a person or group with one or more of the aforementioned characteristics, or any other distinguishing characteristic.

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests for sexual favors, or other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment,
 - c. Depriving a student of educational aid, benefits, services, or treatment, or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Students are encouraged to report claims or incidences of sexual harassment to the Non-Discrimination Coordinator or complaint manager. Any student who believes he or she is being harassed may file a complaint by using the Uniform Grievance Policy outlined in Board Policy 2:260 and this Handbook.

School District 158 will ensure protection from retaliation or threats of retaliation or intimidation against any person who brings a complaint of sexual assault or sexual misconduct, or against any person involved in an investigation or who assists or supports a victim. However, if a student or witness is found to have made an intentionally false report of harassment, the student or witness shall be subject to discipline. The full Board Policy on harassment may be obtained by calling the administrative office at (847) 659-6158.

Students can report harassment anonymously by either texting the safe text number or by calling the tip line below.

Text Line - (847) 659-6599
Voicemail Line - (847) 659-INFO (4636)

Hazing: Soliciting, encouraging, aiding or engaging in hazing is prohibited. "Hazing" means any intentional, knowing or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in or maintaining membership in any organization, club or athletic team whose members are or include other students.

Bullying

"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(s) or staff member which can reasonably be expected to have one or more of the following effects:

1. Placing the student in reasonable fear of harm to their person or property
2. Causing a substantially detrimental effect on the student's physical or mental health

3. Substantially interfering with the student's academic performance
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying is defined as:

- An act that is repetitive in nature (similar behavior which occurs more than once)
- Creates a power imbalance (by size, age, numbers or emotionally)
- Is intended to hurt or harm the victim (socially, emotionally, or physically)

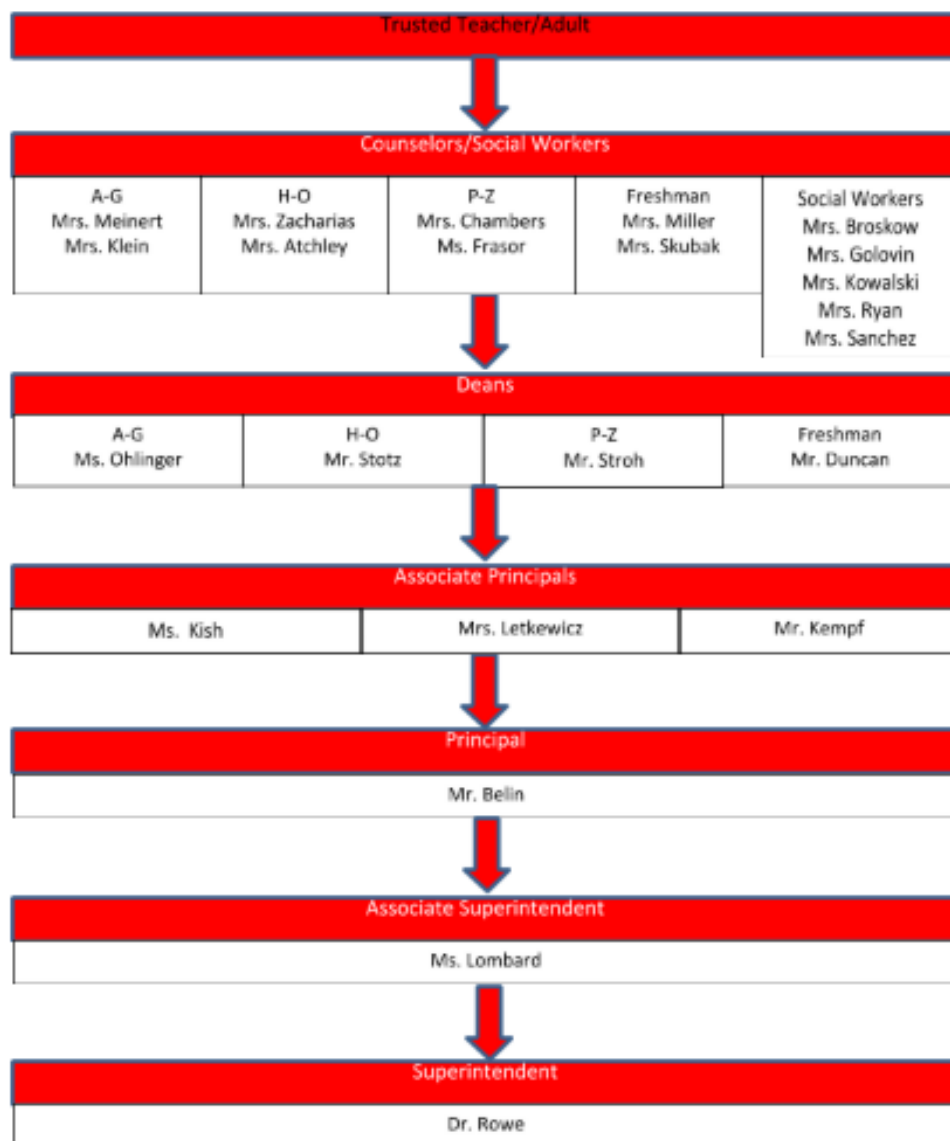
Bullying on the basis of actual or perceived race, color, national origin, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, immigration status or actual or potential 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 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, 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.

The entire Board Policy on bullying may be obtained by calling the Administrative Office at (847) 659-6158. Students who feel they have been bullied should report the incident by:

1. Contacting the Complaint Manager or other administrator, counselor, teacher, or social worker
2. Using the District voicemail line: (847) 659-INFO (4636)
3. Using the District Bullying/Harassment Report form found on the district website.
4. Following the Uniform Grievance Procedure outlined in Board Policy and this Handbook.

At its discretion, the District may make referrals of students who have demonstrated bullying behaviors to counselors or mental health professionals. Students determined to have committed an act of bullying may face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the police consultant for criminal charges.



Health and Safety

The District 158 health services program is designed primarily to maintain health and prevent serious disability or illness. A registered nurse is employed by the high school to be on duty when the students are present during the regular school day. **The health office is to be used for acute illness, emergencies or medication administration.** It is NOT to be used by students to sleep, congregate with others or eat due to missed meals at home. The goal is to ensure the best possible education for our students by keeping the students in class.

Accident and Illness Procedure: When a student becomes ill or is injured during the school day, he/she **MUST** visit the health office with a pass. The nurse will assess the severity of the illness or injury and will administer first aid as needed. **Students are required to call their parents from the health office if they desire to leave the building due to illness.**

In accordance with the decision reached by the parent and the nurse, the student may return to class, be picked up by the parent, or be transported to the hospital. Certain situations require that the student leave school. Those situations include but are not limited to a fever greater than 100.4 degrees, undiagnosed persistent cough, repeated vomiting, diarrhea, severe lethargy, COVID-like symptoms: new onset of a moderate-severe headache, sore throat, new loss of taste or smell, a positive test for COVID-19, a probable case of COVID-19, while awaiting results of a pending COVID-19 test and acute injuries. 911 will be called by the nurse if the health situation is determined to be an emergency.

High school students may be allowed to drive themselves home after an assessment by the nurse and with parental consent. If the student reports symptoms such as dizziness, lightheadedness, weakness, exhaustion or shakiness, he/she may NOT drive and must be picked up by the parent or parent designee. Students are required to sign out in the attendance office before leaving the building. A student who does not sign out in the attendance office may face school consequences, including receiving an unexcused absence and/or other consequences according to the attendance policy.

Unless it is deemed to be an emergency, the nurse will not interrupt classes to check on the health status of a student at the request of a parent. Students can be notified to report to the health office during the next passing period.

If a student sustains a concussion, please notify the Health Office. HHS will support a student with a concussion working with the student's physician and by providing a Return-to-Learn protocol. The student will check in with the School Nurse daily to evaluate symptom severity. Athletes with concussions will also complete a Return-to-Play protocol under the supervision of the Athletic Trainer.

If an accident or illness merits being excused from school and/or physical education, it is the student's responsibility to present a doctor's note that specifies when he/she may return to normal activity. The school nurse/parent will not be able to write a note to excuse the student from PE. If the student has not seen the doctor yet, the student must discuss the injury with the PE teacher. If the accident or illness is for an extended period, a doctor's note is required for each semester. A release to return to PE is required for all surgeries, injuries and concussions. ALL notes excusing students for medical or dental reasons should be sent to the School Nurse.

Medical and Dental Appointment: Whenever possible, medical and dental appointments should be scheduled after regular school hours. Upon the student's return to school, a medical/dental verification note should be turned in to the High School Attendance Office. It is the student's responsibility to request make-up work and complete it within a timely manner.

Administering Medication to Students: Every attempt should be made to schedule the administration of medication outside of school hours. If the child is required to take medication during school hours, the nurse, principal and/or their designee will administer the medication in compliance with all of the following regulations:

A. Prescription Medication: In order for a prescription medication to be administered at school, all of the following procedures must be followed:

1. A "Permission for Medical Administration" form (available on the district website) must be signed by the doctor and parent/guardian and be renewed annually at the beginning of the school year.
2. Medication must be in the original prescription bottle. The parents must bring the medication to the health office. Students MAY NOT carry the medication to school.
3. The prescription bottle's label must contain the student's name, name of the medication, purpose of medication, time to be administered, dosage, possible side effects, and termination date for administering the medication. All student medication must be stored in an appropriate locked cabinet in the Health office, accessible to authorized personnel only. Exceptions to this rule include medication for diabetes, asthma and severe allergies.

B. Non-Prescription Medication: In order for a non-prescription or over-the-counter medication to be administered at school, all of the following procedures must be followed:

1. A "Permission for Medical Administration" form (available on the district website) must be signed by the doctor and parent/guardian and be renewed annually at the beginning of the school year.
2. The school will supply Tylenol or Ibuprofen. Any other non-prescription medication will need to be supplied by the family. All medication must be in the original bottle and labeled with the student's name. Medication will be brought to school by the parent. Students may not carry medication: prescription or over-the-counter medication in the school setting with the exception of the medications listed below.

C. Asthma Medication/ Epi-pens/Insulin:

1. Students may carry and administer their own asthma inhalers, epi-pens, and insulin.
2. **Students who have asthma must have a completed "Asthma Action Plan". This form is available on the district website. This form must be on file at the beginning of the school year in order for your child to carry their inhaler and/or to self-administer asthma medication.
3. Students who have diabetes must complete the "Administration of insulin form" and a "Diabetic Health Care Plan" form in order to carry and/or to self-administer insulin. These forms must be signed by the parent/guardian and physician, and

needs to be renewed at the beginning of each school year. . In addition, a HIPAA Compliant Authorization for Release of Health Information must be included in order for the school nurse to communicate directly with the health care provider whose instructions are included in the Diabetic Health Care Plan. These forms are available on the district website. It is the parent's responsibility to notify the nurse of any changes throughout the year regarding the health care of their child.

4. Students may carry and self-administer an epinephrine auto-injector (Epi-pen) provided that:
 - a. The student's parents have a signed written authorization for the self-administration of the medication, and
 - b. There is a written authorization from the student's physician, physician assistant, or advanced practice registered nurse, which includes the following information:
 - i. The name and purpose of the epinephrine auto-injector;
 - ii. The prescribed dosage, and
 - iii. The time or times at which or the special circumstances under which the epipen is to be administered.

If a student requires assistance with their Epipen during a severe allergic reaction, a nurse or other trained personnel may administer the Epipen. Students with food allergies should also complete the "Food Allergy Action Plan" form, at the beginning of each school year, which is available on the district website.

Effective July 1, 2020, students who are diagnosed with epilepsy or a seizure disorder must submit a seizure action plan at the beginning of each school year. This form is available on the District 158 website.

Undesignated Epinephrine and Narcan Administration: The Emergency Epinephrine Act permits schools to stock a supply of EpiPens, authorizes physicians to provide school districts with a prescription to obtain the EpiPens from local pharmacists, and gives School Nurses and other trained personnel the authority to provide/administer the epinephrine to any person whom they believe in good faith is having an anaphylactic reaction, including students, staff, and visitors. The standing order and emergency supply of EpiPens are kept in the Health Office.

The Illinois School Code permits schools to maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State Law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including but not limited to, naloxone hydrochloride (Narcan) or any other similarly acting drug approved by the U.S. Food and Drug Administration. A Huntley Community School District School Nurse may administer an undesignated opioid antagonist when they, in good faith, believe a person is experiencing an opioid overdose including students, staff, and visitors. The standing order and emergency supply of naloxone are kept in the Health Office or carried by the School Nurse.

The district and its employees and agents, including the physician, physician assistant, or advance practice nurse providing the standing protocol or prescription for school EpiPens and or opioid antagonist, shall incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an undesignated EpiPen and/or opioid antagonist, regardless of whether authorization was given by a student's parents or guardians, or by a student's physician, physician assistant, or advance practice nurse.

Administration of Medical Cannabis: The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

- A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
 - i. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - ii. Copies of the registry identification cards are provided to the District;
 - iii. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
 - iv. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.

- A properly trained school nurse or administrator may be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.

- The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator¹ pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Communicable Diseases: Please notify the attendance office as soon as possible if your child contracts any contagious disease. Communicable diseases such as chicken pox, German measles, impetigo, influenza, measles, mumps, scarlet fever, infectious mononucleosis, coronavirus and strep throat are contagious before they reach a stage where they can be diagnosed. Certain communicable diseases will require a doctor's release for the student to re-enter school. Please check with the health office for specifics. As always, please keep your child at home during an illness to decrease the number of students who are exposed to the disease. Students who have been running a fever (100.4 degrees or greater) should be kept home until they are fever-free without the use of fever reducing medications for 24 hours before returning to school per the CDC and IDPH guidelines

Face Coverings: One of the District's highest priorities is the health and safety of students and employees. To meet this priority, all students must wear approved face coverings over their nose and mouth at all times while in district school buildings and on school buses, even when maintaining social distance, in accordance with guidance established by the Illinois Department of Public Health and the Illinois State Board of Education. Face coverings may be removed for limited periods of time, as necessary, for a student to eat/drink, or to play a musical instrument. Students may wear the District-issued face covering or another cloth face covering that complies the guideline outlined in the student handbook under Clothing and Grooming.

Emergency Information: There are times when a student's illness or injury requires transportation to the hospital. The Huntley Rescue Squad will transport students requiring emergency medical treatment to the appropriate medical facility. Every attempt will be made to notify the parent/guardian before transport. In order to contact parents quickly in the event of an emergency, it is imperative that we have complete and current information on PowerSchool for the following items:

- Your home address and telephone number.
- Working status of both parents, including the name of the company, the address and the phone number where you can be reached.
- The name, address and phone number of a neighbor or friend who is willing to attend to your child in an emergency.
- **It is the parents' responsibility to notify the school office of any changes in the aforementioned items.**

Physical Examinations and Immunizations: In accordance with the Illinois Department of Public Health and the Illinois School Code, physical examinations are required for all students entering kindergarten, sixth grade and ninth grade. The physical examinations must be completed on an "Illinois Certificate of Child Health" Examination form and must include a record of all immunizations that the child has received. All physicals and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school.

Physicals are also required of all transfer students and must be submitted on an "Illinois Certificate of Child Health" Examination form. The physical examination must include a record of all immunizations that the student has received. Students transferring from an IL school to HHS must submit a physical exam and immunization record at registration. Transfer students from out of state must submit the physical exam and immunizations forms within 30 days of attendance. A vision examination is required for any student transferring to an IL school for the first time. These forms are available on the district website

Every child who enters preschool, kindergarten, sixth or ninth grade and every child who enters a school, irrespective of grade, must present evidence of immunization as prescribed by the rules and regulations of the Illinois Department of Public Health and the Illinois State Board of Education. Students failing to meet the required legal immunizations will be excluded from all District school.

There are two exceptions to these regulations:

- Children whose parents or legal guardians object to immunizations on religious grounds must present the IDPH's Certificate of Religious Exemption form to the Health Office, citing the grounds for such objections. The religious objection form is available on the district website and must be signed by the parents and the student's physician. Upon receipt of the form the nurse shall immediately inform the parent/guardian of exclusion procedures if there is an outbreak of one or more diseases from which the student is not protected.
- If the physical condition of the child is such that any of the immunization agents should not be administered, the examining physician responsible for the performance of the health examinations shall endorse such fact upon the health examination form. (Illinois School Code).

A dental examination must be provided to the health office before May 15 of the current year for students in kindergarten, second, sixth and ninth grades. A vision examination must be provided to the health office for students entering kindergarten or transfer students entering Illinois schools for the first time. Dental and vision examination forms can be downloaded from our website. A student may be exempt from the dental or vision examination requirements if the student's parent/guardian show an undue burden or lack of access to a dentist or qualified physician/optometrist.

Campus Resource Officer (CRO): The Village of Huntley, in cooperation with Huntley High School, has a specially trained police officer in the building. The police officer in the school is referred to as the Campus Resource Officer. The Campus Resource Officer strives to improve police relations with young people, thereby giving them a better understanding of the law and its enforcement. Pursuant to Sections 1-7(A) (8) and 5-905 (1) (h) of the Juvenile Court Act (705 ILCS 405/1-1 et seq.) and Section 10-20.14 of the Illinois School Code (105 ILCS 5/10-20.14), a reciprocal reporting protocol is set forth for the police department and the school district to follow for the sharing of information relating to a student who has allegedly engaged in criminal activity.

School Safety Dog: The campus is routinely visited by school safety dogs, certified in the detection of narcotics, alcohol, gunpowder, commonly abused prescriptions, and over the counter medications. These visits are random and do not interfere with instruction.

Surveillance: For the safety of our students and staff, surveillance cameras are located throughout our school buildings and anyone on school property may be videotaped.

Homelessness

Students who are homeless have a right to education under Federal law. The McKinney-Vento Homeless Education Act defines homeless to include children and youth:

1. who lack a fixed, regular, and adequate nighttime residence; and
2. includes:
 - a. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; those awaiting foster care placement or children displaced by a natural disaster (case-by-case basis);
 - b. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

- c. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- d. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Students meeting the above criteria have the right to:

- Stay in the school of origin or choose the attendance area school where they are moving
- Receive transportation to and from their school of origin
- Immediately enroll in school, with or without records normally required for enrollment
- Get free lunch and school fee waivers

For more information, contact:

School District 158 Chief Technology Officer, Dr. Chris Budzynski @847-659-6158

School District 158 Homeless Liaison, Sara Brugioni @847-659-4906

The Hub – HHS Library and Technology Learning Space

The Hub provides materials and services that support the mission of the district as well as the mission philosophy and goals of the high school.

Reading Materials circulate for a period of three weeks. A student ID is required for library check out. All materials will be due two weeks before the end of the school year for inventory. Periodicals, reference materials and media materials are available for students to use in the Hub but do not leave the Hub. Students needing articles from reference materials or periodicals may request the use of the black and white photocopier for 10 cents per copy.

There is a color copier available for student use for 25 cents per copy with 24 hours' notice.

Students are charged fines for overdue books. The fine is 10 cents per day, and late fines can be paid with Raider Way tickets; each ticket is worth \$1. Fines are cut in half if paid when overdue books are returned. Students having overdue materials OR fines will not be allowed to check out any more items until their account is clear. Students will be required to pay for books that are lost or damaged before any more materials can be checked out.

The Hub is an academic school space. Student conduct as mentioned in other sections of this handbook will apply to the Hub. The Hub staff work with both students and faculty to provide reference/research assistance and bibliographic instruction to meet the needs of the curriculum. While the Hub serves as a reference and resource center for students, it serves faculty as a teaching station. Students will need to respect this dual function and act in an appropriate and responsible manner. Above all, the Hub is a shared academic space with the priority of facilitating student learning.

Any computers provided are for students to access the library catalog, the Internet and any online resources. Passwords for home access to these resources are available in the Library section of the handbook. Computer use should be in support of education and research. Any student using computers in an inappropriate manner will lose his/her privileges.

Internet/Electronic Networks Access

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate district business use. Use of the Internet, email, and other communication and collaboration tools to enhance productivity and enhance student learning is encouraged.

Additionally, if students have been provided with a 1:1 technology device; the following are guidelines for the expectation of using technology responsibly:

- a. Bringing a charged device to school every day
- b. Storing the device properly at all times
- c. Moving safely through the hallway while carrying a device
- d. Respecting the property and privacy of others by not using another student's device or account
- e. Using the device, app, and other information resources to support learning, complete school assignments, and gain understanding of how technology works
- f. Using the Internet to gather information related to school, and to communicate with other students, teachers, and experts as it relates to school work

Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Technology Director will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final. The Technology Director will work with the building administrator and the building administrator will deal directly with the violator.

Unacceptable Use - Staff and students are responsible for his or her actions and activities involving the use of computers and the network. Some examples of unacceptable uses include, but are not limited to:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space and bandwidth;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including images or video;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - Staff and students are expected to abide by the generally accepted rules of network etiquette while using any means of electronic communication such as email, blogs, wikis, discussion boards, instant messaging, etc. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the network or Internet, the user must

notify the Technology Department or Building Principal. The Building Principal is responsible for notifying the Technology Department. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Keep your accounts and passwords confidential and do not use another individual's account.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web content must have written permission from the original producer before adding the material to their web page.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain". This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Network Administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of the message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.

Internet Safety

- a. Internet access is limited to only those *acceptable uses* as detailed in these procedures.
- b. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.
- c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
- d. The Network Administrator and Building Principals shall monitor student and staff Internet.

Access to Student Social Networking Passwords and Websites

If a student has an account on a *social networking website*, e.g., Facebook, Instagram, Twitter, ask.fm, etc., school officials may

conduct an investigation or require a student to cooperate in an investigation if there is a specific information about activity on the student's account that violates a school disciplinary rule or policy. The student may be required to share content that is reported in order to allow school officials to make a factual determination as part of its investigation. School officials may not request or require the students or his parents/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. *Social networking website* means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

Identification Cards

Students will be given an identification card at the beginning of the year. Students are required to wear and properly display a current school identification card. The ID card must be worn around the neck and visible at all times during the school day except when specifically exempted on a temporary basis by a faculty member. Any ID lanyard other than the school-issued lanyard must be approved at the discretion of school staff. Students may not embellish their ID card with any drawing or writing. Students must have their ID card in their possession when participating in, or attending, any school-related extra-curricular activity. ID cards must be surrendered upon request of any staff member, including bus drivers and student supervisors. The card must be shown to a staff member when requested when entering buses, checking out media materials, making up tests, gaining entrance to school activities and athletic events, and when entering and leaving the school for any purpose (including non-attendance days of blended learning classes). Students without an ID card on a school-issued lanyard must obtain a replacement card or lanyard immediately upon entering the school building. Lost identification cards must be replaced at the student's expense. **Below are the procedures for obtaining a new ID and a temporary ID.**

New ID Procedures: The student or parent will purchase a new ID through the District Webstore. After purchasing, a new ID will be printed out and delivered to them at one of their classes within 24 hours of the ID purchase. A student may need to obtain a temporary ID in the morning until a new ID is delivered.

Temporary ID Procedures: The student must report to their Pod to receive a temporary ID upon entering the building.

PLEASE NOTE: STUDENTS WITH TEMPORARY IDS WILL NOT BE ALLOWED TO LEAVE CAMPUS DURING THE SCHOOL DAY.

Further disciplinary consequences will apply for failure to properly wear and display the current ID card.

Locker Assignments

The ownership of the locker is maintained by the school district and the student is granted use of the locker solely in accordance with these regulations.

1. If a student's locker is not working properly, it is the student's responsibility to report the problem to the high school secretary immediately.
2. The only items that may be placed in lockers are articles of clothing, school books or supplies relating to school use, lunches and personal items which the student is legally entitled to have in his possession.
3. The school is not responsible for lost or stolen property.
4. A student's locker is for personal use and not to be shared with friends.
5. No lock other than a school-supplied lock may be used. Any other locking device is subject without notice to destruction.
6. Students should make sure gym lockers are locked at all times.
7. Lockers are subject to random search at any time and individual lockers may be searched for any suspicious circumstance. The school does not recognize any right of privacy which a student may wish to claim with regard to the locker.

Lost & Found

Students who find lost articles are asked to take them to the Lost and Found area, in the UNV Office, where the owner can claim them. Cell phones or other valuables should be turned into the Main Office.

Messages to Students

Delivering messages during class time is especially disturbing since lesson plans and continuity of thought are often disrupted. Parents are urged to reserve such requests only for emergency situations. Arranging for medical appointments, transportation requests, or family activities is best done before school. If an urgent and necessary message must be sent to a student, call

Off Campus Privileges

The high school has a closed campus for freshman and sophomores. In order to leave campus, juniors and seniors must have an [Off Campus Authorization](#) form signed and submitted by a parent or guardian. Even so, students may only leave with a current student ID; *temporary IDs will not be accepted for off campus privileges*. Additionally, off campus privileges may be restricted due to any infractions.

Pass System

Students may not leave a classroom area without permission of the teacher, and then only with a pass from the teacher in charge. **The Huntley High School Handbook will be used by all teachers for hall passes.** Upon receiving permission, students should proceed directly to their destination without delay. If a student is found outside the classroom without a pass or somewhere other than the pass destination, he/she will be referred immediately to the Dean of Students. If a student loses his/her agenda, a new one may be purchased in the high school office for \$5.00.

Public Display of Affection

Students should demonstrate respect for themselves and others by governing themselves in a manner appropriate for a public place. A public display of affection is defined as displays of affection that are embarrassing or offensive to a reasonable student and/or adult. Excessive public displays of affection may be considered harassment or aggressive behavior and refusal to comply with staff enforcement of the policy is considered insubordination.

Remediation

Remediation is available to students at Huntley High School who would like to improve their skills, knowledge, and mastery of a content area. The school-wide remediation process consists of the following minimum criteria:

- Students must initiate the remediation process after the assessment has been taken by contacting their teacher in a timely manner, as defined by the teacher.
- Students must meet with the teacher to develop a remediation plan. Components of this plan may include test corrections, tutoring, review packets, online work, and reflection on learning strategies.
- Students must complete at least 80% of assignments (or higher as determined by each department). Students can complete the work after the original summative assessment is given but before the remediation assessment is given.
- Students should demonstrate accountability by agreeing to and abiding by remediation deadlines determined by the teacher.
- The score on the remediation assessment will replace the score of the original summative assessment.
- Teachers may impose limits on the number of times an individual student is permitted to remediate.
- Remediation may not be offered for some assessments.
- AP and Dual Credit courses are not expected to offer remediation.

Response to Intervention

Response to Intervention (RtI) is a multi-tier approach for early identification and support of students with learning and behavior needs. The RtI process begins with high-quality instruction and universal screening of all children. Children with identified needs are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These interventions may be provided by a variety of personnel, including general education teachers, special educators, paraprofessionals, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the dynamics, intensity and duration of interventions are based on individual student response to instruction. RTI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data.

The state of Illinois provides districts and schools with a framework for using RtI to determine a student's eligibility for and entitlement to special education services. Effective, research-based core instruction, interventions, and assessment plays a critical role in this process and data from the core curricula and instruction, as well as interventions, are used in the eligibility determination process. If the intervention plan shows the student demonstrates performance discrepancy as indicated by national, state and local assessments

AND does not demonstrate educational progress through those established national, state or local norms, the team will then refer the child to the Individual Problem Solving Team to discuss the process of special education entitlement.

Section 504

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act and the Illinois School Code may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Parents seeking information about Section 504 rights and services should contact Danyce Letkewicz, Associate Principal at 847-659-6505.

Sex Equity

No student shall be denied equal access to programs, activities, services, or benefits, be limited in the exercise of any right, privilege, or advantage, or be denied equal access to educational and extracurricular programs and activities on the basis of sex, sexual orientation, or gender identity.

Any student may file a sex equity complaint with the district's Complaint Manager or Nondiscrimination Coordinators, in accordance with the District's Uniform Grievance Policy (Board Policy 2:260). A student may appeal the School Board's resolution of a complaint filed to the Regional Superintendent, and, thereafter, to the State Superintendent of Education.

Signs and Posters

Posting signs and posters or distributing handbills, leaflets and publications is prohibited without the approval of the administration. This may be completed in the Dean's office. All publications and posters should be school appropriate. Appeals and questions regarding denial of the distribution of the printed material may be first heard by the Principal or designee and then by the District Administration.

Smoking

All District 158 buildings and grounds are smoke-free environments, which includes, but not limited to, e cigarettes, vapes, or any other smoking devices. This includes all after school activities and school related events. Students found in possession of or in the act of using tobacco/smoking products are subject to school discipline and police action.

Special Education

The District shall provide a free appropriate public education in the least restrictive environment and any necessary related services to all children with disabilities enrolled in District 158, as required by the Individuals with Disabilities Act (IDEA). Once a student is determined to have a disability under IDEA an Individualized Education Plan will be developed by a team of educators along with parents.

District 158 provides a continuum of services to children with Individual Education Plans (IEPs). Every effort is made to educate the student within their home school and classroom environment. The Individualized Education Plan (IEP) team, including parents and educators, meets annually to determine the needs of students and the child's least restrictive environment.

Students who move into District 158 with an Individual Education Plan will be provided with the services listed on said Individual Education Plan.

All students with Individual Education Plans are afforded the safeguards and rights described in the Educational Rights and Responsibilities: Understanding Special Education in Illinois.

Discipline: The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. Students eligible for special education services or those students receiving services under a Section 504 service plan may have an individualized behavioral intervention plan as provided in District Policy and as required by Illinois law. **However, all students must conform to the Huntley High School handbook policy codes.**

Transportation: All Huntley School District 158 students with Individualized Educational Programs are provided with transportation entirely at District expense. The mode of transportation will be determined via the IEP conference. Parents wishing to waive the right to district approved transportation and desiring reimbursement for such services must seek reimbursement through the state of Illinois. District 158 will not provide reimbursement for expenses incurred by parental transport of students, as transportation is provided through avenues determined via the IEP conference at no expense to the student or guardian. Individuals wishing to apply for state reimbursement must do so within the state appointed guideline and meet deadlines set forth by the state. Applications for reimbursement from the state may be obtained by the Huntley School District 158 Transportation Department at 847-659-3000.

Student Records

The District will maintain two sets of records for each student: a permanent record and a temporary record. All student records are permanent upon graduation for 60 years. (i.e., if your child graduated from high school in the class of 2000, records would be kept until the year 2060.)

The permanent records may include:

- basic identifying information
- academic transcripts
- attendance record
- accident and health reports
- information pertaining to release of this record
- honors and awards
- school-sponsored activities and athletics

The temporary record may include:

- family background
- intelligence and aptitude tests
- psychological reports
- achievement test results
- participation in extracurricular activities
- honors and awards
- teacher anecdotal records
- disciplinary information
- special education files
- verified reports of information from non-educational persons
- verified information or clear relevance to the student's education
- information pertaining to release of this record.

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

They are:

- 1. The right to inspect and copy the student's education records within 10 business days or 45 school days of the day the District receives a request for access.**
 - a. Parents and eligible Students have the right to inspect and copy a student's permanent record. Parent(s)/ guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardians or eligible student of the time and place where the records may be inspected.
 - b. The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b) (15).
- 2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**
 - a. Parent(s)/guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record

they want changed, and specify the reason.

- b. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment.
 - c. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.
- 3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**
- a. Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - c. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by the State for federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
 - d. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
- 4. The right to a copy of any school student record proposed to be destroyed or deleted.** Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
- 5. The right to prohibit the release of directory information concerning the parent's/guardian's child.**
- a. Throughout the school year, the District may release directory information regarding students, limited to: name, address, grade level, birth date and place, parents'/guardians' name and address, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, or period of attendance in school.
 - b. Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period unless the parent(s)/guardian(s) or eligible students are specifically informed otherwise.
- 6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
- 7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-4605

Student Services

Student Services: Student services are available through the Student Services department for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school or social concerns, or any question a student may feel he/she would like to discuss with a counselor. Counselors and social workers are available to students, parents, and teachers for special conferences about students, problems and programs.

Waiver of Student Fees. Waiver of student fees will be granted to those students who qualify. Parents/guardians may apply for

waiver of school fees by completing and submitting a District fee waiver form and confirmation of current income. The Board Policy regarding fee waivers and a fee waiver application form will be sent to all parents of enrolled students prior to the start of the school year. These forms are also available by contacting the District Office.

Academic Advisement: Graduating on time with all the credits you need and having the courses required for college admission is no accident. Each spring you (with your parent/guardian) will need to choose classes for the next year, but throughout the year students and parents need to work together with the counselor to develop and/or revise a four year plan that meets your goals. Graduation Status Reports will be reviewed with students to keep you informed of your progress toward graduation requirements.

Students are encouraged to complete the college application process by mid-October in order to meet early consideration deadlines. Some public universities may also reach their enrollment quotas for incoming freshmen in late fall.

Naviance: Naviance is an Internet-based career and college exploration and planning tool to explore career and college options and develop a post-secondary plan. It can be accessed from anywhere there is access to the internet. To login go to the Huntley High School web page and click “Students” on the main page and select “Counseling Department” from the dropdown options. Click the “Naviance” banner and you will be brought to the “Family Connection” page for Naviance login. (Email = Student district email, Password = Student ID number (No S).) [Naviance Link](#)

College Representatives: The best source of information, of course, is the first-hand visitation to the area of interest. This however is not always possible; therefore, we try to bring the area of interest to you by having a representative come here to visit. Login to Naviance and view college visits by clicking on the “colleges” tab.

A college/career fair is also offered at McHenry County College in mid-October. Over 100 schools, universities and other educational opportunities are represented at the fair. These are our best sources of information on specific schools and occupations. Other information can be obtained from a counselor or by reading our resource materials in the Student Services Office. Please listen for announcements of representative visitations and participate in them. If there is some school or occupational area of interest you wish to have visit us, please make us aware of your desire.

Graduation Requirements: To earn a diploma from Huntley High School, a student must earn 23 credits. Students who transfer to Huntley from school districts with less than 23 credits required for graduation may have their credit minimums adjusted to an appropriate level, but not less than the number of credits required at the previous school.

Course Guide: Credit codes are listed after each course in the Course Guide, available online, and indicate which requirements can be met by that course. Credit for each course taken may be applied to one subject area only.

Subject Area	Credits Needed	Credit Code
English	4.00	ENG
Math	3.00	MTH
Science	3.00	SCI
Global Studies/AP Human Geo/AP World History	1.00	SST
Personal Finance	0.50	CED
US Government	0.50	SST
US History	1.00	USH
Health	0.50	HLT
Physical Education	1.50	PED
Driver's Education	0.25	DEH
Electives	7.75	ELC
Total Credits	23.00	

* In order to advance to the next grade level, students must earn a specific number of credits. A student needs five credits to achieve sophomore status, eleven credits to achieve junior status and seventeen credits to achieve senior status. In order to participate in all graduation activities including the ceremony, a student must have the twenty three credits required in the specific areas outlined above.

*Students cannot fail more than one class in the semester preceding their Driver's Education course. In order to take Driver's

Education, a student must pass eight classes in the preceding two semesters.

****Students must pass the Illinois and US Constitution tests in order to graduate.**

Transfer Credits Accepted by Huntley High School: Huntley High School will accept credits from:

1. An accredited High School.
2. An accredited correspondence school for credit recovery, enrichment, or a course not offered at Huntley High School that has been approved by your school counselor. **

*****Any student wishing to exceed these guidelines must submit a written request to the building administration. Credits can only be approved by the building administration.**

Credit from Other Institutions: Students shall be permitted to attend classes at an approved institution for credit toward graduation from high school. Advance approval shall be secured through the guidance counselor and Principal with the appropriate paperwork completed and on file. The Principal must approve an official transcript in order to receive credit.

Withdrawal/Transfer from School: If a student is going to transfer or withdraw from school, the following procedure should be followed:

1. The student must present to the Student Services office a written notice of withdrawal and request a student withdrawal form.
2. Turn in all textbooks to the HS office.
3. Pay all library fines and meet all other obligations.
4. Have the principal sign the withdrawal form.
5. Return the original copy of the withdrawal form to the Student Services office.

Physical Education Exemption Policy: Students in **grades 11 and 12** may request exemption from physical education for the following reasons:

1. The student is participating in interscholastic, varsity-level athletics as certified by the athletic director. The participant can replace the physical education class with an additional class during the semester of their sport.
2. The student is participating in Cheerleading or Dance Team.
3. The student provides written evidence from an institution of higher education that a specific course not included in existing state or local school minimum graduation standards is required for admission. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course, because the student is already at the maximum course load.
4. The student lacks sufficient course credit in one or more courses required by the state statute or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits or who lack credits due to other causes will be eligible to apply for this exemption, if they are carrying the maximum course load.
5. Students in **grades 9 through 12** may request exemption from physical education if they are a part of marching band. Students must first participate in band camp to receive the exemption.

Forms are available in the Student Services Office for those students wanting to participate in this program. The physical education requirement is waived for the student participating in this program.

Student Course Load: All Huntley High School students are required to carry seven (7) classes each semester enrolled. Students taking dual enrollment courses will be accommodated based upon their dual enrollment courses.

Early Graduation: The School Board highly recommends that students attend high school for a minimum of eight (8) semesters before graduation. In cases where the student and the family believe that there are extenuating circumstances that would override this recommendation, the student may leave school early and earn a diploma after graduation requirements are met. Students must fill out an early graduation request form, available in the Student Services Office.

Schedule Changes: Every effort is made on the part of the administration, counselors, teachers, parents and students to determine the most appropriate courses for students. Courses are selected to best fulfill the student's needs, interests and capabilities. Once the final schedule has been printed, schedule changes are strongly discouraged unless a particular course does not match a student's ability level or the student does not qualify for the course due to failing a prerequisite. **Teacher preference and/or preferred time of day are not accepted reasons for schedule changes.** Schedule changes should take place prior to the beginning of the school year.

Illinois State Seal of Biliteracy: The Illinois State Seal of Biliteracy recognizes high school graduates who have attained a high level of proficiency in one or more languages in addition to English. All District 158 students who choose to take an AP world language exam or ELL students who take the ACCESS exam and meet qualifying scores are eligible for the Seal of Biliteracy. Students may also earn Commendation toward Biliteracy for making great strides toward language proficiency. The seal is designated on both the high school transcript and diploma.

What are the qualifying scores for the Seal of Biliteracy?

To qualify for the Seal of Biliteracy in Community School District 158, a student must achieve one of the following in addition to reaching a score of 480 or higher on the ELA portion of the SAT:

- Advanced Placement Exam (Spanish, Chinese, French) - Score of 4 or 5
- ACCESS for ELLs - 5 overall composite score and 4.2 in both reading and writing
- A score of Intermediate High or above on the STAMP Test.

To qualify for Commendation toward Biliteracy, a student must achieve one of the following:

- Advanced Placement Exam (Spanish, Chinese, French) - Score of 3; ACCESS for ELLs - 3.5 literacy score; score of Intermediate Low on the STAMP Test.

How do I apply for the Seal of Biliteracy? There is no application process. Students need only take the ACCESS (for ELL students) or AP exam and have the scores reported to Huntley High School. The district coordinator will use the scores to determine whether students meet the Seal or Commendation requirements, and the appropriate designation will be made on the transcript and diploma in the students' graduation year.

If scores are not available at the time of graduation, the district will still award the Seal of Biliteracy or Commendation toward Biliteracy to eligible students after graduation.

How much does it cost?

The only cost incurred by the student is for Advanced Placement testing or STAMP Testing. Please see the counseling department's [AP Testing page](#) for more information about costs and testing dates.

Who do I contact with questions?

Please contact one of the following HHS staff members with questions regarding the program:
Ms. Shelly Kish, D158 Seal of Biliteracy Coordinator: skish@district158.org
Ms. Kinsey Wright, ELL Instructor: kwright@district158.org

Silver Cord: Every student at Huntley High School has the opportunity to earn a Silver Cord. A Silver Cord signifies that the wearer has earned 50 hours of community service throughout high school. A Silver Cord represents the dedication and commitment a student has for his/her community. For specific requirements and opportunities, go to the Community Service Club Haiku website at <https://district158.haikulearning.com/asharp/hhs-csc> and click on the Silver Cord tab or click on this [link](#).

Grade Procedures: Huntley High School's grading scale is:

98 and above = A+	93-97 = A	90-92 = A-
87-89 = B+	83-86 = B	80-82 = B-
77-79 = C+	73-76 = C	70-72 = C-
67-69 = D+	63-66 = D	60-62 = D-
		Below 60 = F

Semester grades will include a semester exam. The weight assigned to the semester exam is determined by the teacher. If a semester exam is waived, then the semester grade will be the Term 2 grade.

In figuring a grade point average, points earned from each semester grade are multiplied by the number of credits each class is worth. Those points are totaled and divided by the number of credits attempted. The grade point average is calculated from semester grades only and is cumulative from the freshman year to the end of high school attendance. Class rank is determined by the grade point average. They are as follows:

A+ = 4.3	B+ = 3.3	C+ = 2.3	D+ = 1.3

A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = .7
			F = 0

Honors Scale: Classes that have been determined to be more rigorous than a typical high school course are given extra consideration in determining the grade point average. Honors weighted courses will use the following point system.

A+ = 4.8	B+ = 3.8	C+ = 2.8	D+ = 1.3
A = 4.5	B = 3.5	C = 2.5	D = 1.0
A- = 4.2	B- = 3.2	C- = 2.2	D- = .7
			F = 0

AP Scale: Classes that have been determined to be as rigorous as a college level course are also given extra consideration in determining the grade point average. AP weighted courses will use the following point system.

A+ = 5.3	B+ = 4.3	C+ = 3.3	D+ = 1.3	
A = 5.0	B = 4.0	C = 3.0	D = 1.0	
A- = 4.7	B- = 3.7	C- = 2.7	D- = .7	F = 0

Final Exams: All semester/final exams must be taken on the designated day for each class. **Under no circumstances will semester/final exams be administered prior to the designated final/semester exam week.** Students failing to take semester/final exams during the assigned time will be issued a grade of F, and will have two weeks after the end of the semester to complete the exams, or grades of F will be entered for their semester exam.

Latin Honor System: Starting with the Class of 2020, class rank will no longer be calculated. The Latin Honor System will be implemented, with students having the respective label designated on their transcript for acquiring a cumulative weighted grade point average as noted below:

Cum Laude:	(3.75-3.99)
Magna Cum Laude:	(4.00-4.249)
Summa Cum Laude	(above 4.25)

Pass/Fail Option: One course per semester may be taken by juniors or seniors as PASS/FAIL. A PASS grade in a course earns credit towards graduation, but does not affect a student's grade point average. A grade of FAIL earns no credit and does not lower a student's grade point average. The course selected cannot be a course required for graduation. A decision to follow this option must be made during the first week of the semester and requires the permission of the parent, teacher and counselor. Passing grades cannot be changed back to letter grades at a future time. If a student chooses the PASS/FAIL option, PASS will be awarded only for 60% or better. Any grade lower than 60% will receive a failing grade. Forms and details are available from the Student Services office.

Retaking a Course: Students with a low, but passing grade; may apply with the Administration to retake a course to achieve a higher grade. The class must be retaken at HHS. Once the course is completed, the improved grade will be recorded and included in the student's GPA. Students must see a counselor in order to begin this application process.

Course Changes and Adds

Students may add or change a course the week before the first day of school during registration, providing that space for additional students in that course is available.

Adding a Course

Students may add a course to their schedule to replace a dropped course or study hall during the two summer "schedule change" days the week after schedule pick-up during August. This will be the only time that schedules changes will be honored.

Dropping a Course

Students enrolled in seven credit producing courses may withdraw from a course without academic penalty through the 20th day of the semester. After the 20th day of the semester, a drop from class will be denoted by a WF on the student's transcript. The grade of F will be used to calculate the student's grade point average. The approval of the counselor and parent/guardian are necessary

in order to drop a course with a designation of WF.

Changing Levels

We expect students to be successful in the courses they have selected because they are assisted in making appropriate course selections and are provided with academic support. If there is a significant discrepancy between the student's performance and the expectations for that level of course work, considering the student's best efforts, a level change may be considered. A level change form with teacher, parent, student, and department chair/team leader signature will be required and can be found on the Counseling Department web page under "documents & links". [Here is the link](#). If parent and teacher are not in agreement, a conference should be held among parent, teacher, counselor, student and department chair/team leader to determine appropriate placement. No changes will be made to accommodate personal preference.

Audit Option: Students who wish to participate in a course for no grade or credit may elect to AUDIT a course, with the teacher's approval. This option requires the teacher to establish guidelines and conditions for acceptance into the class. See the counselor for forms and information. All attendance policies apply for classes that are being audited.

Progress Reports: Updated grades can be accessed weekly by parents by logging into [PowerSchool](#). Paper copies are no longer sent home.

Midterm Reports: Updated grades can be accessed weekly by parents by logging into [PowerSchool](#). Paper copies are no longer sent home.

Report Cards and Grades: Report cards are issued to all students at the end of each semester. Letter grades - A, B, C, D, P, F. Updated grades can be accessed weekly by parents on [PowerSchool](#). Paper copies are no longer sent home.

MTSS—Multi-Tiered Systems of Support (PBIS and RtI)

Academic and Social/Emotional Supports are provided through the MTSS model of Response to Intervention (RtI) and Positive Behavior Interventions and Supports (PBIS). RtI and PBIS are designed as proactive school based systems to provide students with the best opportunity to succeed academically, socially, emotionally, and behaviorally. At HHS, PBIS involves the concept of "The Raider Way" which includes the expectations of Be Respectful, Be Responsible, and Be Involved (see inside front cover of the student planner). These expectations are defined throughout the school, and interventions are put in place in order to help students who struggle with various aspects of social-emotional health and/or behavior at the high school level.

The Student Support Programming Map (see inside back cover of the student planner) graphically represents all academic and behavioral interventions available and in the process of being developed at Huntley High School.

The map shows the ranges of programs from Academic to Social/Emotional/Behavioral, as well as, the intensity of these programs. This map has helped with the blending of PBIS and RTI to create a seamless program at HHS. The development of this map has also allowed our SSP team to identify the gaps in programming leading to the development of additional interventions.

Some of the current interventions are listed below. For additional information please see the PBIS link on the HHS website.

Tier 1 Programs and Interventions

Core Curriculum: The Core Curriculum for classes at HHS is currently being modified to reflect the Common Core Standards with a greater emphasis on Skill Development and Higher Level thinking.

Raider Aid: Raider Aid is a free after school and during the school day tutoring program staffed by teachers from a variety of disciplines. Students can use this space to ask questions specifically on homework or assignments, to use the space to quietly work, or to work with individual teachers who are working on specific days. After School Raider Aid is available most days until 4 pm with the opportunity to ride the Activity Bus for free if the student stays at Raider Aid for the entire period.

Freshman Advisory/Link Crew: Link Crew is a program where students are nominated and apply to be a Link Crew leader in a freshman advisory. Advisory is run for half of the lunch period giving 22 minutes daily for students and teacher interaction. Link Crew students can apply each year and there is great competition to be chosen by the Link Crew leaders and administration. Link Crew train on Mondays and Tuesdays and are in the classroom with a group of freshmen every Wednesday, Thursday and Friday interacting with the students and presenting lessons on bullying, school information, study skills, specified Raider Way Lessons as

well as group activities and to have fun.

Safe School Ambassadors: At its core, the Safe School Ambassadors program is an "inside-out" approach to improving school climate, one that relies on social norms change and the power of students to help stop bullying and violence. Student bystanders see, hear, and know things adults don't, can intervene in ways adults can't and are often on the scene of an incident before an adult. They are a critical and under-utilized resource for positively impacting the crisis of bullying in our schools.

Raider Way Lessons (All School): All school lessons are conducted on a monthly basis in order to focus on a specific behavior within the school. See All-School Monthly Focus Lessons for more details and lesson plans.

HHS Tier 2 Interventions

Plato: Will be used as skill building based on MAP scores of incoming students; also possibility of use for remediation for different subjects based on Classroom Benchmark Test Skill standards.

Academic Seminar: This program is currently offered to repeating freshmen who did not have enough credits to move to sophomore status. It is a course similar to the freshman advisory, but only with students who are in a similar situation. Students work with a teacher, counselor, and various other support staff to complete credit recovery as well as gain support to pass courses their 2nd year at HHS.

Check-In/Check-Out: The Check-In/Check-Out (CICO) Program is a school-wide prevention program for students struggling with academics or behavior. A student is selected to participate in CICO when a student receives 2 or more Level II (or greater) referrals from the Deans' Office for behavior OR based on attendance or visits to their Student Services offices. Students may also be referred to CICO by a teacher. CICO provides students with frequent, direct positive feedback on their behavior and monitors their success in displaying the Raider Way behavior expectations.

Social/Academic Instructional Groups: Social Academic Instructional Groups are run weekly by a group of teachers and clinicians at HHS to support students who need additional direct instruction and discussion on various behavior related topics. Currently groups are run weekly during alternating class periods to limit disruption to student schedules. Students can qualify after going through an earlier intervention for Re-Engagement, Positive Communication, or Academic Study Skills. Students are measured for success using a Google Doc card that is created to measure specific goals for each group but is modeled off of the Check-In/Check-Out card for consistency.

Making Connections: A Tier 2 positive behavior intervention connects students to dedicated Huntley High School staff. Making Connections provides students the opportunity to experience positive interaction daily with an adult who recognizes and encourages their academic and behavioral successes, as well as their commitment to The Raider Way. This newly established mentoring program has proven to be a beneficial and rewarding experience for students and mentors.

HHS Tier 3 Interventions

Intensive S/AIGs: These are instructional groups just as created at the Tier 2 level, but more intensive in meeting and in the content presented. This content is more focused on issues that students have that are affected grades and behavior in a more specific manner. These groups are conducted by school clinicians rather than general education teachers.

Clinical Case Management: Clinical Case Management is Huntley's response to the need for short term case work management with a social worker or school counselor, that is tracked and within a certain time limit while services are needed. By adding this to the PBIS system, HHS has monitored data and created entry/exit criteria for the students individually allowing students access to resources without creating permanent behavior plans.

FBA/BIP: Functional Behavioral Assessment and Behavior Intervention Plan: An individualized functional behavior assessment (FBA) is conducted to explore the function of problematic behavior impacting academic success. The functional behavior assessment is used to create an individualized behavior intervention plan (BIP) to replace the problematic behavior with more appropriate behaviors.

RENEW: Rehabilitation for Empowerment, Natural Supports, Education & Work: RENEW is a student centered intervention based upon the strengths of the individual and designed to assist transition age youth in becoming empowered, healthy, confident, and capable adults. A supportive, hand-picked adult team helps the young person create a meaningful, personalized, individualized plan for the transition from high school to adult life. After one year, most youth have obtained the skills and developed the social connections they need to pursue their goals.

Student Visitors

Students will **not** be allowed to bring guests to school during the school day.

Teacher Availability

Teachers are available before and after school for student or parent consultation and assistance. In addition, teachers have daily preparation periods which may be used for this purpose. Students or parents who wish to speak with a faculty member should contact the teacher by phone or email, available on the school website.

Transportation

What every parent and student needs to know: The Transportation Department and its staff are dedicated to the service, safety and wellbeing of all of School District 158's students that it transports. Therefore, the following guidelines and rules need to be followed and adhered to.

Bus Transportation: School bus transportation is an important part of each student's education experience and the Transportation Department will assist in making this experience as pleasant as possible. It is the responsibility of the Transportation Department to design and implement routes and stops according to guidelines set forth by the Illinois State Board of Education and Illinois State Law. Students are required to ride their designated routes and get on and off at their designated stops. Students must be picked-up and dropped-off at the same location Monday through Friday. Transportation needs to keep track of students riding their designated routes in the event of an emergency (i.e. bus collision, lost or missing students). Due to the number of students that are transported in the district and the growth in the district, it is no longer feasible to let students ride home on routes other than their designated routes. In the event of an emergency the parent must call the Transportation Department at (847) 659-3000 to request a change in their child's designated route. Requests for changes will be accepted or denied based on the number of regular bus students riding the bus. Parents will have to send a note with the child to be given to the principal or designee of the change approved by Transportation. Any changes school principals authorize need to go through the Transportation office for reasons previously stated.

Bus Danger Zones: Statistically school bus transportation is the safest means of transportation that a student can take to and from school. A student has a 150 times greater risk of being in an accident to and from school via another vehicle other than a school bus. The area within ten (10) feet in the front, sides and rear of the bus are the most dangerous areas of the bus known as the DANGER ZONE. Precautionary guidelines must be adhered to when students are loading and unloading. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Students need to remain at least 10 feet away from the bus before loading. When unloading, students must exit the bus directly away from the bus, moving directly away from the bus at least 10 feet away from the bus. If a student should drop a personal item directly in front of or alongside of or at the rear of the bus the student should not retrieve that item until first letting the driver know that they have dropped that item. The driver will then decide if it is safe to retrieve the lost item. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

Bus Drivers: School District 158 bus drivers are responsible for the students riding their buses just as teachers are responsible for the students in their classrooms. Students are required to obey the driver at all times. The bus driver is required to report students that violate the bus rules of proper behavior and conduct while riding the bus. Bus drivers are not authorized to approve requests to change routes or make unauthorized stops unless approved through the Transportation office.

Bus Stops: Students need to be at their designated bus stops 5 minutes prior to the scheduled arrival time of the bus. The private property of those living near the bus stop is to be respected. Bus drivers are required to report any student(s) that are consistently tardy for their bus, as corrective action may be necessary. It is important that the buses maintain a timely schedule. Students need to stand a safe distance on the sidewalk away from the curb and street where sidewalks are provided. In areas where sidewalks are

not provided, students need to stay off the road and harm's way of motorists using the roadway. Students waiting for the bus are not to approach the bus until the bus has come to a complete stop and the driver has opened the door. Students are to get on the bus in single file in an orderly fashion without pushing and shoving. Students are to find a seat immediately. When students need to cross a road before boarding or after exiting the bus they must wait to do so until the driver has signaled them, giving permission to cross. Students should cross the road far enough in front of the bus (approximately 10 feet) so that the driver can see the student and the student can see the driver. Students that need to cross the road should notify the driver before getting off the bus that they would need to cross the road. The student should then exit the bus and proceed to the front of the bus remaining at least 10 feet in front of the bus, remaining on the curb or edge of the roadway, until the bus driver signals the student permission to cross the road. Students when unloading need to immediately step at least 10 feet directly away from the bus and proceed immediately to their destination. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

School Bus Conduct Procedures: Every student has a right to a safe and enjoyable ride to and from school free from intimidation, threat or harassment. Bus drivers are responsible for the lives of all students on their buses and will not be required to transport any individual who is a disciplinary problem. If a student's behavior is not acceptable, the right of riding the bus may be withdrawn and the student may face further consequences as described in the Student Handbook. The school discipline system applies to students at the bus stop, on the ride, and throughout the school day. It then becomes the responsibility of the parent to transport the student. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion or suspension from school. School bus riders, while in transit, are the responsibility of school bus personnel. Decisions regarding special education students will take into account related disabilities and IEPs pertaining to transportation. Students at bus stops, bus loading and unloading zones and on route are also subject to the District's Rules and Policies.

Bus Expectations

- Maintain Appropriate Noise Level
- Use Appropriate Language
- Keep Hands, Feet, And Objects To Yourself
- Help Keep A Clean Area And Bus
- Stay Seated In Your Seat
- Keep Your Arms And Hands Inside The Bus
- Be On Time
- Follow Directions From Adults/Bus Drivers
- Walk To And From The Bus
- Report Unsafe Behavior To Driver
- Use only approved items on the bus.

Cameras: Cameras are installed on all the school district buses to monitor student behavior and will be reviewed to verify complaints of misbehavior.

Non-Bused Students: In the interest of safety and security of the students, please follow the pick-up/drop-off procedures specific to your school.

Trespassing

Suspended students are not to be on campus without specific permission from the administrative office. Failure to obtain this permission can result in arrest for trespassing.

HHS Athletic and Activities Handbook Table of Contents

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The following information can be found on the HHS Website

[District 158 Random Testing Policy and Forms](#)
[Complete Listing of Clubs and Activities](#)

I. Philosophy, Objectives, and Expectations of Extracurricular Participation

Huntley High School extracurricular programs are provided as a privilege to those students having the desire to engage in and/or compete in and to enhance their overall abilities. Students who choose to participate are considered “representatives” of Huntley High School and are expected to demonstrate good character, high morals, and an attitude of giving their best. In addition, “representatives” of Huntley High School are expected to demonstrate good sportsmanship and self-discipline. Because the Board of Education, administration, and staff expect these attributes, the Huntley High School Extracurricular Code of Conduct is used to ensure that these qualities are demonstrated by all participants.

The objectives of the extracurricular programs at Huntley High School are to:

1. Provide a highly engaging/competitive experience grounded in sound educational practice.
2. Assist in the safe and healthy development of the participant.
3. Create an enjoyable experience for the participants, student body, fans, and community by promoting sportsmanship, morale, and school spirit.
4. Instill qualities such as teamwork, pride, work ethic, personal responsibility, and self-discipline in its participants.
5. Promote the education and development of students through high school extracurricular participation.

II. Personnel

Activities Director: Tom Kempf
Athletic Director: Glen Wilson

III. Sportsmanship

Huntley High School will emphasize and enforce all Illinois High School Association (IHSA), District 158, and Fox Valley Conference policies on sportsmanship. “Representatives” of Huntley High School are expected to adhere to the highest standards for behavior at all school-sponsored activities.

IV. Transportation

The sponsors will make transportation arrangements, for all extracurricular events, through the District Transportation Department. Participants are required to ride district-provided transportation to and from away events.

Parents may transport their child home from away events by signing the transportation sign-out sheet provided at the event.

Parents may only sign-out their own child. A parent may grant permission for his/her child to ride home with another parent

by providing advanced written notification to the principal, activity/athletic director, or coach/sponsor. The parent that is being granted permission will, in turn, need to sign-out the participant after the event. Under no circumstances will District 158 take the responsibility of releasing a participant to be transported by anyone other than a parent.

If a participant misses the bus, he or she may only be transported to the event by his or her parent(s). Upon arriving, at the site of the event, the participant’s parent needs to present the participant to the coach. Under any other conditions, the student will not be permitted to participate. Any student missing the bus due to a detention will not be allowed to participate.

Unforeseen or extenuating circumstances will require permission of the activity/athletic director.

V. Practice Schedules

The start of practice for each extracurricular activity will be announced well in advance of the date of the first practice. Practice schedules will be distributed to participants no later than the first day of practice. District 158 does not allow mandatory practice on Sundays except under special circumstances and only with the permission of the activity/athletic director.

Because of the necessity to share facilities, practice times may need to be staggered. Efforts will be made to equally distribute practice times among the various levels of programs sharing the facilities. Likewise, unforeseen circumstances may force a change in practice schedules. Participants will be notified, as soon as possible, of any practice schedule changes.

Conflicts in regard to practices will be handled in the following manner:

- 1. Educational field trips
Should a conflict arise with an educational field trip, the coach and teacher should be in communication with each other and attempt to minimize the impact of the conflict. Participants should not be penalized for missing a practice, or arriving late to a practice, because of attending an educational field trip.
- 2. School sponsored social activities
Attendance at school sponsored social activities does not exempt participants from team responsibilities. Participants who miss events or practices to attend school-sponsored social activities, without the coach/sponsor’s permission, will be considered unexcused and be subject to established team policy regarding unexcused absences.
- 3. Non-school activities
Each coach/sponsor will establish policy, with approval from the activity/athletic director, and inform participants of said policy in regard to excused and unexcused absences.
- 4. Skiing and similar activities
Coaches should inform participants of the dangers of participating in skiing/similar activities but may not make policy prohibiting participation in these activities during non-school hours. A participant injured during skiing/similar activities holds no right to his/her position upon returning to his/her team.

VI. Clearance to Participate

In order to participate in many HHS activities, a student must complete the forms listed below. A listing of the activities requiring students to complete the forms is found in the District Drug Testing information. A student may participate in as many clubs/activities as interest and schedule allows. Noted below are designated timelines that the activities that require the following items be on file in the Athletic Office (Mr. Glen Wilson’s Office) and the Activities Office (Mr. Kempf’s Office). The sponsor will inform participants if the forms are required to be on file.

<u>Item</u>	<u>Due before first</u>
Random Testing Form -D158 - Online	Practice/Tryout
Random Testing Form- Centegra - Online	Event

Participation fees may be required for specific clubs based on expenses incurred by that club. Participation fees should be paid directly to the sponsor of the club and will be credited to the club activity account. Any student who quits or is dismissed from a club will not have a fee refunded.

VII. Weekly and Semester Eligibility (for IHSA competitions)

Weekly Eligibility

A student participating in a sport is subject to the weekly eligibility check during the season for that activity.

A student must pass twenty-five (25) credit hours of high school work per week (Monday through Sunday). Twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).

Weekly eligibility is based on a student's grades as they accumulate from the first week to the last week of the semester. The criterion used by the IHSA is what the student's grade would be if he or she transferred to another school during the course of the semester.

Semester Eligibility

By IHSA regulations, a student must pass 2.5 credits a semester to be eligible for the next semester. This is the equivalent of five .5-credit classes. The criterion for weekly and semester eligibility is detailed in the IHSA eligibility rules which can be found on the HHS Athletic webpage at www.district158.org/hhsathletics/index.html.

VIII. Attendance

Attendance is a factor in a student's eligibility to participate. A student must be in school at least the second-half of the school day. A student who goes home sick is not eligible to participate in that day's activity event or practice.

A student, who has a medical appointment that may cause absence from school for more than one-half of the school day, may still be eligible to participate in that day's practice or event. To assure eligibility, arrangements should be made ahead of time with the activity/athletic director.

A student suspended from school is ineligible to participate in meetings, performances, or contests on the day(s) of the suspension. This includes ISI and OSS suspensions.

VIII. Awards

Awards acknowledge the achievement, participation, and membership of the participants in interscholastic competition. To be eligible for these awards, participants must be in good standing in school and the activity. Students who drop out of the activity or are dismissed by the coach/sponsor before the end of the season will not be eligible to receive any awards. A coach may deny a participant, who meets minimum letter requirements, his or her letter if that participant's conduct is deemed detrimental to the school and the program. A participant who becomes injured or ill during the season, but remains a member of the team, may be issued an award at the discretion of the coach.

Award Distribution

1. First year participants will receive Numerals if not already received by participation in another sport / activity.
2. A student who has not received a Letter in the activity prior will receive a Letter and Bar.
3. If a student has received a Letter prior, the student will be issued a Bar representing another year's participation.
4. Senior Plaques are presented to any senior who has participated all season all 4 years of high school.

Special Awards

The sponsor may distribute awards to individuals as they so choose.

X. Fine Arts Boosters (FABulous)

The Fine Arts Booster Club is an approved organization of District 158 and has been established to support Huntley High School fine arts activities. The organization works as an independent organization helping fund various aspects of the fine arts programs. Parents are strongly encouraged to become involved. To inquire about the HHS Fine Arts Booster Club, please go to [Fine Arts Booster Link](#)

XI. Code of Conduct

As stated in Part I, participation in activities at Huntley High School is a privilege. Students who choose to take part are considered representatives of Huntley High School. It is the hope of the Board of Education, administration, and staff that those students who represent Huntley High School do so in such a manner as to not abuse the privilege of participation. In addition, the Code of Conduct places an emphasis on the values and commitments necessary to create a safe and healthy environment for participation.

- The Code of Conduct takes effect the first time a student becomes a member of a(n) club/activity.
- The Code of Conduct is in effect year round, in and out of season, on and off school grounds, until graduation.
- A verifiable code violation is deemed to have occurred when a District 158 employee or a law enforcement agency (or representative thereof) confirms the student's involvement; an internet posting depicts inappropriate behavior; or a student admits guilt.

Code of Conduct Violations

1. Use, possession, or distribution of illegal substances. This includes, but is not limited to, alcohol, marijuana, anabolic steroids, non-prescription drugs, and the abuse of prescription drugs.
2. Use or possession of tobacco, electronic smoking devices, similar look-a-like devices, or nicotine based products.
3. Theft or vandalism of any school, personal, or public property.
4. Inappropriate conduct in which the student is directly or indirectly involved, such as fighting, harassment, or verbal/physical abuse of others.
5. Academic dishonesty or misconduct in which the student is involved, such as obtaining or attempting to obtain credit by dishonest, deceptive, fraudulent, or unauthorized means.
6. An internet posting on a social network that disrupts the educational or athletic/activity environment and may be threatening to or abusive of others.
7. Association with or attendance at activities involving a violation of the code in which the student does not leave immediately upon learning of said activities.
8. A verified positive test result, in the IHSA or D158 random drug testing programs. This will include a refusal to participate or complete the IHSA or D158 random drug testing programs.

Code of Conduct Violation Consequences

First Offense: Suspension from 20% (or closest percentage to 20%) of the regular scheduled contests. The suspension will include continued participation in practice, attending any events/meets/matches, and supporting the team during the length of your suspension. The suspension carries over to the next activity if it is not completed during the current activity.

Second Offense: Suspension of 50% from the regularly scheduled contests. The suspension will include continued participation in practice, attending any events/meets/matches, and supporting the team during the length of your suspension. The suspension will carry over to the next activity in which the student is involved if not completed in the current activity.

Third Offense: Suspension from all activities for a calendar year (365 days).

Fourth Offense: Dropped from all activities for the remainder of the student's high school career.

Self-Reporting: If a student self-reports a first offense to a District 158 administrator, he or she will be suspended from 10% of the regular scheduled contests. The student must make their report immediately. The student will not be eligible for the terms of self-reporting after school authorities have been notified of the violation.

Clarifications/Definitions

- For suspensions that carry over from a previous activity or that occur before the next activity, the student must complete the "next" season in good standing to fulfill the terms of the suspension.

- A violation will be considered a second, third, or fourth offense if it is committed within 365 days of the previous violation. After a calendar year (365 days), a violation will be dropped.
- One calendar year is defined as 365 days from the date on the letter notifying the student and parents of the suspension.
- A first violation, in a season, will not automatically result in forfeiting eligibility for school awards. A second violation, in a season, will result in forfeiture of all school awards.
- A suspended student is expected to attend practice.
- A suspended student is expected to sit with the team, out of uniform, during contests.

In circumstances when a student is participating in a combination of more than 1 Athletic, Activity, or Club the Athletic Directors, Administration or their designees will work together to discuss the current disciplinary action and determine the appropriate consequence.

Appeal Process

1. If the student and parent(s) wish to appeal a decision, they may do so by contacting the activity/athletic director within three school days of being notified of the suspension.
2. The appeal process must follow:
 - a. Appeal to the High School Associate Principal
 - b. Appeal to the High School Principal
 - c. Appeal to the Associate Superintendent or Designee
 - d. Appeal to the Board of Education
3. If, during any step of the appeal process, the original suspension is reversed, the suspension will be declared void and all records of the suspension will be purged. The student shall return to the activity in good standing and without further consequence.

XII. Consent To Random Testing

Illinois High School Association

In accordance with the work of its Sports Medicine Advisory Committee and Public Act 096-0132, the Illinois High School Association has implemented a performance-enhancing substance testing program for student-athletes at IHSA member schools.

The IHSA will test randomly selected individuals throughout the school year. No student-athlete may participate in an IHSA competition unless the student and the student's parent/guardian consent to random testing. The consent is part of the HHS Sports Participation Information sheet. Go to www.ihsa.org for more information.

A complete list of the current IHSA Banned Drug Classes can be accessed at:

http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA_banned_substance_classes.pdf

District 158

The District 158 Board of Education instituted its own random testing program in the spring of 2010. An information packet, including consent forms (one for D158 and one for Centegra), can be found on the HHS Activities webpage.

XIII. Hazing

Purpose

The purpose of the policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definition

For purposes of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of students for the purpose of initiation or membership in or affiliation with any organization recognized by the district.

Endanger the physical health shall include, but not be limited to, any brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substance, or other forced physical activities that could adversely affect the physical safety of the individual.

Endanger the mental health shall include, but not be limited to, an activity that would subject an individual to extreme mental stress such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity even if a student willingly participates.

Authority

The district does not condone any form of initiation, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The district directs that no administrator, coach, sponsor, volunteer, or district employee shall permit, condone, or tolerate any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individuals who violate this policy.

The district encourages students who have been subjected to hazing to promptly report such incidents to their coach, activity/athletic director, or building principal.

Delegation of Responsibility

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the activity/athletic director and school principal.

The district shall annually inform students, parents, coaches, sponsors, volunteers, and district staff that hazing of district students is prohibited by means of:

- Publication in this handbook
- Verbal instruction from the coach

Complaint Procedure:

1. When a student believes that he/she has been subject to hazing, the student shall promptly report the incident orally or in writing to their coach and the activity/athletic director.
2. The activity/athletic director shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The activity/athletic director shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. If the investigation results in a substantiated finding of hazing, the activity/athletic director shall recommend appropriate disciplinary action, as circumstances warrant. Additionally, the student may be subject to disciplinary action resulting in possible suspension or expulsion.

XIII. A Guide for Parent and Coach Communication

Philosophy

Participation in extracurricular activities provides the possibility to extend and enhance student learning and personal growth beyond the classroom setting. Participation often includes important lessons about working together toward shared goals, communicating effectively, overcoming challenges, maintaining a positive attitude, practicing sportsmanship, and winning or losing with dignity. Regardless of the amount of level of participation / playing time or whether the team has a winning season, these lessons remain embedded within the experience.

While acknowledging that “winning isn’t everything,” coaches are committed to providing our teams with the best opportunity to win within the rules of the game, and representing the school and communities of District 158 in a manner which inspires and exemplifies pride.

Parent/Coach Relationship

Both parenting and coaching are very difficult vocations. Each role offers unique perspectives of a child’s involvement in activities. While there are times when perceptions of parents and coaches are aligned, it is unrealistic to expect that this will always be the case. We believe it is important to clearly define what you can expect of our coaches. It is also important for you to have an understanding of the procedures for communication between you and your child’s coach. Finally, providing support for all students participating in extracurricular activities is an important role played by both parents and coaches.

Coach’s Communication to the Parent

You may expect to receive the following information in writing from the coach no later than the first practice:

- Brief statement of the coach’s philosophy
 - Expectations the coach has for all team members
 - Location and times of scheduled practices and games
 - Procedure to be followed if your child is injured
 - Discipline procedures the coach may implement
- Anticipated costs associated with participation and possible fundraising activities

Parents’ Communication to the Coach

- Communicate directly with the coach about any concerns
- Provide written notification of schedule conflicts well in advance

As your child becomes involved in activities at HHS, the inevitable highs and lows that are a part of extracurricular competition are bound to occur. These experiences will provide your child with an opportunity to grow and learn skills and lessons that he/she may apply in aspects of his/her life beyond the competitive/performing arena. *If the lows, however, begin to get your child down, we encourage you to speak with the coach.*

Appropriate Concerns to Discuss with Coaches

- The treatment of your child; mentally, emotionally, and physically
- Ways to help your child improve
- Concerns about your child’s behavior, attitude, and performance

One of the most potentially problematic issues between coaches, students, and parents is competitive level/performance time. Decisions regarding these are at the sole discretion of the coach. As professionals, coaches make decisions based on what they believe to be best for the team and for all students involved. Obviously, there may be times when you do not agree with a coach’s decisions, but it is important to recognize that decisions about the student’s role and the student’s role on the team are decisions which are not negotiable between a parent and a coach.

Inappropriate Concerns to Discuss with Coaches

- Level of Participation / Playing time
- Team strategy

- Play calling
- Other student-athletes (unless verbal / physical harassment occurs)

Setting up a Conference

There are situations that may require a conference between the parent(s), student, and coach. **It is necessary that all three entities (parent(s), student, and coach) be involved in the meeting.** Such a meeting can lead to increased understanding. When a conference is needed, please follow these steps:

- Call the coach to schedule an appointment
- If the coach cannot be reached, contact the activity/athletic director and he/she will arrange a time for you, your child, and the coach to meet.

Communication between the coach and parent(s) can play a vital role in resolving concerns; however, before, during, or immediately following a competition or practice is not the appropriate time for addressing concerns. Please do not attempt to discuss a concern with a coach at these times, as they are not conducive to the successful resolution of a problem.

While, ideally, it is hoped that a conference with the coach will alleviate concerns, it should be recognized there may be times when the coach and the parent do not achieve a shared understanding as a result of their conference.

The Next Step

Contact the activity/athletic director. A meeting will be scheduled for the parent(s), student, coach and activity/athletic director.

Support

Your child's participation in extracurricular activities should be extremely rewarding. You are invited to support students by becoming involved in the Huntley High School Fine Arts Booster Club or as a support for a non-fine arts activity parent group. You are also invited to attend events, and cheer in a positive and encouraging manner. By supporting everyone involved in competition and displaying good sportsmanship, you provide an important and wonderful example for HHS students. It is hoped this information will serve as the foundation of a rewarding experience in activities for your child.

XV. Ultimate Authority

Circumstances that arise, which are not covered in this handbook or become a matter of interpretation, will be decided by a meeting of the activity/athletic director and principal. The appeal process for any decision is described in Section XIII.



**Middle School
Extra-Curricular
Handbook
2021-2022**

I. Philosophy and Objectives

Extra-curricular activities in School District 158 are considered an important supplement to the district's total educational program. As such, coaches and sponsors in the various activities are considered teachers in their respective areas and will conduct themselves in a professional and ethical manner at all times. Participation in extra-curricular activities are a privilege. Students are representatives of District 158 and will conduct themselves in a positive fashion at all times. Recognizing the importance of extra-curricular participation to the development of the student, District 158 supports as broad a program as possible for its students.

The general objectives of the extra-curricular programs in School District 158 are:

1. Provide a highly competitive experience grounded in sound educational practice.
2. Assist in the healthy development of the body and mind of the student and help promote healthy living and lifelong fitness.
3. Create an enjoyable experience for the players, student body, fans and community by promoting sportsmanship, morale and school spirit.
4. Instill qualities such as teamwork, pride, work ethic, personal responsibility, self-sacrifice and discipline in its participants.

General Practice Schedule

Coaches will make their practice schedules conform to the following regulations:

1. No practice will extend beyond two (2) hours from the designated starting time for that practice. For example, if starting time for basketball practice is set for 2:45 PM, it must end by 4:45 PM.
2. The total number of practices and athletic contests in a given week will not exceed six.
 - a. A practice may be rescheduled if an emergency school closing forces the cancellation of practice.
 - b. Coaches are urged to be reasonable in scheduling practices on holidays and during vacations by respecting a family's right to want their children with them on or near acknowledged family holidays. During vacations, daytime practices should be scheduled while parents are normally at work.
 - c. Coaches will finish practices on time and parents are asked to pick up their child on time or have other arrangements made. On game days, participants are to be picked up immediately after the home contest is over. For away contests, participants will know approximately what time to be picked up.

Conflicts

Occasionally students have conflicts with games and/or practices and confusion can arise if we do not have a consistent policy. Please observe the following practices regarding conflicts:

SCHOOL SPONSORED ACTIVITY AS PART OF THE EDUCATIONAL PROGRAM:

Educational field trips generally do not conflict with practices or games. However, there are rare occasions when conflicts arise. The school will do everything in its power to see that conflicts are not scheduled. However, as a general policy, student athletes will not be penalized for missing or coming late to practice or rehearsals because of a school conflict.

SCHOOL SPONSORED SOCIAL ACTIVITIES:

Students participate in athletics with the understanding that **attendance at all practices and games are required.** Attendance at school sponsored social activities (dances and dance preparation, clubs etc.) does not exempt the athlete from his/her team responsibilities. An athlete must attend all practices except for the following reasons: a) illness; b) emergency; c) a doctor's appointment that cannot be rescheduled at any other time; d) family vacations; e) death in the family; or f) conflicts with other scheduled school activities (arrangements must be made with respective activity sponsor). Athletes who miss games/practices without the coach's permission do so with the understanding that they suffer the penalty that would normally be imposed for anyone who earned an unexcused absence. The second unexcused absence results in the athlete missing one game. A third unexcused absence results in the athlete missing two consecutive games (for a total of three). The fourth unexcused absence results in removal from the team.

EXTRACURRICULAR ACTIVITIES OUTSIDE OF REGULAR SEASON:

It is not stated or implied that students will suffer any penalty for participation in other school related activities during school hours. However, our coaches will use their professional discretion when making decisions in regards to student participation in an event or practice, based on the individual coach/sport/activity attendance and participation policy.

II. Clearance to Participate

All prospective athletes or activity participants who plan to participate in interscholastic athletics or extra-curricular activities must have a current physical on file with the Middle School nurse before they can tryout or practice. Physicals are current for 395 days from the date of the physical. If a student's physical lapses during the course of an activity, the student will be excluded from further participation in that activity. Students must also have a concussion baseline test completed for all athletics PRIOR to trying out. Concussion screening for children 12 and older is valid for 2 years. Concussion screening for children under the age of 12 is valid for 1 year. A student that is currently academically ineligible *may result* in a coach or sponsor to refuse tryouts or participation for a student. A student may also be denied the opportunity to try-out or practice with a team if they did not dress and/or participate in Physical Education for the day.

*****There is no refund of an activity fee for a student being removed from any extra-curricular activity.**

III. Athletic Eligibility

***** The following statement is for any student participating in a school sponsored athletic activity at either Marlowe or Heineman Middle School:** Illinois Elementary School Association and District 158 Middle Schools will allow dual participation in any school-sponsored athletic activity. Any athlete may participate in camps, clinics, or club teams as long as the Middle School team takes first priority. Missed practices or games due to the attendance of an out of school activity will result in disciplinary action per the coaches' discretion.

IV. Academic Eligibility

Students are encouraged to participate in the following extracurricular activities. The following list of activities/athletics will be checked for Academic Eligibility:

Basketball Boys/Girls	School Musical	Poms
Wrestling	Volleyball	School Play
Cheerleading	Scholastic Bowl	Performance Readings
Track Boys/Girls	Cross Country	(additional athletics/activities added by MS Administration)

The Athletic/Activity Director and Activity Secretary will run a report for all students participating in an extra-curricular activity on Monday. The Athletic/Activity Director will double check eligibility and report to the coach or sponsor of the students who are ineligible by Monday afternoon. The student, parents, and coach/sponsor will receive written notification on Monday that states the period of ineligibility. **It is our expectation that the student will take on the responsibility to let the parents know when they are ineligible.** Please do not contact the coach or sponsor regarding ineligibility due to grades or any ineligibility procedures. The teacher(s) or team leader should be contacted regarding grades and the Athletic Director should be contacted regarding procedures. The period of ineligibility runs from Monday to Sunday. The third week of ineligibility will result in a final written notification being sent to the student and the parents from the Athletic/Activities Director, indicating removal from the extra-curricular activity.

Students who receive an F or two or more Ds in one or more subject areas will be ineligible for the following week, beginning on Monday. **Ineligible means that the student will not be able to participate in practice, games, or any team/club activity for the week.** At the discretion of the coach/sponsor, the student may be required to attend team functions in street clothes. It is also highly recommended that any student who is ineligible attend Homework Club after school during the period of ineligibility. In addition, students will be required to go to the content area teacher(s) of the class (es) involved, during all available study hall periods or before or after school during the week of ineligibility. If a teachers strike occurs during the school year and a student was ineligible before the strike occurred, the student/athlete will be given the opportunity to regain their eligibility on a daily basis upon returning to school if the strike lasts longer than the scheduled ineligible week. **Any extra-curricular participant who is ineligible for a total of three weekly periods due to unsatisfactory school work will be removed from the team/activity.**

Athletes and activity participants are expected to follow school, classroom, and team rules. They are expected to project an image of positive leadership in the school and to show respect to students and teachers alike. If an athlete or extra-curricular participant must serve a detention because of a discipline consequence, the coach or sponsor will be notified by the Athletic/Activities director. In-school or out of school suspension will result in any extra-curricular participant missing any games or activities during the consequence.

Each athlete is issued a uniform and it is his/her responsibility to return it in good condition at the end of the season to their coach or athletic director if their coach is not a staff member. If it is not returned within two weeks after the season ends, it is the parent's responsibility to pay for the missing uniform.

As stated in the student handbook, a student must be in attendance for a minimum of 5 clock hours to be able to participate in after school

V. Organization of Teams

Organization of teams will be comprised of 7th and 8th graders in volleyball, basketball, cheerleading, and poms. 6th grade students may participate in track, cross country and wrestling. Coaches will stress the importance of good sportsmanship while installing a competitive and winning attitude. Playing time of participants is up to the coaches. All students grades 6-8 are able to participate in the activities (non-athletic) provided within District 158.

VI. A Guide for Parent and Coach Communication

Parent/Coach Relationship

Both parenting and coaching are very difficult vocations. Each role offers unique perspectives of a child's involvement in athletics. While there are times when perceptions of parents and coaches are aligned, it is unrealistic to expect that this will always be the case. We believe it is important to clearly define what you can expect of our coaches. It is also important for you to have an understanding of the procedures for communication between you and your child's coach. Finally, providing support for all students participating in interscholastic competition is an important role played by both parents and coaches.

Coach's Communication to the Parent

You may expect to receive the following information in writing from the coach no later than the first practice:

- Brief statement of the coach's philosophy
- Expectations the coach has for all team members
- Location and times of scheduled practices and games
- Procedure to be followed if your child is injured
- Discipline procedures the coach may implement
- Anticipated costs associated with participation and possible fundraising activities

Parents' Communication to the Coach

- Communicate directly with the coach about any concerns in an appropriate time and manner that is suited for both parent and coach.
- Provide written notification of schedule conflicts well in advance

As your child becomes involved in athletic activities at School District 158, the inevitable highs and lows that are a part of athletic competition are bound to occur. These experiences will provide your child with an opportunity to grow and learn skills and lessons that he/she may apply in aspects of his/her life beyond the gym or playing field. If the lows, however, begin to get your child down, we encourage you to speak with the coach.

Appropriate Concerns to Discuss with Coaches

- The treatment of your child, mentally, emotionally, and physically
- Ways to help your child improve
- Concerns about your child's behavior, attitude, and performance

One of the most potentially problematic issues between coaches, players, and parents is playing time. **Decisions regarding playing time are at the sole discretion of the coach.** As professionals, coaches make decisions based on what they believe to be best for the team and for all students involved. Obviously, there may be times when you do not agree with a coach's decisions, but it is important to recognize that decisions about playing time and a player's role on the team are decisions which are not negotiable between a parent and a coach.

Inappropriate Concerns to Discuss with Coaches

- Playing time
- Team strategy
- Play calling
- Other student-athletes

Setting up a Conference

There are situations that may require a conference between the parent(s), student-athlete, and coach. Such a meeting can lead to increased understanding between the parent(s), student-athlete, and coach. When a conference is needed, please follow these steps:

- Call or email the coach to schedule an appointment
- If the coach cannot be reached, contact the activities director and he/she will arrange a time for you, your child, and the coach to meet

Communication between the coach and parent(s) can play a vital role in resolving concerns; however, before, during, or immediately following a game or practice is not the appropriate time for addressing concerns. Please do not attempt to discuss a concern with a coach at these times, as they are not conducive to the successful resolution of a problem.

While, ideally, it is hoped that a conference with the coach will alleviate concerns, it should be recognized there may be times when the coach and the parent do not achieve a shared understanding as a result of their conference.

The Next Step

- Call the Athletic/Activities Director at your respective middle school. A meeting will be scheduled for the parent(s), student-athlete, coach and activities director.

Support

Your child's participation in athletics can be extremely rewarding. We invite you to support all of our students by becoming involved by attending games and cheering in a positive and encouraging manner. A positive comment from any adult following a great victory or a tough loss means a great deal to a child. We would also encourage you to support all of our students through displaying good sportsmanship at all games. Each student-athlete, regardless of his/her individual skill and talent, normally tries to do his/her best. No one intentionally makes mistakes, but

mistakes happen. By treating our opponents and the officials respectfully, we acknowledge their efforts and can express our appreciation of those efforts through our applause and positive comments. By supporting everyone involved in the competition and displaying good sportsmanship, you provide an important and wonderful example for our students. It is hoped this information will serve as the foundation of a rewarding experience in athletics for your child.

VII. Activities Code

As stated in Part I, participation in extracurricular activities in District 158 is a privilege. Students who choose to take part in extracurricular activities are considered representatives of Heineman/ Marlowe Middle School. It is the hope of the board of education, administration, and staff that those students who represent their Middle School do so in such a manner as to not abuse the privilege of participation. In addition, the Activities Code places an emphasis on the values and commitments necessary to create a safe and healthy environment for participation.

- The Activities Code will take effect the first time a student becomes a member of an activity
- The Activities Code is in effect year round, in and out of season, on and off school grounds, until promotion from 8th grade
- A verifiable code violation is deemed to have occurred when a District 158 employee or a law enforcement agency, or representative thereof, personally confirms the student's:
 - possession or consumption of illegal substances
 - activity which violates the rights or property of others
 - association with or attendance at activities involving violation of the activity code or involvement in criminal or immoral activities as determined by state statute or certified school personnel.

Activities Code Violations

- Acts of unsportsmanlike conduct in which the student is involved, such as cheating, fighting, or verbal abuse of students, school personnel, officials, contestants, coaches, sponsors, or spectators. This includes being ejected from a game, meet, or activity.
- Association with or attendance at activities involving a violation of the code in which the student does not leave upon learning of said activities.
- Any behavior that warrants an in-school/out-of-school suspension (this includes Level A & B offenses).
- Any Level C offense as outlined in the Middle School Student Handbook will result in immediate removal from an extracurricular activity.

Activities Code Violation Consequences

***** The following are a list of steps that may be used for disciplinary action. These steps may be subject to change depending on the severity of the action.**

1. First Offense: Suspension of 50 % from the total scheduled contests. This suspension will carry over to the next activity in which the student is involved if not completed in the current activity.
2. Second Offense: Removal from team or activity
3. Third Offense: Removal from all extra-curricular activities for the remainder of the academic school year

Clarifications/Definitions

- For suspensions that carry over to the next activity, the student must complete the “next” season in good standing.
- A violation will be considered a second or third offense if it is committed within the current academic year of the previous violation. After the current academic school year is completed, a violation will be dropped.
- A first violation in a season will not automatically result in forfeiting eligibility for school awards. A second violation in a season will result in forfeiture of all school awards.

VIII. Ultimate Authority

If any cases arise that are not covered by these policies or which in some way require special interpretation, the building Principal will provide this decision. Appeals concerning the Activity Code may be made in accordance with provisions of the code. Appeals relating to other matters may be made to the Associate Superintendent and Board of Education within three (3) school days of the Principal's decision.

Appeal Process

1. If the student and parent(s) wish to appeal a decision, they may do so by contacting the activities director within three school days of being notified of the suspension.
 - a. The activities director will organize an appeal committee consisting of the activities director, principal, and two coaches/sponsors not involved in the activity.
 - b. The committee will hear the suspension evidence and testimony of the parents, suspended student, and coaches/sponsors.
 - c. After reviewing the information, the committee will decide to uphold or reverse the original suspension.
2. If the suspension is upheld by the committee, the student and parent(s) may appeal the decision by contacting the district office within three days of the committee's decision.
3. If the district office upholds the committee's decision, the player and parent(s) may appeal to the Board of Education.
4. If, during any step of the appeal process, the original suspension is reversed, the suspension will be declared void and all records of the suspension will be purged. The student shall return to the activity in good standing and without further consequence.

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ABSENCES / ATTENDANCE / TARDIES

If your child is to be absent because of illness, you are required to call the school before 9:00 A.M. and report the absence each day. If your child is absent and we do not receive a call, we will call you at home or your place of employment to verify the absence. During a long-term illness, a parent may call on the first day and notify the office of the anticipated length of the absence. **School policy requires a doctor's written excuse for any student who is absent from school due to illness in excess of 4 days per quarter cumulative. Any absences in excess of 4 days per quarter will be marked unexcused without a doctor's note.** A doctor's note provided for an illness will be changed to "Medical Verification" for attendance purposes. These dates will not count towards the 4 days per quarter cumulative absences for illness. Parents are encouraged to communicate with their child's teachers if their child is absent three or more consecutive days. **Homework must be requested by 9:00 A.M. and may be picked up in the office between 2:30 and 3:30 P.M.** Please be aware that requests made after 9:00 A.M. may not be ready for pick up the same day.

For planned absences, such as family vacations during the school year, parents should notify the academic team and office in writing in advance. While such absences are discouraged, makeup work will be provided as long as teachers have sufficient notice. Every effort should then be made to complete this makeup work in a timely manner, as determined by each teacher. It must be realized that not all lessons taught in school can be made up at home or assigned weeks in advance. **Makeup work cannot replace actual attendance at school.**

A student must be in attendance for a minimum of 5 clock hours to be considered a full school day. For children who must leave school early or enter school late, parents are required to sign their children in or out in the office.

Students who leave school early for reasons of illness, appointments or notes from home will be released only to their parent or legal guardian unless prior arrangements have been made through the building principals. Conscientious school attendance is one of the most important tasks of a student. The attendance maintained while in school will be looked upon by future employers as one of the basic criteria of employment. Students who stay home for trivial illnesses or because they do not feel like attending school are, in effect, hurting no one but themselves. They are missing vital instruction in their education and, therefore, placing their future in jeopardy. We will closely monitor all absences and hope for the cooperation of parents in improving school attendance. Chronic or habitual truant shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for **5% or more of the previous 180 regular attendance days**. As attendance to school becomes a truancy issue, parents will be notified in writing of this concern.

EXCUSED ABSENCE: An excused absence is defined as an absence due to sickness or an emergency in the family in accordance with State law. Students who have been excused from school are allotted one (1) day per day excused to hand in all school work missed. It is the student's responsibility to contact each teacher for the assignments. If a student has received a long range assignment or notification of an assessment date and is absent (excused) when the assignment is due or on the day of the assessment, a teacher can require that the assignment be turned in or the assessment made up on the day the student returns to school.

Acceptable absences include, but are not limited to:

1. Personal illness
2. Death in the immediate family
3. Family emergency
4. Religious holiday observance
5. Quarantine
6. Court appearance
7. School sponsored activity
8. Other reasons such as family vacations, in which we have been notified in advance.

"**Needed at home**" is not a sufficient excuse. The parent's note must indicate the reason for the emergency requiring the student's missing school. **A student must be present at school a minimum of five (5) hours to be eligible for participation in after school extra-curricular activities such as athletics, band concerts, chorus presentations, trips, etc.** If a student goes home ill during the day, that student becomes ineligible for participation in any after school extra-curricular activities that day.

MAKE UP WORK FOLLOWING EXCUSED ABSENCES: An excused absence allows for make-up privileges. After such an absence, a student is expected to see their teachers and take the necessary steps to make up the work missed. Students have the number of days missed to turn in makeup work for full credit. This does not apply to longstanding assignments. Longstanding assignments are defined as projects or essays which students are given at least 5 school days to work on the assignment. For example, if a student was assigned a research paper and was absent on the date it was due; the makeup policy does not apply and the assignment is due upon return.

Our teachers are usually quite generous about giving students time to make up work for excused absences. The school cannot, however, promise to provide a tutoring service for students who have taken extended vacation trips.

UNEXCUSED ABSENCES: Examples of absences that cannot be excused include, but are not limited to:

1. Errands, which could be scheduled when a student is not required to be in school
2. Oversleeping
3. Car trouble
4. Leaving school without receiving proper authorization
5. Missing bus ride

Unverified absences may result in an unexcused absence from school. The decision whether an absence is excused or unexcused is at the discretion of the school's administration.

TARDIES

TO SCHOOL: It is very important that children arrive at school on time. The educational process is disrupted for all concerned when this does NOT occur. When tardy to school, a student must report to the main office to sign in before attending class. Excused tardies are appointments with orthodontist, dentist, doctor, eye doctor, etc. with a doctor's note. Unexcused tardies are oversleeping, missing bus, etc. Tardy policy is in effect at the beginning of each quarter. All tardies to school are cumulative each quarter.

4th tardy:	One detention
5th tardy:	One detention
6th tardy:	Two detentions
7th tardy:	Two detentions
8th tardy:	Parent/Administration Meeting
9th and additional:	In-school suspension

TO CLASS: Tardiness to class is defined as when a student is not in his/her seat at the beginning of each class period. If a student has a pass from a teacher or other school personnel, he/she is excused for being late for class. Students will be held accountable for each unexcused tardy to class. A teacher, grade level, or team directed consequence will result for each incident up to seven (7) in each grading quarter. After that the eighth will result in referral to the office. All tardies to class are cumulative through each quarter.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES

If a student has an account on a *social networking website*, e.g., Facebook, Instagram, Twitter, ask.fm. etc., 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 that violates a school disciplinary rule or policy. The student may be required to share the content that is reported in order to allow school officials to make a factual determination as part of its investigation. School officials may not request or require the 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.

Social networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the services; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

AFTERSCHOOL ACTIVITIES

Students who are in the building after school must be there for a specific activity and should have a ride arranged the day prior to the respective activity. If an activity concludes early, students must report to the supervised area until their ride arrives.

All students staying after school as spectators for athletic or special events or any other reason are subject to the student disciplinary code and consequences. Participating in after school activities or extra-curricular activities is not a valid excuse to miss an assigned after school detention.

Students staying after school for any specified reason should arrange, in advance, for a ride home from school.

BEHAVIOR & DISCIPLINE

One of the core values of the Middle School is the maintenance of a pleasant, orderly, supportive atmosphere. To achieve this requires a spirit of cooperation among students, teachers, parents and administrators. This cooperation promotes an atmosphere that enables and encourages excellence in education. In an effort to support this cooperation, all students and their parents should review the student rules.

A good plan for discipline includes organization to prevent problems along with praise, appreciation and recognition for effort and achievement in addition to consequences for unacceptable behavior. This procedure does not define all types and aspects of students' behavior, but rather basic areas to help each student conduct him/herself in a proper manner as a member of the school community, treating others as they want to be treated, with respect and courtesy.

SCHOOL DISCIPLINE PROCEDURE:

Staff Responsibilities: The staff at the Middle School will deal with the classroom discipline as well as other school related supervision. If a student's behavior is objectionable, the staff member may use any of the following appropriate options:

a. intervene to stop behavior	e. assign restrictions or detentions and/or refer to the principal
b. confer with the student	f. assign restitution
c. contact the parent	g. confiscation and/or temporary retention of personal property
d. counselor contact	

Student/Teacher Rights

- I have a right to teach
- My students have a right to learn
- In my classroom, no student will stop me from teaching or stop another student from learning

Administrator's Responsibilities: The administrators, as they work through this discipline procedure with staff, will at every stage be concerned with finding causes for misconduct for which the actions of the students are symptoms. It will be the goal to seek and find appropriate help for students who are in need.

The administration will establish the discipline philosophy and procedures for the Middle School. They will also serve as a resource for all discipline related problems. The principal is the final building level source of appeal in the "due process" procedures.

Disciplinary measures: Potential disciplinary measures include, without limitation, any of the following:

1. Verbal warning.
2. Notifying parent(s)/guardian(s).
3. Disciplinary conference.
4. Withholding of privileges.
5. Temporary removal from the classroom.
6. Lunch or teacher detention.
7. Return of property or restitution for lost, stolen, or damaged property.
8. In-school suspension.
9. After-school detention.
10. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
11. Suspension of bus riding privileges.
12. Out-of-school suspension.
13. Expulsion.
14. Notifying juvenile authorities or other law enforcement.
15. Other disciplinary action as deemed appropriate by the administration.

Level-Step Disciplinary System: The Middle School level-step disciplinary system identifies three levels (A through C) of misbehavior. Consequences are progressively more serious as infractions accumulate. It is the hope and intent that this system will deter future misconduct and engender in students a respect for the rights of others and the need for the rule of law both in school and society.

Level A - SCHOOL RULE INFRACTIONS THAT DISRUPT THE EDUCATIONAL ENVIRONMENT

- Such as, but not limited to, classroom disruption, insubordination, disrespect, personal dishonesty, academic dishonesty, throwing objects, public display of affection, profanity, failure to report to an assigned disciplinary action, bus violations, dress code violations, electronic device/cell phone violation, being in an unauthorized area, violation of normal school rules, unexcused tardiness to class or school, and unexcused absence from class.
- **Level A infractions may result in warnings, restrictions, detentions, or suspension in/from school.**

Level B - SERIOUS RULE INFRACTIONS THAT INFRINGE UPON THE RIGHTS/SAFETY OF OTHERS

- Such as, but not limited to, repeated level A infractions, aggressive behavior (includes play fighting), fighting, aiding and abetting the violation of school rules, vandalism, locker tampering, theft (includes attempted theft or being caught in the act of), extortion, possession of inappropriate objects or material, technology violations, forgery, harassment of other students, chronic misbehavior and truancy. Tampering with a fire extinguisher or health safety equipment, false fire alarm.
- **Level B infractions may result in disciplinary measures up to and including suspension in/from school (up to 10 days), a recommendation to the Board of Education for expulsion (up to 2 years) and police notification/involvement**

Level C - GROSS DISOBEDIENCE

- Such as, but not limited to, repeated level B infractions, an act that endangers oneself or others, felonious acts, threats/physical attacks of a staff member on or off campus, threat(s) towards others, possession or assisting in the possession of a weapon, arson, possession of or use of illegal drugs, marijuana, or alcohol, participation in a transaction/transfer of or attempted transaction/transfer of drugs, marijuana or alcohol, possessing/using tobacco products including, but not limited to, look alike tobacco products, electronic cigarettes/vape device, chewing tobacco, and herbal cigarettes or alternative nicotine products on school property or at a school sponsored event, gambling, gang activity, sexting, and assault.
- **Level C infractions may result in disciplinary measures up to and including suspension from school (up to 10 days), a recommendation to the Board of Education for expulsion (up to 2 years) and police notification/involvement. Any student who possesses a weapon as defined in Section 10-22.6(d) of the School Code or Board Policy 7:190 shall be expelled for not less than one year.**

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In the event that any type of contraband (vapor devices, cigarettes, drugs, marijuana, etc.) is discovered as part of an investigation, it will be retained by the school and may be turned over to the police for destruction.

Conduct Motivated by Prohibited Discrimination: When making a determination as to the appropriate discipline to impose for misconduct pursuant to this Code of Conduct, including determining whether to recommend a student for expulsion, the administration may take into consideration whether a student was motivated, in whole or in part, by prohibited discrimination. Students who commit any offense directed against another person (including, but not limited to, assault, battery, bullying, harassment, threats, theft, or vandalism) where such conduct is motivated in whole or in part by prohibited discrimination may be subject to more severe disciplinary consequences. By way of example, and not limitation, a Level B offense may be elevated to a Level C offense if motivated by prohibited discrimination. "Prohibited discrimination" means conduct based upon actual or perceived color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, or pregnancy.

DISCIPLINARY CONSEQUENCES

Warnings: Teacher/administrator/student conference may be held in hope of eliminating further disciplinary consequences.

Lunch restriction/Isolated Lunch (ISO): Lunch restrictions/Isolated Lunches are 30-minute detentions during the lunch period assigned by classroom teachers and served with staff. Students will be permitted to get their lunch and then should report to the supervising teacher for the remaining lunch period. Lunch restrictions/Isolated Lunches are assigned in cases of first time or infrequent misconduct of a lesser nature. The staff member will inform the student, and when appropriate, will call home.

Teacher Assigned Detentions: Teacher assigned detentions are detentions assigned by classroom teachers. They are served with the designated detention supervisor and are 1 hour and 15 minutes long. Teacher assigned detentions are assigned in cases of first time or infrequent misconduct. The staff member will inform the student and parent, and when appropriate, will call home. Parents are responsible for providing transportation home. Transportation inconveniences are not a valid excuse for missing a detention. Failure to appear for an assigned detention may result in further disciplinary consequences.

Office Assigned Detentions: Detentions can be issued by any staff member. However, office assigned detentions are assigned in cases of serious misconduct and/or frequent misconduct of the same nature. A detention will be 75 minutes in length (1 hour, 15 minutes) and commence immediately after classes are dismissed for the day. Students and parents will be notified of the assigned date(s) of the consequence. Parents are responsible for providing transportation. Transportation inconveniences are not a valid excuse for missing a detention. Failure to appear for an assigned detention may result in additional disciplinary consequences. Absence on the day of a detention will cause the detention to be served on the next detention day. Detentions will be assigned Tuesday through Thursday.

Contracts: An administrator may write a behavioral contract to provide a more structured setting for a student in hopes of eliminating inappropriate and unacceptable behaviors.

IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION

Administration may assign a student an in-school suspension or out-of-school suspension for, but not limited to, chronic acts of misconduct, single acts of gross misconduct, gross insubordination, truancy, dangerous and threatening actions to self and/or others. Parents will be notified of any in or out-of-school suspensions directly by an administrator, both in writing and by phone.

In-School Suspension: In cases of some serious misconduct or frequent misconduct of the same nature, students will be assigned to the in-school suspension room for their classes that day. Any disruption may result in further disciplinary consequences.

Out-of-School Suspension: Administration reserves the right to require a parent meeting prior to reentering the student population following the suspension. Students may not participate in or attend extra-curricular activities while under suspension. At the time of an out-of-school suspension, the student will remain in the office until a parent/guardian or their designee comes to pick up the student from school.

A suspension may not exceed ten days. Prior to a suspension, a student will be advised of the reason for the proposed suspension and afforded an opportunity to present information on their own behalf. The student's parents will receive written notice that includes a statement of the reasons for the suspension.

A suspended pupil shall have the opportunity to make up any assignments and tests missed during the suspension period. The school will provide work for the student so that his/her future learning is not affected by the suspension. A student will receive credit for these assignments.

EXPULSION: Students may be expelled for up to two calendar years gross disobedience or misconduct. Expulsion shall take place only after the parents have been requested by registered or certified mail to appear at a meeting of the Board of Education, or to meet with a hearing officer appointed by the Board to discuss their son/daughter's behavior.

The request shall include:

- a. Details regarding the specific act of gross disobedience or misconduct resulting in the recommendation for expulsion;
- b. The time, date, and place of the hearing;
- c. A brief description of what will happen during the hearing;
- d. A list of the student's previous suspensions;
- e. A statement indicating that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years; and
- f. A request that the student or parent/guardian inform the District if the student will be represented by counsel at the hearing.

During the hearing, the student and his or her parent/guardian may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified on behalf of the administration, and otherwise present reasons why the student should not be expelled. After presentation of evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate. If the Board decides to expel the student, the written expulsion decision will detail the specific reasons why removing the student from the learning environment is in the best interest of the school, as well as the rationale for the duration of the expulsion. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard. A student may be readmitted to school after expulsion by official action of the Board of Education

DUE PROCESS FOR SUSPENSIONS:

Right to Review: The Appeals process must follow these 3 steps:

- A. Appeal to the Building Principal
- B. Appeal to Associate Superintendent or Designee
- C. Appeal to the Board of Education

Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. No special education student shall be expelled for conduct that is a manifestation of his or her disability.

BIRTH CERTIFICATE REQUIREMENTS

Illinois law requires at registration, or within 30 days of registration, a certified copy of the student's county birth certificate to be on file with the district. If the certified copy is not available, then the school must be furnished at a minimum: the student's identity and age, along with an affidavit explaining the inability to furnish the birth certificate. If the person enrolling the student does not comply, the school district must report this fact in writing to the local law enforcement agency and provide written notice to the person enrolling the student that if they haven't complied within 10 days the situation will be reported to local law enforcement for investigation.

CLOSED CAMPUS

The Middle School maintains a closed campus policy. This means that all students eat lunch at school. Students may only leave school with a written excuse for a doctor or dental appointment. In this case, parent or legal guardian must sign them out. Parents that need to take students from school must come into the building and sign them out at the office.

CO-CURRICULAR POLICY & ACTIVITIES

The purpose of the co-curricular programs at the Middle School is to offer a wide variety of experiences for our young people. We endeavor to provide an enjoyable and healthful experience to develop present and future physical, social, mental and moral maturity.

Our specific goals are:

1. to develop in the young student satisfaction and pride.
2. to generate the feeling of pride in our school, our teams, coaches, staff and communities.
3. to instill in each student a sense of integrity and loyalty.
4. to generate in the student a sense of responsibility.
5. to realize the need for and satisfaction in establishing and attaining personal and team goals.
6. to create and maintain desirable school characteristics by having our students exemplify self-discipline in the classroom as well as on the practice and game fields.

We further believe that both students and parents should share in the mutual efforts toward attaining these goals.

Participation in co-curricular activities is a privilege, and therefore students are expected to conduct themselves in a manner, which will bestow honor to herself/himself, the team, the school and community. We further feel that students should:

1. follow good rules of sportsmanship.
2. be good students working up to their capability in all their school work and maintain satisfactory grades.
3. avoid detentions or misbehavior.
4. attend practices faithfully as scheduled by the coach.
5. demonstrate good sportsmanship during both practice and games.
6. abstain from use of alcohol, tobacco, drugs, marijuana and other substances, which are injurious to health, and minimize the effectiveness of the student's mind and body.

Students must maintain a high academic standard to be eligible to participate in co-curricular activities. Grades are monitored weekly. Students that have two Ds or one F in the current week are ineligible to participate for one full week (Monday through Sunday).

Students, who do not adhere to the above guidelines will become subject to penalty or ineligibility as deemed appropriate by his or her coach and/or the school administrators. This policy obviously does not cover all aspects of good conduct; therefore students and their parents are encouraged to talk to their coaches and/or administrators in situations that are not covered by the above.

The complete co-curricular policy can be found in the co-curricular handbook. Copies will be given to all students participating in co-curricular activities. Extra copies can be picked up in the middle school office.

Participation is dependent upon school attendance as well as academic performance and behavior. Students must be in school a minimum of 5 clock hours of attendance. Students who go home sick are ineligible to participate in that day's after school events. Students who have detentions which prevent them from reporting to the bus on time will not participate; nor will students who are serving an in or out of school suspension.

SPORT PHYSICALS: All students are REQUIRED to have a CURRENT sports physical on file at school BEFORE they can tryout or participate in any interscholastic sports. The physical must remain "current" during the entire sports season, meaning that it has been completed within the past 395 days of the participation date. Those who need sports physicals need to present an **"IHSA Pre-participation Examination"** form completed by the physician and the parents. An **"Illinois Certificate of Child Health"** form may also be used. If your child is in 8th grade, it is advisable to have the Illinois form filled out by the physician, as it will "count" for your physical that is required to enter 9th grade. Physical appointments need to be made well in advance of sport practices or tryouts. History shows that it takes time to schedule these appointments with your doctor.

CO-CURRICULAR ACTIVITIES

We encourage middle school students to become involved in activities outside the classroom. In this way, students learn to budget time wisely, learn how to work well with others and develop social skills. Students who are actively involved in extracurricular activities seem to enjoy their middle school years and seem less apprehensive about entering into the high school environment.

CLOTHING AND GROOMING / APPEARANCE CODE

Students are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress that is considered disruptive to the educational process is not permitted. Parents will be contacted in situations where student dress presents a problem.

Both research and experience have shown that a student's personal appearance and mode of dress impact the student conduct, identification with the school's purposes and activities, personal pride and self-respect, and even the student's level of learning responses. Students should dress neatly but simply for school, rejecting extreme fads concerning hairstyles, make up or clothing.

In addition to dress, cleanliness is of utmost importance. Since the physical well-being for all in an institution is at stake, the building administration may at any time take disciplinary action against any student if the administrator reasonably believes that the student's clothing or physical cleanliness is unsafe or interferes with the educational process.

We ask parents and students to become involved in supporting a "level of dress" that helps to promote a good atmosphere for learning. Through our health curriculum and in cooperation with the community programs, we share in the effort of prevention and education regarding drug, marijuana and alcohol use and abuse among school age children. In view of this effort, the school does not view as appropriate dress clothing that advertises drugs, marijuana or alcoholic beverages. Articles of clothing that are considered inappropriate include, but not limited to, hats, overly revealing clothing and dangerous/disruptive accessories. Any clothing that tends to interrupt the educational process and/or is demeaning to oneself or others is also considered inappropriate. Outerwear (jackets) may be brought to school, but during the school day must be kept in the student's locker and not carried around or worn during school hours.

APPEARANCE CODE

Middle School recognizes that there is a direct correlation between a student's appearance and his/her academic achievement. Our dress code is designed to eliminate distractions to staff, students, or other visitors that make up our school community while allowing for student comfort by promoting an environment this is conducive to academic success.

Acceptable clothing for students to wear is as follows:

- T-shirts that are free from inappropriate language, symbols, or graphics that make references to drugs, Marijuana, alcohol, tobacco, gangs, or innuendos that are suggestive in nature
- Shorts, slacks, skirts, or dresses that are worn and kept at the waist, that are free from writing across the seat and preferably extend to the knees, but minimally reach the tip of the longest finger while the arm is extended at the side
- Shoes that do not pose potential safety problems
 - State law requires that shoes be worn at all times in public buildings
- Coats and jackets are to be worn only when entering and departing from the building
- Unnecessary head coverings that include but are not limited to caps, hats, sunglasses and bandannas are not to be worn in the building

Unacceptable articles for students to wear are as follows:

- Clothing, jewelry, or other garments that threaten the educational process and compromise the safety of the school's occupants including but not limited to hanging chains, protruding objects, or revealing attire

- Clothing that allows boxer shorts or undergarments to be seen
- Face painting or face drawings
- Halter tops, swim suit tops, spaghetti strap tank tops with straps less than 1" in width, off the shoulder or one shoulder tops, open back tops, bare midriff blouses and shirts, or any other clothing that bares the chest or midriff are not to be worn in school or at school sponsored events.

The administration reserves the right to make the final interpretation of the dress code guidelines. In addition, exceptions to this appearance code may be made for special school functions. Students will not be allowed to attend class until dressed properly. Parents should recognize that fad and fashion are not always appropriate for school and advise their children that appearance that is likely to be disruptive or dangerous will be prohibited.

DANCE GUIDELINES

Unless noted, Student Council and/or the staff for 6th, 7th and 8th grade sponsor school dances. It is expected that parental transportation will arrive and depart within 15 minutes of starting and ending times of the dance.

DANGEROUS WEAPONS POLICY

It shall be the policy of the District 158 School Board to prohibit the possession or the assistance of possession of weapons on school grounds, at any school activity, or on school transportation or any designated school transportation waiting area. The full District 158 policy on possession of weapons is found in Board Policy 7:190. A student who is determined to have brought one of the following objects to school, any school-sponsored event or activity, any event or activity that bears a reasonable relationship to school, or onto school transportation or a designated school transportation waiting area shall be expelled for a period of at least one calendar year, but not more than two 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 USC § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/1.1), or firearm as defined in section 24-1 of the Illinois 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 may be modified by the Superintendent and the Board on a case-by-case basis. Nothing in this section shall prevent the administration or the deans from determining that an object not listed in paragraphs 1 or 2 is or is not intended to be used as a weapon, and assigning an appropriate penalty in accordance with the Behavior & Discipline section of this Handbook or Board Policy 7:190. Any item determined by the administration or the deans to have been possessed, used, transferred, or controlled in violation of this section will be retained by school officials, and turned over either to a parent or legal guardian at the end of the school year, or to the police.

DISCOURAGED ITEMS (POSSESSION OF INAPPROPRIATE ITEMS)

Students shall not bring to school such items as, but not limited to: toys, cards (playing, trading, magic, etc.), tobacco and tobacco products, weapons of any kind, chemicals, electronic games, matches, fireworks, lighters, alcohol, over the counter and prescription medications, drugs, marijuana and drug (including marijuana) paraphernalia.

In the event that any type of contraband (vapor devices, cigarettes, drugs, marijuana, etc.) is discovered as part of an investigation, it will be retained by the school and may be turned over to the police.

DISTRICT POLICY OF NONDISCRIMINATION & GRIEVANCE PROCEDURES

Non-Discrimination

No student shall be denied equal educational and extracurricular opportunities on the basis of color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, marital or parental status, or pregnancy. Concerns or complaints related to potential violations of this policy should be directed to:

Non-Discrimination Coordinator:

Mr. Adam Zehr
650 Dr. John Burkey Dr
Algonquin, IL 60102
(847) 659-6158

Complaint Managers:

Ms. Jessica Lombard
650 Dr. John Burkey Dr
Algonquin, IL 60102
(847) 659-6158

Mr. Mark Altmayer
650 Dr. John Burkey Dr
Algonquin, IL 60102
(847) 659-6158

Dr. Erika Schlichter
650 Dr. John Burkey Dr
Algonquin, IL 60102
(847) 659-6158

Dr. Rocio Del Castillo
650 Dr. John Burkey Dr
Algonquin, IL 60102
(847) 659-6158

Any individual may file a sex equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described in Board Policy No. 2:260, a copy of which is available in the District Office, on the District website, or by contacting any of the individuals named above.

For concerns or complaints against District 158 or its employees other than a discrimination complaint, parents are encouraged to first contact the appropriate staff member directly. If the problem is not resolved, parents should then contact the Building Principal. If the problem remains unresolved, the parent should then contact the District Office.

ELECTRONIC DEVICES

Electronic devices are prohibited from being seen, heard, or used during regular school hours unless the building principals have first expressly authorized the use of such a device. Students will be allowed to use electronic devices only when directed to do so by the classroom teacher. Cell phones and any electronic devices are not to create a disturbance to the educational environment. **If used inappropriately the device will be confiscated and turned into the office. Parents will then have to pick up said device from the office. District #158 is not liable for damage or theft of personal property.**

EMERGENCY CLOSING

During severe fog or winter weather, you may listen to any of the following radio stations to find out if District 158 schools will be closed or on a one hour delayed start:

On television: WBBM CH.2, WMAQ CH.5, WLS CH7, WGN CH.9, WFLD CH.32, CLTV CABLE.

If no announcement is made, Consolidated School District 158 will open and buses will pick up students as regularly scheduled. School closing information may also be found on the District 158 website (www.district158.org). In addition, Consolidated School District 158 uses Alert Solutions to notify parent(s)/guardians for a school closings and student safety communications. You may also receive high importance messages, general announcements, activity information and calls regarding transportation events. You can verify contact information and preferences by logging in to PowerSchool.

Should it be necessary for school to close early due to severe weather or other emergency reasons, please discuss with your child where he/she should go.

EMERGENCY DRILLS

Emergency drill procedures will be discussed with all children by their classroom teachers. Drills will be held several times throughout the school year. Students must quickly and quietly report to the appropriate location.

FOOD

Students shall refrain from eating candy, gum or food in the school, on the school grounds, and the bus unless approved by appropriate school officials.

CAFETERIA EXPECTATIONS

Students are expected to cooperate with the following cafeteria procedures:

1. Deposit lunch account checks/cash in the designated area upon arrival to school.
2. Deposit all lunch litter in the garbage cans provided.
3. Return all trays to the dishwashing area.
4. Leave the table and floor around the area in a clean condition for others.
5. Have their identification card ready at the cash register.
6. Be considerate of others.

PURCHASING FOOD

Students are advised that the school district uses an electronic system for purchasing lunch. Money may be added to the lunch account by creating a secure online account at MySchoolbucks.com (these funds may take 24 to 48 hours to be available in the students' account) or by bringing cash or check to the designated area in an envelope with their name and student identification number on it. The cafeteria will place these payments in the student's lunch account.

MySchoolbucks.com

By creating a secure online account, parents can manage their student's account easily and conveniently. MySchoolbucks.com provides you with a direct link to your student's school lunch account wherever you have internet access. Now parents can experience the benefits of using MySchoolbucks.com by taking advantage of some of our popular features:

- Spending History – Parents can view a 7-day history of student purchases.
- Low Balance Email Notification – Parents can receive email notification when their student's account balance is low.
- Smart Pay – Set accounts to automatically replenish.
- Expired Credit Card Notification – Parents can receive email notification prior to credit card expiration.
- Spending Limit Settings – Parents can set daily and weekly spending limits for their students by calling the district's food service office.
- Multi-Student funding – Parents can fund multiple students at the same time.

Students should only be purchasing food and drink that they can consume during their regular lunch period. Open food/drink items (excluding water bottles with a cap) are not to be taken to lockers for future consumption.

GANG & GANG RELATED ACTIVITIES POLICY

The Board of Education affirms its position that schools in District 158 shall provide an orderly place for learning. By this policy, the Board of Education acts to prohibit the existence of gangs on school property or at any activity associated with or under the general guidance of school authorities. "Gangs", as used in this policy shall mean three or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the district's rules and regulations.

No student:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other insignia which is evidence of membership or affiliation with any gang.
2. Shall draw gang graffiti or distribute gang related literature.
3. Shall use any speech or act in furtherance of gang activity.
4. Shall solicit others for membership in any gang.
5. Shall request any person to pay protection or otherwise use extortion on any person.
6. Shall commit any other illegal act or other violation of school district policies in furtherance of gang related activities.
7. Shall incite other persons to inflict physical violence against any other person.
8. Shall participate in any activity that could be interpreted as relating to gangs or gang activity.

Penalties for Violations: Any student found to have violated this policy shall be guilty of gross misconduct, and may be subject to disciplinary measures up to and including to ten (10) days suspension with consideration for expulsion and, in addition, a report to the police if a violation of the law is involved. All gang related paraphernalia or materials will be confiscated.

GRADE POINT AVERAGE (GPA)

GRADE POINT AVERAGE: In figuring a grade point average, points are earned for each quarter grade. These points are totaled and divided by the number of classes attempted.

A+ = 4.3	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = .7
F = 0		

Principal's List:	3.795 or better
High Honors:	3.495 – 3.794
Honors:	2.995 – 3.494

All classes are 1 credit. If a student is enrolled in ½ band or orchestra and ½ chorus, they will receive 0.5 credit for each class. Here is an example of how to calculate your GPA if you had the following grades in each class.

Example for calculation:

Class	Credit	Grade	Points
Art	1	3.7	3.7
PE	1	3.7	3.7
½ Band	.5	4.3	2.15
½ Chorus	.5	4.3	2.15
Science	1	4	4
Math	1	3.7	3.7
Literacy	1	3.3	3.3
History	1	4	4
TOTAL	7		26.7
			26.7/7= GPA 3.814

Honors Scale: Algebra 1 (H), Geometry (H), and English 1 (H) that have been determined to be taught at the rigor of an honors high school course are given extra consideration in determining the grade point average. Honors weighted courses will use the following point system.

A+ = 4.8	A = 4.5	A- = 4.2
B+ = 3.8	B = 3.5	B- = 3.2
C+ = 2.8	C = 2.5	C- = 2.2
D+ = 1.3	D = 1.0	D- = .7
F = 0		

HARASSMENT & HAZING/SEXTING/BULLYING

HARASSMENT AND HAZING

It is the policy of District 158 to provide an educational environment free from harassment. No person, including a district employee or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race, color, nationality, 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, immigration status, marital status, pregnancy, association with a person or group with one or more of the aforementioned characteristics, or any other distinguishing characteristic.

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advance, requests for sexual favors, or other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or

2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment,
 - c. Depriving a student of educational aid, benefits, services, or treatment, or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Students are encouraged to report claims or incidences of sexual harassment to the Non-Discrimination Coordinator or complaint manager. Any student who believes he or she is being harassed may file a complaint by using the Uniform Grievance Policy outlined in Board Policy 2:269 and this Handbook. A student's good faith action in reporting harassment will not result in any adverse actions against the complainant. However, if a student or witness is found to have made an intentionally false report of harassment, the student or witness shall be subject to discipline. The full Board Policy on harassment may be obtained by calling the administrative office at (847)659-6158.

SEXTING

"Sexting" is an electronic transfer of any material that depicts an individual or multiple individuals fully or partially nude or engaged in any sexual or lewd conduct. "Electronic transfers" includes any transfers via computer or any other electronic communications device including cellular telephones and other handheld devices. It is a violation of Illinois law for anyone to possess or electronically transfer any material that depicts a minor fully or partially nude or engaged in any sexual or lewd conduct. Further, it is against school and district procedures for any student—minor or above the legal age of consent—to partake in sexting or be in possession of any image procured through sexting. The district prohibits students from engaging in sexting, including possessing sexually explicit photographs, videos, or images on any electronic device regardless of whether the depiction violates state law. Any electronic device may be searched upon reasonable suspicion of sexting. All students involved in sexting may be disciplined. In all cases where sexting is suspected, school administrators may contact the police.

BULLYING

"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(s) or staff member which can reasonably be expected to have one or more of the following effects:

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

Bullying is defined as:

- An act that is repetitive in nature (similar behavior which occurs more than once)
- Creates a power imbalance (by size, age, numbers or emotionally)
- Is intended to hurt or harm the victim (socially, emotionally, or physically)

Bullying on the basis of actual or perceived race, color, nationality, 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, immigration 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 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, or at school sponsored or school sanctioned events or activities;

- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

The entire Board Policy on bullying may be obtained by calling the Administrative Office at (847)659-6158.

Students who feel they have been bullied should report the incident by:

- Contacting the Complaint Manager or other administrator, counselor, teacher, or social worker
- Using the District tip line: (847) 659-INFO (4636)
- Using the District Bullying/Harassment Report form found on the district website.

Following the Uniform Grievance Procedure outlined in Board Policy 2:260 and this Handbook.

At its discretion, the District may make referrals of students who have demonstrated bullying behaviors to counselors or mental health professionals. Students determined to have committed an act of bullying may face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the police consultant for criminal charges.

WHERE TO GO IF YOU HAVE A CONCERN...

Generally speaking, questions or concerns should be first discussed with the staff member who is closest to the situation. It is always best to follow the chain of command to ensure that all parties involved are properly informed of the situation. Parents should expect a response from the staff member listed or his or her designee, within 24 hours to discuss their concern. If no contact has been made please proceed to the next step in the chain.

Step 1: Teacher or Trusting Adult	Any staff member on your team or schedule.
Step 2: Counselor or Social Worker	Mrs. Duppler, Mrs. Mansfield, Mr. Nordan, or Mrs. Schwantje
Step 3: Assistant Principal	Mrs. Courtney Fulton or Mrs. Alicia Parker
Step 4: Building Principal	Mr. James Litchfield
Step 5: Associate Superintendent	Mrs. Jessica Lombard
Step 6: Superintendent	Dr. Scott Rowe

HEALTH & SAFETY

Health Services

The health program is designed primarily to maintain health and prevent serious disability or illness. A nurse is employed by the District in each school to be on duty when children are present during the regular school day.

Except in emergencies, students need a pass from their teacher to visit the Health Office. If a student decides that he/she needs to see the nurse during a passing period, that student should report to his/her next class and receive a pass to the nurse from that teacher. If the nurse is not there or the Health Office is closed, the student should report to the main office in case of emergency.

The Health Office is to be used for acute illness or injury, emergencies, or medication administration. It is NOT to be used by students to sleep, to congregate with others, or to eat due to missed meals at home. Our goal is to ensure the best possible education for our students by keeping the students in class.

Illness and injury Procedure When a student becomes ill at school, he/she may visit the Health Office. The Registered Nurse will assess the seriousness of the illness or injury and administer first aid. If warranted, the parents are notified. In accordance with the decision reached by the parent, the child may return to class, be picked up by the parent or guardian, or sent to the hospital. If the child has a fever of 100 degrees or greater, the student **MUST** be picked up from school. Other situations where a student must be picked up from school include, but are not limited to: vomiting, diarrhea, open lesions, lethargy, serious head injuries, undiagnosed persistent cough, eye drainage undiagnosed or new rashes, or redness and serious limb injuries. These situations will be given a "nurse home" attendance code. Parents will be called to come to school to assist if children are incontinent and need assistance in cleaning themselves. Parents are required to sign their child out in the office before leaving the building.

Students must call their parents from the Health Office. Per the school cell phone policy, students should not be texting or calling their parents on a cell phone during the day even if it pertains to illness. In the event that the student is unable to safely make it to the Health Office, a staff member will notify the RN and he/she will report to where the student is located. **911 will be called by the RN if any health situation is determined to be an emergency and parents will be notified immediately.**

If a student sustains a concussion, please notify the Health Office. MMS/HMS will support a student with a concussion working with the student's physician and by providing a Return-to-Learn protocol. The student will check in with the School Nurse daily to evaluate symptom severity. Athletes with concussions will also complete a Return-to-Play protocol under the supervision of their head coach.

If an accident or illness merits being excused from school and/or physical education, it is the student's responsibility to present a doctor's note that specifies when he/she may return to normal activity. **The school nurse will not be able to write a note to excuse the student from PE. If the student has not seen the doctor yet, the student must discuss the injury with the PE teacher.** If the accident or illness is for an extended period, a doctor's note is required for each semester. A physician's release to return to PE is required whenever a doctor's note for no PE has been given and for concussions. ALL notes excusing students for medical or dental reasons should be sent to the School Nurse.

Administering Medication to Students: Every attempt should be made to schedule medication administration outside of school hours. However, if under exceptional circumstances a child is required to take prescribed medication during school hours, all medication shall be transported to and from school by a parent or guardian. Students are not to transport or have medications in their possession except for the self-administration of diabetes medication, asthma medication, or epinephrine auto-injectors, as outlined in Sections below.

The R.N., principal and/or their designee will administer the medication in compliance with the following regulations:

1. Prescription Medication:

- **An "Administration of Medication Form" (which can be obtained from the website) signed by the medical doctor AND the parent or guardian, and renewed annually.(new form to be filled out at the beginning of each school year).**
- **The original prescription bottle must be brought to school by the parent (children may NOT carry the medication to school).**

The prescription bottle label must contain the child's name, name of medication, time to be administered, dosage, possible side effects and termination date of administering the medication. Except for diabetes medication, asthma medication and epinephrine auto-injectors maintained by students authorized to self-medicate, all student prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

2. Non-Prescription Medication:

- **An "Administration of Medication Form" (which can be obtained from website) signed by the medical doctor AND the parent or guardian, and renewed annually.(new form to be filled out at the beginning of each school year).**

Some non-prescription medications (Acetaminophen, Ibuprofen) may be supplied by the school – please check your school for specifics. (All medication needs to be labeled with the child's name and brought to school by the parent). Except for diabetes medication, asthma medication and epinephrine auto-injectors maintained by students authorized to self-medicate, all student non-prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

3. Self-Administration of Medication

Students are permitted by law to carry and self-administer diabetes medication, asthma inhalers, and epinephrine auto-injectors, where appropriate. The parent or guardian must sign a statement

acknowledging that the district is to incur no liability as a result of any injury or claim arising from the self-administration of the medication or use of an epinephrine auto-injector regardless of whether authorization was given by the student's parent/guardian or by the appropriate medical official, and that the parent/guardian will indemnify and hold harmless the school district and its employees and agents against any such claims.

A. Diabetes Medication

Students may carry and self-administer their own diabetes medication. However, most parents of elementary aged students usually prefer the R.N. to monitor the student's diabetes.

B. Asthma Medication:

- **Students may carry and self-administer their own asthma inhalers.** Occasionally parents provide an additional inhaler to be kept as back up in the nurse's office.
- If the parent would like their child to carry their own inhaler, the parent must provide:
 - Written authorization through the "Request for Self-Administration of Asthma Medication" form found on the website.
 - A prescription label with the name of the medication, the prescribed dosage and the time or circumstances under which the medication is to be administered.
- It is recommended that an Asthma Action Plan (blank form can be obtained from the website) be provided by the student's physician and submitted at the beginning of each school year.

C. Epinephrine Auto injectors (PRESCRIBED for an individual) (EpiPen).

- Students may carry and self-administer an EpiPen.
- Please submit a Food Allergy Action Plan (blank form can be obtained from the website) completed by the student's physician. A Food Allergy Action Plan needs to be updated by the physician and submitted beginning of each school year.
- If the parent would like their child to carry and self-administer their EpiPen, the parent must also provide:
 - i. the student's parents have signed written authorization for the self-administration of medication, and written authorization from the student's physician, physician's assistant, or advanced practice registered nurse, which includes the following information:
 1. The name of the student;
 2. The name and purpose of the epinephrine auto-injector;
 3. The prescribed dosage;
 4. The time or times at which or the special circumstances under which the epi-pen is to be administered;
 5. The necessity for the medication during the school day;
 6. The likely side effects; and
 7. An emergency number where the physician can be reached.

The Emergency Epinephrine Act permits schools to stock a supply of EpiPen, authorizes physicians to provide school districts with a prescription to obtain the EpiPen from local pharmacists, and gives School Nurses and other trained personnel the authority to provide/administer the epinephrine to any person whom they believe in good faith is having an anaphylactic reaction. This includes students, staff, and visitors. The standing order and emergency supply of Auto-Injectors are kept in the office of the School Nurse.

4. Effective July 1, 2020, students who are diagnosed with epilepsy or a seizure disorder must submit a seizure action plan at the beginning of each school year. This form is available on the District 158 website.

5. The Illinois School Code permits schools to maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State Law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including

but not limited to naloxone hydrochloride (Narcan) or any other similarly acting drug approved by the U.S. Food and Drug Administration. A Huntley Community School District School Nurse may administer an undesignated opioid antagonist when they, in good faith, believe a person is having an opioid overdose. This includes students, staff, and visitors. The standing order and emergency supply of naloxone are kept in the office of the School Nurse or carried by the School Nurse.

The District and its employees and agents, including the physician, physician assistant, or advance practice nurse providing the standing protocol or prescription for school EpiPen and/or opioid antagonist, shall incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an undesignated EpiPen and/or opioid antagonist, regardless of whether authorization was given by a student's parents or guardians, or by a student's physician, physician assistant, or advance practice nurse.

Communicable Diseases

Please notify the school office as soon as possible if your child contracts any contagious disease. If such a disease is contracted, the child must be excluded from school. Communicable disease such as; chicken pox, German measles, impetigo, influenza, measles, mumps, scarlet fever, infectious mononucleosis, coronaviruses, and Strep throat are contagious before they reach a stage where they can be recognized and diagnosed. Certain communicable diseases will require a doctor's release for the student to re-enter school. Please check with the health office for specifics. As always, please keep your child at home during an illness to decrease the number of students who are exposed to the illness. **Students who have been running a fever (100 or greater) should be kept home fever-free for 24 hours before they return to school (unless guideline from the CDC or IHPD increase the timeframe). Students should also remain at home for 24 hours after vomiting has stopped and student can tolerate a solid diet. Parents are also strongly encouraged to keep students home until diarrhea-free for 24 hours.**

One of the District's highest priorities is the health and safety of students and employees. To meet this priority, all students must wear approved face coverings over their nose and mouth at all times while in district school buildings and on school buses, even when maintaining social distance (where individuals remain 6 feet apart from each other), in accordance with guidance established by the Illinois Department of Public Health and the Illinois State Board of Education.

Face Coverings may be removed for limited periods of time, as necessary, for a student to eat/drink, or to play a musical instrument. Students may wear the District-issued face covering or another cloth face covering that complies the guideline outlined in the student handbook under Clothing and Grooming.

Emergency Information: There are times when a student's illness or injury requires transportation to the hospital. The local rescue squad will transport student requiring emergency medical treatment to the appropriate medical facility. Every attempt will be made to notify the parent or guardian before transport. In order to contact parents quickly in the event of an emergency, it is required that we have complete and current information in PowerSchool on the following items; · Your home address and telephone number · Working status of both parents, including the name of the company, the address and the phone number where you can be reached. · The name and phone number of a neighbor or friend who is willing to attend to your child in an emergency. · It is the parents' responsibility to notify the Registration Office at the District Office of any changes in the aforementioned items.

Physical Examinations and Immunizations: In accordance with the Illinois Department of Public Health and the Illinois School Code, physical examinations are required for all students entering kindergarten, sixth grade and ninth grade. Physicals are also required of all transfer students and students participating in interscholastic sports. The physical examinations **must be completed on an "Illinois Certificate of Child Health" Examination form** and must include a record of all immunizations that the child has received. All physicals and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school.

Every child who enters preschool, kindergarten, sixth or ninth grade and every child who enters a school, irrespective of grade, must present evidence of immunization as prescribed by the rules and regulations of the

Illinois Department of Public Health and the Illinois State Board of Education. Students failing to meet the required legal immunizations, against measles, tetanus, diphtheria, poliomyelitis, varicella (chickenpox) pertussis (whooping cough), meningitis, rubella, mumps, and Hepatitis B, will be excluded from all District schools. There are two exceptions to this State Law:

- Children whose parents or legal guardians object to immunizations on religious grounds must present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. Upon receipt of the form, the Superintendent or designee shall immediately inform the parent/guardian of exclusion procedures if there is an outbreak of one or more diseases from which the student is not protected.
- If the physical condition of the child is such that any one or more of the immunization agents should not be administered on medical grounds, the examining physician responsible for the performance of the health examinations shall endorse such fact upon the health examination form. (Illinois School Code).

A dental examination must be provided to the health office before May 15 of the current year for students in kindergarten, 2nd, 6th and 9th grades. A vision examination must be provided to the health office for students entering kindergarten or transfer students entering Illinois schools for the first time. Dental and vision examination forms can be downloaded from our website. A student may be exempt from the dental or vision examination requirements if the student's parent/guardian show an undue burden or lack of access to a dentist or qualified physician/optometrist.

- **Individual Physical Restrictions:** At times, individual students may require special restrictions to their activity level due to a medical situation. Any restrictions of physical activity need to be submitted by a medical physician and must specify the amount of time that the student has the activity restrictions. Please note that physician directives for ongoing activity restrictions need to be reviewed, and resubmitted, annually.
- **Sports Physical Requirements**
All students are REQUIRED to have a CURRENT sports physical on file at school BEFORE they can tryout or participate in any interscholastic sports. The physical must remain "current" during the entire sports season, meaning that it has been completed within the past 395 days of the participation date. Those who need sports physicals need to present an "**IHSA Pre-participation Examination**" form completed by the physician and the parents. An "**Illinois Certificate of Child Health**" form may also be used. If your child is in 8th grade, it is advisable to have the Illinois form filled out by the physician, as it will "count" for your physical that is required to enter 9th grade. Physical appointments need to be made well in advance of sport practices or tryouts. History shows that it takes time to schedule these appointments with your doctor.

HOMELESSNESS

Students who are homeless have a right to education under Federal law. The McKinney-Vento Homeless Education Act defines homeless to include children and youth:

- A. who lack a fixed, regular, and adequate nighttime residence; and
- B. includes:
 - i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; those awaiting foster care placement or children displaced by a natural disaster (case-by-case basis);
 - ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

- iv. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Students meeting the above criteria have the right to:

- Stay in the school of origin or choose the attendance area school where they are moving
- Receive transportation to and from their school of origin
- Immediately enroll in school, with or without records normally required for enrollment
- Get free lunch and school fee waivers

For more information, contact:

School District 158 Associate Superintendent, Jessica Lombard at 847-659-6158

School District 158 Homeless Liaison, Chris Budzynski at 847-659-6158

HOMEWORK

Homework is an extension of learning in the classroom. Homework is assigned to challenge, reinforce and motivate. The quantity of homework will increase gradually throughout the grade school years, as students are able to assume greater responsibilities and independence. Some homework may be done during class or study hall. Whenever possible, supervised study time will be given in the classroom to help students get off to a good start on their assignments.

Homework is a good way of involving parents in the learning process and keeping them informed about their child's progress. It is important, however, that assignments be completed by the student in order for the teacher to make an accurate assessment of the student's learning. Both long- and short-term homework assignments will help students establish regular study habits, learn to budget time, develop an interest in the work assigned and learn the importance of accomplishing and turning in work on time.

Academic Limitations on Homework

- Homework will not account for more than 40% of a student's overall grade.
- Late assignments are defined as assignments not turned in to the teacher when they are requested.
- Late assignments may be accepted for partial credit during a particular unit of study. Assignments may not be accepted for credit when that unit of study has been completed.
- Assignments turned in late will be assessed at a minimum of ½ credit.
- Extra credit may or may not be available in any given class at the discretion of the classroom teacher or team. Extra credit assignments shall not exceed 2% of a student's overall grade.

Academic Dishonesty: District 158 Middle Schools promote academic honesty. Students are expected to complete their own work. Therefore, credit will only be assigned to those students who submit their own original work.

Academic dishonesty is defined as, but not limited to the following:

Plagiarism – using another person's ideas, expressions, or writings as one's own.

Cheating including but not limited to:

- cheat sheets for tests or quizzes
- copying another person's work and turning it in
- using notes or technology without permission and turning it in
- telling other students what's on tests or quizzes

Students who are academically dishonest will be subjected to one or more of the following consequences:

- the loss of credit for assignment, quiz or test
- a phone call to their parent(s)
- the notification of and consequence assigned by a school administrator

- a parent conference with parents, student, teachers, and administrator(s)

HONOR ROLL

In order to recognize hard working, conscientious and high achieving students in grades 6-8, an honor roll will be published each quarter shortly after report cards have been received. Students must earn a 3.095-3.494 average to qualify for Honors. Those earning 3.495-3.794 will be acknowledged with High Honors and students with a 3.795 or better average will be placed on the Principal's List. Grades in literacy, math, social studies, science, exploratory, band/chorus/orchestra, skills-based studies and physical education will be used to calculate the honor roll.

IDENTIFICATION CARDS

Students will be given an identification card and a breakaway lanyard at the beginning of the school year. Students are required to wear and properly display the identification card for the current school year. The ID card must be attached to a breakaway lanyard, worn around the neck, and visible at all times during the school day except when specifically exempted on a temporary basis by a faculty member. Students may not embellish their ID card with any drawing or writing. Students without an ID card or lanyard must obtain a replacement card or lanyard immediately upon entering the school building. Lost ID cards must be replaced at the student's expense through the Main Office. Disciplinary consequences will apply as follows for failure to properly wear and display the identification card for the current school year:

1 st Offense:	Warning & Obtain Loaner ID
2 nd Offense:	Warning & Obtain Loaner ID
3 rd Offense:	Parent Notification & Obtain Loaner ID
4 th Offense:	One detention & Obtain Loaner ID
5 th Offense:	One detention & Obtain Loaner ID
6 th Offense:	One detention & Obtain Loaner ID
7 th Offense:	Parent/Administration Meeting & Obtain Loaner ID
8+ Offense:	In-school suspension & Obtain Loaner ID

Identification card policy is in effect for the entire school year. All identification card offenses will reset at the start of each quarter.

INTERNET / ELECTRONICS NETWORK ACCESS

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use. Use of the Internet, email, and other communication and collaboration tools to enhance productivity and enhance student learning is encouraged.

Additionally, if students have been provided with a 1:1 technology device; the following are guidelines for the expectation of using technology responsibly:

- Bringing a charged device to school every day
- Storing the device in the provided case at all times
- Moving safely through the hallway while carrying a device
- Respecting the property and privacy of others by not using another student's device or account

- e. Using the device, app, and other information resources to support learning, complete school assignments, and gain understanding of how technology works
- f. Using the Internet to gather information related to school, and to communicate with other students, teachers, and experts as it relates to school work

Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Technology Director will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final. The Technology Director will work with the building administrator and the building administrator will deal directly with the violator.

Unacceptable Use - Staff and students are responsible for his or her actions and activities involving the use of computers and the network. Some examples of unacceptable uses include, but are not limited to:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space and bandwidth;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including images or video;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - Staff and students are expected to abide by the generally accepted rules of network etiquette while using any means of electronic communication such as email, blogs, wikis, discussion boards, instant messaging, etc. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the network or Internet, the user must notify the Technology Department or Building Principal. The Building Principal is responsible for notifying the Technology Department. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network. **Keep your accounts and passwords confidential and do not use another individual's account.**

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web content must have written permission from the original producer before adding the material to their web page.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain". This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Network Administrator. Downloading any file attached to any Internet-based

message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

- e. Use of the District's email system constitutes consent to these regulations.

Internet Safety

- a. Internet access is limited to only those acceptable uses as detailed in these procedures.
- b. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.
- c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
- d. The Network Administrator and Building Principals shall monitor student and staff Internet

LIBRARY RESOURCE CENTER (LRC)

The LRC provides materials that support the mission of the district as well as the mission, philosophy, and goals of the middle school. Materials circulate for a period of two weeks. A student ID is required for library check out. All materials will be due two weeks before the end of the school year for inventory. Periodicals, reference materials and media materials are available for students to use in the LRC but do not circulate.

Students are charged fines for overdue books. The fine is \$.10 per day. Students having overdue materials OR fines will not be allowed to check out any more items until their account is clear. Students will be required to pay for books that are lost or damaged before any more materials can be checked out.

The LRC is a classroom. Student conduct as mentioned in other sections of this handbook will apply to the LRC. The LRC staff work with both students and faculty to provide reference/ research assistance and bibliographic instruction to meet the needs of the curriculum. While the LRC serves as a reference and resource center for students, it serves faculty as a teaching station. Students will need to respect this dual function and act in an appropriate and responsible manner.

LOCKERS

Lockers are school property and thus are to be used only for the purpose of storing books, notebooks, lunches, coats, and other school related items. Students have no reasonable expectation of privacy in the locker assigned to them. Students may not display or store inappropriate or illegal materials in their lockers. **School lockers are subject to random search, without notice or consent. Individual lockers may be searched where there is reasonable suspicion to do so.** Sharing of lockers is not permitted. Opening of another student's locker or locker tampering of any kind may result in disciplinary action. Backpacks should be kept in lockers at all times unless authorized by an administrator due to the need for an intervention or special need.

LUNCH

Students are advised that the middle school uses an electronic system for purchasing lunch. Money may be added to the lunch account by placing the check or currency in an envelope with the student's name and ID number and bringing it down to the main office first thing in the morning. There is a designated drop off for this payment on the front counter. The cafeteria will gather and place these payments in the student's lunch account before lunch begins. It is encouraged that students not bring cash or checks down with them at lunch as this slows the process for feeding all students. If a purchase is made with cash the remaining amount will be placed in the student's account. No change will be given. The cost of a daily lunch ticket and ala carte items will be decided before registration.

Students must remain at school during lunch. Students are expected to be courteous and mannerly. Parents will be advised of inappropriate behavior, which, if not corrected, will be followed up with appropriate school consequences such as but not limited to, the loss of the privilege of eating in the school lunchroom or an

assigned lunch room seat.

Lunches/food not provided by the school should be limited to just your child. Large quantities of lunches/food brought in during the school day cause an unnecessary disturbance in the building.

MESSAGES TO STUDENTS

Delivering messages during class time is especially disturbing since lesson plans and continuity of thought are often disrupted. Parents are urged to reserve such requests only for serious emergency situations. Arranging for medical appointments, transportation requests or family activities are best done before school. If an urgent and necessary message must be sent to a student, call the middle school main office. In addition, students who are feeling ill must be seen by the nurse, determined to be sick, and must call home from the nurse's office phone as part of school policy. **Students are not to call or receive calls/text messages on their cell phones during school hours.**

The middle school also understands that students may forget homework or school related items. Please understand that we will not interrupt classroom instruction or academic progress to call down the student for these items. The school has two general call-down times during the day when the student will be asked to come down for the items.

PASSES

With the exception of passing times, students in the halls must have a pass issued by a staff member.

PEER RELATIONSHIPS

In order that the Middle School peer relationships remain at the highest level, we have what we call the "Hands Off Policy". Public displays of affection and inappropriate and/or unwanted touching are unacceptable behaviors and subject to disciplinary consequences. This is strictly adhered to in the building, on the campus, or at school related events.

PESTICIDE NOTIFICATION

Parents/guardians will be notified 2 days prior to the application of any pesticides, and no pesticides will be applied while students are present at school (except where an emergency situation would require immediate application).

PHYSICAL EDUCATION / PE UNIFORMS

Students in grades 6-8 are required to wear a P.E. uniform while participating in Physical Education. All students will be expected to dress in proper PE attire and participate in PE except those who have a written doctor's excuse and/or a note from the nurse. Normally a student who provides the nurse with a note from a parent can be excused from PE for up to 3 days. After 3 days, a doctor's note must be provided. Parent notes will only be honored twice per semester.

POWERSCHOOL

District 158 parents can access this internet-based program that allows parents to be involved in their child's education. PowerSchool, which draws information from our student database system, provides parents with timely information about their student's progress in school. Parents have real time access to their child's grades, assignments and attendance information. Students also have their own accounts to access school information from home or at school.

Password information for students and parents and information on how to use the system are available from the District Registration office (847-659-6147).

PROGRESS REPORTS/REPORT CARDS

Mid quarter progress report grades will be available on PowerSchool. An Alert Solution notification will be sent to parents on the day that mid quarter progress report grades are updated. Quarterly report cards will be sent home with your child. An Alert Solution notification will be sent to parents on the day that report cards are distributed. Parents may also access current grades at any time by using their parent account on PowerSchool.

PROPERTY

Students are to respect the property of others including that of students, staff and school. School issued materials, such as textbooks, lab materials, etc. are on loan to students. Any damage or replacement costs are the student's responsibility. Student storage areas are school property and thus are to be used only for the purpose of storing books, notebooks, lunches, coats, etc. These areas are subject to search by school authorities.

REMEDIATION / RETENTION POLICY

1. Decisions to promote or retain students shall be based on quarter grades in the four (4) core academic areas of science, social studies, math, and literacy. Decisions will not be made upon age or other social reasons not related to the academic performance of the students in accordance with state law.
2. Due to the research indicating the negative outcome regarding retention, the Middle School thinks that effective decision-making regarding retention needs to include a remediation plan throughout the school year. The remediation/retention process is a continuous process over the course of a school year that may include communication home, team supports, RtI supports, meeting with Administration, and/or social-emotional supports. This plan becomes more intense and restrictive as a student progresses through the remediation process. Retention will only occur if the remediation process is not successful.
3. Throughout the year, Administration will track student core class grades. Students who have failed two or more quarters of a core class at the end of the year will be considered for summer school and/or retention. The principal will have final decision-making authority over all retention decisions.

SCHOOL DAY

School hours for students in grades 6-8 are 7:30 A.M. - 2:25 P.M. We ask that students arrive on school grounds no earlier than thirty minutes prior to the start of their school day. Students remaining in the building after school hours are expected to report to a classroom, club, sport, or activity that is directly supervised by a staff member.

SEX EQUITY

No student shall be denied equal access to programs, activities, services, or benefits, be limited in the exercise of any right, privilege, or advantage, or be denied equal access to educational and extracurricular programs and activities on the basis of sex, sexual orientation, or gender identity.

Any student may file a sex equity complaint with the district's Complaint Manager or Nondiscrimination Coordinators, in accordance with the District's Uniform Grievance Policy (Board Policy 2:260). A student may appeal the School Board's resolution of a complaint filed to the Regional Superintendent, and, thereafter, to the State Superintendent of Education.

SMOKING/VAPING

Students and parents are not permitted to smoke or use e-cigarettes/vape devices in the school building, on school grounds, or on District transportation. This includes all after school activities and school related events.

STUDENT RECORDS

The District will maintain two sets of records for each student: a permanent record and a temporary record. All student records are permanent upon graduation for 60 years. (i.e., if your child graduated from high school in the class of 2000, records would be kept until the year 2060.)

The permanent records may include:

- Basic identifying information
- Accident and health reports
- Information pertaining to release of this record
- Academic Transcripts
- Honors and awards
- Attendance Record
- School-sponsored activities and athletics

The temporary record may include:

- Family Background
- Achievement test results
- Teacher anecdotal records
- Verified reports of information from non-educational persons
- Verified information or clear relevance to the student's education
- Information pertaining to release of this record
- Intelligence and aptitude tests
- Participation in extracurricular activities
- Disciplinary information
- Psychological reports
- Honors and awards
- Special education records

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records within 10 business days or 45 school days of the day the District receives a request for access.

Eligible students and parents or guardians of students less than 18 years of age have the right to inspect and copy their permanent record. Parent/s guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardians or eligible student of the time and place where the records may be inspected.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b) (15).

2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading irrelevant, or improper.

Parent(s)/guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or

her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by the State for federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to: name, address, grade level, birth date and place, parents'/guardians' name and address, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, or period of attendance in school.

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

STUDENT SERVICES

WAIVER OF STUDENT FEES:

Waiver of student fees will be granted to those students who qualify. Parents/guardians may apply for waiver of school fees by completing and submitting a District fee waiver form and confirmation of current income. The Board Policy regarding fee waivers and a fee waiver application form will be sent to all parents of enrolled students prior to the start of the school year. These forms are also available by contacting the District Office at

GUIDANCE AND COUNSELING:

The middle school guidance counseling staff acts as a resource to teachers and students in educational, social/emotional development, and career awareness activities. Academic counseling is available when students appear to have organizational or motivational problems in school. The counseling staff will help coordinate home-school communication as necessary and also act as a liaison between students and teachers.

Individual counseling may be provided upon request of the pupil, parent or teacher. Such confidential discussions may be on any topic of concern including school adjustment problems and personal problems. Counselors do not do therapy, but can and will provide referrals as needed. In addition to the above services, it is our goal to provide for the personal growth and development of all students regarding such issues as self-esteem, decision making, social skills, life safety, etc.

Problem Solving Team (P.S.T.): Students who are experiencing academic, behavioral or social/emotional concerns, which affect academic performance, may be referred to our P.S.T. team. This regular education program is designed to assist and support students at-risk for academic failure. Staff and/or parents may refer students for this program to the child's guidance counselor. Based on the student's needs, an action plan will be developed and monitored to assist the student in achieving academic success.

Response to Intervention: Response to Intervention (RtI) is a multi-tier approach for early identification and support of students with learning and behavior needs. The RtI process begins with high-quality instruction and universal screening of all children. Children with identified needs are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These interventions may be provided by a variety of personnel, including general education teachers, special educators, paraprofessionals, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the dynamics, intensity and duration of interventions are based on individual student response to instruction. RTI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data.

The state of Illinois provides districts and schools with a framework for using RtI to determine a student's eligibility for and entitlement to special education services. Effective, research-based core instruction, interventions, and assessment play a critical role in this process and data from the core curricula and instruction, as well as interventions, is used in the eligibility determination process. If the intervention plan shows that the student demonstrates performance discrepancy as indicated by national, state and local assessments and do not demonstrate educational progress through those established national, state or local norms, the team will then refer the child to the Individual Problem Solving Team to discuss the process of special education entitlement.

SECTION 504

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act and the Illinois School Code may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Parents seeking information about Section 504 rights and services should contact the Assistant Principal at their child's school.

Special Education: The District shall provide a free appropriate public education in the least restrictive environment and any necessary related services to all children with disabilities enrolled in District 158, as required by the Individuals with Disabilities Act (IDEA). Once a student is determined to have a disability under IDEA an Individualized Education Plan will be developed by a team of educators along with parents. District 158 provides a continuum of services to children with Individual Education Plans (IEPs). Every effort is made to educate the student within their home school and classroom environment. The Individualized Education Plan (IEP) team, including parents and educators, meets annually to determine the needs of students and the

child's least restrictive environment. Students who move into District 158 with an Individual Education Plan will be provided with the services listed on said Individual Education Plan.

All students with Individual Education Plans are afforded the safeguards and rights described in the Educational Rights and Responsibilities: Understanding Special Education in Illinois.

Discipline: The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Students eligible for special education services or those students receiving services under a Section 504 service plan may have an individualized behavioral intervention plan as provided in District Policy and as required by Illinois law. **However, all students must conform to the middle school handbook policy codes.**

Transportation: All Huntley School District 158 students with Individualized Educational Programs are provided with transportation entirely at District expense. The mode of transportation will be determined via the IEP conference. Parents wishing to waive the right to district approved transportation and desiring reimbursement for such services must seek reimbursement through the state of Illinois. District 158 will not provide reimbursement for expenses incurred by parental transport of students, as transportation is provided through avenues determined via the IEP conference at no expense to the student or guardian. Individuals wishing to apply for state reimbursement must do so within the state appointed guideline and meet deadlines set forth by the state. Applications for reimbursement from the state may be obtained by the Huntley School District 158 Transportation Department at 847-659-3000.

SURVEILLANCE

For the safety of our students and staff, surveillance cameras are located throughout our school buildings and anyone on school property may be videotaped.

TRANSPORTATION / BUS DISCIPLINE

The Transportation Department and its staff are dedicated to the service, safety and wellbeing of all of School District #158's students that it transports. Therefore the following guidelines and rules need to be followed and adhered to.

Bus Transportation: School bus transportation is an important part of each student's education experience and the Transportation Department will assist in making this experience as pleasant as possible. It is the responsibility of the Transportation Department to design and implement routes and stops according to guidelines set forth by the Illinois State Board of Education and Illinois State Law. Students are required to ride their designated routes and get on and off at their designated stops. Students must be picked up and dropped off at the same location Monday through Friday. Transportation needs to keep track of students riding their designated routes in the event of an emergency (i.e. bus collision, lost or missing students). Due to the number of students that are transported in the district and the growth in School District #158, it is no longer feasible to let students ride home on routes other than their designated routes. In the event of an emergency the parent must call the Transportation Department at **847-659-3000** to request a change in their child's designated route. Requests for changes will be accepted or denied based on the number of regular students riding the bus. Parents will have to contact Transportation and then Transportation will notify the school of the change.

Bus Danger Zones: Statistically school bus transportation is the safest means of transportation that a student can take to and from school. A student has a 150 times greater risk of being in an accident to and from school via another vehicle other than a school bus. The area within ten (10) feet in the front, sides, and rear of the bus are the most dangerous areas of the bus known as the DANGER ZONE. Precautionary guidelines must be adhered to when students are loading and unloading. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Students need to remain at least 10 feet away from the bus before loading. When unloading, students must exit the bus directly away from the bus, moving directly away from the bus at least 10 feet away from the bus. If a student should drop a personal item directly in front of or alongside of or at the rear of the bus the student should not retrieve that item until first letting the driver know that they have dropped that item. The driver will then decide if it is safe to retrieve the lost item. Not following these guidelines is a serious safety offense and the drivers have been

directed to submit bus conduct reports of students that do not follow these guidelines.

Bus Drivers: School District #158 bus drivers are responsible for the students riding their buses just as teachers are responsible for the students in their classrooms. Students are required to obey the driver at all times. The bus driver is required to report students that violate the rules of proper behavior and conduct while riding the bus. Bus drivers are not authorized to approve requests to change routes or make unauthorized stops unless approved through the Transportation Office.

Bus Stops: Students need to be at their designated bus stops 5 minutes prior to the scheduled arrival time of the bus. Bus drivers are required to report any student(s) that are consistently tardy for their bus, as corrective action may be necessary. It is important that the buses maintain a timely schedule. Students need to stand a safe distance on the sidewalk away from the curb and street where sidewalks are provided. In areas where sidewalks are not provided students need to stay off the road and harm's way of motorists using the roadway. Students waiting for the bus are not to approach the bus until the bus has come to a complete stop and the driver has opened the door. Students are to get on the bus single file in an orderly fashion without pushing and shoving. Students are to find a seat immediately. When students need to cross a road before boarding or after exiting the bus they must wait to do so until the driver has signaled them, giving permission to cross. Students should cross the road far enough in front of the bus (approximately 10 feet) so that the driver can see the student and the student can see the driver. Students that need to cross the road should notify the driver before getting off the bus that they would need to cross the road. The student should then exit the bus and proceed to the front of the bus remaining at least 10 feet in front of the bus, remaining on the curb or edge of the roadway, until the driver signals the student permission to cross the road. Students when unloading need to immediately step at least 10 feet directly away from the bus and proceed immediately to their destination. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

Bus Expectations

- Maintain Appropriate Noise Level
- Use Appropriate Language
- Keep Hands, Feet, And Objects To Yourself
- Help Keep A Clean Area And Bus
- Stay Seated In Your Seat
- Keep Your Arms And Hands Inside The Bus
- Be On Time
- Follow Directions From Adults/Bus Drivers
- Walk To And From The Bus
- Report Unsafe Behavior To Driver
- Use only approved items on the bus

Cameras- Cameras are installed and operational on all the school district buses to monitor student behavior and will be reviewed to verify complaints of misbehavior.

Bus Discipline

The bus is an extension of the school and classroom in which all school rules, regulations and discipline policies and procedures apply.

- Transportation Is A Right That Can Be Suspended
- Every student has a right to a safe and enjoyable ride to and from school, which is free from intimidation, threat or harassment.
- Each student is responsible, as well as his/her parents, for their behavior while on the bus and in the school bus loading, unloading areas.
- Suspension of a student's bus riding privileges is not considered an exclusion, expulsion or suspension from school. However, students suspended from the school bus who do not have alternate transportation to school will have the opportunity to make up missed school work for equivalent academic

credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

- If a student loses his/her bus riding privileges, their parents are responsible for transporting their student to and from school.
- Unacceptable conduct on the school bus or at a school stop may result in a warning, detention, suspension or expulsion from school.
- Decisions regarding special education students will take into account related disabilities and I.E.P.'s pertaining to transportation.

TRESPASSING

Suspended students and unapproved visitors are not to be on campus or at school sponsored activities on or off campus, without specific permission from the principal's office. Failure to obtain this permission may result in arrest for trespassing and /or appropriate school consequences.

Students in the building during non-school times must be approved prior to admission or be subject to a charge of trespass. **Students should not be in the school building after school is dismissed unless for some academic or extra-curricular reason.** Loitering can result in disciplinary action by the principal or possible arrest for trespassing.

VISITORS

Upon entering our school, we require that all visitors' report to the middle school office and sign in to receive a visitor's pass. Visitors who wish to remain in the building will be issued a pass. Violators may be questioned by any staff member and asked to leave the premises. Violators, who refuse to leave, may be subject to legal action.

STUDENT VISITORS: Students will not be allowed to bring guests to school during the school day.

WALKING / BICYCLES/DROP OFF/PICK UP

For safety purposes, it is not recommended that students walk or ride bicycles to school. Adults that choose to drop off/pick up students are asked to review the drop off/pick up procedures carefully. We are aware that many drivers are in a hurry to drop off/pick up their student and get to their next destination; however, **the safety of our students and drivers is most important.** To create a safe, calm and orderly morning and afternoon for all involved please follow the drop off/pick up protocol at all times.

Morning: All students should be dropped off in the drop off lane that is designated curbside in the front of the school. Please use the entire front of the building to drop off, helping to efficiently drop off as many students in the quickest time possible. This is a single use lane. Only buses are allowed in the back of the school. **No student should be dropped off in parking lot.** Students are allowed in the building at 7:15 am.

Afternoon: All students being picked up must be picked up in the pickup lane that is designated curbside in the front of the school. Please use the entire front of the building to pick up, helping to efficiently pick up as many students in the quickest time possible. This is a single use lane. **No student should be picked up in parking lot at the end of the school day.** Adult supervision of car riders ends at 2:35 PM. Students who are not involved in a school-sponsored activity may not remain on campus. If you cannot pick up your child by this time, please arrange to have him or her ride the bus home.

DISCLAIMER

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

ABSENCES AND ATTENDANCE

If your child is to be absent because of illness, you are required to call the school absentee line by the beginning of the school day and report the absence each day. If your child is absent and we do not receive a call, we will call you at home or your place of employment to verify the absence. The purpose of this procedure is to determine if your child has arrived safely at school. School policy requires a written excuse from a doctor for any student who is absent from school due to illness for three or more consecutive days.

Parents are urged to request homework if their child is absent two or more consecutive days. Contact the school office as soon in the day as possible to request homework. This will allow the teacher time to prepare what is needed.

A student must be in attendance for a minimum of 5 consecutive hours (300 minutes) to be considered a full school day, 2.5 hours (150 minutes) for a half day for grades two through five, and 2 hours (120 minutes) for Kindergarten through first grade. When your child arrives after the official start time, parents are required to sign their children in at the office. Students who leave school early for reasons of illness, appointments, or notes from home will be released only to their parent or legal guardian unless prior arrangements have been made through the school office. Parents are required to sign their child out in the office.

Conscientious school attendance is one of the most important tasks of a student. The attendance maintained while in school will be looked upon by future employers as one of the basic criteria of employment. Students who stay home for trivial illnesses or because they do not feel like attending school are, in effect, hurting no one but themselves. They are missing vital information in their education and, therefore, placing their future in jeopardy. We will closely monitor all absences and hope for the cooperation of parents in improving school attendance. The attendance-monitoring program is divided into four (4) levels of absenteeism:

Level 1: 10 Full Days Absent

- At this level, a letter will be sent to the parents notifying them of the dates of the absences and the services our school can offer in relation to missed assignments, etc. We will also ask that if the absence will be prolonged, i.e., hospital, illness, etc., the school should be notified and a program can be set up to help the student make up the work.
- This is not a punitive letter, but one of concern on our part.

Level 2: 15 Full Days Absent

- A second letter will be sent once again advising parents of the days missed and how a continued pattern of absenteeism may affect their child's grades.
- If there is an absenteeism pattern, a conference with the school administration will also be required. During this conference it may be determined that a doctor's note may be required for all sick days to be recorded as excused or medically verified.
- If there is not an absenteeism pattern, the conference will be waived and only the letter sent.
- If absences to date are found to be unexcused, steps for truancy referral may be taken.

Level 3: 20 Full Days Absent

- A registered letter will be sent to the parents notifying them of the days the student has been absent. This letter will advise the parents that they must schedule a meeting with school administration. Failure to attend this meeting may result in a direct referral to the Regional Superintendent for truancy.

Excused Absence

An excused absence is defined as an absence due to sickness or an emergency in a family in accordance with the State Law. Students who have been excused from school are expected to hand in missed schoolwork. It is the student's responsibility to work with teacher for missed assignments. Please contact the appropriate teacher/s to make these arrangements.

Acceptable absences include:

1. Personal illness
2. Death in the immediate family
3. Family emergency*
4. Religious holiday observance
5. Quarantine
6. Court appearance
7. School sponsored activity

* "Needed at home" is not a sufficient excuse. The note from the parent must indicate the reason for the emergency requiring the student to miss school.

Unexcused Absence

Examples of absences that cannot be excused include but are not limited to:

1. Errands which could be scheduled when a student is not required to be in school
2. Oversleeping
3. Car trouble or missing bus ride

Prearranged Student Absences

For planned absences, such as family vacations during the school year, parents should notify the teacher and office in writing in advance. While such absences are discouraged, alternative assignments may be provided, when possible, as long as teachers have sufficient notice. It must be realized that not all lessons taught in school can be made up at home or assigned weeks in advance. Alternative assignments/makeup work cannot replace actual attendance at school.

Absence and Participation in After School Activities

A student must be present at school a minimum of four hours to be eligible for participation in after school co-curricular activities such as athletics, concerts, presentations, plays, trips, etc. If a student goes home ill during the day, that student becomes ineligible for participation in any school co-curricular activities that day.

Tardiness - To School

It is very important that children arrive at school on time. The educational process is disrupted for all concerned when this does NOT occur. When tardy to school, a student must report to the office to sign in before attending class. Excused tardies are appointments with orthodontist, dentist, doctor, eye doctor, etc. Unexcused tardies include oversleeping or missing the bus.

BEHAVIOR AND DISCIPLINE

Mission: To teach, develop, and reinforce positive self and social awareness which will empower all students to become valuable members of their community.

Vision: A collaborative community that guides one another to be culturally responsive members who display empathy and innovation through the development of social, emotional, and life skills

One of the core values of the elementary schools in District #158 is the maintenance of a pleasant, orderly, supportive atmosphere. A spirit of cooperation among students, teachers, parents and administrators promotes a positive learning climate that enables and encourages excellence in education. In an effort to support this cooperation, all students and their parents should review the following rights, responsibilities and rules:

Discipline of Students with Disabilities: The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. No special education student shall be expelled for conduct that is a manifestation of his or her disability.

Student Rights

1. A meaningful learning experience.
2. A school climate free of violence and disruption.
3. A written code of discipline.

Student Responsibilities

1. Attain the best possible level of academic achievement.
2. Respect the rights of fellow students and school personnel.
3. Obey all school rules as well as city, state and federal laws.

Staff Rights

1. To teach/work in an atmosphere that promotes the educational process.

Staff Responsibilities

1. To maintain an atmosphere conducive to learning.
2. To communicate with students, parents and administrators.
3. To redirect inappropriate behavior.

4. To assign appropriate consequences.

Disciplinary measures: Potential disciplinary measures include, without limitation, any of the following:

1. Verbal warning.
2. Notifying parent(s)/guardian(s).
3. Disciplinary conference.
4. Withholding of privileges.
5. Temporary removal from the classroom.
6. Lunch or teacher detention
7. Return of property or restitution for lost, stolen, or damaged property.
8. In-school suspension.
9. After-school or Saturday detention.
10. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
11. Suspension of bus riding privileges.
12. Out-of-school suspension.
13. Expulsion.
14. Notifying juvenile authorities or other law enforcement.
15. Other disciplinary action as deemed appropriate by the administration.

Level-Step Disciplinary System

Administrators will at every stage be concerned with finding causes for misconduct for which the actions of the students are symptoms. It will be the goal to seek and find appropriate help for students who are in need. The system identifies three levels of misbehavior and clearly states the consequences for each rule infraction. Consequences are progressively more serious as infractions accumulate and severity increases. It is the hope and intent that this system will deter future misconduct, and engender in students a respect for the rights of others and the need for the rule of law both in school and society.

Level A - SCHOOL RULE INFRACTIONS THAT DISRUPT THE EDUCATIONAL ENVIRONMENT

- Such as, but not limited to, classroom disruption, insubordination, personal dishonesty, academic dishonesty, throwing objects, public display of affection, profanity, failure to report to an assigned disciplinary action, bus violations, dress code violations, electronic device/cell phone violation, being in an unauthorized area, violation of normal school rules, unexcused tardiness to class or school, and unexcused absence from class.

- **Level A infractions may result in warnings, loss of a school privilege, lunch/recess detention, before/after school detentions, parent conference, or suspension in/ from school.**

Level B - SERIOUS RULE INFRACTIONS THAT INFRINGE UPON THE RIGHTS/SAFETY OF OTHERS

- Such as, but not limited to, repeated level A infractions, aggressive behavior (includes play fighting), fighting, aiding and

abetting the violation of school rules, vandalism, theft, extortion, possession of inappropriate objects or material, technology violations, forgery, harassment of other students, chronic misbehavior, tampering with fire extinguisher or health safety equipment, false fire alarm, and truancy.

- **Level B infractions may result in warnings, loss of a school privilege, lunch/recess detention, before/after school detentions, parent conference, suspension in/from school (up to 10 days), a recommendation to the Board of Education for expulsion (up to 2 years) and police notification/involvement.**

Level C - ILLEGAL BEHAVIOR

- Such as, but not limited to, repeated level B infractions, an act that endangers oneself or others, felonious acts, threats/physical attacks of a staff member on or off campus, threat(s) towards others, possession or assisting in the possession of a weapon, arson, possession of or use of illegal drugs, marijuana or alcohol, participation in a transaction/transfer of or attempted transaction/transfer of drugs, marijuana or alcohol, use or possession of tobacco, tobacco products or alternative nicotine products, gambling, gang activity, and assault.

- **Level C infractions may result in warnings, loss of a school privilege, lunch/recess detention, before/after school detentions, parent conference, suspension from school (up to 10 days), a recommendation to the Board of Education for expulsion (up to 2 years) and police notification/involvement. Any student who possesses a weapon, as defined in Section 10-22.6(d) of the School Code or Board Policy 7:190, shall be expelled for not less than one year.**

Explanation of Terms

Conduct motivated in whole or in part by prohibited discrimination may be subject to increased disciplinary measures, where determined to be appropriate by the administration. The Board may also consider whether conduct was motivated in whole or in part by prohibited discrimination when determining whether to expel a student based on such conduct. Prohibited discrimination means conduct based upon actual or perceived color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, or pregnancy.

Detention - Detentions are assigned in cases of serious misconduct and/or frequent misconduct of the same nature. A detention must be processed through the administration. A detention may be up to 30 minutes and may occur before school, during lunch/recess or after the school day. Absence on the day of a detention will cause the detention to be served on the next school day. If the detention is assigned before or after school, students and parents will be notified in writing at least one day in advance of the day assigned. Parents are responsible for providing transportation. Transportation

inconveniences are not a valid excuse for missing a detention. Failure to appear for an assigned detention may result in additional detention and/or parent phone conference.

In-School Intervention - Students will be in a supervised location working on classroom assignments. Any disruption will result in additional disciplinary action.

Suspension - A student who has been suspended will not be readmitted to school or to classes without a parent conference. Students may not participate in or attend extra-curricular activities while under suspension. At the time of a suspension the student will remain in the office until a parent/guardian or their designee comes to pick up the student from school.

A suspension may not exceed ten days. Prior to a suspension, a student will be advised of the reason for the proposed suspension and afforded an opportunity to present information on their own behalf. It must be determined that the student is guilty of noncompliance with the school rule of the conduct charged, and that suspension is reasonably justified.

Parents or guardian will be given prompt notice of the suspension and the reason thereof. The parents or guardian have a right to request a review before the school board or an appointed hearing officer.

A suspended student shall have the opportunity to make up any assignments and tests missed during the suspension period. The school will provide work for the student so that his/her future learning is not affected by the suspension. A student will receive credit for these assignments.

Parents have the right to request a hearing from the Board of Education.

Right to Review: The Appeals process must follow these 3 steps:

- A. Appeal to the Building Principal
- B. Appeal to Associate Superintendent or Designee
- C. Appeal to the Board of Education

Expulsion. Expulsion shall take place only after the parents have been requested by registered or certified mail to appear at a meeting of the Board of Education, or to meet with a hearing officer appointed by the Board to discuss

their son/daughter's behavior. The request shall include:

- a. details regarding the specific act of gross disobedience or misconduct resulting in the recommendation for expulsion;
- b. The time, date, and place of the hearing;
- c. A brief description of what will happen during the hearing;
- d. A list of the student's previous suspensions;
- e. A statement indicating that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years; and
- f. A request that the student or parent/guardian inform the District if the student will be represented by counsel at the hearing.

During the hearing, the student and his or her parent/guardian may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified on behalf of the administration,

and otherwise present reasons why the student should not be expelled. After presentation of evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate. If the Board decides to expel the student, the written expulsion decision will detail the specific reasons why removing the student from the learning environment is in the best interest of the school, as well as the rationale for the duration of the expulsion. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard. A student may be readmitted to school after expulsion by official action of the Board of Education

BIRTH CERTIFICATE REQUIREMENTS

Illinois law requires at registration, or within 30 days of registration, a certified copy of the student's county birth certificate to be on file with the district. If the certified copy is not available, then the school must be furnished at a minimum: the student's identity and age, along with an affidavit explaining the inability to furnish the birth certificate. If the person enrolling the student does not comply, the school district must report this fact in writing to the local law enforcement agency and provide written notice to the person enrolling the student that if they haven't complied within 10 days, the situation will be reported to local law enforcement for investigation.

CLOTHING AND GROOMING

Students are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress, which is considered disruptive to the educational process, is not permitted. Parents will be contacted in situations where student dress presents a problem. Experience has shown that student conduct, identification with the school purposes and activities, personal pride and self-respect and even the level of learning responses of students are all definitely related to personal appearance and mode of dress. Students should dress neatly but simply for school, rejecting extreme fads concerning hairstyles, make-up or clothing.

We ask parents and students to become involved in supporting a "level of dress" that helps to promote a good atmosphere for learning. Articles of clothing that are considered inappropriate are, but not limited to, headwear, shoes with wheels, overly revealing clothing, dangerous/disruptive accessories, and clothing making reference to drugs, marijuana or alcoholic beverages. Any clothing that tends to disrupt the educational process and/or is demeaning to oneself is also considered inappropriate. During the school day students may be asked to remove or turn inside out any inappropriate items of clothing.

ELECTRONIC ITEMS (Non-School Issued)

Below is a list of items that may not be visible or accessed during the school day. Students choosing to bring these items to school must store them in backpacks. Electronic items must be stored in the "off"

position. Please be aware that the school cannot accept responsibility for lost, damaged, or stolen items.

- Toys (electronic or other)
- Games (electronic or other)
- Cell phones, MP3 players, Smart Watches

Smartphones, e-readers and other educational electronic devices may be used for instructional purposes when the teacher deems appropriate.

Telecommunication Device Possession and Use by Students

Guidelines governing use of cellular, radio, and/or other telecommunication devices at school, on school property, or at school-sponsored events.

In general, students are allowed to possess cellular, radio, and/or other telecommunication devices at school, on school property, or at school-sponsored activities, but the use of these devices is restricted to areas designated by the building principal before and after school hours only. During the school day and/or while participating in school-sponsored activities, students will be expected to leave these devices in their lockers or cubbies in the off position. Cellular, radio, and/or other telecommunication devices found in a student's possession during the school day, while participating in school-sponsored activities, or outside the principal's designated areas may be confiscated, and the student may be subject to additional discipline. Parents are required to pick up confiscated items.

The School District also restricts parents' and/or visitors' use of cellular, radio, and/or other telecommunication devices to appropriate areas to be used only in such instances in which either an emergency exists or the use of the device is not disruptive to the ongoing activity. Parents or visitors who violate this policy may be asked to leave the school building.

Students will not be allowed to make phone calls during the school day except as permitted by a faculty member. Students generally are not called to the telephone from classes except for emergencies.

EMERGENCY DRILLS

Emergency drill procedures will be discussed with all children by their classroom teachers. Drills will be held several times throughout the school year. Students must quickly and quietly report to the appropriate location.

EXCEPTIONAL TALENT PROGRAM

The Gifted Program starts formal identification at the end of grade two. All students are reevaluated at the end of grade five. Both objective and subjective measures are used for identification. Students are placed in the program based upon Standardized test scores in math, reading and language arts, a teacher input and Student Ability Index (SAI) scores. These measures are placed on a matrix for final selection. The students selected for the Gifted Program are placed with a teacher who has formal gifted training or experience with gifted students whenever possible.

The program is based on the Consultation Model. Consultation is a collaborative problem solving process between the teacher(s) and coordinator(s) through a sharing of expertise with the ultimate goals of better serving students. This model is based upon best practice in the field of Gifted Education.

FIELD TRIPS

We encourage all students to participate in field trips. We believe the whole world is a classroom and many sound educational activities that support the curriculum are best appreciated by actually visiting specific sites. Any admission fee and a prorated cost for transportation are assessed and payable prior to the trip. Occasionally a lunch stop is scheduled at a fast food restaurant and may be part of the fee. Students always have the option to bring a sack lunch if they so desire. Permission slips will be required. Please complete the entire form each time your student is involved in a field trip. You will be given appropriate time to complete the form and pay the fee. Please contact the teacher with questions.

FOOD

Snacks and lunches from home should be nutritious. Candy and pop are discouraged. Gum is not allowed. When bringing treats for classroom celebrations, please remember that District #158 requires that all treats must be commercially prepared and packaged. The distribution of edible birthday treats is not permitted in schools.

GANG AND GANG RELATED ACTIVITY POLICY

The Board of Education affirms its position that schools in District 158 shall provide an orderly place for learning. By this policy, the Board of Education acts to prohibit the existence of gangs on school property or at any activity associated with or under the general guidance of school authorities. "Gangs", as used in this policy shall mean three or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the district's rules and regulations.

No student:

1. shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other insignia which is evidence of membership or affiliation with any gang.
2. shall draw gang graffiti or distribute gang related literature.
3. shall use any speech or act in furtherance of gang activity.
4. shall solicit others for membership in any gang.
5. shall request any person to pay protection or otherwise use extortion on any person.
6. shall commit any other illegal act or other violation of school district policies in furtherance of gang related activities.
7. shall incite other persons to inflict physical violence against any other person.
8. shall participate in any activity that could be interpreted as relating to gangs or gang activity.

Penalties for Violations: Any student found to have violated this policy shall be guilty of gross misconduct. All gang related paraphernalia or materials will be confiscated. Violation of this policy may result in disciplinary measures up to and including ten (10) days suspension with consideration for expulsion and, in addition, a report to the police if a violation of the law is involved.

NONDISCRIMINATION POLICY AND GRIEVANCE PROCEDURES

Non-Discrimination

No student shall be denied equal educational and extracurricular opportunities on the basis of color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, marital or parental status, or pregnancy.

Concerns or complaints related to potential violations of this policy should be directed to:

Nondiscrimination Coordinator:

Mr. Adam Zehr
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158

Complaint Managers:

Dr. Erika Schlichter	Mr. Mark Altmayer	Ms. Jessica Lombard	Dr. Rocio Del Castillo
650 Dr. John Burkey Drive	650 Dr. John Burkey Drive	650 Dr. John Burkey Drive	650 Dr. John Burkey
Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102
(847) 659-6158	(847) 659-6158	(847) 659-6158	(847) 659-6158

Any individual may file a sex equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described in Board Policy No. 2:260, a copy of which is available in the District Office, on the District website, or by contacting any of the individuals named above.

For concerns or complaints against District 158 or its employees other than a discrimination complaint, parents are encouraged to first contact the appropriate staff member directly. If the problem is not resolved, parents should then contact the Building Principal. If the problem remains unresolved, the parent should then contact the District Office.

HARASSMENT/HAZING

Hazing

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office

in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. Students engaging in hazing will be subject to one or more of the following disciplinary actions:

- Removal from the extra-curricular activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Students engaging in hazing that endanger the mental or physical health or safety of another may also be subject to:
 - Suspension for up to 10 days
 - Expulsion for the remainder of the school term

Harassment

It is the policy of District 158 to provide an educational environment free from harassment. No person, including a district employee or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race, color, nationality, 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, immigration status, marital status, pregnancy, association with a person or group with one or more of the aforementioned characteristics, or any other distinguishing characteristic.

Sexual harassment of students is prohibited. Sexual harassment means sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment,
 - c. Depriving a student of educational aid, benefits, services, or treatment, or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

Students are encouraged to report claims or incidences of sexual harassment to the Non-Discrimination Coordinator or Complaint Manager. Any student who believes he or she is being harassed may file a complaint by using the Uniform Grievance Policy outlined in Board Policy 2:260 and this Handbook.

A student's good faith action in reporting harassment will not result in any adverse actions against the complainant. However, if a student or witness is found to have made an intentionally false report of harassment, the student or witness shall be subject to discipline.

The full Board Policy on harassment may be obtained by calling the administrative office at (847)659-6158.

Bullying

Bullying is defined as:

- An act that is repetitive in nature (similar behavior which occurs more than once)
- Creates a power imbalance (by size, age, numbers or emotionally)
- Is intended to hurt or harm the victim (socially, emotionally, or physically)

“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(s) or staff member which can reasonably be expected to have one or more of the following effects:

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

Bullying on the basis of actual or perceived race, color, national origin, 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, immigration status, 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 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, 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.

The entire Board Policy on bullying may be obtained by calling the Administrative Office at (847)659-6158.

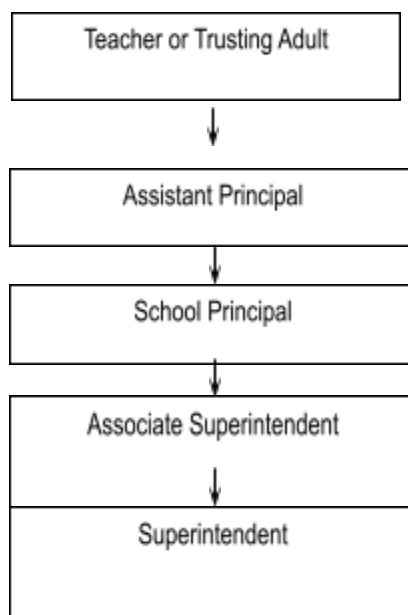
Students who feel they have been bullied should report the incident by:

1. Contacting the Complaint Manager or other administrator, counselor, teacher, or social worker
2. Using the District tip line: (847) 659-INFO (4636)
3. Using the District Bullying/Harassment Report form found on the district website.
4. Following the Uniform Grievance Procedure outlined in Board Policy 2:260 and this Handbook.

At its discretion, the District may make referrals of students who have demonstrated bullying behaviors to counselors or mental health professionals. Students determined to have committed an

act of bullying may face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the police consultant for criminal charges.

Generally speaking, questions or concerns should be first discussed with the staff member who is closest to the situation. It is always best to follow the chain of command to ensure that all parties involved are properly informed of the situation. Parents should expect a response from the staff member listed or his or her designee, within 24 hours to discuss their concern. If no contact has been made, please proceed to the next step in the chain.



The entire policy may be obtained from the Administrative Office 847-659-6158.

Following the Uniform Grievance Procedure outlined in Board Policy 2:260 and this Handbook, the District may make referrals of students who have demonstrated bullying behaviors to counselors or mental health professionals. Students determined to have committed an act of bullying may face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the police consultant for criminal charges.

HEALTH AND SAFETY

Health Services

The health program is designed primarily to maintain health and prevent serious disability or illness. A Nurse is employed by the District in each school to be on duty when children are present during the

regular school day. Except in emergencies, students need a pass from their teacher to visit the Health Office. If the nurse is not there or the Health Office is closed, the student should report to the main office.

Accident and Illness Procedure

When a student becomes ill at school, he/she may visit the Health Office. The Registered Nurse will assess the seriousness of the illness or injury and administer first aid. If warranted the parents are notified. Possible outcomes, after being assessed by the nurse may be that the child may return to class, be picked up by the parent or guardian, or sent to the hospital via EMS. If the child has a fever of 100 degrees or greater, the student **MUST** be picked up from school. Other situations where a student must be picked up from school include, but are not limited to: vomiting, diarrhea, open lesions, lethargy, serious head injuries, undiagnosed persistent or disruptive cough, eye drainage or redness, undiagnosed or new rashes and serious limb injuries. These situations will be given a "nurse home" attendance code. Parents will be called to come to school to assist if children are incontinent and need assistance in cleaning themselves. Parents are required to sign their child out in the office before leaving the building.

If a student sustains a concussion, please notify the Health Office. The school will support a student with a concussion working with the student's physician and by providing a Return-to-Learn protocol. The student will check in with the School Nurse daily to evaluate symptom severity.

If an accident or illness merits being excused from school and/or physical education/recess, a doctor's note is required that specifies when he/she may return to normal activity. **The school nurse will not be able to write a note to excuse the student from PE/Recess.** A physician's release to return to PE is required whenever a doctor's note for no PE has been given and for concussions.

Administering Medication to Students

Every attempt should be made to schedule medication administration outside of school hours. However, if under exceptional circumstances a child is required to take prescribed medication during school hours, all medication shall be transported to and from school by a parent or guardian. Students are not to transport or have medications in their possession except for the self-administration of diabetes medication, asthma medication, or epinephrine auto-injectors, as outlined in Sections below.

The R.N., principal and/or their designee will administer the medication in compliance with the following regulations:

1. Prescription Medication:

- An "Administration of Medication Form" (which can be obtained on the website) signed by the parent or guardian.
- An "Administration of Medication Form" (which can be obtained on the website) *signed by the medical doctor*, renewed annually at the beginning of the school year.
- The original prescription bottle must be brought to school by the parent (children may NOT carry the medication to school).

- The prescription bottle label must contain the child's name, name of medication, time to be administered, dosage, possible side effects and termination date of administering the medication. Except for diabetes medication, asthma medication and epinephrine auto-injectors maintained by students authorized to self-medicate, all student prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

2. Non-Prescription Medication:

- An "Administration of Medication Form" (which can be obtained on the website) signed by the parent or guardian.
- An "Administration of Medication Form" (which can be obtained on the website) *signed by the medical doctor*, renewed annually at the beginning of the school year. Some non-prescription medications may be supplied by the school – please check your school for specifics. (All medication needs to be labeled with the child's name and brought to school by the parent). Except for diabetes medication, asthma medication and epinephrine auto-injectors maintained by students authorized to self-medicate, all student non-prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

3. Self-Administration of Medication

Students are permitted by law to carry and self-administer diabetes medication, asthma inhalers, and epinephrine auto-injectors, where appropriate. The parent or guardian must sign a statement acknowledging that the district is to incur no liability as a result of any injury or claim arising from the self-administration of the medication or use of an epinephrine auto-injector regardless of whether authorization was given by the student's parent/guardian or by the appropriate medical official, and that the parent/guardian will indemnify and hold harmless the school district and its employees and agents against any such claims.

A. Diabetes Medication

Students may carry and self-administer their own diabetes medication. However, most parents of elementary aged students usually prefer the R.N. to monitor the student's diabetes.

B. Asthma Medication

Students may carry and self-administer their own asthma inhalers. However, most parents of elementary aged students usually prefer the R.N. to monitor the child's use of the inhaler.

- If the parent would like their child to carry their own inhaler, the parent must provide:
 - Written authorization through the "Request for Self Administration of Asthma Medication" form found on the website.
 - A prescription label with the name of the medication, the prescribed dosage and the time or circumstances under which the medication is to be administered.

- Please provide an Asthma Action Plan (blank form can be obtained from the website) completed by the student's physician and submitted every year at the beginning of the school year.

C. Epinephrine Auto injectors (Epi-Pens). Students may carry and self-administer an Epi-pen.-However, most parents of elementary aged students usually prefer the Epi-Pen to be kept in the Health Office.

- Please submit a Food Allergy Action Plan (blank form can be obtained from the website) completed by the student's physician. A Food Allergy Action Plan needs to be updated by the physician and submitted every year at the beginning of the school year.
- If the parent would like their child to carry and self-administer their Epi-pen, the parent must also provide:
 - 1) signed written authorization for the self-administration of medication, and written authorization from the student's physician, physician's assistant, or advanced practice registered nurse, which includes the following information:
 - i. The name of the student;
 - ii. The name and purpose of the epinephrine auto-injector;
 - iii. The prescribed dosage;
 - iv. The time or times at which or the special circumstances under which the epi-pen is to be administered;
 - v. The necessity for the medication during the school day;
 - vi. The likely side effects;
 - vii. An emergency number where the physician can be reached.
 - viii. A Food Allergy Action Plan is still required to be submitted.

4. Effective July 1, 2020, students who are diagnosed with epilepsy or a seizure disorder must submit a seizure action plan at the beginning of each school year. This form is available on the District 158 website.

5. Epinephrine Auto injectors (Epi-Pens), UNDESIGNATED

The Emergency Epinephrine Act, P.A. 97-0361 (the Act) became law in Illinois in 2011, permitting schools to stock a supply of Epinephrine Auto-Injectors, authorizing physicians to provide school districts and non-public schools with a prescription to obtain the Emergency Auto-Injectors from local pharmacists, and giving School Nurses or other trained personnel the authority to provide/administer the epinephrine to any student or staff member whom the nurse believes is having an anaphylactic reaction. Undesignated epi-pens will be available in all the schools during school hours and kept in the nurses' offices. The School Nurse or other trained personnel may administer an undesignated epinephrine auto-injector to any person the nurse believes in good faith is having an anaphylactic reaction. This includes parents, visitors, and guests. The standing order and emergency supply of Auto-Injectors are kept in the office of the School Nurse.

Students with food allergies should also complete the “Food Allergy Action Plan” form, which is available on the district website.

Communicable Diseases

Please notify the school office as soon as possible if your child contracts any contagious disease. If such a disease is contracted, the child must be excluded from school. Communicable diseases such as; chicken pox, German measles, impetigo, influenza, measles, mumps, scarlet fever, infectious mononucleosis, coronaviruses, and Strep throat are contagious before they reach a stage where they can be recognized and diagnosed. Certain communicable diseases will require a doctor’s release for the student to re-enter school or may require documentation from the health department to re-enter school or school related activities.. Please check with the health office for specifics. As always, please keep your child at home during an illness to decrease the number of students who are exposed to the illness. Students who have been running a fever (100 or greater) should be kept home fever-free for 24 hours before they return to school (unless guidelines from the CDC or IDPH increase this timeframe). Students should also remain at home for 24 hours after vomiting has stopped and the student can tolerate a solid diet. Parents are also strongly encouraged to keep students home until diarrhea-free for 24 hours.

One of the District’s highest priorities is the health and safety of students and employees. To meet this priority, all students must wear approved face coverings over their nose and mouth at all times while in district school buildings and on school buses, even when maintaining social distance (where individuals remain 6 feet apart from each other), in accordance with guidance established by the Illinois Department of Public Health and the Illinois State Board of Education.

Face coverings may be removed for limited periods of time, as necessary, for a student to eat/drink, or to play a musical instrument. Students may wear the District-issued face covering or another cloth face covering that complies the guideline outlined in the student handbook under Clothing and Grooming.

Emergency Information

There are times when a student’s illness or injury requires transportation to the hospital. The local rescue squad will transport the student requiring emergency medical treatment to the appropriate medical facility. Every attempt will be made to notify the parent or guardian before transport. In order to contact parents quickly in the event of an emergency, it is required that we have complete and current information in PowerSchool on the following items;

- Your home address and telephone number

- Working status of both parents, including the name of the company, the address and the phone number where you can be reached
- The name and phone number of a neighbor or friend who is willing to attend to your child in an emergency.
- It is the parent's' responsibility to notify the Registration Office at the District Office of any changes in the aforementioned items.

Physical Examinations and Immunizations

In accordance with the Illinois Department of Public Health and the Illinois School Code, physical examinations are required for all students entering kindergarten, sixth grade and ninth grade. Physicals are also required of all transfer students and students participating in interscholastic sports. The physical examinations must include a record of all immunizations that the child has received. All physicals and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school.

Every child who enters preschool, kindergarten, sixth or ninth grade and every child who enters a school, irrespective of grade, must present evidence of immunization as prescribed by the rules and regulations of the Illinois Department of Public Health and the Illinois State Board of Education. Students failing to meet the required legal immunizations, against measles, tetanus, diphtheria, poliomyelitis, varicella, pertussis (whooping cough), meningitis, rubella, mumps, and Hepatitis B, will be excluded from all District schools. There are two exceptions to this State Law:

- Children whose parents or legal guardians object to immunizations on religious grounds must present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. Upon receipt of the form, the Superintendent or designee shall immediately inform the parent/guardian of exclusion procedures if there is an outbreak of one or more diseases from which the student is not protected.
- If the physical condition of the child is such that any one or more of the immunization agents should not be administered on medical grounds, the examining physician responsible for the performance of the health examinations shall endorse such fact upon the health examination form. (Illinois School Code).

A dental examination must be provided to the health office before May 15 of the current year for students in kindergarten, 2nd, 6th and 9th grades. A vision examination must be provided to the health office for students entering kindergarten or transfer students entering Illinois schools for the first time. Dental and vision examination forms can be downloaded from our website. A student may be exempt from the dental or vision examination requirements if the student's parent/guardian show an undue burden or lack of access to a dentist or qualified physician/optometrist.

All physicals and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school. Physical forms are available in the Health Office or the District 158 website.

Individual Restrictions

At times, individual students may require special restrictions to their activity level due to a medical situation. Any restrictions for activity, or recess involvement, need to be submitted by a medical physician and must specify the amount of time that the student has the activity restrictions. Please note any physician directives for activity restrictions need to be reviewed, and resubmitted, annually.

HOMEWORK

Homework is an extension of learning in the classroom. Homework is assigned to challenge, reinforce and motivate, and is not given for disciplinary reasons. The quantity of homework will increase throughout the grade school years, as students are able to assume greater responsibilities and independence. Whenever possible, supervised study time will be given in the classroom to help students get off to a good start on their assignments. Homework is a good way of involving parents in the learning process and keeping them informed about their child's progress. It is important, however, that assignments be completed by the student in order for the teacher to make an accurate assessment of the student's learning. Both long and short term homework assignments will help students establish regular study habits, learn to budget time, develop an interest in the work assigned and learn the importance of accomplishing and turning in the work on time.

INTERNET

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use. Use of the Internet, email, and other communication and collaboration tools to enhance productivity and enhance student learning is encouraged.

Additionally, if students have been provided with a 1:1 technology device; the following are guidelines for the expectation of using technology responsibly:

- a. Bringing a charged device to school every day
- b. Storing the device in the provided case at all times

- c. Moving safely through the hallway while carrying a device
- d. Respecting the property and privacy of others by not using another student's device or account
- e. Using the device, app, and other information resources to support learning, complete school assignments, and gain understanding of how technology works
- f. Using the Internet to gather information related to school, and to communicate with other students, teachers, and experts as it relates to school work

Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Technology Director will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final. The Technology Director will work with the building administrator and the building administrator will deal directly with the violator.

Unacceptable Use - Staff and students are responsible for his or her actions and activities involving the use of computers and the network. Some examples of unacceptable uses include, but are not limited to:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space and bandwidth;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including images or video;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - Staff and students are expected to abide by the generally accepted rules of network etiquette while using any means of electronic communication such as email, blogs, wikis, discussion boards, instant messaging, etc. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the network or Internet, the user must notify the Technology Department or Building Principal. The Building Principal is responsible for notifying the Technology Department. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Keep your accounts and passwords confidential and do not use another individual's account.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web content must have written permission from the original producer before adding the material to their web page.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain". This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Network Administrator. Downloading any file

attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

e. Use of the District's email system constitutes consent to these regulations.

Internet Safety

- a. Internet access is limited to only those *acceptable uses* as detailed in these procedures.
- b. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.
- c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
- d. The Network Administrator and Building Principals shall monitor student and staff Internet

Access to Student Social Networking Passwords and Websites

If a student has an account on a *social networking website*, e.g., Facebook, Instagram, Twitter, ask.fm, etc., 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 that violates a school disciplinary rule or policy. The student may be required to share the content that is reported in order to allow school officials to make a factual determination as part of its investigation. School officials may not request or require the 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.

Social networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

LIBRARY RESOURCE CENTER (LRC)

The Learning Resource Center provides materials that support both the mission and the curriculum of the school district. Students receive instruction on the use of the LRC, information on available books and resources, and opportunities to check out materials. Library visits vary depending upon the building and grade level, but generally occur at least once per week.

Books are checked out for one week and may be renewed two to three times (if the book is not on hold). Fines are not charged for late books; however children are not allowed to check out additional materials until late books have been returned. Overdue notices will be sent home with students when a book is two or more weeks overdue. The price of the book is listed on the overdue notice. If the book is lost or damaged, the student will be asked to pay for the book before more materials are checked out. Should the book be found later, a refund will be issued up to one year from payment, assuming the book is in good condition. Report cards for students with books more than one month overdue (or any books overdue at the end of the year) will be held in the school office for parent pick-up.

LOST AND FOUND

Lost clothing, book bags, etc. will be kept in the lost and found area. Please label all items with your child's name to facilitate return. Small articles and valuables such as wallets, purses, jewelry and watches are kept in the office. Students may claim their possessions by identifying them.

LUNCH AND RECESS

Cafeteria Expectations

Students are expected to cooperate with the following procedures:

1. Deposit all lunch litter in the garbage cans provided.
2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor around the area in a clean condition for others.
4. Cafeteria lines will move with order and efficiency if all students have their lunch card, are patient and polite in waiting their turn.
5. Be considerate of others.

Purchasing Food

Students are advised that the school district uses an electronic system for purchasing lunch. All students SHOULD have their ID card to make any food purchases in the cafeteria. Money may be added to the lunch account by creating a secure online account at MySchoolbucks.com (these funds may take 24 to 48 hours to be available in the students' account) or by bringing cash or check to their teacher in an envelope with their name and student identification number on it. The cafeteria will place these payments in the student's lunch account

MySchoolbucks.com

By creating a secure online account, parents can manage their student's account easily and conveniently. MySchoolbucks.com provides you with a direct link to your student's school lunch account wherever you have internet access. Now parents can experience the benefits of using MySchoolbucks.com by taking advantage of some of our popular features:

- Spending History- Parents can view a 7 day history of student purchases.

- Low Balance Email Notification – Parents can receive email notification when their student’s account balance is low.
- Smart Pay - Set accounts to automatically replenish.
- Expired Credit Card Notification – Parents can receive email notification prior to credit card expiration.
- Spending Limit Settings – Parents can set daily and weekly spending limits for their students by calling the district’s food service office.
- Multi Student funding – Parents can fund multiple students at the same time.

Nutritious Food

All students are offered a complete meal that includes; fluid milk, grains, meat/meat alternate, fruits, and vegetables that meet federal guidelines. Additional food items may also be offered at a la carte pricing.

Recess

When weather conditions permit, students will go outside to recess if the wind chill temperature is greater than 15 degrees Fahrenheit. Please see that your child is dressed appropriately. Students recovering from a cold or illness related absence may stay inside during recess for up to three days, provided they bring a note from home. After three consecutive days, a doctor’s note is required. If your child is to be excused from Physical Education for an injury or illness, your child’s outside recess will be modified.

Peaceful Playground

District 158 Elementary Schools promote positive student interaction through the use of the Peaceful Playground program. Children learn cooperation through Peaceful Playground games and strategies at the start of the year.

Behavior Expectations for Recess:

- play safely
- follow Peaceful Playground guidelines for games and
- conflict resolution
- no chasing, wrestling or play fighting
- only handball games allowed
- respect playground equipment
- respect others

PARENT TEACHER ASSOCIATION (PTA)

The PTA is a partnership. The PTA brings people together to share thoughts and ideas about programs and activities that benefit students and their families. The PTA works with staff to help promote school goals and bring a sense of community to our schools. For further information, please check your school’s web page for the PTA link.

Invitations to private parties (birthdays, holidays) should be distributed outside of school. These types of invitations will only be distributed at school if the entire classroom is invited to the private party. Birthday acknowledgements (balloons, flowers, etc.) will not be sent to classrooms and cannot be sent home on the bus.

PHYSICAL EDUCATION

We are asking all students in grades K-5 to purchase gym shoes exclusively for P.E. class. All students will be expected to participate in P.E. except those who have a written doctor's excuse. Normally a student who provides a note from a parent can be excused from P.E. for up to 3 days. After 3 days, a doctor's note must be provided. An excuse for P.E. applies to recess as well.

PROPERTY

Students are to respect the property of others including that of students, staff and school. School issued materials, such as textbooks, tablets, lab materials, etc. are on loan to students. Any damage or replacement costs are the student's responsibility. Student storage areas are for school property and thus are to be used only for the purpose of storing books, notebooks, lunches, coats, etc. These areas are subject to search by school authorities.

REPORT CARDS

Report cards are completed on a trimester basis. K-5 students will be assessed on end of the year grade-level standards in order to show what a student knows, or is able to do, in relation to the standard. The reports show the student progress towards mastery of specific learning targets. _ No student shall be denied equal access to programs, activities, services, or benefits, be limited in the exercise of any right, privilege, or advantage, or be denied equal access to educational and extracurricular programs and activities on the basis of sex, sexual orientation, or gender identity. Any student may file a sex equity complaint with the district's Complaint Managers or Nondiscrimination Coordinator, in accordance with the district's Uniform Grievance Policy (Board Policy 2:260). A student may appeal the School Board's resolution of a complaint filed to the Regional Superintendent, and, thereafter, to the State Superintendent of Education

RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RtI) is a multi-tier approach for early identification and support of students with learning and behavior needs. The RtI process begins with high-quality instruction and universal screening of all children. Children with identified needs are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These interventions may be provided by a variety of personnel, including general education teachers, special educators, paraprofessionals, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the dynamics, intensity and duration of interventions

are based on individual student response to instruction. RTI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data.

The state of Illinois provides districts and schools with a framework for using RtI to determine a student's eligibility for and entitlement to special education services. Effective, research-based core instruction, interventions, and assessment plays a critical role in this process and data from the core curricula and instruction, as well as interventions, are used in the eligibility determination process. If the intervention plan shows the student demonstrates performance discrepancy as indicated by national, state and local assessments AND does not demonstrate educational progress through those established national, state or local norms, the team will then refer the child to the Individual Problem Solving Team to discuss the process of special education entitlement.

SECTION 504

students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act and the Illinois School Code may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Parents seeking information about Section 504 rights and services should contact the Assistant Principal at their student's school.

SMOKING – Cigarettes and Alternative Nicotine Products

All District 158 buildings and grounds are smoke-free environments. This includes all after school activities and school related events.

SPECIAL EDUCATION

The District shall provide a free appropriate public education in the least restrictive environment and any necessary related services to all children with disabilities enrolled in District 158, as required by the Individuals with Disabilities Act (IDEA). Once a student is determined to have a disability under IDEA an Individualized Education Plan will be developed by a team of educators along with parents.

District 158 provides a continuum of services to children with Individual Education Plans (IEPs). Every effort is made to educate the student within their home school and classroom environment. The Individualized Education Plan (IEP) team, including parents and educators, meets annually to determine the needs of students and the child's least restrictive environment. Students who move

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into District 158 with an Individual Education Plan will be provided with the services listed on said Individual Education Plan.

All students with Individual Education Plans are afforded the safeguards and rights described in the Educational Rights and Responsibilities: Understanding Special Education in Illinois.

Discipline: The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Students eligible for special education services or those students receiving services under a Section 504 service plan may have an individualized behavioral intervention plan as provided in District Policy and as required by Illinois law. **However, all students must conform to the School handbook policy codes.**

Transportation: All Huntley School District 158 students with Individualized Educational Programs are provided with transportation entirely at District expense. The mode of transportation will be determined via the IEP conference. Parents wishing to waive the right to district approved transportation and desiring reimbursement for such services must seek reimbursement through the state of Illinois. District 158 will not provide reimbursement for expenses incurred by parental transport of students, as transportation is provided through avenues determined via the IEP conference at no expense to the student or guardian. Individuals wishing to apply for state reimbursement must do so within the state appointed guideline and meet deadlines set forth by the state. Applications for reimbursement from the state may be obtained by the Huntley School District 158 Transportation Department at 847-659-3000.

STUDENT RECORDS

The District will maintain two sets of records for each student: a permanent record and a temporary record. All student permanent records are kept upon graduation for 60 years. (i.e., if your child graduated from high school in the class of 2000, records would be kept until the year 2060.) The permanent records may include:

- basic identifying information
- academic transcripts
- attendance record
- accident and health reports
- information pertaining to release of this record
- honors and awards
- school-sponsored activities and athletics
- The temporary record may include:

- family background
- intelligence and aptitude tests
- psychological reports
- achievement test results
- participation in extracurricular activities
- honors and awards
- teacher anecdotal records
- disciplinary information
- special education files
- verified reports of information from non-educational persons
- verified information or clear relevance to the student's education
- information pertaining to release of this record.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records within 10 business days or 45 school days of the day the District receives a request for access.

Parents and students 18 years of age have the right to inspect and copy their permanent record.

Parent/s guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardians or eligible student of the time and place where the records may be inspected.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a

student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b) (15)).

2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading irrelevant, or improper.

Parent(s)/guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading,

irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by the State for federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to: name, address, grade level, birth date and place, parents'/guardians' name and address, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, or period of attendance in school.

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written

objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

STUDENT PLACEMENT

Student placement is a function of building administration. Teachers work together with administration to place students in classrooms. Parents may provide written comments or information pertaining to their child's learning needs by May 1st.

TRANSPORTATION

Bussing: What every parent and student needs to know:

The Transportation Department and its staff are dedicated to the service, safety and well-being of all of School District 158's students that it transports. Therefore, the following guidelines and rules need to be followed and adhered to.

Bus Transportation

School bus transportation is an important part of each student's education experience and the Transportation Department will assist in making this experience as pleasant as possible. It is the responsibility of the Transportation Department to design and implement routes and stops according to guidelines set forth by the Illinois State Board of Education and Illinois State Law.

Students are required to ride their designated routes and get on and off at their designated stops.

Students must be picked-up and dropped-off at the same location Monday through Friday.

Transportation needs to keep track of students riding their

designated routes in the event of an emergency (i.e. bus collision, lost or missing students). Due to the number of students

that are transported in the district and the growth in the district, it is no longer feasible to let students ride home on routes

other than their designated routes. In the event of an emergency the parent must call the Transportation Department at (847)

659-3000 to request a change in their child's designated route. Requests for changes will be accepted or denied based on the

number of regular bus students riding the bus. Parents will have to send a note with the child to be given to the principal or designee of the change approved by Transportation. Any changes school principals authorize need to go through the Transportation office for reasons previously stated.

Bus Danger Zones

Statistically school bus transportation is the safest means of transportation that a student can take to and from school. A student has a 150 times greater risk of being in an accident to and from school via another vehicle other than a school bus. The area within ten (10) feet in the front, sides and rear of the bus are the most dangerous areas of the bus known as the DANGER ZONE. Precautionary guidelines must be adhered to when students are loading and unloading. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Students need to remain at least 10 feet away from the bus before loading. When unloading, students must exit the bus directly away from the bus, moving directly away from the bus at least 10 feet away from the bus. If a student should drop a personal item directly in front of or alongside of or at the rear of the bus the student should not retrieve that item until first letting the driver know that they have dropped that item. The driver will then decide if it is safe to retrieve the lost item. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

Bus Drivers

School District 158 bus drivers are responsible for the students riding their buses just as teachers are responsible for the students in their classrooms. Students are required to obey the driver at all times. The bus driver is required to report students that violate the bus rules of proper behavior and conduct while riding the bus. Bus drivers are not authorized to approve requests to change routes or make unauthorized stops unless approved through the Transportation office.

Bus Stops

Students need to be at their designated bus stops 5 minutes prior to the scheduled arrival time of the bus. The private property of those living near the bus stop is to be respected. Bus drivers are required to report any student(s) that are consistently tardy for their bus, as corrective action may be necessary. It is important that the buses maintain a timely schedule. Students need to stand a safe distance on the sidewalk away from the curb and street where sidewalks are provided. In areas where sidewalks are not provided, students need to stay off the road and harms way of motorists using the roadway. Students waiting for the bus are not to approach the bus until the bus has come to a complete stop and the driver has opened the door. Students are to get on the bus in single file in an orderly fashion without pushing and shoving. Students are to find a seat immediately. When students need to cross a road before boarding or after exiting the bus they must wait to do so until the driver has signaled them, giving permission to cross. Students should cross the road far enough in front of the bus (approximately 10 feet) so that the driver can see the student and the student can see the driver. Students that need to cross the road should notify the driver before getting off the bus that

they would need to cross the road. The student should then exit the bus and proceed to the front of the bus remaining at least 10 feet in front of the bus, remaining on the curb or edge of the roadway, until the bus driver signals the student permission to cross the road. Students when unloading need to immediately step at least 10 feet directly away from the bus and proceed immediately to their destination. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

School Bus Conduct Procedures

Every student has a right to a safe and enjoyable ride to and from school free from intimidation, threat or harassment. Bus drivers are responsible for the lives of all students on their buses and will not be required to transport any individual who is a disciplinary problem. If a student's behavior is not acceptable, the right of riding the bus may be suspended and the student may face further consequences as described in the Student Handbook. The school discipline system applies to students at the bus stop, on the ride, and throughout the school day. It then becomes the responsibility of the parent to transport the student. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion or suspension from school. Students suspended from the school bus who do not have alternate transportation to school will have the opportunity to make up missed school work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

School bus riders, while in transit, are the responsibility of school bus personnel. Decisions regarding special education students will take into account related disabilities and I.E.P.'s pertaining to transportation. Students at bus stops, bus loading and unloading zones and in route are also subject to the District's Rules and Policies.

Non-Bused Students

In the interest of safety and security of the students, please follow the pick-up/drop-off procedures specific to your school.

VISITORS

The safety and security of your children is our number one concern. In an effort to maintain a safe, disruption free educational environment for District 158 students, we are asking all visitors to use the same procedures when entering the building. The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event.

- All visits to classrooms must be prearranged with the teacher.
- Conferences will be held outside school hours or during the teacher's conference/preparation period.
- Upon entering the building please report directly to the office.
- A school official will inquire as to the nature of your visit.

- A school official will ask you to sign in.
- You will be issued a visitors pass that should be worn visibly. All staff members have been instructed to stop and question
- anyone without an office-issued pass.
- At the conclusion of your scheduled visit, please stop in the office, sign-out and turn in your visitor's pass.

VOLUNTEERS

In School District 158, we are fortunate to have extensive community and parental involvement. Throughout the year, there are many opportunities to volunteer in the schools. In an effort to sustain a safe and orderly school environment and because our students need and deserve the full attention of our volunteers, we have established volunteer guidelines whereby no younger siblings will be allowed to accompany a volunteer during school hours. We hope that everyone understands that this is in the best interest of our students as we continue to strive for their academic excellence. If you are interested in volunteering, please contact the school office.

WAIVER OF STUDENT FEES

Waiver of student fees will be granted to those students who qualify. Parents/guardians may apply for waiver of school fees by completing and submitting a District fee waiver form and confirmation of current income. The Board Policy regarding fee waivers and a fee waiver application form will be sent to all parents of enrolled students prior to the start of the school year. These forms are also available by contacting the District Office at 847.659.6158.

DISCLAIMER:

School rules published in this handbook are subject to change to insure continued compliance with federal, state or local regulations. They are subject to review and alteration as necessary for the routine operation of the school

Date: June 17, 2021

To: Board of Education

From: Dr. Erika Schlichter, Assistant Superintendent

Cc: Dr. Scott Rowe, Superintendent

Subject: Dual Degree Program Proposal

Executive Summary

As high schools and colleges continue to focus on partnering to increase college and career readiness in high school graduates, programming has continued to evolve to give students improved options and improve their preparedness for life after high school. One way of increasing rigor in high school curricula, and also preparing students for college and careers, is to increase their options to take college level coursework while still in high school. Huntley High School has continuously improved offerings to students through ongoing expansion of Advanced Placement courses and through growth of Dual Credit offerings. Administration is proposing to advance this concept through the implementation of a Dual Degree Program offered as a partnership between HHS and McHenry County College.

Dual Degree Program Concept

The Dual Degree Program is a course of study that qualifying students would enter into at the end of their sophomore year. At that time, students would begin a course sequence that includes a combination of HHS internal courses, Dual Credit courses taught at HHS that receive MCC credit, and credit-bearing MCC courses taught on site at MCC. This course of study involves a flexible sequence that would allow successful students to complete an Associate of Arts degree from McHenry County College at the same time as they complete all HHS graduation requirements. Thus, successful completion of the Dual Degree Program results in students completing both their high school graduation and their Associate's degree simultaneously at the end of their senior year. The attached [Program Summary](#) provides details about program features, costs, and logistics. All costs to the District will be budgeted for the 2021-22 school year. All costs to the student will be communicated and explained as part of the application and onboarding process for the program.

Timeline

With approval of the program, planning will continue through the summer of 2021. The program will be publicized to sophomore students and families at the beginning of the 2021-22 school year. The application process and admittance into the program will occur by the end of the Fall 2021 semester. Students admitted into Cohort 1 will begin their Dual Degree sequence the summer before their Junior year.

Intergovernmental Agreement

In order to formalize this productive relationship between Huntley District 158 and McHenry County College, it is recommended that the attached Intergovernmental Agreement be approved. This agreement will provide both parties guidance and protection as we implement this program in the best interest of students.



Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Recommendation

Administration and the Curriculum and Instruction Committee recommend the approval of the Dual Degree Intergovernmental Agreement between Huntley District 158 and McHenry County College for approval as presented.

**INTERGOVERNMENTAL AGREEMENT BETWEEN
BOARD OF EDUCATION OF
HUNTLEY COMMUNITY SCHOOL DISTRICT 158,
MCHENRY COUNTY, ILLINOIS AND**

**BOARD OF TRUSTEES OF MCHENRY COUNTY COLLEGE,
MCHENRY COUNTY, ILLINOIS
FOR DUAL DEGREE PROGRAM**

This Agreement is made and entered into by and between the Board of Education of Huntley Community School District 158, McHenry County, Illinois ("DISTRICT") and the Board of Trustees of McHenry County College, McHenry County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community College Act.

WHEREAS, the Parties are authorized to enter into intergovernmental agreements for cooperative projects and use agreements in any manner not prohibited by law or by ordinance, pursuant to Article VII, § 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), the School Code (105 ILCS 5/1-1 *et seq.*), and the Public Community College Act (110 ILCS 805/1-1 *et seq.*); and

WHEREAS, Dual Degree is a program that allows select, qualified, academically motivated students enrolled in Huntley Community School District 158 an opportunity to earn both their high school diploma and associate degree concurrently by attending COLLEGE full-time during their junior and/or senior years of high school; and

WHEREAS, the Parties have determined that shared commitment to Dual Degree goals benefits their constituencies and enhances educational opportunities for the communities they serve; and

WHEREAS, the Parties have determined that it is in their respective best interests and that of their constituencies to enter into this Intergovernmental Agreement for the Dual Degree Program (hereinafter "Agreement").

NOW, THEREFORE, IT IS AGREED between the Parties, in consideration of their mutual promises and undertakings set forth herein and for other good valuable consideration, as follows:

Section 1 Incorporation of Preamble Recitals

The foregoing recitals are hereby found to be true and correct and are incorporated herein by reference.

Section 2 Implementation of Dual Degree

DISTRICT and COLLEGE agree to collaborate to implement Dual Degree as a joint program, administered jointly by McHenry County College and Huntley Community School District 158, according to the principles set out herein.

- A. The Parties intend to establish and offer Dual Degree to provide eligible DISTRICT students with instruction at COLLEGE during their junior and/or senior years of high school in satisfaction of:
 - 1) DISTRICT's requirements for earning a high school diploma; and
 - 2) COLLEGE's requirements for earning an associate's degree.
- B. Any DISTRICT student interested in Dual Degree will meet with a DISTRICT high school counselor to discuss whether he/she meets pre-selection criteria set forth in the Dual Degree Handbook. If an interested DISTRICT student meets said pre-selection criteria, he/she will follow the application process set forth in the Dual Degree Handbook.
- C. This Agreement does not cover those students who are not recruited by and identified by the DISTRICT to participate in the Dual Degree program.
- D. Instruction for DISTRICT students accepted into Dual Degree shall be provided by COLLEGE, which shall charge the DISTRICT the cost equivalent of $\frac{2}{3}$ of the total tuition and fees for courses taken per student per school year.
 - 1) This amount covers the cost of educating each DISTRICT student, including all fees.
 - 2) This amount does not cover textbook costs, which are the responsibility of each DISTRICT student. Book costs for students with free and reduced lunch will be paid by the DISTRICT
 - 3) COLLEGE will reduce the district portion by one-half (the student's third of the cost) for any student who qualifies for free and reduced lunch.
- E. Annually and within sixty (60) days after the end of each fiscal year (June 30), DISTRICT and COLLEGE will provide each other with reports regarding participating DISTRICT students' performance in each institution, including grades, test scores and attendance.

Section 3 DISTRICT Obligations

DISTRICT will:

- A. Recruit eligible students to participate in Dual Degree.
- B. Ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Dual Degree are provided equal access to Dual Degree consistent with the requirements of the Illinois School Code;
- C. Provide students who successfully complete Dual Degree with credit towards a high school diploma; and
- D. Pay COLLEGE the cost equivalent of $\frac{2}{3}$ of tuition and fees for courses taken per student per school year. The DISTRICT'S obligation to pay tuition and fees will be $\frac{1}{3}$ of the total cost for students who are eligible for free and reduced lunch.
- E. Obtain written consent from the parent and student for the college and the district to share student record information.

Section 4 COLLEGE Obligations

COLLEGE will provide participating DISTRICT students with:

- A. Technology accounts for Online Services, MyMCC, and Canvas;
- B. Orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook;
- C. Enrollment in MCC 101, The College Experience, during the summer preceding their fall semester enrollment; and
- D. Instruction opportunities in all agreed upon Dual Degree applicable classes.
- E. Final grades within ten business days after completion of any course.

COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.

Section 5 Participating DISTRICT Students' Obligations

Participating DISTRICT students will:

- A. Complete information in the Acceptance Packet;
- B. Attend Orientation;
- C. Respond to email communication within MyMCC on a daily basis;
- D. Schedule an advising appointment each semester with an MCC advisor in advance of assigned priority registration dates;
- E. Schedule an appointment each semester with a designated Huntley High School counselor to ensure each district student meets all requirements for high school graduation.
- F. Keep all scheduled appointments;
- G. Adhere to COLLEGE policies and procedures;
- H. Demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom;
- I. With support from parents and DISTRICT, meet applicable high school graduation requirements ensuring high school graduation.
- J. Provide written consent, including consent from the parent, for COLLEGE and DISTRICT to share student record information.

Section 6 Shared Obligations and Understandings of the Parties

- A. The DISTRICT and COLLEGE acknowledge and agree that this Agreement solely memorializes implementation of Dual Degree.
- B. It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law and this Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one party against the other party or against third parties.
- C. The Parties agree that their respective representatives shall use their best efforts to timely communicate with one another as needed to pursue the objectives and implementation of Dual Degree, and to work cooperatively to resolve any issues

which may from time to time arise in the course of their collaboration. The Parties shall, not less than annually, review the provisions of this Agreement and update them as may be needed, only by written amendment(s) signed by their authorized representatives.

Section 7 Miscellaneous Provisions

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved by both the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** The term of this Agreement shall renew annually unless one of the parties terminates the contract. This Agreement is not transferable or assignable by the Parties.
- C. **Termination.** Either Party shall have the right to terminate this Agreement in whole or in part upon providing written notice to the other Party at least 30 days prior to the last day of student attendance in any semester. Unless there is prior notice from either entity, this agreement will renew annually.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

Huntley District 158
Attn: Superintendent
650 Academic Drive
Algonquin, IL 60102

If to COLLEGE:

McHenry County College
Attn: President
8900 US Hwy 14
Crystal Lake, IL 60012

With a copy to Counsel:

With a copy to Counsel:

- E. **Amendments.** No change, modification or amendment to this Agreement shall be valid unless reduced to writing and approved by the Parties' respective governing boards.

- WHEREFORE**, the Parties by their respective officers have executed this Agreement on the dates set forth below.

Huntley District 158

Algonquin, Illinois

Printed Name Title

**McHenry County College
District No. 511**

Printed Name Title

Date: June 17, 2021
To: Board of Education
From: Adam Zehr, Assistant Superintendent for Human Resources
Subject: FY21 Salary Rate Change Recommendations for Non-Union Employees

Executive Summary

Each year the Board of Education reviews the recommendation for rate changes to the non-union support staff/professional staff and the administrative staff. The administrative recommendations for rate increases are as follows:

- Employees classified as At-Will receive a 3.5% increase that mirrors the most recent HESPA Collective Bargaining Agreement
- Employees classified as Occupational Therapists and Physical Therapists receive the same increase as outlined in the HEA Collective Bargaining Agreement
- Employees signed to an annual contract receive a 2.75% increase
- If an administrator and the Board of Education have agreed on a multi-year contract, the rate increase is reflected in the contract
- If a market adjustment or other increase are being recommended, it will appear in the personnel report
- The Elementary Supervisor and Lunchroom Recess Supervisor (LRS) hourly rate increases from \$11.00 per hour to \$12.00 per hour on January 1, 2022 in order to follow the current Illinois Minimum Wage statute

The total of non-union and administration increases for FY22 ≈ \$338,925 This number reflects the percent increases above, increases in all multi-year contracts, and market adjustments for FY22.

The FY22 budget has been developed to encompass these increases.

Recommendation

Seeking approval of the Board of the proposed rate increases for non-union employees as presented.

Date: June 17, 2021

To: Board of Education

From: Adam Zehr, Assistant Superintendent for Human Resources

Subject: Advantage Behavioral Health LLC Agreement (2021 – 2023)

Executive Summary

Huntley Community School District 158 partners with Advantage Behavioral Health LLC to provide employee assistance through an Employee Assistance Program (EAP). The Employee Assistance Program is designed to benefit both an employer and the employee. Through early identification of personal problems which can or do affect work performance, and by the provision of confidential and professional intervention to help resolve these problems, the program assists employees experiencing hardship in reaching and maintaining their maximum productivity. Referrals can be made by both the employee him/herself or by the Supervisor.

The cost of the program is based upon a per employee cost. The agreement is for July 1, 2021 – June 30, 2023. The annual cost will be \$11,820.

The agreement is enclosed for your information and review.

Recommendation

Seeking approval of the Board as presented.



Advantage Behavioral Health Employee Assistance Program

AGREEMENT

Between

Advantage Behavioral Health LLC

And

HUNTLEY SCHOOL DIST #158

To Deliver Employee Assistance Program Services

July 1, 2021 THROUGH June 30, 2023

I. OVERVIEW

Advantage Behavioral Health LLC (Employee Assistance Program) is designed to benefit both an employer and the employee through the early identification of personal problems which can or do affect work performance, and by the provision of confidential and professional intervention to help resolve these personal problems so as to restore troubled employees to their maximum productivity. Advantage Behavioral Health LLC will be engaged in the provision of an EAP to Consolidated District 158 by using a proven system of services and a team of trained specialists.

II. PROGRAM IMPLEMENTATION & SERVICE DELIVERY

A. Clinical Services

1. Comprehensive assessment services, including referral and linkage within 3 days of the assessment. Assessment is available on a planned or emergency basis. Referrals to EAP can be made by the employee, a supervisor or Human Resources representative, or a family member of the employee. When a referral is received by telephone, the staff member taking the call shall inform the Advantage Behavioral Health LLC director or the back-up EAP staff for immediate response.
2. Assessment and short term counseling with appropriate referral.
3. Individual consultation by telephone with supervisor regarding specific work place situations.
4. Feedback to a supervisor regarding employee's compliance with a referral and ongoing services with the existence of a signed Authorization for the Release of Information.
5. Personnel policy review and consultation as requested. This includes consultation regarding compliance with federal drug mandates.
6. Regular review and evaluation of program services and components.

B. Information Services

1. Supervisory training and educational sessions will be provided as indicated and requested by management.
2. Educational material such as posters and newsletter articles will be available to employees.

III. PROGRAM ORGANIZATION & ACCESSIBILITY

Advantage Behavioral Health LLC is represented by a team of professionals experienced and comprehensively trained, with emphasis on the identification and assessment of mental health and the alcohol/substance abusing individual. We offer a wide range of licensed and trained professionals led by:

Advantage Behavioral Health EAP Director:

Michelle Durpetti, LCSW

Emergencies are dealt with on an immediate basis. Crisis services are available on a 24 hour basis by contacting Advantage Behavioral Health LLC at our toll free access line. All non-emergency initial assessments will be scheduled within a mutually agreeable time frame.

IV. COST & COST CONTAINMENT

- A. The cost of this program is based upon a per employee figure payable at the beginning of each quarter.

Quarter 1 (July, August, September).....	Due \$2955.00
Quarter 2 (October, November, December).....	Due \$2955.00
Quarter 3 (January, February, March).....	Due \$2955.00
Quarter 4 (April, May, June).....	Due \$2955.00

1. The number of employees is: 1200.
2. The cost per employee for this contract period is \$ 9.85 per year.
3. The total cost of the program annually is \$11,820.00.

- B. Supervisory and employee orientation at no cost. Quarterly one hour in-services and workshops are included at no additional cost.

- C. Advantage Behavioral Health LLC maintains a continual gatekeeper and case manager role to assure that the referred employee and/or family member are receiving the appropriate treatment in a cost-effective manner.

- D. Components of the program include:

- Comprehensive assessment
- 24 hour emergency services
- Telephone consultation

- Follow-up with employees
- Monthly contact with Advantage Behavioral Health LLC team member
- Feedback to supervisors when applicable
- Personnel policy review and consultation (upon request)
- Website access and resources
- Critical Incident Stress Management
- Telehealth services

V. CONFIDENTIALITY

The employee's rights to confidentiality as mandated and permitted by law will be respected and maintained at all times. Information given to the employer about a referred employee requires written authorization by the individual on forms in compliance with state and federal law. Information regarding employee use of services will not be kept in personnel files, and names will not be included on statistical reports.

VI. QUALITY ASSURANCE & ACCOUNTABILITY

Data reflecting Advantage Behavioral Health LLC utilization will be maintained on a continuing basis. Quarterly and Annual statistical reports will be submitted to District #158 management. Follow-up of referred employee's progress will be performed at six months and one-year intervals for the purpose of program evaluation and quality assurance.

VII. REVIEW OF AGREEMENT

This agreement will be mutually reviewed by both parties. This agreement becomes effective July 1, 2021 and shall be in effect until June 30, 2023.

Huntley School District #158

Date

Advantage Behavioral Health LLC

Date

Huntley Community School District #158
Job Description –Assistant Superintendent of Elementary Learning and Innovation

Job Title: Assistant Superintendent of Elementary Learning and Innovation
Department: District Administration
Reports to: Superintendent
FLSA Status: Exempt
Prepared by: Human Resources/Superintendent
Prepared Date: June, 2021
Approved by: Board of Education
Approved Date: June 17, 2021

Summary: Assists the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services for the elementary levels. Provides leadership in developing clear and consistent analysis of curriculum, programs and school performance for systematic district improvement; assist the superintendent in working with the board, administrative team, staff, parents, community groups, and professional organizations. Ability to work collaboratively and articulate a vision for school improvement.

Essential Duties and Responsibilities include the following; other duties may be assigned:

- Oversees the area of elementary curriculum
- Education program review and development
- Assures that curriculum is developed for the district is in accordance with state curriculum guidelines and outcomes
- Keeps informed of current research in curriculum so as to provide interpretation for the staff and board and determine future curriculum needs
- Works to effect horizontal and vertical continuity and articulation of the curricular program throughout the district
- Coordinates and evaluates the results of the state and district testing program
- Develops district initiatives to ensure student success on the various instruments
- Provides direction for teachers and administrators in the area of data analysis by utilizing the results of various assessments
- Assist schools in the implementation of assessment plans to improve student performance
- Assists the building administration in their efforts to improve instructional performance in the areas of standards and assessment
- Administrative representative to the B.O.E
- District office liaison for questions and/or concerns in all assigned areas
- Works collaboratively with students, parents, school personnel, and the community to meet the diverse needs of all students

Huntley Community School District #158
Job Description –Assistant Superintendent of Elementary Learning and Innovation

- Provides leadership for all building principals in assigned areas, in conjunction with the Superintendent
- Maintains staff and community relationships which promote the best interests of the district
- Is visible and develops relationships in given buildings
- Maintains a strong relationship with HESPA and HEA leadership
- Complaint officer for given areas
- Processes and completes federal and state reports as they relate to supervisory area
- Performs evaluations of assigned positions
- Remains informed of laws, regulations, rules, and policies of the district instructional programs
- Attends and/or presides over meetings and prepares reports as necessary
- Prepares drafts of policies and administrative procedures for review by the Superintendent as they relate to assigned areas
- Participates in the preparation and administration of the District's budget as it relates to curriculum
- Maintains comprehensive and effective systems of record keeping in accordance with the particular needs of the instructional programs
- Prepares and presents assigned agenda items at monthly Board of Education Meetings
- Must be highly organized with the ability to maintain records, possesses excellent team building skills and accepts delegated responsibilities willingly

Supervisory Responsibilities: Supervise assigned administrators and departments. This position carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Master's degree in Educational Leadership: minimum of four years as an education administrator is preferred.

Licenses/Endorsements: Valid Illinois Driver's License. Appropriate and valid Professional Educator License with Administrator Endorsement.

Huntley Community School District #158
Job Description –Assistant Superintendent of Elementary Learning and Innovation

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write basic correspondence. Ability to effectively present information in one-on-one and small group situations to parents and employees of the district. Ability to speak effectively before groups of employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to develop and interpret mathematical data in graphs or other visual displays.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: To perform this job successfully, an individual should have:

- Ability to access, organize, and manipulate information using standard office applications, especially Google products
- Strong written communication skills using word processing, email and other modern tools
- Comfortability in an online-oriented, highly connected work environment

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Employee Signature

Date

Hiring Supervisor Signature

Date

Huntley Community School District #158
Job Description –Assistant Superintendent of Secondary Learning and Innovation

Job Title: Assistant Superintendent of Secondary Learning and Innovation
Department: District Administration
Reports to: Superintendent
FLSA Status: Exempt
Prepared by: Human Resources/Superintendent
Prepared Date: June, 2021
Approved by: Board of Education
Approved Date: June 17, 2021

Summary: Assists the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services for the secondary levels. Provides leadership in developing clear and consistent analysis of curriculum, programs and school performance for systematic district improvement; assist the superintendent in working with the board, administrative team, staff, parents, community groups, and professional organizations. Ability to work collaboratively and articulate a vision for school improvement.

Essential Duties and Responsibilities include the following; other duties may be assigned:

- Oversees the area of secondary curriculum
- Education program review and development
- Assures that curriculum is developed for the district is in accordance with state curriculum guidelines and outcomes
- Keeps informed of current research in curriculum so as to provide interpretation for the staff and board and determine future curriculum needs
- Works to effect horizontal and vertical continuity and articulation of the curricular program throughout the district
- Coordinates and evaluates the results of the state and district testing program
- Develops district initiatives to ensure student success on the various instruments
- Provides direction for teachers and administrators in the area of data analysis by utilizing the results of various assessments
- Assist schools in the implementation of assessment plans to improve student performance
- Assists the building administration in their efforts to improve instructional performance in the areas of standards and assessment
- Administrative representative to the B.O.E
- District office liaison for questions and/or concerns in all assigned areas
- Works collaboratively with students, parents, school personnel, and the community to meet the diverse needs of all students

Huntley Community School District #158
Job Description –Assistant Superintendent of Secondary Learning and Innovation

- Provides leadership for all building principals in assigned areas, in conjunction with the Superintendent
- Maintains staff and community relationships which promote the best interests of the district
- Is visible and develops relationships in given buildings
- Maintains a strong relationship with HESPA and HEA leadership
- Complaint officer for given areas
- Processes and completes federal and state reports as they relate to supervisory area
- Performs evaluations of assigned positions
- Remains informed of laws, regulations, rules, and policies of the district instructional programs
- Attends and/or presides over meetings and prepares reports as necessary
- Prepares drafts of policies and administrative procedures for review by the Superintendent as they relate to assigned areas
- Participates in the preparation and administration of the District's budget as it relates to curriculum
- Maintains comprehensive and effective systems of record keeping in accordance with the particular needs of the instructional programs
- Prepares and presents assigned agenda items at monthly Board of Education Meetings
- Must be highly organized with the ability to maintain records, possesses excellent team building skills and accepts delegated responsibilities willingly

Supervisory Responsibilities: Supervise assigned administrators and departments. This position carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Master's degree in Educational Leadership: minimum of four years as an education administrator is preferred.

Licenses/Endorsements: Valid Illinois Driver's License. Appropriate and valid Professional Educator License with Administrator Endorsement.

Huntley Community School District #158
Job Description –Assistant Superintendent of Secondary Learning and Innovation

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write basic correspondence. Ability to effectively present information in one-on-one and small group situations to parents and employees of the district. Ability to speak effectively before groups of employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to develop and interpret mathematical data in graphs or other visual displays.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: To perform this job successfully, an individual should have:

- Ability to access, organize, and manipulate information using standard office applications, especially Google products
- Strong written communication skills using word processing, email and other modern tools
- Comfortability in an online-oriented, highly connected work environment

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Employee Signature

Date

Hiring Supervisor Signature

Date

Huntley Community School District #158
Job Description –Director of Special Services

Job Title: Director of Special Services
Department: District Administration
Reports to: Executive Director of Special Services
Prepared by: Special Services
Prepared Date: June, 2021
Approved by: Board of Education
Approved Date: June 17, 2021

Summary: Under the direction of the Executive Director of Special Services designs, develops and delivers programs and services determined appropriate for students with special needs. Assists the Executive Director of Student Services in the leadership of special education programs and student services programs consistent with federal and state laws, rules and regulations and district policies and procedures. Assists the Executive Director in the administration of school specific programs and services that allow students requiring special education services and student services programs, e.g. MTSS and Section 504, to access general education curriculum in the least restrictive environment while meeting their individual educational needs. Provides job-embedded and ongoing professional learning, including individual coaching, coaching of collaborative teams, and large group training.

Essential Duties and Responsibilities include the following; other duties may be assigned:

- Participates in the design, coordination and implementation of collaborative programs that support Least Restrictive Environment.
- Assists the executive director in developing the program budget policies, and procedures which ensure that the District is in compliance with state and federal requirements, e.g., identification, assessment, placement, and provision of services
- Plans, designs and implements mandates as well as prepares documents and reports related to state and federal legislative compliance
- Protects confidentiality of records and information about student and staff, and use discretion when sharing any such information within legal confines
- Assists the Executive Director in identifying staffing requirements of special programs for certificated and classified staff based on student enrollment
- Collaborates with other District offices in the development and implementation of materials, programs, and training to enhance access to the core curriculum for students with disabilities
- Works with principals and program directors to coordinate special education curriculum and regular curriculum, ensuring that specialized instruction needs are met
- Works with building principals and staff to support implementation of special services programs
- Meets and collaborates with parents, staff, and outside agencies using problem-solving methods to assure that individual student programs are implemented appropriately
- Attendance at Annual Review Meetings and Case Study Re-Evaluations when appropriate
- Assist with supervision of out-of-district student placement, contractual agreements, and agency related services

Huntley Community School District #158
Job Description –Director of Special Services

- Plan and conduct research-based professional learning for district staff
- Attends Data Meetings and assists with MTSS implementation;
- Apply concepts of adult learning and motivation to meet the needs of staff with varied skills levels
- Model and assist with developing effective instructional strategies in both student and adult learning environments from one-to-one coaching to large workshop settings
- Design and implement professional learning activities (including coaching) focused on, but not limited to State and District Standards, collaborative teams, Danielson Frameworks, and best instructional practices
- Meet within the context of multiple teams or groups on a scheduled basis including meeting with other district administrators for collaboration and report on implementation
- Supports building teams on implementing inclusive environments
- Facilitates a collaborative approach to support student success through programs and services involving family and community engagement
- Foster and facilitate communication, trust and understanding between parents/community and school personnel regarding special education matters
- Models nondiscriminatory practices in all activities

Supervisory Responsibilities: Supervise assigned administrators and departments. This position carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Master's degree in Educational Leadership: minimum of four years as an education administrator is preferred.

Licenses/Endorsements: Valid Illinois Driver's License. Appropriate and valid Professional Educator License with Administrator Endorsement. Director of Special Education Endorsement preferred.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write basic correspondence. Ability to effectively present information in one-on-one and small group situations to parents and employees of the district. Ability to speak effectively before groups of employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to develop and interpret mathematical data in graphs or other visual displays.

Huntley Community School District #158
Job Description –Director of Special Services

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: To perform this job successfully, an individual should have:

- Ability to access, organize, and manipulate information using standard office applications, especially Google products
- Strong written communication skills using word processing, email and other modern tools
- Comfortability in an online-oriented, highly connected work environment

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Employee Signature

Date

Hiring Supervisor Signature

Date

Huntley Community School District #158
Job Description – Executive Assistant for Superintendent and BOE

Job Title: Executive Assistant for Superintendent and Board of Education
Department: Superintendent's Office
Reports To: Superintendent
Prepared By: Human Resources/Superintendent
Prepared Date: June, 2021
Approved By: Board of Education
Approved Date: June 17, 2021

Summary: The Executive Assistant works directly for the Superintendent and the Board of Education to support policy, processes, and the overall. The Executive Assistant is responsible for performing a full range of administrative and secretarial related duties for the Superintendent and the Board of Education. This person acts as liaison between the Superintendent/Board of Education and the various stakeholders within the school community.

Essential Duties and Responsibilities:

- Works closely with the Superintendent to assure completion of all secretarial and office responsibilities related to Superintendent's Office and the Board of Education.
- Provides positive public relations with multiple stakeholders as they pertain to the Superintendent's Office
- Knowledgeable of the school district's policies and procedures.
- Completes all necessary reports as requested by the Superintendent or the Board of Education
- Prepares and edit correspondence, communications, presentations and other documents, ready for signature
- Organizes and prepares the Board of Education meeting agendas as necessary
- Attends all Board of Education meetings as directed
- Provide support as Recording Secretary for Board of Education, assisting with duties assigned, unless when State law prohibits the delegation
- Assemble Board meeting material and provide, along with prior meetings minutes, to the Board members before the next meeting;
- Maintain records of the Board's official acts upon signature by the Board of Education, including correspondence with legal counsel
- Provide Notary for legal documents
- Answer and manage incoming calls, and emails for Superintendent

Huntley Community School District #158
Job Description – Executive Assistant for Superintendent and BOE

- Drafts memos, letters, procedures, correspondence as needed
- Conducts research, assemble and analyze data to prepare reports and documents
- Completes all local, state, and federal reports as directed by the Superintendent
- Maintains an accurate schedule of appointments and meetings
- Manages and coordinates executive schedules, appointments and travel arrangements for Superintendent and Board of Education
- Maintains the filing system for the Superintendent and the Board of Education
- Attends meetings and in-services, as required
- Prepares and processes requisitions and purchase orders for the Superintendent's Office
- Ability to multi-task, handle stressful situations, cope with changes, work under pressure, be flexible with daily schedules, and provide excellent organizational skills
- Maintains a neat and orderly work station
- Other duties may be assigned

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associate's degree (A. A.) or equivalent from two-year college or technical school; or three to five years related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to write, communicate and be proficient in English grammar. Be able to present information in one-on-one, and in small group situations to other employees, entities, vendors, and the public. Professional communication and public relations skills.

Mathematical Skills: Ability to calculate figures to process purchase orders, reimbursements, and requests. Ability to work with spreadsheets and databases.

Reasoning Ability: Ability to carry out instruction furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have:

- Ability to access, organize, and manipulate information using standard office applications, especially Google and Microsoft products

Huntley Community School District #158
Job Description – Executive Assistant for Superintendent and BOE

- Strong written communication skills using word processing, email and other modern tools
- Comfortability in an online-oriented, highly connected work environment

Certificates, Licenses, Registrations: Valid Illinois Driver's License

Other Skills and Abilities: Ability to maintain confidentiality.

Physical Demands: Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Employee Signature

Date

Hiring Supervisor Signature

Date

Huntley Community School District #158
Job Description –Executive Director of Special Services

Job Title: Executive Director of Special Services
Department: District Administration
Reports to: Assistant Superintendent of Special Services
Prepared by: Special Services
Prepared Date: June, 2021
Approved by: Board of Education
Approved Date: June 17, 2021

Summary: Under the direction of the Assistant Superintendent for Special Services, plans, organizes, directs Student Services programs; assists in the planning, development, implementation and maintenance of Student Services related operational policies and regulations; maintains student files and records; assures compliance with applicable district rules and policies, and State and Federal laws, IDEA, Section 504, codes and regulations; supervises and evaluates the performance of assigned personnel; and conducts other related duties as directed.

Essential Duties and Responsibilities include the following; other duties may be assigned:

- Identifies, plans and establishes goals and objectives related to the Special Education and Student Services programs district-wide
- Assists in identifying instructional priorities for development/improvement of special programs
- Provides leadership and guidance to promote high expectations and standards for quality teaching and learning of students with special needs.
- Prepares and administers the special education budget, prepares grant applications, and solicits funds to provide financial support for programs
- Facilitates interagency planning between the district and external service providers such as residential care facilities and day treatment facilities
- Provides departmental leadership that promotes collaborative planning, innovative thinking and exemplary programs and services
- Coordinates and directs professional development activities related to Special Education and Student Services
- Makes recommendations related to Board policies in the area of Special Education and Student Services to assure compliance with the law
- Works with the principals to facilitate the design, coordination, development, establishment and implementation of assessment procedures that produce accountability for achievement of students with special needs.
- Supervises, directs and evaluates the performance of assigned personnel.
- Evaluates and improves continuum of services for students with special needs, evaluation processes and IEP procedures

Huntley Community School District #158
Job Description –Executive Director of Special Services

- Represents the District and serves as liaison between the district and educational partners as directed
- Dispute resolution, mediation, and technical assistance to general education and special education and meet with parents and staff to resolve issues
- Serves as district representative in due process hearing and the individual education (IEP) planning process
- Serves as a facilitator for the Special Education Advisory Committee
- Oversees the educational placement and progress of students placed in out-of-district private and public
- programs
- Facilitates a collaborative approach to support student success through programs and services involving family and community engagement
- Foster and facilitate communication, trust and understanding between parents/community and school personnel regarding special education matters
- Models nondiscriminatory practices in all activities

Supervisory Responsibilities: Supervise assigned administrators and departments. This position carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Master's degree in Educational Leadership: minimum of four years as an education administrator is preferred.

Licenses/Endorsements: Valid Illinois Driver's License. Appropriate and valid Professional Educator License with Administrator Endorsement and Director of Special Education Endorsement.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write basic correspondence. Ability to effectively present information in one-on-one and small group situations to parents and employees of the district. Ability to speak effectively before groups of employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to develop and interpret mathematical data in graphs or other visual displays.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Huntley Community School District #158
Job Description –Executive Director of Special Services

Computer Skills: To perform this job successfully, an individual should have:

- Ability to access, organize, and manipulate information using standard office applications, especially Google products
- Strong written communication skills using word processing, email and other modern tools
- Comfortability in an online-oriented, highly connected work environment

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Employee Signature

Date

Hiring Supervisor Signature

Date

**ASSISTANT SUPERINTENDENT FOR ELEMENTARY LEARNING AND INNOVATION
EMPLOYMENT CONTRACT
2021-2024**

THIS CONTRACT is made this 17th day of June, 2021 between the BOARD OF EDUCATION OF HUNTLEY COMMUNITY SCHOOL DISTRICT NO. 158, MCHENRY AND KANE COUNTIES, ILLINOIS, hereinafter referred to as the "Board" and **Amy MacCrindle**, hereinafter referred to as the "Assistant Superintendent for Learning and Innovation".

A. EMPLOYMENT AND COMPENSATION

1. The Board hereby employs the Assistant Superintendent for Learning and Innovation for the term commencing on July 1, 2021, and terminating on June 30, 2024. The base annual salary of the Assistant Superintendent for Learning and Innovation shall be one hundred forty thousand (\$140,000.00) for the 2021-2022 school year. The base annual salary shall be increased by two and three-quarters percent (2.75%) per annum for successive years of the Contract.

The salary shall be payable in equal installments, in accordance with the rules of the Board governing payments of other certified staff members for the professional staff in the District; and the Assistant Superintendent for Learning and Innovation hereby accepts employment upon the terms and conditions hereinafter set forth.

2. In addition to the salary paid by the Board as expressed in Section A,1., the Board shall pick up and pay, on the Assistant Superintendent for Learning and Innovation's behalf, the Assistant Superintendent for Learning and Innovation's entire nine percent (9%) contribution to the Illinois Teachers' Retirement System pension fund ("TRS") during the term of this Agreement. It is the intention of the parties to qualify all such payments picked up and paid by the Board on the Assistant Superintendent for Learning and Innovation's behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended. The Assistant Superintendent for Learning and Innovation shall have no right or claim to the funds so remitted, except as they may subsequently become available upon retirement or resignation from the Illinois Teachers' Retirement System. Both parties acknowledge that the Assistant Superintendent for Learning and Innovation did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the Illinois Teachers' Retirement System, and further acknowledge that such contributions are made as a condition of employment to secure the Assistant Superintendent for Learning and Innovation's future services, knowledge and experience.

The Board will pick up and pay on behalf of the Assistant Superintendent for Learning and Innovation his/her entire contribution to the Teachers' Health Insurance Security ("THIS") fund. The Board will remit THIS contribution to the TRS as the funds' collection agent. The THIS payments made by the Board to TRS under this paragraph will not be reportable to TRS as creditable earnings. The parties further agree that the payments will be excluded from the Assistant Superintendent for Learning and Innovation's taxable income.

The Board and the Assistant Superintendent for Learning and Innovation make no commitment or guarantee that the Board's payment of the contribution limits under this

Section 2 will continue to be excludable from the Assistant Superintendent for Learning and Innovation's gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply.

Because neither party can represent what position the IRS, or any other government entity, will take with respect to these payments and withholdings, it is mutually agreed that each party will be responsible for any miscalculations for which it is legally responsible without indemnification or any other recourse from the other party. That is, if it is subsequently determined that the Assistant Superintendent for Learning and Innovation should have paid taxes in any portion of the contribution limit for which he/she did not pay taxes, the interest and penalties are the Assistant Superintendent for Learning and Innovation's responsibility alone. If the Board is penalized for failing to withhold enough taxes based on the payroll information in its possession at the time of payment of the contribution limit, those penalties are the Board's responsibility alone. Both the Board and the Assistant Superintendent for Learning and Innovation expressly waive the right to seek indemnification or reimbursement from the other as the result of any government decision on the taxability of these amounts. In the event the IRS, or any other government entity, determines that the Assistant Superintendent for Learning and Innovation owes more taxes, he/she has no right to seek additional sums from the Board.

3. This Agreement is a performance-based contract as required by Section 5/10-23.8a of the Illinois School Code. At least annually of each school year, the Superintendent shall, during the term of this Agreement, review with the Assistant Superintendent for Learning and Innovation, the Assistant Superintendent for Learning and Innovation's progress toward established goals, and working relationships among the Assistant Superintendent for Learning and Innovation, the faculty, the staff and the community.

In addition, the Assistant Superintendent for Learning and Innovation shall meet, address and fulfill additional goals and indicators of which shall be developed and approved by the Superintendent in cooperation with the Assistant Superintendent for Learning and Innovation by March 1, annually ("Performance Goals"). The Assistant Superintendent for Learning and Innovation's attainment of the Performance Goals shall be determined annually as part of the evaluation.

4. Any salary or other adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new Contract with the Assistant Superintendent for Learning and Innovation, nor as an extension of the termination date of this Contract.
5. During the term of this Contract, the Assistant Superintendent for Learning and Innovation shall hold a valid and properly registered certificate issued by the State of Illinois Teachers' Certification Board qualifying him/her to act as Assistant Superintendent for Learning and Innovation in the School District.
6. The Assistant Superintendent for Learning and Innovation represents that he/she is not under Contract with any other school district for any portion of the term covered by this Contract. The Assistant Superintendent for Learning and Innovation further represents that all information provided to the District in the process of application for employment was true and complete.

7. As a required condition of initial employment for new employees, and prior to commencing duties under this Contract, the Assistant Superintendent for Learning and Innovation shall submit to a physical examination by a physician licensed in Illinois to practice medicine and surgery in all its branches, and shall provide the Board with the physician's report of such examination, pursuant to Section 24-5 of the *School Code*. The Assistant Superintendent for Learning and Innovation shall further submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. As a condition of employment, the Assistant Superintendent for Learning and Innovation also agrees to comply with all health requirements established by law.
8. As a required condition of initial employment for new employees, the Assistant Superintendent for Learning and Innovation shall authorize a criminal background investigation by the Board, pursuant to the *School Code* and a DCFS Child Abuse Registry background investigation.

B. BENEFITS

1. The Board will provide the Assistant Superintendent for Learning and Innovation with the following benefits:
 - a. Full family hospitalization and medical insurance, and group dental insurance, as provided under any program effective in the District. Where the Contract is not renewed, full family hospitalization and medical insurance and group dental insurance will be terminated on June 30, 2024. In the event the Assistant Superintendent for Learning and Innovation's Contract is renewed there will be no break in insurance coverage between the end of the current Contract and the start of the subsequent Contract. In the event the Associate Superintendent's Contract is renewed there will be no break in insurance coverage between the end of the current Contract and the start of the subsequent Contract. In the event that any health reform legislation or other law shall prohibit, otherwise restrict, or result in a penalty or other cost to the Board from providing the insurance benefit herein described, the Board retains the right to limit participation of the Associate Superintendent and her beneficiaries in the district Health Plans to the same terms and conditions provided to other certified employees. In such event, the monetary equivalent of the difference in premium cost for the Associated Superintendent's elected coverage shall be paid to the Associate Superintendent as salary to the extent that any such additional payment does not result in a penalty or other cost to the Board from TRS.
 - b. Term life insurance in the amount of \$50,000.00. Additional life insurance may be purchased at the expense of the individual.
 - c. Long Term Disability (LTD), the Board shall provide and pay the premiums for LTD as provided to certified members of the professional staff.
2. The Board shall reimburse the Assistant Superintendent for Learning and Innovation for reasonable monthly expenses incurred in the performance of his/her duties. Substantiation of all expenses incurred pursuant to this provision shall be made by the Assistant Superintendent for Learning and Innovation in accordance with the regulations of the

Internal Revenue Code, as amended. Approved mileage shall be reimbursed at the recognized IRS rate.

3. The Assistant Superintendent for Learning and Innovation shall be entitled to all legal school holidays specified on the Board-approved school calendar.
4. The Assistant Superintendent for Learning and Innovation shall be entitled to a paid vacation of twenty (20) working days annually, exclusive of legal holidays. Vacation shall be taken, subject to the approval of the Superintendent. Up to ten (10) vacation days may carry over to a subsequent contract year if the Assistant Superintendent for Learning and Innovation is re-employed.
5. Unused carryover vacation days shall be transferred to sick leave days on July 1st of the following school year.
6. The Assistant Superintendent for Learning and Innovation shall be granted sick leave, as defined in Section 24-6 of the *School Code*, of fourteen (14) working days per year which may be accumulated up to 340 days. Unused sick leave or unreported sick leave to TRS will be reimbursed at \$15.00 per day upon retirement, up to 40 days.
7. The Assistant Superintendent for Learning and Innovation shall be entitled to personal days of two (2) working days per year, exclusive of legal holidays, which if not used, will accumulate up to 4 days per year. Any unused personal days over 4 will transfer to sick balance on July 1st of each year.
8. The Assistant Superintendent for Learning and Innovation shall be entitled to two (2) bereavement leave days per school term without loss of pay. If more than two (2) days of bereavement leave are necessary, such days will be deducted from the Assistant Superintendent for Learning and Innovation's accumulated sick leave.
9. The District complies with the Illinois School Code of Illinois Section 10-20.7 and provides further that there shall be no loss in salary or benefits due to jury duty.
10. The Assistant Superintendent for Learning and Innovation shall be entitled to membership in one professional organization of his/her choice at District expense.
11. The Assistant Superintendent for Learning and Innovation is expected to attend appropriate professional meetings at the local and state levels, and, subject to prior Board approval, at the national level. All reasonable expenses incurred shall be paid by the Board.
12. From the annual salary stated in paragraph A.1 of this Contract, the Assistant Superintendent for Learning and Innovation may authorize a salary reduction in order that the Board may purchase an annuity policy for the Assistant Superintendent for Learning and Innovation as described in Section 403 (b) or Section 457 of the *Internal Revenue Code*.
13. The Assistant Superintendent for Learning and Innovation is encouraged to participate in local civic and fraternal organizations in the interest of promoting a better understanding of the District and its concerns. Subject to its prior approval, the Board shall pay the dues incurred through membership of one (1) such organization.

14. The Assistant Superintendent for Learning and Innovation shall be allowed such other privileges, leaves, and fringe benefits as are commonly extended to other District certified professional personnel.
15. The Board of Education feels that the successful implementation of the District Strategic Plan is vital. If all elements of the Strategic Plan are addressed appropriately, then the Board feels there should be a performance bonus. This Strategic Plan performance pay will be calculated using the same methodology as that used for the HESPA employees.

C. **POWERS AND DUTIES**

1. The Assistant Superintendent for Learning and Innovation shall supervise the operation of attendance centers as the Board or Superintendent shall determine necessary and shall as his/her primary responsibility the improvement of instruction. The Assistant Superintendent for Learning and Innovation shall also assume administrative responsibilities and instructional leadership, under the supervision and direction of the Superintendent and in accordance with the laws of the State of Illinois and the policies, rules and regulations of the Board for the planning, operation and evaluation of the education program of his/her assigned attendance area.
2. The Assistant Superintendent for Learning and Innovation shall submit recommendations, as requested, to the Superintendent concerning the appointment, retention, promotion and assignment of all personnel assigned to his/her attendance centers and shall keep such other registers, records and other reports as may be directed by the Superintendent and the Board or required by law.
3. The Assistant Superintendent for Learning and Innovation shall devote his/her time, attention, and energy to the business of the School District and related professional activities. The Assistant Superintendent for Learning and Innovation, with the permission of the Board, may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; lecture; and engage in writing activities and speaking engagements. The Assistant Superintendent for Learning and Innovation may not jeopardize the functioning of the School District by any lengthy and conspicuous absence for such professional activities.

D. **RE-APPOINTMENT**

1. The Board and Assistant Superintendent for Learning and Innovation may mutually agree to extend the employment of the Assistant Superintendent for Learning and Innovation. In such event, the Board shall take specific action to discontinue this Contract and enter into a new contract of employment.
2. In the event the Board determines not to extend the employment of the Assistant Superintendent for Learning and Innovation, this Contract shall expire on June 30, 2024. The Assistant Superintendent for Learning and Innovation shall receive notice of intent not to renew his/her employment in accordance with the requirements of the *School Code*.

E. **TERMINATION**

1. This employment Contract may be terminated during its term by:
 - a. Mutual agreement;
 - b. Permanent disability (inability to perform essential job functions with or without reasonable accommodation);
 - c. Discharge for cause; or
 - d. Death.
2. Discharge for cause during the term of this Contract shall be for any conduct, act, or failure to act by the Assistant Superintendent for Learning and Innovation which is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Assistant Superintendent for Learning and Innovation, who shall be entitled to notice and a hearing before the Board to discuss such causes. If the Assistant Superintendent for Learning and Innovation chooses to be accompanied by legal counsel, he/she shall bear any costs therein involved. The Board hearing shall be conducted in executive session.
3. The termination and/or reclassification at the end of the term of this Contract shall be as provided by law.
4. This Contract is only for the period stated and the Assistant Superintendent for Learning and Innovation agrees that the execution of this Contract does not create any expectancy of continued employment as Assistant Superintendent for Learning and Innovation for the School District beyond the date of employment specified in this Contract, that any continuation of employment beyond the expiration date of this Contract is vested solely in the Board and that no tenure rights to any continued employment as Assistant Superintendent for Learning and Innovation accrue to the Assistant Superintendent for Learning and Innovation by the nature of this Contract for any period beyond the expiration date specified in this Contract.

F. **NOTICE**

Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by mail to the last known residence of the Assistant Superintendent for Learning and Innovation or the President of the Board.

G. **COMPLETE UNDERSTANDING**

This Contract contains the complete understanding between the parties with respect to the subject matter hereof and supersedes any prior Contracts or understandings between them as of the effective date of this Agreement.

H. **DISSOLUTION OF PRIOR CONTRACTS**

By entering into this Contract, the parties hereto agree that all predecessor contracts shall be null and void and shall be superseded by the terms of this Contract as of the date of the execution of this

Contract.

I. **SEVERABILITY CLAUSE**

If any provision of this Contract is held to be invalid, void or unenforceable, in whole or in part, the remaining provisions of the Contract shall not be affected thereby and shall continue in full force and effect.

J. **CONTRACTUAL CAPACITY**

The Parties agree that each has entered into this Contract voluntarily and knowingly and with the full and complete authority and contractual capacity to do so.

K. **APPLICABLE LAW**

This Contract shall be governed by the laws of the State of Illinois.

L. **EXECUTION**

This Contract may be executed in multiple counterparts, and a set of counterparts bearing the signatures of each party hereto shall constitute the Contract as if the Parties had signed a single document.

IN WITNESS WHEREOF, the parties have executed this Contract on the date written above.

**BOARD OF EDUCATION OF
HUNTLEY COMMUNITY SCHOOL
DISTRICT 158, MCHENRY AND KANE
COUNTIES, ILLINOIS**

**Amy MacCrindle,
Assistant Superintendent For
Elementary Learning and Innovation**

By: _____
Anthony Quagliano, President

ATTEST:

By: _____
Paul Troy, Secretary

COVID-19 TESTING SUPPORT AGREEMENT

(PUBLIC SCHOOL DISTRICT – TIER 1 & 2 - MARCH 2021 IGA)

THIS COVID-19 TESTING SUPPORT AGREEMENT (“**Agreement**”) is made on this _____ day of _____, 2021 (“**Effective Date**”), by and between _____ (“**Customer**”) and The Board of Trustees of the University of Illinois (“**University**”). Customer and University may be referred to herein individually as a “Party,” and collectively as the “Parties.”

WITNESSETH

WHEREAS, University provides coordination, logistics, order facilitation, billing, set-up help, results reporting and customer support for COVID-19 testing using University’s rapid rtPCR testing methodology (the “**U of I Test Method**”), and connects customers with testing laboratories and collection sites to simplify COVID-19 testing for workplaces, schools, universities, and other institutions;

WHEREAS, Customer desires to contract with University to facilitate access to COVID-19 testing services using the U of I Test Method for its employees, contractors, students, agents and/or others for whom Customer requires COVID-19 testing services to be performed (each, an “**End User**” and collectively, the “**End Users**”);

WHEREAS, University agrees to arrange for COVID-19 testing services using the U of I Test Method to be provided to Customer and its End Users and Customer agrees to accept such services on the terms and conditions set forth herein; and

WHEREAS, the Parties enter into this agreement pursuant to their authority under the Intergovernmental Cooperation Act, 5 ILS 220/ et seq.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows.

AGREEMENT

1. UNIVERSITY SERVICES. Throughout the term of this Agreement:

1.1. University shall use reasonable efforts to provide to Customer the services set forth in the Statement of Work attached hereto as Exhibit A (the “**Services**”). The Statement of Work will designate a primary contact for Customer who will be reasonably available to University for communications with University regarding the Services under the Statement of Work;

1.2. To provide the Services to Customer, the Parties hereto acknowledge and agree that University contracts with laboratories, software providers and additional third parties (collectively, “**Service Providers**”) to deliver to Customer specimen collection services, laboratory testing using the U of I Test Method, and reporting of COVID-19 testing results using a designated software platform (the “**Results Platform**”). Provided Customer has secured Consents described in Section 2.1, University shall provide Customer with the End Users’ test results consisting of a daily “flat

file and call center report” with specified data elements. If Customer has secured the Consents, University shall provide Customer with its End Users’ test results as soon as practicable after the University’s testing laboratory receives a specimen.

1.3. Service Providers are independent contractors of University; and

1.4. University reserves the right to subcontract the performance of certain of its obligations under the Statement of Work to Service Providers and to fulfill certain of its obligations under the Statement of Work by an affiliate without prior notice to Customer.

2. DUTIES OF CUSTOMER. Throughout the term of this Agreement:

2.1. Customer shall be responsible for obtaining consents, including authorization and releases from End Users with respect to the release of End Users’ test results and any other data to Customer, including where applicable, necessary consent from parents or guardians for those individuals who are under the age of majority (“**Consents**”), in a form substantially similar to the document attached hereto as Exhibit B. For the avoidance of doubt, Customer hereby represents and warrants to University that, prior to University’s performance of Services, including its arranging for COVID-19 testing services to be provided to Customer’s End Users, Customer has or will have either obtained all necessary Consents for such testing, as well as all necessary Consents to release any and all test results to Customer, if University is so directed by Customer, and Customer further acknowledges and agrees that University may rely upon such representation and warranty;

2.2. Customer acknowledges that University does not control the actual performance of the Service Providers, and the Services may be delayed, frustrated, or made impossible due to circumstances that are unforeseeable or beyond the reasonable control of University, including but not limited to changes to legal requirements or guidance, availability of materials required for Services, and laboratory capacity. In such circumstances, University will inform Customer of any delays or other barriers and take commercially reasonable steps to resume delivery of the Services, including working with Customer to find an alternative Service Providers to perform the Services at no additional cost to Customer;

2.3. Customer acknowledges that that Services are provided “as-is”. Customer recognizes that there are inherent limitations to the COVID-19 testing process, including limitations of U of I Test Method, limitations due to collection methods, limitations introduced as a result of shipping or other delivery methodology, and other perhaps unforeseen limitations. Customer accepts these limitations in entering into this Agreement;

2.4. Customer agrees to use commercially reasonable efforts to cooperate with Service Providers in their performance of the Services, including following the University’s policies and procedures applicable to Customer, as may be amended from time to time (the “**University Policies and Procedures**”). University will make University Policies and Procedures available to Customer in an accessible web-based format (the “**University Portal**”) and provide accurate information in response to any questions concerning ambiguity in data provided regarding End Users. All information provided to End Users by Customer regarding the testing procedures shall be true, correct, and accurate and in compliance with the University Policies and Procedures, and

shall not be misleading or otherwise contain misrepresentations;

2.5. Customer covenants that it will not submit claims to, and will not otherwise seek reimbursement or payment from, any insurance, health plan or other commercial third party payor, or from Medicaid, Medicare, or any government payor, for any portion of the Services, whether provided by Service Providers or directly by University, unless authorized directly in writing by University; and

2.6. Customer covenants that it shall not make available or sell the U of I Test Method or University Policies or Procedures on its own to any third party and that the Services acquired herein are solely for Customer's use and not with a view to, or for resale in connection with, distribution to others at any time without the University's consent.

3. COMPENSATION.

3.1. University shall provide Services to Customer free of charge under the terms of an intergovernmental agreement ("IGA") with the Illinois Department of Public Health ("DPH") and associated work order #15000021I.

3.2. University is not obligated to provide Services in excess of those funded by the IGA.

3.3. For the avoidance of doubt, University shall be solely responsible for compensating the Service Providers.

4. TERM AND TERMINATION.

4.1. Term. The initial term of this Agreement shall be effective as of the Effective Date and terminate on December 31, 2021. This Agreement may be extended by mutual written agreement of the Parties, which is deemed granted for interval testing programs, or earlier terminated in accordance with the terms of this Agreement.

4.2. Termination. Either Party may terminate this Agreement immediately upon breach of this Agreement by the other Party if said breach is not cured within (10) days of written notice of said breach to the breaching Party. Either Party may terminate this Agreement without cause upon thirty (30) days written notice to the other Party. In the event of nonpayment of undisputed fees by Customer within the applicable payment period, University may, in its sole discretion, immediately terminate this Agreement.

4.3. Effects of Termination. Upon termination of this Agreement for any reason, with or without cause, no Party shall have any further obligation hereunder except for (i) obligations accruing prior to the date of termination, and (ii) obligations, promises or covenants contained herein which are expressly made to extend beyond the term of this Agreement. University shall be entitled to payment of all fees or charges for services provided through the date of termination.

5. LIMITATION OF LIABILITY.

5.1. EXCEPT FOR DAMAGES ARISING OUT OF A PARTY'S GROSS NEGLIGENCE, WILLFUL MISCONDUCT, OR FRAUD, IN NO EVENT SHALL EITHER PARTY BE RESPONSIBLE TO THE OTHER PARTY FOR ANY PUNITIVE, CONSEQUENTIAL, INCIDENTAL, SPECIAL, REMOTE, EXEMPLARY, COLLATERAL, SPECULATIVE, OR INDIRECT DAMAGES OF ANY KIND (INCLUDING ECONOMIC DAMAGES, DAMAGES ARISING OUT OF INJURY TO PERSONS OR PROPERTY, LOST PROFITS, LOST REVENUE, LOSS OF BUSINESS, OR LOSS OF OPPORTUNITY) ARISING FROM OR IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES PROVIDED PURSUANT TO THIS AGREEMENT OR THE BREACH OR ALLEGED BREACH HEREOF, REGARDLESS OF FAULT, REGARDLESS OF A PARTY HAVING BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND REGARDLESS OF LEGAL THEORY OR BASIS.

5.2. EXCEPT FOR THE INDEMNIFICATIONS CONTAINED HEREIN, THE TOTAL AGGREGATE LIABILITY OF EITHER PARTY FOR ANY DAMAGES OR OTHER AMOUNTS ARISING OUT OF, UNDER OR OTHERWISE IN CONNECTION WITH THIS AGREEMENT, OR THE BREACH OR ALLEGED BREACH HEREOF, SHALL NOT EXCEED FEES PAID IN CONNECTION WITH THE SERVICES UNDER WHICH SUCH LIABILITY AROSE.

5.3. EXCEPT TO THE EXTENT OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, UNIVERSITY DOES NOT MAKE ANY REPRESENTATIONS OR WARRANTIES WHATSOEVER, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE. ALL IMPLIED WARRANTIES AS TO SATISFACTORY QUALITY, PERFORMANCE, MERCHANTABILITY, FITNESS FOR PARTICULAR PURPOSE, AND NON-INFRINGEMENT ARE HEREBY EXPRESSLY DISCLAIMED TO THE MAXIMUM EXTENT PERMITTED BY LAW.

5.4. THE PARTIES ACKNOWLEDGE THAT THE FEES PAYABLE HEREUNDER ARE BASED IN PART ON THE LIMITATIONS CONTAINED IN THIS SECTION 5, AND THESE LIMITATIONS WILL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY.

5.5. IN THE EVENT THAT UNIVERSITY FAILS TO MATERIALLY PERFORM ANY SERVICE IN BREACH OF THIS AGREEMENT, CUSTOMER'S SOLE AND EXCLUSIVE REMEDY SHALL BE, UPON REASONABLE NOTICE TO UNIVERSITY, AND AT CUSTOMER'S REQUEST, RE-PERFORMANCE BY UNIVERSITY OF SUCH SERVICE AS SOON AS REASONABLY PRACTICABLE AT NO ADDITIONAL COST TO CUSTOMER OR A REFUND OF PAYMENT FOR SERVICES NOT PROVIDED.

6. INDEMNIFICATION.

6.1. Indemnification Obligations. To the extent permitted by law and without waiving sovereign immunity, if applicable, Customer and University will indemnify, defend and hold the other (including such Party's officers, directors, employees, volunteers, and agents) harmless from and against any and all losses, claims, suits, damages, and liabilities from third parties based upon, arising out of or attributable to the negligent acts and or omissions of such indemnifying Party, its directors, officers, employees, volunteers and or agents and pertaining to the Services provided hereunder.

6.2. Procedures. If any claim covered by the foregoing indemnity shall be asserted against a Party, such Party shall notify the indemnifying Party promptly and tender its defense to the indemnifying Party, in which case the indemnifying Party will provide qualified attorneys,

consultants, and other appropriate professionals to represent the indemnified Party's interests at the indemnifying Party's sole expense. Notwithstanding anything herein to the contrary, should the indemnified Party choose to undertake its own defense, choosing the attorneys, consultants, and other appropriate professionals to represent its interests, the indemnified Party will be solely responsible for and pay the reasonable fees and expenses of such attorneys, consultants, and other professionals. An indemnifying Party shall not settle any action without the indemnified Party's prior written consent.

6.3. Survival. The provisions of this Section 6 shall survive any expiration or termination of this Agreement.

7. INSURANCE. Each Party, at its sole expense, shall have in effect liability insurance coverage of such types and in such amounts as are customary for a business performing the obligations of such party hereunder, including, but not limited to, commercial general liability, cyber liability insurance, workers compensation and errors and omissions coverage.

8. MISCELLANEOUS.

8.1. Confidentiality.

8.1.1. When used in this Agreement, the term "**Confidential Information**" means confidential and proprietary information disclosed by one party (the "**Disclosing Party**") to the other party (the "**Receiving Party**") in connection with performance of the Services hereunder that (a) prior to disclosure, is marked with a legend indicating its confidential status or (b) is disclosed orally or visually, if the Disclosing Party identifies such information as confidential at the time of disclosure. The U of I Test Method and the University Policies and Procedures are University Confidential Information. The term Confidential Information does not include information to the extent that it (a) is known to the Receiving Party when disclosed by the Disclosing Party and the Receiving Party does not then have a duty to maintain its confidentiality, (b) is or becomes publicly known through no act or fault of the Receiving Party, (c) is rightfully obtained by the Receiving Party from a third party who is not subject to a confidentiality obligation to the Disclosing Party, (d) is independently developed by the Receiving Party without use of or reference to the Disclosing Party's Confidential Information or (e) is required to be disclosed by law or court order, provided that the Receiving Party promptly notifies the Disclosing Party of such a lawful disclosure order to allow Disclosing Party an opportunity to intervene or challenge.

8.1.2. The Receiving Party acknowledges that, as between the Parties, the Disclosing Party is and will remain the sole owner of the Disclosing Party's Confidential Information. For a period of five (5) years after the termination or expiration of this Agreement, the Receiving Party will take reasonable precautions to protect the confidentiality of such Confidential Information, and will not disclose or use any such Confidential Information except as necessary to perform its obligations under this Agreement. If the Receiving Party is required by law or court order to disclose any of the Disclosing Party's Confidential Information, the Receiving Party may disclose such Confidential Information as so required, provided that the Receiving Party gives the Disclosing Party reasonable advance notice of the disclosure (if possible in the circumstances) and reasonably cooperates with the Disclosing Party, at the Disclosing Party's request and expense, to obtain a protective order or otherwise limit the disclosure.

8.2. Independent Relationship. It is understood that Customer and University are independent contractors engaging in the operation of their own respective businesses. Neither Party is, or is to be considered as, the agent or employee of the other Party for any purposes whatsoever.

8.3. Waiver. No waiver of any breach or failure by either Party to enforce any of the terms or conditions of the Agreement at any time, in any manner limit or waive such Party's right thereafter to enforce and to compel strict compliance with every term and condition hereof.

8.4. Severability. The invalidity or unenforceability of any covenant, agreement, term or condition of this Agreement or the application thereof to any person or circumstance shall not affect the validity, enforceability or applicability of any other provision in this Agreement. Furthermore, it is the Parties' intent that any unenforceable provision be construed and limited by any court that considers the matter so as to render it reasonable and enforceable.

8.5. Other Obligations. The Parties represent and warrant that proceeding and performing hereunder is not inconsistent with any contractual obligations it has with any third party and shall not be inconsistent with any contractual obligations it may have hereafter with any third party.

8.6. Entire Agreement; Amendment. This Agreement, together with referenced attachments, constitutes the entire Agreement between Customer and University with respect to the subject matter hereof and supersedes any prior agreements or understandings. It may be modified only in writing signed by both Parties.

8.7. Notices. All notices hereunder must be sent in writing via certified U.S. Mail services as follows:

If to University: SHIELD Illinois
 349 Henry Administration Building
 506 South Wright St.
 Urbana, Illinois 61801

If to Customer:

With a copy to:

8.8. Headings. The paragraph headings in this Agreement are for convenience only and shall not affect the interpretation of the Agreement.

8.9. Counterparts. This Agreement may be executed in two counterparts, each of which will be an original, and each counterpart will constitute the same Agreement.

8.10. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to conflicts of law principles.

8.11. Assignment. Neither Party may assign any rights or delegate any duties under this Agreement without the express prior written consent of the other, except as permitted in Section 1.4. Any attempted assignment or delegation in violation of this provision shall be void and have no binding effect.

8.12. Binding Effect. This Agreement shall be binding upon and inure to the benefit of all the Parties hereto and their successors and assigns.

8.13. Force Majeure. The Parties shall be excused for failures and delays in the performance of their respective obligations under this Agreement due to any cause beyond the control and without the fault of such Party including without limitation, any government order, act of God, war terrorism, riot or insurrection, law or regulation, strike, flood, fire, explosion, pandemic, epidemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions, or inability due to any of the aforementioned causes to obtain necessary labor, materials or facilities. This provision shall not, however release such Party from using its commercially reasonable efforts to avoid or remove such cause and such Party shall continue performance hereunder with the utmost dispatch whenever such causes are removed. Upon claiming any such excuse or delay for non-performance, such Party shall give prompt written notice thereof to the other Party, provided that failure to give prompt written notice thereof to the other Party provided that failure to give such notice shall not in any way limit the operation of this provision.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates set forth below.

_____ (Customer)

The Board of Trustees of the University of
Illinois (University)

Signed: _____

Signed: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved for legal form by the Office of University Counsel, DS 03/2021

EXHIBIT A

Statement of Work

This Statement of Work (the “**SOW**”) is entered into as of the date of execution of the COVID-19 Testing Support Agreement (the “**Effective Date**”) by and between The Board of Trustees of the University of Illinois (“**University**”), individually and as agent for the Service Providers (as defined in the COVID-19 Testing Support Agreement, the “**Agreement**”), and _____ (the “**Customer**”).

Customer is contracting with University in order for University to provide the services described herein through itself and the Service Providers (including, but not limited to, laboratory, specimen collection and software providers) necessary to conduct COVID-19 testing as set forth herein.

All capitalized terms used herein without definition shall have the meaning assigned to them in the Agreement.

1. Contacts

Customer understands and agrees that University is the sole contracting party, and agrees to contact only University with questions, concerns, and/or support requests. Support requests shall be directed to:

General Support Tickets:	shieldilpartnerhelp@uillinois.edu
Patient Support (24/7):	(217) 265-6059
Test Site Support (24/7):	(217) 265-5455

The following will be the lead contact at the Customer for interfacing with University:

Name:
Title:
Email address:
Cell phone number:

2. Ordering

Customer shall order from University COVID-19 testing services to be performed by Service Providers pursuant to the then-current version of University Policies and Procedures as made available online through the University Portal. Customer shall order a minimum of [5,000] tests during the Term. Thereafter, additional tests may be ordered on a monthly basis, in advance, upon thirty (30) days’ notice to University.

3. University's Testing Support Services

University's Testing Support Services include all Services described in the University Policies and Procedures, including but not limited to the following:

- a. Any equipment required
- b. End User Consent for specimen collection and reporting results to End Users as applicable under the terms of this Agreement
- c. Laboratory analysis of specimens collected using U of I Test Method
- d. Reporting results to Customer as applicable under the terms of this Agreement
- e. Customizable communications materials in electronic format to assist Customer in explaining the test purpose, process, collection site locations, and results reporting functionality to End User
- f. Results Platform, which provides the following functionality:
 - a. collective reporting of results to Customer contact (if authorized by End User)
 - b. individual reporting of results to End Users
 - c. reporting to the relevant public health authorities
- g. Access to University Policies and Procedures

EXHIBIT B

Sample Consent to Test and Release Records

See attached.

SAMPLE CONSENT FORM FOR COVID-19 TESTING & RELEASE OF RECORDS

What is this form?

We are seeking your consent to test your child for COVID-19 infection. The _____ (“School District”) has partnered with the University of Illinois (“Testing Partner”) to test School District students, teachers, and staff members for COVID-19 infection. If you do not consent to your child being tested for COVID-19, your child will not be allowed to attend in-person programming at their school.

How often will your child be tested?

We are arranging for our Testing Partner to test the students at least [____] times per [Week/Month].

What is the test?

If you consent, your child will receive a free diagnostic test for the COVID-19 virus conducted by collecting saliva (spit).

How will I know if my child tests positive?

You will receive access to your child’s test results via an online platform which we will separately send you information about in future correspondence. [School District will also receive results of your child’s test and may/will notify you separately of any positive result.]

What should I do when I receive my child’s test results?

If your child’s test results are positive, please contact your child’s doctor immediately to review the test results and discuss next steps. You may not send your child back to school without a note from your child’s doctor that indicates your child is no longer positive for the COVID-19 virus.

If your child’s test results are negative, this means that the COVID-19 virus was not detected in your child’s saliva (spit).

Tests sometimes produce incorrect negative results called “false negatives” in people who have COVID-19. If your child tests negative but has symptoms of COVID-19, or if you have concerns about your child’s exposure to COVID-19, you should call your child’s doctor.

Who will receive my child’s test results? In addition to you receiving your child’s test results, the School District and the Illinois Department of Public Health (“IDPH”) will also receive your child’s test results, consistent with IDPH guidance and the Illinois Control of Communicable Disease Code.

TO BE COMPLETED BY PARENT/GUARDIAN

<u>Parent/Guardian Information</u> All sections required – please print clearly	
Parent/Guardian Print Name:	
Parent/Guardian Home Address:	
Parent/Guardian Tel./Mobile #:	
Parent/Guardian Email Address:	
Best way to contact you:	
<u>Child/Student Information</u> All sections required – please print clearly	
Child/Student Print Name:	
Child/Student Date of Birth:	
Child/Student School:	
Child/Student Home Address:	

By signing below, I attest that:

- I have signed this form freely and voluntarily, and I am legally authorized to make decisions for the child named above.
- I consent for my child to be tested for COVID-19 infection.
- I understand that my child may be tested multiple times through the 2020-2021 school year, and that testing will occur at least [] times per [Week/Month]
- I understand that this consent form will be valid through the 2020-2021 school year, unless I notify the designated contact person from my child's school in writing that I revoke my consent.
- [I understand that if I revoke my consent or refuse to sign this consent form, my child will be required to continue their education via remote learning.]
- I understand that my child's test results and other information may be disclosed as permitted by law.
- I understand that if I am a student age 18 or older, or may otherwise legally consent to my own health care, reference to "my child" refer to me and I may sign this form on my own behalf.

Signature of Parent/Guardian (if child is under age 18):		Date:
Signature of Student (if age 18 or over)		Date:



Huntley Community School District 158

650 Dr. John Burkey Drive
(Formerly Academic Drive)
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Date: June 18, 2020

To: Board of Education
CC: Dr. Scott Rowe, Superintendent

From: Jessica Lombard, Associate Superintendent

Subject: SHIELD IL Testing Support Agreement

The Illinois Department of Public Health has partnered with the University of Illinois to provide funds for Tier 1 and Tier 2 Districts saliva PCR testing for students and staff. Saliva PCR testing through SHIELD Illinois is an excellent option to protect our students and staff this fall and keep them in school. SHIELD Illinois is a screening and diagnostic testing program that deploys the University of Illinois' innovative PCR covidSHIELD saliva test across the state. Being a Tier 2 designated district, this testing is available at no cost to the district.

Testing is an essential layer to the mitigation of COVID 19 in schools. By partnering with SHIELD Illinois, we will better be able to prevent the spread and transmission of COVID 19, curb outbreaks and maintain in-person learning.

Benefits of SHIELD Illinois:

- proactive approach to identify pre-symptomatic and asymptomatic individuals and thus reducing virus spread
- Results will be sent to the district and IDPH through a HIPPA-secure portal within 24 hours
- Free of cost to Tier 1 and Tier 2 districts
- covidSHIELD's sensitivity (false negatives) is currently 96.8% and specificity (false positives) is 98.9%
- 6 CLIA labs located throughout the state, SHIELD provides the needed CLIA waiver and doctor's order
- 3rd party collection team works with the district to handle the collections, delivery to the labs and contact positive cases

The district has also become aware of IDPH's modified quarantine and definition of a close contact. Schools who are involved with the IDPH program and are conducting the screening testing, are eligible to implement the modified quarantine and close contact definition.

This modified Quarantine encompasses:

- Classroom contacts only
- No breaches in mitigation (Mask adherence)
- Only students participating in the screening are eligible
- Only those with close contact at less than 3ft for 15 cumulative minutes with a 24 hr span

Testing/Screening participant prioritization:

- Individuals with symptoms of COVID-19, regardless of vaccine status
- Unvaccinated individuals who are close contacts with active the COVID-19 infection
- Unvaccinated individuals with possible exposure in an outbreak



Huntley Community School District 158

650 Dr. John Burkey Drive
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Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

- Screening of unvaccinated individuals when risk of transmission is high to moderate, as a means to identify asymptomatic positives

The district will be handling/administering testing/screening through an opt out consent prior to the screening.

(SHIELD Illinois Testing Support Agreement enclosed)

Recommendation

Administration is seeking Board approval to partner with The Board of Trustees of University of Illinois for COVID-19 testing support.

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: June 17, 2021

Subject: **Supplemental Accounts Payable Report**
Board of Education Meeting, June 17, 2021
Action Items

The following is an updated executive summary of the attached report titled “Accounts Payable” which is a listing of open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.) and therefore Administration is requesting Board Approval to issue payment:

Education Fund	\$ 14,719.70
Operations & Maintenance Fund	70.11
Debt Service Fund	0.00
Transporation Fund	0.00
Municipal Retirement and Social Security Fund	0.00
Capital Projects Fund	0.00
Working Cash Fund	0.00
Fire Prevention and Safety Fund	0.00
Total	<u>\$ 14,789.81</u>

RECOMMENDATION

Administration recommends the Board of Education approve the Supplemental Accounts Payable Report at the June 17, 2021 Regular Board meeting.



Huntley Community School District #158

Accounts Payable Report

Printed: 6/14/2021
Page 1 of 5

Vendor Name	A.S.N.	Description	Amount	State Account Number
Ahmer, Lisa	10-2310-230-00-74-500-14	Tuition Reimbursement	330.00	10-2310-230-00-74-500-14
		Total	\$330.00	
Ahn, Elina	10-2310-230-00-74-500-14	Tuition Reimbursement	336.75	10-2310-230-00-74-500-14
		Total	\$336.75	
Allen, Lindsey	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00	10-2310-230-00-74-500-14
		Total	\$375.00	
Atchley, Julie	10-2310-230-00-74-500-14	Tuition Reimbursement	750.00	10-2310-230-00-74-500-14
		Total	\$750.00	
Avner, Jaclynn	10-1400-410-09-71-300-13	Home Economics Supplies	86.77	10-1400-410-09-71-300-13
		Total	\$86.77	
Barnes, Theresa	10-2310-230-00-74-500-14	Tuition Reimbursement	260.00	10-2310-230-00-74-500-14
		Total	\$260.00	
Birkholz, Lauren	10-2310-230-00-74-500-14	Tuition Reimbursement	780.00	10-2310-230-00-74-500-14
		Total	\$780.00	
Bond, Trisha	10-2310-230-00-74-500-14	Tuition Reimbursement	495.00	10-2310-230-00-74-500-14
		Total	\$495.00	
Carlson, Dean	20-2540-332-00-79	Travel	14.67	20-2540-332-00-79
		Total	\$14.67	
Carpenter, Allison	10-1110-332-00-71-100-13	Teacher Travel Leggee	125.44	10-1110-332-00-71-100-13
		Total	\$125.44	
Deak, Donald	10-2660-332-00-79-600-14	Travel Technology	100.02	10-2660-332-00-79-600-14
		Total	\$100.02	



Huntley Community School District #158 Accounts Payable Report

Printed: 6/14/2021
Page 2 of 5

Vendor Name	A.S.N.	Description	Amount	State Account Number
Ernat, Karlene	10-2310-230-00-74-500-14	Tuition Reimbursement	1,125.00	10-2310-230-00-74-500-14
		Total	<u>\$1,125.00</u>	
Fishman, Elizabeth	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00	10-2310-230-00-74-500-14
		Total	<u>\$375.00</u>	
Gaudio, Jenna	10-2190-410-00-71-300-12	Graduation Supplies HHS	22.83	10-2190-410-00-71-300-12
		Total	<u>\$22.83</u>	
Green, Max	10-2310-230-00-74-500-14	Tuition Reimbursement	260.00	10-2310-230-00-74-500-14
		Total	<u>\$260.00</u>	
Henricksen, Erin	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	10-2310-230-00-74-500-14
		Total	<u>\$390.00</u>	
Kaffel, Emily	10-1130-490-00-71-300-13	Instructional Coaching Supplies HS	107.72	10-1130-490-00-71-300-13
		Total	<u>\$107.72</u>	
Kasch, Jennifer Bower	10-1200-310-66-71-300-13	STEP Purchased Services	120.51	10-1200-310-66-71-300-13
		Total	<u>\$120.51</u>	
Kienzle, Elizabeth	10-1200-310-66-71-300-13	STEP Purchased Services	27.38	10-1200-310-66-71-300-13
		Total	<u>\$27.38</u>	
Knapke, Nathan	10-1130-490-00-71-300-13	Instructional Coaching Supplies HS	239.98	10-1130-490-00-71-300-13
		Total	<u>\$239.98</u>	
Lesak, Lauren	10-2310-230-00-74-500-14	Tuition Reimbursement	718.00	10-2310-230-00-74-500-14
		Total	<u>\$718.00</u>	
Marchand, Gerard	10-2310-230-00-74-500-14	Tuition Reimbursement	780.00	10-2310-230-00-74-500-14
		Total	<u>\$780.00</u>	

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Vendor Name	A.S.N.	Description	Amount	State Account Number
McHone, Marisa	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	10-2310-230-00-74-500-14
		Total	\$390.00	
Meyer, Sara	10-2310-230-00-74-500-14	Tuition Reimbursement	718.00	10-2310-230-00-74-500-14
		Total	\$718.00	
Mikolas, Christine	10-1200-310-66-71-300-13	STEP Purchased Services	215.49	10-1200-310-66-71-300-13
		Total	\$215.49	
Overly, Emily	10-2310-230-00-74-500-14	Tuition Reimbursement	330.00	10-2310-230-00-74-500-14
		Total	\$330.00	
Pennington, Samantha	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	10-2310-230-00-74-500-14
		Total	\$390.00	
Perry, Jessica	10-2310-230-00-74-500-14	Tuition Reimbursement	520.00	10-2310-230-00-74-500-14
		Total	\$520.00	
Reed, Richard	10-2560-415-00-71-300-13	Cafe Food HS	63.38	10-2560-415-00-71-300-13
	10-2561-332-00-79-605-14	Dir Food Service Travel	39.20	10-2561-332-00-79-605-14
	10-2561-410-00-79-605-14	Dir Food Service Supplies	129.73	10-2561-410-00-79-605-14
		Total	\$232.31	
Renkosik, Doug	20-2540-332-00-79	Travel	55.44	20-2540-332-00-79
		Total	\$55.44	
Rohde, Rick	10-2310-230-00-74-500-14	Tuition Reimbursement	165.00	10-2310-230-00-74-500-14
		Total	\$165.00	
Rollins, Jeffery	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	10-2310-230-00-74-500-14
		Total	\$390.00	
Romero, Kathryn	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	10-2310-230-00-74-500-14
		Total	\$390.00	

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Vendor Name	A.S.N.	Description	Amount	State Account Number
Schoenherr, Heather	10-1200-310-66-71-300-13	STEP Purchased Services	84.00	10-1200-310-66-71-300-13
		Total	\$84.00	
Sefton, Grace	10-2520-332-00-74-500-14	Travel Fiscal	22.79	10-2520-332-00-74-500-14
		Total	\$22.79	
Seyller, Magen	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	10-2310-230-00-74-500-14
		Total	\$390.00	
Smith, Lauren	10-2310-230-00-74-500-14	Tuition Reimbursement	520.00	10-2310-230-00-74-500-14
		Total	\$520.00	
Smith, Sandra	10-1200-310-92-79-600-14	IDEA General Purchased Service	79.35	10-1200-310-92-79-600-14
		Total	\$79.35	
Sukel, Casey	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00	10-2310-230-00-74-500-14
		Total	\$375.00	
Surak-Roesner, Linda	10-1110-332-00-71-100-13	Teacher Travel Leggee	22.40	10-1110-332-00-71-100-13
		Total	\$22.40	
Ward, Emily	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00	10-2310-230-00-74-500-14
		Total	\$375.00	
Whiteside, Camille	10-2310-230-00-74-500-14	Tuition Reimbursement	780.00	10-2310-230-00-74-500-14
		Total	\$780.00	
Wilson, Jessica	10-1110-332-00-71-100-13	Teacher Travel Leggee	106.40	10-1110-332-00-71-100-13
		Total	\$106.40	
Wright, Kinsey	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	10-2310-230-00-74-500-14
		Total	\$390.00	



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Vendor Name	A.S.N.	Description	Amount	State Account Number
Zhang, Guangping	10-2630-410-00-74-500-14	Communications Supplies	28.56	10-2630-410-00-74-500-14
			Total	\$28.56
			Total	\$14,789.81

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: June 17, 2021

Subject: **Supplemental Purchase Order Summary**
Board of Education Meeting, June 17, 2021
Action Items

The following is an updated executive summary of the attached report titled "Purchase Orders" which is a listing of purchase orders issued from May 27, 2021 to June 14, 2021, for which Administration is requesting Board Approval to issue payment once invoices have been received. Invoices which exceed an approved Purchase Order by \$100 or 10% of the Purchase Order (whichever is lower) will not be issued without additional Board approval.

Education Fund	\$ 1,706,020.99
Operations & Maintenance Fund	408,980.28
Debt Service Fund	0.00
Transporation Fund	101,058.29
Municipal Retirement and Social Security Fund	0.00
Capital Projects Fund	3,737.50
Working Cash Fund	0.00
Fire Prevention and Safety Fund	0.00
Total	<u>\$ 2,219,797.06</u>

RECOMMENDATION

Administration recommends the Board of Education approve the Supplemental Purchase Orders Report at the June 17, 2021 Regular Board meeting.



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Purchase Orders Report

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0021060677	1ST Ayd Corporation	40-2554-410-00-79	Fleet Supplies	500.00	6/1/2021	40-2554-410-00-79
			Total	\$500.00		
0021060187	ABM Industry Groups LLC	40-2550-321-00-79	Bus Sanitation	165.00	6/1/2021	40-2550-321-00-79
			Total	\$165.00		
0021060207	ABM Industry Groups LLC	20-2542-310-00-79	Custodial Contract Service	138,215.21	6/1/2021	20-2542-310-00-79
			Total	\$138,215.21		
0021060217	ABM Industry Groups LLC	20-2542-320-00-79-605-14	Contractual Overtime	2,200.00	6/1/2021	20-2542-320-00-79-605-14
			Total	\$2,200.00		
0021060227	ABM Industry Groups LLC	20-2542-319-00-79-605-14	Contractual Cust. Replacement	1,250.00	6/1/2021	20-2542-319-00-79-605-14
			Total	\$1,250.00		
0020212976	Accountable Healthcare Staffing Inc	10-2140-310-92-79-600-14	IDEA Psychological Services	5,655.20	6/9/2021	10-2140-310-92-79-600-14
			Total	\$5,655.20		
0021060637	Accountable Healthcare Staffing Inc	10-2140-310-00-79-600-14	Psychological Services	10,000.00	6/1/2021	10-2140-310-00-79-600-14
			Total	\$10,000.00		
0020212977	Acutrans	10-1200-310-92-79-600-14	IDEA General Purchased Service	100.00	6/9/2021	10-1200-310-92-79-600-14
		10-1200-310-92-79-600-14	IDEA General Purchased Service	2,210.80	6/9/2021	10-1200-310-92-79-600-14
		10-1200-310-92-79-600-14	IDEA General Purchased Service	260.00	6/9/2021	10-1200-310-92-79-600-14
			Total	\$2,570.80		
0020212948	Adelante Educational Specialist Group	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	8,100.00	6/4/2021	10-2210-310-84-79-605-14
		10-2213-310-00-79-600-14	Special Svcs Pur Svc	1,200.00	6/4/2021	10-2213-310-00-79-600-14
			Total	\$9,300.00		
0020212949	Adelante Educational Specialist Group	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	1,500.00	6/4/2021	10-2210-310-84-79-605-14
			Total	\$1,500.00		
0021060337	ADP LLC	10-1100-220-00-79-600-14	Regular Programs Insurance	2,000.00	6/1/2021	10-1100-220-00-79-600-14
			Total	\$2,000.00		

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0021060437	ADP LLC					
		10-2520-310-00-74-500-14	Prof & Tech Fiscal	6,600.00	6/1/2021	10-2520-310-00-74-500-14
		10-2520-310-00-74-500-14	Prof & Tech Fiscal	4,500.00	6/1/2021	10-2520-310-00-74-500-14
		10-2520-310-00-74-500-14	Prof & Tech Fiscal	4,400.00	6/1/2021	10-2520-310-00-74-500-14
		10-2520-310-00-74-500-14	Prof & Tech Fiscal	3,200.00	6/1/2021	10-2520-310-00-74-500-14
			Total	\$18,700.00		
0021060717	Advance Auto Parts					
		40-2554-410-00-79	Fleet Supplies	2,000.00	6/1/2021	40-2554-410-00-79
			Total	\$2,000.00		
0020212980	Advantage Mechanical Inc					
		20-2542-323-00-79	Repairs & Maint Buildings	8,974.00	6/9/2021	20-2542-323-00-79
			Total	\$8,974.00		
0021060027	Advantage Mechanical Inc					
		20-2542-323-00-79	Repairs & Maint Buildings	2,500.00	6/1/2021	20-2542-323-00-79
			Total	\$2,500.00		
0021060317	Advantage Mechanical Inc					
		20-2542-390-00-79	Other Purchased Service	4,695.96	6/1/2021	20-2542-390-00-79
			Total	\$4,695.96		
0021060427	AFLAC Group					
		10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	4,500.00	6/1/2021	10-2310-220-00-79-600-14
			Total	\$4,500.00		
0020212971	AIA Services LLC					
		10-2321-415-00-74-500-14	Community Supplies	115.97	6/9/2021	10-2321-415-00-74-500-14
			Total	\$115.97		
0021060237	Airgas USA LLC					
		20-2542-410-00-79	Supplies B & G	500.00	6/1/2021	20-2542-410-00-79
			Total	\$500.00		
0021061617	Alexander Leigh Center for Autism					
		10-4220-670-00-79-600-14	Sp Ed Private Tuition	35,000.00	6/1/2021	10-4220-670-00-79-600-14
			Total	\$35,000.00		
0021061077	Alpha Baking Company Inc					
		10-2560-415-00-71-100-13	Cafe Food Leggee	650.00	6/1/2021	10-2560-415-00-71-100-13
			Total	\$650.00		
0021061087	Alpha Baking Company Inc					
		10-2560-415-00-71-300-13	Cafe Food HS	1,500.00	6/1/2021	10-2560-415-00-71-300-13
			Total	\$1,500.00		

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0021061097	Alpha Baking Company Inc	10-2560-415-00-72-110-13	Cafe Food Chesak	700.00	6/1/2021	10-2560-415-00-72-110-13
			Total	\$700.00		
0021061107	Alpha Baking Company Inc	10-2560-415-00-72-120-13	Cafe Food Martin	1,000.00	6/1/2021	10-2560-415-00-72-120-13
			Total	\$1,000.00		
0021061117	Alpha Baking Company Inc	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,000.00	6/1/2021	10-2560-415-00-72-220-13
			Total	\$1,000.00		
0021061127	Alpha Baking Company Inc	10-2560-415-00-74-140-13	Cafe Food Mackeben	600.00	6/1/2021	10-2560-415-00-74-140-13
			Total	\$600.00		
0021061137	Alpha Baking Company Inc	10-2560-415-00-74-150-13	Cafe Food Conley	600.00	6/1/2021	10-2560-415-00-74-150-13
			Total	\$600.00		
0021061147	Alpha Baking Company Inc	10-2560-415-00-74-210-13	Cafe Food Heineman	800.00	6/1/2021	10-2560-415-00-74-210-13
			Total	\$800.00		
0020212952	American Reading Company	10-1600-410-89-79-605-14	Title I Supplies	15,146.00	6/4/2021	10-1600-410-89-79-605-14
		10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	10,354.00	6/4/2021	10-2210-390-82-79-605-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	40,000.00	6/4/2021	10-2213-410-00-79-600-14
		10-3000-410-84-79-605-14	Title III Comm Svcs Supplies	593.00	6/4/2021	10-3000-410-84-79-605-14
			Total	\$66,093.00		
0020212958	AmeriGas	40-2552-461-00-79	Propane	3,034.43	6/7/2021	40-2552-461-00-79
			Total	\$3,034.43		
0020212968	AmeriGas	40-2552-461-00-79	Propane	179.02	6/9/2021	40-2552-461-00-79
			Total	\$179.02		
0021060647	Amita GlenOaks School	10-4220-670-00-79-600-14	Sp Ed Private Tuition	9,000.00	6/1/2021	10-4220-670-00-79-600-14
			Total	\$9,000.00		
0021060087	Anderson Lock Co Inc	20-2542-410-00-79	Supplies B & G	1,000.00	6/1/2021	20-2542-410-00-79
			Total	\$1,000.00		

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0021060037	Anderson Pest Solutions	20-2542-321-00-79	Sanitation/Exterminating	554.47	6/1/2021	20-2542-321-00-79
			Total	\$554.47		
0021060807	Applied Maintenance	40-2554-410-00-79	Fleet Supplies	350.00	6/1/2021	40-2554-410-00-79
			Total	\$350.00		
0021061960	Arlyn Day School Inc	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,000.00	6/1/2021	10-4220-670-00-79-600-14
			Total	\$6,000.00		
0020212916	Associated Electrical Contractors	20-2542-520-00-79	Building projects	19,525.00	5/28/2021	20-2542-520-00-79
			Total	\$19,525.00		
0020212964	Associated Electrical Contractors	20-2542-323-00-79	Repairs & Maint Buildings	24,150.00	6/8/2021	20-2542-323-00-79
			Total	\$24,150.00		
0021060057	Associated Electrical Contractors	20-2542-323-00-79	Repairs & Maint Buildings	1,000.00	6/1/2021	20-2542-323-00-79
			Total	\$1,000.00		
0021060327	AT&T	20-2540-340-00-79	Telephone - Districtwide	5,000.00	6/1/2021	20-2540-340-00-79
			Total	\$5,000.00		
0021060347	AT&T 5080	20-2540-340-00-79	Telephone - Districtwide	5,000.00	6/1/2021	20-2540-340-00-79
			Total	\$5,000.00		
0020212959	Auto Tech Centers Inc	40-2550-323-00-79	Repairs and Maintenance	19.95	6/7/2021	40-2550-323-00-79
		40-2550-323-00-79	Repairs and Maintenance	34.60	6/7/2021	40-2550-323-00-79
			Total	\$54.55		
0020212978	Aveanna Healthcare	10-1200-310-92-79-600-14	IDEA General Purchased Service	658.84	6/9/2021	10-1200-310-92-79-600-14
		10-1200-310-92-79-600-14	IDEA General Purchased Service	277.16	6/9/2021	10-1200-310-92-79-600-14
		10-1200-310-92-79-600-14	IDEA General Purchased Service	728.00	6/9/2021	10-1200-310-92-79-600-14
			Total	\$1,664.00		
0021060257	Batteries Plus LLC	20-2542-410-00-79	Supplies B & G	250.00	6/1/2021	20-2542-410-00-79
			Total	\$250.00		

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0021060197	Benefitfocus.com Inc	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	1,700.00	6/1/2021	10-2310-220-00-79-600-14
			Total	\$1,700.00		
0021060827	Blu Petroleum	40-2552-464-00-79	Diesel/Gasoline	40,000.00	6/1/2021	40-2552-464-00-79
			Total	\$40,000.00		
0021061647	Blu Petroleum	40-2552-464-00-79	Diesel/Gasoline	2,000.00	6/1/2021	40-2552-464-00-79
			Total	\$2,000.00		
0021060417	Blue Cross Blue Shield	10-1100-220-00-79-600-14	Regular Programs Insurance	850,000.00	6/1/2021	10-1100-220-00-79-600-14
			Total	\$850,000.00		
0020212926	BMO Mastercard	10-1130-410-00-71-300-13	Inst Supplies HS	588.00	6/2/2021	10-1130-410-00-71-300-13
		10-2190-410-00-71-300-12	Graduation Supplies HHS	250.36	6/2/2021	10-2190-410-00-71-300-12
		10-2410-332-00-71-300-13	Prin Travel HS	136.00	6/2/2021	10-2410-332-00-71-300-13
			Total	\$974.36		
0020212927	BMO Mastercard	10-2660-410-00-79-600-14	Supplies Tech	159.25	6/2/2021	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	79.37	6/2/2021	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	152.46	6/2/2021	10-2660-410-00-79-600-14
			Total	\$391.08		
0020212928	BMO Mastercard	10-158	Activity Funds	31.54	6/2/2021	10-158
		10-158	Activity Funds	9.97	6/2/2021	10-158
			Total	\$41.51		
0020212929	BMO Mastercard	10-1100-421-00-74-500-14	Materials K-12	69.90	6/2/2021	10-1100-421-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	228.13	6/2/2021	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	187.99	6/2/2021	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	159.98	6/2/2021	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	19.95	6/2/2021	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	90.32	6/2/2021	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	79.99	6/2/2021	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	24.29	6/2/2021	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	-5.32	6/2/2021	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	30.50	6/2/2021	10-2210-490-00-74-500-14
			Total	\$885.73		

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0020212930	BMO Mastercard					
		10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	133.12	6/2/2021	10-1800-410-82-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	85.30	6/2/2021	10-1800-410-84-79-605-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	6.79	6/2/2021	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	19.99	6/2/2021	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	19.40	6/2/2021	10-2213-410-00-79-600-14
		10-2213-640-00-79-600-14	Special Svcs Dues & Fees	-179.00	6/2/2021	10-2213-640-00-79-600-14
		10-2213-640-00-79-600-14	Special Svcs Dues & Fees	369.00	6/2/2021	10-2213-640-00-79-600-14
			Total	\$454.60		
0020212931	BMO Mastercard					
		10-158	Activity Funds	171.86	6/2/2021	10-158
		10-2520-410-00-74-500-14	Supplies Fiscal	11.04	6/2/2021	10-2520-410-00-74-500-14
		10-2520-410-00-74-500-14	Supplies Fiscal	41.99	6/2/2021	10-2520-410-00-74-500-14
			Total	\$224.89		
0020212933	BMO Mastercard					
		10-1120-410-00-74-210-13	Inst Supplies Heineman	41.65	6/2/2021	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	19.00	6/2/2021	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	80.00	6/2/2021	10-1120-410-00-74-210-13
		10-1120-410-09-74-210-13	Home Ec Heineman	7.20	6/2/2021	10-1120-410-09-74-210-13
		10-1120-410-09-74-210-13	Home Ec Heineman	205.19	6/2/2021	10-1120-410-09-74-210-13
		10-1120-410-09-74-210-13	Home Ec Heineman	269.30	6/2/2021	10-1120-410-09-74-210-13
		10-1120-410-09-74-210-13	Home Ec Heineman	206.96	6/2/2021	10-1120-410-09-74-210-13
		10-1120-410-13-74-210-06	Heineman Science Supplies 6	60.93	6/2/2021	10-1120-410-13-74-210-06
		10-1500-411-00-74-210-13	Awards Heineman	199.02	6/2/2021	10-1500-411-00-74-210-13
		10-2410-410-00-74-210-13	Office Supplies Heineman	22.68	6/2/2021	10-2410-410-00-74-210-13
		10-2410-491-00-74-210-13	Rebate Supplies Heineman	26.96	6/2/2021	10-2410-491-00-74-210-13
			Total	\$1,138.89		
0020212934	BMO Mastercard					
		10-158	Activity Funds	56.97	6/2/2021	10-158
		10-158	Activity Funds	47.28	6/2/2021	10-158
			Total	\$104.25		

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0020212935	BMO Mastercard					
		10-1110-410-00-72-120-13	Inst Supplies Martin	40.42	6/2/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	3.23	6/2/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	5.29	6/2/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	6.20	6/2/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	6.99	6/2/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	7.98	6/2/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	11.99	6/2/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	13.28	6/2/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	14.99	6/2/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	17.17	6/2/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	17.28	6/2/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	109.54	6/2/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	22.46	6/2/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	58.66	6/2/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	71.81	6/2/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	84.43	6/2/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	110.05	6/2/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	175.54	6/2/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	180.58	6/2/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	182.40	6/2/2021	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	21.98	6/2/2021	10-1110-410-00-72-120-13
		10-2410-410-00-72-120-13	Office Supplies Martin	2.66	6/2/2021	10-2410-410-00-72-120-13
		10-2410-410-00-72-120-13	Office Supplies Martin	25.98	6/2/2021	10-2410-410-00-72-120-13
		10-2410-491-00-72-120-13	Rebate Supplies Martin	239.00	6/2/2021	10-2410-491-00-72-120-13
		10-2410-491-00-72-120-13	Rebate Supplies Martin	95.47	6/2/2021	10-2410-491-00-72-120-13
Total				\$1,525.38		

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0020212936	BMO Mastercard	10-1125-410-97-79-600-14	All Children Supplies	71.94	6/2/2021	10-1125-410-97-79-600-14
		10-1130-410-00-71-300-13	Inst Supplies HS	175.35	6/2/2021	10-1130-410-00-71-300-13
		10-1130-490-00-71-300-13	Instructional Coaching Supplies HS	143.93	6/2/2021	10-1130-490-00-71-300-13
		10-1130-490-00-71-300-13	Instructional Coaching Supplies HS	196.58	6/2/2021	10-1130-490-00-71-300-13
		10-1130-490-00-71-300-13	Instructional Coaching Supplies HS	12.65	6/2/2021	10-1130-490-00-71-300-13
		10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	206.00	6/2/2021	10-1130-490-02-71-300-13
		10-2190-410-00-71-300-12	Graduation Supplies HHS	280.35	6/2/2021	10-2190-410-00-71-300-12
		10-2190-410-00-71-300-12	Graduation Supplies HHS	206.50	6/2/2021	10-2190-410-00-71-300-12
		10-2190-410-00-71-300-12	Graduation Supplies HHS	20.91	6/2/2021	10-2190-410-00-71-300-12
		10-2190-410-00-71-300-12	Graduation Supplies HHS	8.97	6/2/2021	10-2190-410-00-71-300-12
		10-2190-410-00-71-300-12	Graduation Supplies HHS	6.97	6/2/2021	10-2190-410-00-71-300-12
		10-2190-410-00-71-300-12	Graduation Supplies HHS	5.91	6/2/2021	10-2190-410-00-71-300-12
		10-2190-410-00-71-300-12	Graduation Supplies HHS	404.60	6/2/2021	10-2190-410-00-71-300-12
		10-2223-323-00-79-600-14	PAC Repairs	68.42	6/2/2021	10-2223-323-00-79-600-14
		Total		\$1,809.08		
0020212937	BMO Mastercard	10-1110-410-00-74-140-13	Inst Supplies Mackeben	16.35	6/2/2021	10-1110-410-00-74-140-13
		10-2220-490-00-74-140-13	Media Center AV Mackeben	49.00	6/2/2021	10-2220-490-00-74-140-13
		10-2220-490-00-74-140-13	Media Center AV Mackeben	160.44	6/2/2021	10-2220-490-00-74-140-13
		Total		\$225.79		
0020212938	BMO Mastercard	10-1543-332-00-71-305-13	Activities Travel	37.76	6/2/2021	10-1543-332-00-71-305-13
		10-1543-640-00-71-305-13	Activities Fees	1,439.00	6/2/2021	10-1543-640-00-71-305-13
		10-158	Activity Funds	160.00	6/2/2021	10-158
		10-158	Activity Funds	208.48	6/2/2021	10-158
		Total		\$1,845.24		
0020212939	BMO Mastercard	10-158	Activity Funds	93.39	6/2/2021	10-158
		Total		\$93.39		
0020212940	BMO Mastercard	10-158	Activity Funds	97.71	6/2/2021	10-158
		10-158	Activity Funds	18.76	6/2/2021	10-158
		Total		\$116.47		

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0020212941	BMO Mastercard					
		20-2540-410-00-79	Office Supplies B & G	15.08	6/2/2021	20-2540-410-00-79
		20-2542-410-00-79	Supplies B & G	112.08	6/2/2021	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	385.98	6/2/2021	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	643.80	6/2/2021	20-2542-410-00-79
			Total	\$1,156.94		
0020212942	BMO Mastercard					
		10-158	Activity Funds	74.95	6/2/2021	10-158
		10-158	Activity Funds	329.78	6/2/2021	10-158
		10-158	Activity Funds	252.00	6/2/2021	10-158
		10-158	Activity Funds	62.78	6/2/2021	10-158
			Total	\$719.51		
0020212943	BMO Mastercard					
		10-158	Activity Funds	6.99	6/2/2021	10-158
		10-158	Activity Funds	11.95	6/2/2021	10-158
		10-158	Activity Funds	15.74	6/2/2021	10-158
		10-158	Activity Funds	17.95	6/2/2021	10-158
		10-158	Activity Funds	36.82	6/2/2021	10-158
		10-158	Activity Funds	74.80	6/2/2021	10-158
			Total	\$164.25		
0021060297	Brucker Company					
		20-2542-410-00-79	Supplies B & G	600.00	6/1/2021	20-2542-410-00-79
			Total	\$600.00		
0021061907	BryMax Enterprises Inc					
		10-2560-415-00-71-300-13	Cafe Food HS	1,000.00	6/1/2021	10-2560-415-00-71-300-13
			Total	\$1,000.00		
0021061917	BryMax Enterprises Inc					
		10-2560-415-00-72-220-13	Cafe Food Marlowe	1,000.00	6/1/2021	10-2560-415-00-72-220-13
			Total	\$1,000.00		
0021061927	BryMax Enterprises Inc					
		10-2560-415-00-74-210-13	Cafe Food Heineman	1,000.00	6/1/2021	10-2560-415-00-74-210-13
			Total	\$1,000.00		
0021060517	Camelot Schools LLC					
		10-4220-670-00-79-600-14	Sp Ed Private Tuition	18,000.00	6/1/2021	10-4220-670-00-79-600-14
			Total	\$18,000.00		
0020212991	Campus Solutions					
		10-2190-410-00-71-300-12	Graduation Supplies HHS	363.75	6/11/2021	10-2190-410-00-71-300-12
			Total	\$363.75		

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0020212965	CDW Government	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	3,990.00	6/8/2021	10-2660-490-00-79-600-14
		10-2660-490-00-79-600-14	Inventoriable Equipment Tech	50.08	6/8/2021	10-2660-490-00-79-600-14
			Total	\$4,040.08		
0020212972	Central DuPage Hospital	10-4210-670-00-79-600-14	Reg Ed Out of District	175.00	6/9/2021	10-4210-670-00-79-600-14
			Total	\$175.00		
0021060727	Central States Bus Sales Inc	40-2554-410-00-79	Fleet Supplies	2,500.00	6/1/2021	40-2554-410-00-79
			Total	\$2,500.00		
0020212922	Century Springs	10-2410-490-00-71-300-13	HS Staff Recognition	88.00	6/1/2021	10-2410-490-00-71-300-13
			Total	\$88.00		
0021060757	CINTAS	40-2550-325-00-79	Rental Trans	800.00	6/1/2021	40-2550-325-00-79
			Total	\$800.00		
0021061567	CINTAS	20-2542-323-00-79	Repairs & Maint Buildings	1,133.40	6/1/2021	20-2542-323-00-79
			Total	\$1,133.40		
0020212986	Clarity Assessments LLC	10-2140-310-92-79-600-14	IDEA Psychological Services	7,287.50	6/11/2021	10-2140-310-92-79-600-14
			Total	\$7,287.50		
0021060587	Classroom Connection Day School	10-4220-670-00-79-600-14	Sp Ed Private Tuition	8,500.00	6/1/2021	10-4220-670-00-79-600-14
			Total	\$8,500.00		
0021061962	Clinical Connections	10-4220-670-00-79-600-14	Sp Ed Private Tuition	1,000.00	6/1/2021	10-4220-670-00-79-600-14
			Total	\$1,000.00		
0021061627	Comcast	20-2540-340-00-79	Telephone - Districtwide	24,000.00	6/1/2021	20-2540-340-00-79
			Total	\$24,000.00		
0021060537	Connections Day School	10-4220-670-00-79-600-14	Sp Ed Private Tuition	25,000.00	6/1/2021	10-4220-670-00-79-600-14
			Total	\$25,000.00		
0021060277	CPC Inc. / Facility Tree	20-2542-390-00-79	Other Purchased Service	748.80	6/1/2021	20-2542-390-00-79
			Total	\$748.80		

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0021060047	Crescent Electric Supply Co	20-2542-410-00-79	Supplies B & G	1,000.00	6/1/2021	20-2542-410-00-79
			Total	\$1,000.00		
0020212946	CT Veach Inc	20-2543-530-00-79	Improvements not Buildings	15,827.00	6/4/2021	20-2543-530-00-79
			Total	\$15,827.00		
0020212947	CT Veach Inc	20-2543-323-00-79	Repairs-Grounds	6,440.00	6/4/2021	20-2543-323-00-79
			Total	\$6,440.00		
0021060157	CT Veach Inc	20-2543-320-00-79-600-14	Grounds Contract	18,888.88	6/1/2021	20-2543-320-00-79-600-14
			Total	\$18,888.88		
0020212979	Cubby Hole Inc	10-1200-410-92-79-600-14	IDEA Instructional Supplies	169.85	6/9/2021	10-1200-410-92-79-600-14
			Total	\$169.85		
0021060397	Datamation Imaging Services Corp	10-2660-390-00-79-600-14	Purchased Service Technology	200.00	6/1/2021	10-2660-390-00-79-600-14
			Total	\$200.00		
0020220003	Denler Inc	20-2543-323-00-79	Repairs-Grounds	11,670.28	5/28/2021	20-2543-323-00-79
			Total	\$11,670.28		
0021061557	Easterseals	10-4220-670-00-79-600-14	Sp Ed Private Tuition	17,000.00	6/1/2021	10-4220-670-00-79-600-14
			Total	\$17,000.00		
0020212923	Edge Sports Apparel LLC	10-1400-310-00-74-305-13	Voc Ed Tuition	1,720.00	6/1/2021	10-1400-310-00-74-305-13
			Total	\$1,720.00		
0020220006	EDpuzzle Inc	10-1110-410-00-71-100-13	Inst Supplies Leggee	756.00	6/7/2021	10-1110-410-00-71-100-13
			Total	\$756.00		
0021060707	Eds Automotive	40-2550-310-00-79	Prof & Tech Service Trans	850.00	6/1/2021	40-2550-310-00-79
			Total	\$850.00		
0020220001	Forecast 5 Analytics Inc	10-2520-390-00-74-500-14	Purch Serv Fiscal	17,000.00	5/28/2021	10-2520-390-00-74-500-14
			Total	\$17,000.00		

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0020212981	Fox Valley Fire Safety	20-2542-323-00-79	Repairs & Maint Buildings	3,465.00	6/9/2021	20-2542-323-00-79
			Total	<u>\$3,465.00</u>		
0021060097	Fox Valley Fire Safety	20-2542-323-00-79	Repairs & Maint Buildings	1,000.00	6/1/2021	20-2542-323-00-79
			Total	<u>\$1,000.00</u>		
0021060817	Fox Valley Fire Safety	20-2542-390-00-79	Other Purchased Service	801.00	6/1/2021	20-2542-390-00-79
			Total	<u>\$801.00</u>		
0020220002	Frontline Technologies Group LLC	10-2643-316-00-79-605-14	Sub Calling Software	11,702.30	5/28/2021	10-2643-316-00-79-605-14
			Total	<u>\$11,702.30</u>		
0021061657	General Parts LLC	10-2560-323-00-71-100-13	Cafe Repairs Leggee	1,250.00	6/1/2021	10-2560-323-00-71-100-13
			Total	<u>\$1,250.00</u>		
0021061667	General Parts LLC	10-2560-323-00-71-300-13	Cafe Repairs HS	2,100.00	6/1/2021	10-2560-323-00-71-300-13
			Total	<u>\$2,100.00</u>		
0021061677	General Parts LLC	10-2560-323-00-72-110-13	Cafe Repairs Chesak	1,250.00	6/1/2021	10-2560-323-00-72-110-13
			Total	<u>\$1,250.00</u>		
0021061687	General Parts LLC	10-2560-323-00-72-120-13	Cafe Repairs Martin	1,250.00	6/1/2021	10-2560-323-00-72-120-13
			Total	<u>\$1,250.00</u>		
0021061697	General Parts LLC	10-2560-323-00-72-220-13	Cafe Repairs Marlowe	1,250.00	6/1/2021	10-2560-323-00-72-220-13
			Total	<u>\$1,250.00</u>		
0021061707	General Parts LLC	10-2560-323-00-74-140-13	Cafe Repairs Mackeben	1,250.00	6/1/2021	10-2560-323-00-74-140-13
			Total	<u>\$1,250.00</u>		
0021061717	General Parts LLC	10-2560-323-00-74-150-13	Cafe Repairs Conley	1,250.00	6/1/2021	10-2560-323-00-74-150-13
			Total	<u>\$1,250.00</u>		
0021061727	General Parts LLC	10-2560-323-00-74-210-13	Cafe Repairs Heineman	1,250.00	6/1/2021	10-2560-323-00-74-210-13
			Total	<u>\$1,250.00</u>		

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0021060617	GFC Leasing WI	10-2900-325-00-79-600-14	Copier Leases	5,906.93	6/1/2021	10-2900-325-00-79-600-14
			Total	<u>\$5,906.93</u>		
0020212925	Gordon Flesch Co Inc	10-2900-390-00-79-600-14	Copier Maintenance	5,814.67	6/1/2021	10-2900-390-00-79-600-14
			Total	<u>\$5,814.67</u>		
0021061157	Gordon Food Service	10-2560-410-00-71-100-13	Cafe Supplies Leggee	1,200.00	6/1/2021	10-2560-410-00-71-100-13
			Total	<u>\$1,200.00</u>		
0021061167	Gordon Food Service	10-2560-410-00-71-300-13	Cafe Supplies HS	6,000.00	6/1/2021	10-2560-410-00-71-300-13
			Total	<u>\$6,000.00</u>		
0021061177	Gordon Food Service	10-2560-410-00-72-110-13	Cafe Supplies Chesak	900.00	6/1/2021	10-2560-410-00-72-110-13
			Total	<u>\$900.00</u>		
0021061187	Gordon Food Service	10-2560-410-00-72-120-13	Cafe Supplies Martin	1,200.00	6/1/2021	10-2560-410-00-72-120-13
			Total	<u>\$1,200.00</u>		
0021061197	Gordon Food Service	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	2,200.00	6/1/2021	10-2560-410-00-72-220-13
			Total	<u>\$2,200.00</u>		
0021061207	Gordon Food Service	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	800.00	6/1/2021	10-2560-410-00-74-140-13
			Total	<u>\$800.00</u>		
0021061217	Gordon Food Service	10-2560-410-00-74-150-13	Cafe Supplies Conley	900.00	6/1/2021	10-2560-410-00-74-150-13
			Total	<u>\$900.00</u>		
0021061227	Gordon Food Service	10-2560-410-00-74-210-13	Cafe Supplies Heineman	1,600.00	6/1/2021	10-2560-410-00-74-210-13
			Total	<u>\$1,600.00</u>		
0021061237	Gordon Food Service	10-2560-415-00-71-100-13	Cafe Food Leggee	12,000.00	6/1/2021	10-2560-415-00-71-100-13
			Total	<u>\$12,000.00</u>		
0021061247	Gordon Food Service	10-2560-415-00-71-300-13	Cafe Food HS	50,000.00	6/1/2021	10-2560-415-00-71-300-13
			Total	<u>\$50,000.00</u>		

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0021061257	Gordon Food Service	10-2560-415-00-72-110-13	Cafe Food Chesak	10,000.00	6/1/2021	10-2560-415-00-72-110-13
			Total	\$10,000.00		
0021061267	Gordon Food Service	10-2560-415-00-72-120-13	Cafe Food Martin	13,000.00	6/1/2021	10-2560-415-00-72-120-13
			Total	\$13,000.00		
0021061277	Gordon Food Service	10-2560-415-00-72-220-13	Cafe Food Marlowe	20,000.00	6/1/2021	10-2560-415-00-72-220-13
			Total	\$20,000.00		
0021061287	Gordon Food Service	10-2560-415-00-74-140-13	Cafe Food Mackeben	7,000.00	6/1/2021	10-2560-415-00-74-140-13
			Total	\$7,000.00		
0021061297	Gordon Food Service	10-2560-415-00-74-150-13	Cafe Food Conley	7,000.00	6/1/2021	10-2560-415-00-74-150-13
			Total	\$7,000.00		
0021061307	Gordon Food Service	10-2560-415-00-74-210-13	Cafe Food Heineman	17,000.00	6/1/2021	10-2560-415-00-74-210-13
			Total	\$17,000.00		
0021060107	Grainger	20-2542-410-00-79	Supplies B & G	500.00	6/1/2021	20-2542-410-00-79
			Total	\$500.00		
0020212975	GreenRoom Productions	10-2190-410-00-71-300-12	Graduation Supplies HHS	12,400.00	6/9/2021	10-2190-410-00-71-300-12
		10-2321-390-00-74-500-14	Purchased Service Supt	2,800.00	6/9/2021	10-2321-390-00-74-500-14
			Total	\$15,200.00		
0020212920	Halloran & Yauch Inc	20-2543-323-00-79	Repairs-Grounds	1,785.78	5/28/2021	20-2543-323-00-79
			Total	\$1,785.78		
0021061797	Hershey Creamery Company	10-2560-415-00-71-300-13	Cafe Food HS	2,000.00	6/1/2021	10-2560-415-00-71-300-13
			Total	\$2,000.00		
0021061807	Hershey Creamery Company	10-2560-415-00-72-220-13	Cafe Food Marlowe	2,000.00	6/1/2021	10-2560-415-00-72-220-13
			Total	\$2,000.00		
0021061817	Hershey Creamery Company	10-2560-415-00-74-210-13	Cafe Food Heineman	2,000.00	6/1/2021	10-2560-415-00-74-210-13
			Total	\$2,000.00		

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0021060067	Home Depot Credit Services	20-2542-410-00-79	Supplies B & G	1,500.00	6/1/2021	20-2542-410-00-79
			Total	<u>\$1,500.00</u>		
0021061767	Home Juice Corp	10-2560-415-00-71-300-13	Cafe Food HS	500.00	6/1/2021	10-2560-415-00-71-300-13
			Total	<u>\$500.00</u>		
0021061777	Home Juice Corp	10-2560-415-00-72-220-13	Cafe Food Marlowe	500.00	6/1/2021	10-2560-415-00-72-220-13
			Total	<u>\$500.00</u>		
0021061787	Home Juice Corp	10-2560-415-00-74-210-13	Cafe Food Heineman	500.00	6/1/2021	10-2560-415-00-74-210-13
			Total	<u>\$500.00</u>		
0020212973	IASB	10-2310-640-00-74-500-14	Dues & Fees Board	12,363.00	6/9/2021	10-2310-640-00-74-500-14
			Total	<u>\$12,363.00</u>		
0020212982	International Sport Surfaces Inc	20-2543-323-00-79	Repairs-Grounds	945.00	6/9/2021	20-2543-323-00-79
			Total	<u>\$945.00</u>		
0021060077	Interstate Battery Center	20-2542-410-00-79	Supplies B & G	200.00	6/1/2021	20-2542-410-00-79
			Total	<u>\$200.00</u>		
0020212966	Jensens Plumbing & Heating Inc	20-2542-520-00-79	Building projects	984.86	6/8/2021	20-2542-520-00-79
			Total	<u>\$984.86</u>		
0020212993	Johnson Controls Fire Protection LP	20-2542-323-00-79	Repairs & Maint Buildings	902.40	6/11/2021	20-2542-323-00-79
			Total	<u>\$902.40</u>		
0020220004	Johnson Floor Co	20-2542-323-00-79	Repairs & Maint Buildings	13,201.00	5/28/2021	20-2542-323-00-79
			Total	<u>\$13,201.00</u>		
0020212944	Kimley-Horn and Associates Inc	20-2540-310-00-79	Professional & Technical	1,405.00	6/2/2021	20-2540-310-00-79
			Total	<u>\$1,405.00</u>		
0021061537	Klein Thorpe & Jenkins Ltd	10-2310-318-00-74-500-14	Legal Board	7,000.00	6/1/2021	10-2310-318-00-74-500-14
			Total	<u>\$7,000.00</u>		

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0020212945	Lamp Recyclers Inc	20-2542-321-00-79	Sanitation/Exterminating	216.81	6/2/2021	20-2542-321-00-79
			Total	\$216.81		
0021060787	Leach Enterprises Inc	40-2554-410-00-79	Fleet Supplies	2,500.00	6/1/2021	40-2554-410-00-79
			Total	\$2,500.00		
0021060447	Lincoln National Life	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	90,000.00	6/1/2021	10-2310-220-00-79-600-14
			Total	\$90,000.00		
0021060497	Little City Foundation	10-4220-670-00-79-600-14	Sp Ed Private Tuition	18,000.00	6/1/2021	10-4220-670-00-79-600-14
			Total	\$18,000.00		
0020212917	M2 Technology Group LLC	20-2542-323-00-79	Repairs & Maint Buildings	2,769.28	5/28/2021	20-2542-323-00-79
			Total	\$2,769.28		
0020212984	Mainstage Theatrical Supply	10-2223-323-00-79-600-14	PAC Repairs	1,500.00	6/11/2021	10-2223-323-00-79-600-14
		10-2223-410-00-79-600-14	Supplies PAC	3,400.00	6/11/2021	10-2223-410-00-79-600-14
		10-2223-490-00-79-600-14	PAC Invent Supplies	1,800.00	6/11/2021	10-2223-490-00-79-600-14
			Total	\$6,700.00		
0021061959	Manthey, Denise N	10-2130-310-00-79-600-14	Health Services	4,000.00	6/1/2021	10-2130-310-00-79-600-14
			Total	\$4,000.00		
0021060507	Marklund Children's Home	10-4220-670-00-79-600-14	Sp Ed Private Tuition	45,000.00	6/1/2021	10-4220-670-00-79-600-14
			Total	\$45,000.00		
0021060287	McMaster Carr Supply Co	20-2542-410-00-79	Supplies B & G	700.00	6/1/2021	20-2542-410-00-79
			Total	\$700.00		
0021060117	MDC Environmental Serv	20-2542-321-00-79	Sanitation/Exterminating	2,342.75	6/1/2021	20-2542-321-00-79
			Total	\$2,342.75		
0020212950	Menards Inc	20-2542-520-00-79	Building projects	402.60	6/4/2021	20-2542-520-00-79
			Total	\$402.60		

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0021060127	Menards Inc	20-2542-410-00-79	Supplies B & G	1,000.00	6/1/2021	20-2542-410-00-79
			Total	\$1,000.00		
0020220007	Midwest Computer Products	10-1110-410-00-72-120-13	Inst Supplies Martin	3,340.75	6/11/2021	10-1110-410-00-72-120-13
			Total	\$3,340.75		
0021061527	Miller Hall & Triggs	10-2310-318-00-74-500-14	Legal Board	8,000.00	6/1/2021	10-2310-318-00-74-500-14
			Total	\$8,000.00		
0021060147	Neuco	20-2542-410-00-79	Supplies B & G	1,000.00	6/1/2021	20-2542-410-00-79
			Total	\$1,000.00		
0021060607	New Connections Academy	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12,000.00	6/1/2021	10-4220-670-00-79-600-14
			Total	\$12,000.00		
0021060547	New Hope Academy	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,000.00	6/1/2021	10-4220-670-00-79-600-14
			Total	\$5,000.00		
0020212956	Nicholls Educational Consulting	10-2213-310-00-79-600-14	Special Svcs Pur Svc	7,000.00	6/7/2021	10-2213-310-00-79-600-14
			Total	\$7,000.00		
0020212921	North American Corporation	20-2542-410-00-79	Supplies B & G	225.58	5/28/2021	20-2542-410-00-79
			Total	\$225.58		
0020212992	North American Corporation	20-2542-410-00-79	Supplies B & G	156.67	6/11/2021	20-2542-410-00-79
			Total	\$156.67		
0021060017	North American Corporation	20-2542-410-00-79	Supplies B & G	8,959.60	6/1/2021	20-2542-410-00-79
			Total	\$8,959.60		
0021061547	Northwestern Medicine	10-2130-220-00-79-600-14	Health Services Insurance	500.00	6/1/2021	10-2130-220-00-79-600-14
		10-2642-390-00-74-500-14	Purchased Service Human Res	250.00	6/1/2021	10-2642-390-00-74-500-14
			Total	\$750.00		
0021060167	Office Depot	20-2540-410-00-79	Office Supplies B & G	187.50	6/1/2021	20-2540-410-00-79
			Total	\$187.50		

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0020212957	Ombudsman	10-1130-314-06-71-305-13	Alternative School	2,840.00	6/7/2021	10-1130-314-06-71-305-13
			Total	\$2,840.00		
0021060177	Omni Commercial Lighting Service	20-2542-323-00-79	Repairs & Maint Buildings	1,000.00	6/1/2021	20-2542-323-00-79
			Total	\$1,000.00		
0021060797	Ottosen DiNolfo Hasenbalg & Castaldo	10-2310-318-00-74-500-14	Legal Board	3,000.00	6/1/2021	10-2310-318-00-74-500-14
			Total	\$3,000.00		
0020212974	Paddock Publications Inc	20-2540-350-00-79	Newspaper bids	149.50	6/9/2021	20-2540-350-00-79
			Total	\$149.50		
0020212987	Paddock Publications Inc	10-1200-310-92-79-600-14	IDEA General Purchased Service	43.70	6/11/2021	10-1200-310-92-79-600-14
			Total	\$43.70		
0020212960	Patlin Inc	40-2554-410-00-79	Fleet Supplies	167.82	6/7/2021	40-2554-410-00-79
			Total	\$167.82		
0020212983	Patlin Inc	40-2554-410-00-79	Fleet Supplies	63.98	6/9/2021	40-2554-410-00-79
			Total	\$63.98		
0021061487	Pepsi-Cola Gen Bot Inc	10-2560-415-00-71-300-13	Cafe Food HS	7,500.00	6/1/2021	10-2560-415-00-71-300-13
			Total	\$7,500.00		
0020212969	PetroChoice	40-2554-410-00-79	Fleet Supplies	2,893.50	6/9/2021	40-2554-410-00-79
			Total	\$2,893.50		
0020212954	PlumbMaster Inc	20-2542-410-00-79	Supplies B & G	87.93	6/4/2021	20-2542-410-00-79
			Total	\$87.93		
0020212961	Pomps Tire Service Inc	40-2554-410-00-79	Fleet Supplies	805.00	6/7/2021	40-2554-410-00-79
			Total	\$805.00		
0020212918	Pro Com Systems Inc	20-2542-520-00-79	Building projects	29,950.00	5/28/2021	20-2542-520-00-79
			Total	\$29,950.00		

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0021060557	Pro Com Systems Inc	10-2660-390-00-79-600-14	Purchased Service Technology	2,000.00	6/1/2021	10-2660-390-00-79-600-14
			Total	\$2,000.00		
0020212924	Quinlan & Fabish Music Co	10-1130-410-12-71-300-13	Music Supplies HS	79.82	6/1/2021	10-1130-410-12-71-300-13
			Total	\$79.82		
0020212962	Remkes Garage LLC	40-2554-410-00-79	Fleet Supplies	1,181.00	6/7/2021	40-2554-410-00-79
			Total	\$1,181.00		
0021060487	Revtrak, Inc.	10-2523-319-00-79-600-14	Banking Fees	10,000.00	6/1/2021	10-2523-319-00-79-600-14
			Total	\$10,000.00		
0020212988	Riveredge Hospital	10-1200-310-92-79-600-14	IDEA General Purchased Service	450.00	6/11/2021	10-1200-310-92-79-600-14
		10-1200-310-92-79-600-14	IDEA General Purchased Service	200.00	6/11/2021	10-1200-310-92-79-600-14
			Total	\$650.00		
0021060697	Route 47 Taxi Transportation Inc	40-2552-331-00-79	Contracted Transportation	6,400.00	6/1/2021	40-2552-331-00-79
			Total	\$6,400.00		
0021060737	Rush Truck Center Huntley	40-2550-323-00-79	Repairs and Maintenance	2,000.00	6/1/2021	40-2550-323-00-79
			Total	\$2,000.00		
0021060747	Rush Truck Center Huntley	40-2554-410-00-79	Fleet Supplies	3,000.00	6/1/2021	40-2554-410-00-79
			Total	\$3,000.00		
0021061637	Russo Power Equipment	20-2543-410-00-79	Grounds Supplies	1,500.00	6/1/2021	20-2543-410-00-79
			Total	\$1,500.00		
0021061067	Safety Kleen Systems Inc	40-2550-310-00-79	Prof & Tech Service Trans	200.00	6/1/2021	40-2550-310-00-79
			Total	\$200.00		
0020212955	Schoolbells Ltd	40-2552-331-00-79	Contracted Transportation	18,123.00	6/4/2021	40-2552-331-00-79
			Total	\$18,123.00		
0021061317	Schuring & Schuring	10-2560-415-00-71-100-13	Cafe Food Leggee	6,000.00	6/1/2021	10-2560-415-00-71-100-13
			Total	\$6,000.00		

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0021061327	Schuring & Schuring	10-2560-415-00-71-300-13	Cafe Food HS	7,000.00	6/1/2021	10-2560-415-00-71-300-13
			Total	<u>\$7,000.00</u>		
0021061367	Schuring & Schuring	10-2560-415-00-74-140-13	Cafe Food Mackeben	5,000.00	6/1/2021	10-2560-415-00-74-140-13
			Total	<u>\$5,000.00</u>		
0021061373	Schuring & Schuring	10-2560-415-00-72-110-13	Cafe Food Chesak	8,000.00	6/1/2021	10-2560-415-00-72-110-13
			Total	<u>\$8,000.00</u>		
0021061374	Schuring & Schuring	10-2560-415-00-72-120-13	Cafe Food Martin	8,000.00	6/1/2021	10-2560-415-00-72-120-13
			Total	<u>\$8,000.00</u>		
0021061375	Schuring & Schuring	10-2560-415-00-72-220-13	Cafe Food Marlowe	4,000.00	6/1/2021	10-2560-415-00-72-220-13
			Total	<u>\$4,000.00</u>		
0021061377	Schuring & Schuring	10-2560-415-00-74-150-13	Cafe Food Conley	5,000.00	6/1/2021	10-2560-415-00-74-150-13
			Total	<u>\$5,000.00</u>		
0021061387	Schuring & Schuring	10-2560-415-00-74-210-13	Cafe Food Heineman	4,000.00	6/1/2021	10-2560-415-00-74-210-13
			Total	<u>\$4,000.00</u>		
0021060957	Secretary of State 12	40-2550-310-00-79	Prof & Tech Service Trans	4.00	6/1/2021	40-2550-310-00-79
			Total	<u>\$4.00</u>		
0021060947	Secretary of State 11	40-2550-310-00-79	Prof & Tech Service Trans	4.00	6/1/2021	40-2550-310-00-79
			Total	<u>\$4.00</u>		
0021060967	Secretary of State 13	40-2550-310-00-79	Prof & Tech Service Trans	4.00	6/1/2021	40-2550-310-00-79
			Total	<u>\$4.00</u>		
0021060977	Secretary of State 14	40-2550-310-00-79	Prof & Tech Service Trans	4.00	6/1/2021	40-2550-310-00-79
			Total	<u>\$4.00</u>		
0021060987	Secretary of State 15	40-2550-310-00-79	Prof & Tech Service Trans	4.00	6/1/2021	40-2550-310-00-79
			Total	<u>\$4.00</u>		

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0021060997	Secretary of State 16	40-2550-310-00-79	Prof & Tech Service Trans	4.00	6/1/2021	40-2550-310-00-79
			Total	\$4.00		
0021061007	Secretary of State 17	40-2550-310-00-79	Prof & Tech Service Trans	4.00	6/1/2021	40-2550-310-00-79
			Total	\$4.00		
0021061017	Secretary of State 18	40-2550-310-00-79	Prof & Tech Service Trans	4.00	6/1/2021	40-2550-310-00-79
			Total	\$4.00		
0021061027	Secretary of State 19	40-2550-310-00-79	Prof & Tech Service Trans	4.00	6/1/2021	40-2550-310-00-79
			Total	\$4.00		
0021061037	Secretary of State 20	40-2550-310-00-79	Prof & Tech Service Trans	4.00	6/1/2021	40-2550-310-00-79
			Total	\$4.00		
0021060847	Secretary of State1	40-2550-310-00-79	Prof & Tech Service Trans	4.00	6/1/2021	40-2550-310-00-79
			Total	\$4.00		
0021060937	Secretary of State10	40-2550-310-00-79	Prof & Tech Service Trans	4.00	6/1/2021	40-2550-310-00-79
			Total	\$4.00		
0021060857	Secretary of State2	40-2550-310-00-79	Prof & Tech Service Trans	4.00	6/1/2021	40-2550-310-00-79
			Total	\$4.00		
0021060867	Secretary of State3	40-2550-310-00-79	Prof & Tech Service Trans	4.00	6/1/2021	40-2550-310-00-79
			Total	\$4.00		
0021060877	Secretary of State4	40-2550-310-00-79	Prof & Tech Service Trans	4.00	6/1/2021	40-2550-310-00-79
			Total	\$4.00		
0021060887	Secretary of State5	40-2550-310-00-79	Prof & Tech Service Trans	4.00	6/1/2021	40-2550-310-00-79
			Total	\$4.00		
0021060897	Secretary of State6	40-2550-310-00-79	Prof & Tech Service Trans	4.00	6/1/2021	40-2550-310-00-79
			Total	\$4.00		

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0021060907	Secretary of State7	40-2550-310-00-79	Prof & Tech Service Trans	4.00	6/1/2021	40-2550-310-00-79
			Total	<u>\$4.00</u>		
0021060917	Secretary of State8	40-2550-310-00-79	Prof & Tech Service Trans	4.00	6/1/2021	40-2550-310-00-79
			Total	<u>\$4.00</u>		
0021060927	Secretary of State9	40-2550-310-00-79	Prof & Tech Service Trans	4.00	6/1/2021	40-2550-310-00-79
			Total	<u>\$4.00</u>		
0020212953	Seidlitz Education	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	673.75	6/4/2021	10-1800-410-82-79-605-14
		10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	2,900.00	6/4/2021	10-2210-390-82-79-605-14
		10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	5,800.00	6/4/2021	10-2210-390-82-79-605-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	104.00	6/4/2021	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	485.00	6/4/2021	10-2213-410-00-79-600-14
			Total	<u>\$9,962.75</u>		
0020212989	Sherwin Williams Co	20-2542-410-00-79	Supplies B & G	66.00	6/11/2021	20-2542-410-00-79
			Total	<u>\$66.00</u>		
0020212951	Sunbelt Rentals, Inc.	10-2190-410-00-71-300-12	Graduation Supplies HHS	2,715.76	6/4/2021	10-2190-410-00-71-300-12
			Total	<u>\$2,715.76</u>		
0020212985	Sweetwater Sound	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	6,540.00	6/11/2021	10-1130-490-02-71-300-13
			Total	<u>\$6,540.00</u>		
0021060377	Talerico Martin Corp	10-2560-415-00-74-210-13	Cafe Food Heineman	1,000.00	6/1/2021	10-2560-415-00-74-210-13
			Total	<u>\$1,000.00</u>		
0021060378	Talerico Martin Corp	10-2560-415-00-71-300-13	Cafe Food HS	2,000.00	6/1/2021	10-2560-415-00-71-300-13
			Total	<u>\$2,000.00</u>		
0021060387	Talerico Martin Corp	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,000.00	6/1/2021	10-2560-415-00-72-220-13
			Total	<u>\$1,000.00</u>		
0020220005	The Bank of New York Mellon Trust Co	60-5140-620	Interest on Bonds	3,737.50	6/7/2021	60-5140-620
			Total	<u>\$3,737.50</u>		

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Huntley Community School District #158

Purchase Orders Report

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0021060307	Thomson Reuters	10-2660-470-00-79-600-14	Software Technology	1,015.35	6/1/2021	10-2660-470-00-79-600-14
			Total	\$1,015.35		
0021060357	T-Mobile	20-2540-340-00-79	Telephone - Districtwide	4,000.00	6/1/2021	20-2540-340-00-79
			Total	\$4,000.00		
0020212970	Trane	20-2542-410-00-79	Supplies B & G	395.76	6/9/2021	20-2542-410-00-79
			Total	\$395.76		
0021060837	Tredroc Tire Services LLC	40-2554-410-00-79	Fleet Supplies	3,400.00	6/1/2021	40-2554-410-00-79
			Total	\$3,400.00		
0020212963	Tyler Technologies Inc	40-2550-310-00-79	Prof & Tech Service Trans	7,410.99	6/7/2021	40-2550-310-00-79
			Total	\$7,410.99		
0020212967	Uline	20-2542-410-00-79	Supplies B & G	93.67	6/8/2021	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	1,248.00	6/8/2021	20-2542-410-00-79
			Total	\$1,341.67		
0020212990	UPS Store #2361, The	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	24.56	6/11/2021	10-1130-490-02-71-300-13
			Total	\$24.56		
0020212994	UPS Store #2361, The	10-2223-323-00-79-600-14	PAC Repairs	27.83	6/11/2021	10-2223-323-00-79-600-14
			Total	\$27.83		
0021061607	Verizon Wireless	20-2540-340-00-79	Telephone - Districtwide	7,000.00	6/1/2021	20-2540-340-00-79
			Total	\$7,000.00		
0021060137	Village of Algonquin	20-2546-310-00-71-305	Resource Officer	9,749.33	6/1/2021	20-2546-310-00-71-305
			Total	\$9,749.33		
0021061517	Village of Huntley	20-2546-310-00-71-305	Resource Officer	5,360.20	6/1/2021	20-2546-310-00-71-305
			Total	\$5,360.20		
0021060687	Village of Lake in the Hills	20-2546-310-00-71-305	Resource Officer	5,245.00	6/1/2021	20-2546-310-00-71-305
			Total	\$5,245.00		

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Huntley Community School District #158

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0021061757	Virtual Connections Academy	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,000.00	6/1/2021	10-4220-670-00-79-600-14
			Total	<u>\$5,000.00</u>		
0021060457	VSP of Illinois NFP	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	8,000.00	6/1/2021	10-2310-220-00-79-600-14
			Total	<u>\$8,000.00</u>		
0020212919	Wallingford Sales Company	20-2542-410-00-79	Supplies B & G	1,904.12	5/28/2021	20-2542-410-00-79
			Total	<u>\$1,904.12</u>		
0021060767	WEX BANK	40-2552-464-00-79	Diesel/Gasoline	300.00	6/1/2021	40-2552-464-00-79
			Total	<u>\$300.00</u>		
0021060777	WEX BANK	10-1700-464-21-71-300-13	Driver Education Gasoline	2,000.00	6/1/2021	10-1700-464-21-71-300-13
		10-1700-464-21-71-300-13	Driver Education Gasoline	30.00	6/1/2021	10-1700-464-21-71-300-13
			Total	<u>\$2,030.00</u>		
0021061747	Winston Knolls Education Group	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,500.00	6/1/2021	10-4220-670-00-79-600-14
			Total	<u>\$6,500.00</u>		
0021060657	Woodstock Community Unit School Dist	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12,000.00	6/1/2021	10-4220-670-00-79-600-14
			Total	<u>\$12,000.00</u>		
0021060477	Zero Card	10-1100-220-00-79-600-14	Regular Programs Insurance	2,500.00	6/1/2021	10-1100-220-00-79-600-14
			Total	<u>\$2,500.00</u>		
0021060267	Zieglers Ace Hardware	20-2542-410-00-79	Supplies B & G	300.00	6/1/2021	20-2542-410-00-79
			Total	<u>\$300.00</u>		
0021061047	Zieglers Ace Hardware	40-2554-410-00-79	Fleet Supplies	100.00	6/1/2021	40-2554-410-00-79
			Total	<u>\$100.00</u>		
			Total	<u>\$2,219,797.06</u>		

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Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: June 17, 2021

Subject: **Equipment Declared as Surplus**
Board of Education Meeting, June 17, 2021
Action Items

Please consider the attached list of equipment for surplus. The equipment listed is either non-functional or it has exceeded its useful life for the District.

RECOMMENDATION

Administration recommends the Board of Education approve the surplus list attached at the June 17, 2021 Board of Education Meeting.

ItemName	Serial_Number
ACER Chromebook 16 GB 2GB C720	NXSHEAA0063480B1F37600
Airliner Wireless Slate WS100	7JZ013602
Airliner Wireless Slate WS100	7JZ013618
Airliner Wireless Slate WS100	8DZ019069
Airliner Wireless Slate WS100	8FZ005036
Airliner Wireless Slate WS100	8FZ002046
Apple 32 GB gold iPad Air 2	DMPT3CLKHG5G
Apple 32 GB space gray iPad Air 2	DMP5WR5KHG5D
Apple iPad 2	DYVJGGV2DFHW
Apple iPad 2	DMPMNX64F182
Apple iPad 2	DMRMLCA4F182
Apple iPad 16GB	1234567
Apple iPad 16GB	HZ1103VFZ38
Apple iPad 16GB	HZ1101GZ38
Apple iPad 16GB	DQVFWMLDFHW
Apple iPad 16GB	DN6FWMVHDFHW
Apple iPad 16GB	DN6FWMAUDFHW
Apple iPad 16GB	DMPFW1GWGFHW
Apple iPad 16GB	DN6FWM2HDFHW
Apple iPad 16GB	DN6FWN2SDFHW
Apple iPad 16GB	DN6FWK97DFHW
Apple iPad 16GB	DN6FWFITDFHW
Apple iPad A1474 - Preschool	DMPPFL4MFK11
Apple iPad A1474 - Preschool	DMPPFME3FK11
Apple iPad A1474 - Preschool	DMPPFSO4FK11
Apple iPad A1474 - Preschool	DMPPFMHBK11
Apple iPad A1474 - Preschool	DMPPFSOCFK11
Apple iPad A1474 - Preschool	DMPPFMGTFK11
Apple iPad A1474 - Preschool	DMPPGBWPFK11
Apple iPad A1474 - Preschool	DMPPGBL7FK11
Apple iPad Air 2 - Silver - 16GB PGLW2LL/A	DMPQR6ZVG5VT
Apple Ipad Air 16GB WI-Fi - Grey MD785LL/B	DMRMW1ABFK10
Apple Ipad Air 16GB WI-Fi - Grey MD785LL/B	DMPN1NS2FK10
Apple Ipad Air 16GB WI-Fi - Grey MD785LL/B	DMQPCXVFK10
Apple Ipad Air 16GB WI-Fi - Grey MD785LL/B	DMQPCUWVFK10
Apple Ipad Air 16GB WI-Fi - Grey MD785LL/B	SDMPQ3Y23FK10
Apple Ipad Air 16GB WI-Fi - Grey MD785LL/B	SDMPQ3WWYFK10
Apple Ipad Air 16GB WI-Fi - Grey MD785LL/B	DMPQ3RV9FK10
Apple iPad Wi-Fi 32GB Space Gray MP2F2LL/A	GCTVJ56BHLF9
Apple iPod Touch A1288 8gb	1C0135UD75J
Apple iPod Touch A1288 8gb	1C013E0Y75J
Apple iPod Touch A1288 8gb	1C0135YB75J
Apple iPod Touch A1288 8gb	1C013R8475J
Apple iPod Touch A1288 8gb	1C013R3U75J
Apple iPod Touch A1288 8gb	1C013R4Q75J
Apple iPod Touch A1288 8gb	1C013R7575J
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Apple iPod Touch A1288 8gb	9C015J9C75J
Apple iPod Touch A1288 8gb	1C013RF275J
Apple iPod Touch A1288 8gb	1C01365J75J
Apple iPod Touch A1288 8gb	1C013RB175J
Apple iPod Touch A1288 8gb	1C013CN375J
Apple iPod Touch A1288 8gb	1C01365B75J
Apple iPod Touch A1288 8gb	1A033DL575J
Apple iPod Touch A1288 8gb	1A033DC175J
Apple iPod Touch A1288 8gb	1A033VQT75J
Dell Laptop Latitude E6330	6S3Q7W1

ItemName	Serial_Number
Dell Laptop Latitude E6430	FN7NYY1
Dell Laptop Latitude E6440	7CDSP32
Dell Laptop Latitude E6440	4W62G72
Dell Laptop Latitude E6440	7G2XP32
Dell Laptop Latitude E6440	7jckg12
Dell Laptop Latitude E6440	C3PKG12
Dell Laptop Latitude E6440	4DNKG12
Dell Laptop Latitude E6440	D54TP32
Dell Laptop Latitude E6440	34gxp32
Dell Latitude 7370	B1HSPC2
Dell Latitude 7370	c008gc2
Dell Latitude Laptop 5490 (Special Services)	6xlmn12
Dell Optiplex GX3020	24QHV12
Eiki CD / Cassette Player 7070A	245773
Epson LCD Projector PowerLite 83+	looking 7
Epson Projector LCD Power Lite 109W	X4Z37Z00422
Hitachi LCD Multimedia Projector CP-X2010	F9DU01521
Hitachi LCD Multimedia Projector CP-X2011	hoju12130
Hitachi LCD Multimedia Projector CP-X2011	HID117884
HP Chromebook 11 G3	5CD5052RP9
HP Chromebook 11 G3 *****2GB***** LIMITED USE	5CD5053VVB
HP Chromebook 11 G4	5CD53237WF
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HP Chromebook 11 G6	5CD9111RKF
HP Chromebook 11 G6	5CD90402BB
HP Chromebook 11 G6	5CD9111RB4
HP Chromebook 11 G6	5CD9040252
HP Chromebook 11 G6	5CD904028T
HP Chromebook 11 G6	5CD9040277
HP Chromebook 11 G6	5CD904028Z
HP Chromebook 11 G6	5CD9040299
HP Chromebook 11 G6	5CD91137YQ
HP Chromebook 11 G6	5CD904028N
HP Chromebook 11 G6	5CD91138B7
HP Chromebook 11 G6	5CD911394H

ItemName	Serial_Number
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HP Chromebook 11 G6	5CD9021F6B
HP Chromebook 11 G6	5CD9021D82
HP Chromebook 11 G6	5CD9038NXT
HP Chromebook 11 G6	5CD90225W8
HP Chromebook 11 G6	5CD90221QJ
HP Chromebook 11 G6	5CD90224PM
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HP Chromebook 11 G6	5CD90227TQ
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HP Chromebook 11 G6	5CD902219F
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HP Chromebook G8	5CD014882P
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Lenovo ThinkPad Chromebook Yoga 11e	1S20DU000AUSLR045B68
Lenovo ThinkPad Chromebook Yoga 11e	1S20DU000AUSLR045B0H
Lenovo ThinkPad Chromebook Yoga 11e	1S20DU000AUSLR045FSK
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Lenovo ThinkPad Chromebook Yoga 11e	1S20DU000AUSLR045ETB
Lenovo ThinkPad Chromebook Yoga 11e	1S20DU000AUSLR045KA3
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Lenovo ThinkPad Chromebook Yoga 11e	1S20DU000AUSLR045EVA
Lenovo ThinkPad Chromebook Yoga 11e	1S20DU000AUSLR045EUS
Logitech Conference Cam Connect	2025LZ52LBA9
Sanyo LCD Projector PLC-SU07U	looking 5
Smart Technologies Smart Table 442i	K012GW40E0023
Smart Technologies Smart table SMAST230i	ST2301-R2-013191
VZ-X Wireless Document Camera	331839VAB00066
Apple iPad 16GB	HW110VSHZ38
Lenovo ThinkPad Chromebook Yoga 11e	1S20DU000AUSLR045KEL
Apple iPod Touch 64 gb	CCQJX3SJF4K2
Aver Media Digital Document Camera 300P	402697090
HP Chromebook 11 G6	5CD8165VBM
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HP Chromebook 11 G6	5CD825B8PB
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HP Chromebook 11 G6	5CD8376QQL
HP Chromebook 11 G6	5CD8374XJY
HP Chromebook 11 G6	5CD8374X01
Airliner Wireless Slate WS100	8FZ005018
Beyond Question: Basic Student Response System (set of 30) w/CD : IR 3	00101004147
Beyond Question: Basic Student Response System (set of 30) w/CD : IR 3	00101004146
Beyond Question: Basic Student Response System (set of 30) w/CD : IR 3	00101004119
Beyond Question: Basic Student Response System (set of 30) w/CD : IR 3	00104003827
Beyond Question: Basic Student Response System (set of 30) w/CD : IR 3	00101004128
Beyond Question: Basic Student Response System (set of 30) w/CD : IR 3	00101004144
Cisco Flip Video S1240	PW1011100388
Cisco Flip Video S1240	PW1011001039
DYMO Mimio Pad RCK-M01	919HM110301008
DYMO Mimio Pad RCK-M01	919HM110301001
DYMO Mimio Pad RCK-M01	919HM110304625

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DYMO Mimio Pad RCK-M01	919HM100700359
DYMO Mimio Pad RCK-M01	919HM100700353
DYMO Mimio Pad RCK-M01	919HM100700358
DYMO Mimio Teach ICD02-01	65CCFAFB-I31057C0D12
DYMO Mimio Teach ICD02-01	215B4907-I31057C0D12
Epson LCD Projector PowerLite S5 EMP-S5	JWUF835228L
Epson Powerlite LCD Projector S6 Series/78/W6 H283A	L5JF943762L
Glencoe McGraw-Hill Math Connects Course 2 TeacherWorks All-in-Planner 1.9.3 - Media	No Serial Number
HP Chromebook 11 G6	5CD806404W
HP Chromebook 11 G6	5CD806404R
HP Chromebook 11 G6	5CD8063ZK9
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HP Chromebook 11 G6	5CD806103P
HP Chromebook 11 G6	5CD80603CM
Mimio Interactive Wb DMA-02	09D0A1C1
Stokes Publishing Company TI-34II Overhead part # 253	none
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Turning Point Responsive Inn P/N RCIR - 02	No Serial Number
Turning Point Responsive Inn P/N RCIR - 02	No Serial Number
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Glencoe McGraw-Hill Algebra 1 Interactive Classroom (2 CD's) ISBN - 9780078915291 - Media	no serial number
Glencoe McGraw-Hill Algebra 1 Interactive Classroom (2 CD's) ISBN - 9780078915291 - Media	w/lic #40158001348752
Glencoe McGraw-Hill Algebra 1 Teacher Works Plus Version 1.9.3 - Media	none
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Glencoe McGraw-Hill Math Connects Course 1 TeacherWorks Plus 1.9.3 - Media	none
Glencoe McGraw-Hill Math Connects Course 2 Interactive Classroom (2 CD ISBN - 9780078805585 - Media	00
Glencoe McGraw-Hill Math Connects Course 2 TeacherWorks All-in-Planner 1.9.3 - Media	none
Cannon HD Camcorder VIXIA HF R100	22040242930
Apple Mac Mini A1347	C07QJ3H7G1HV
Apple MacBook A1342	W801611FFYT
Apple MacBook Air 13" A1466	c02ypoztlywg
Apple MacBook Pro 13-inch: 2.9GHz Dual-core intel	C02HX3W9DTY4
Canon Blue Digital Camera Powershot A4000 IS	612060024228
Canon Power Shot A2300	51206672305
Dell Laptop Latitude E6440	4CFXP32
Dell Latitude 7370	fpY8lc2
Dell Latitude 7370	3ly8lc2
Dell Latitude 7370	25b9lc2
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HP Chromebook 11 G6	5CD805DYK9
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HP Chromebook 11 G6	5CD8061073
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HP Chromebook 11 G6	5CD806103L
HP Chromebook 11 G6	5CD8060ZYQ
HP Chromebook 11 G6	5CD8061078
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HP Chromebook 11 G6	5CD8061076
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HP Chromebook 11 G6	5CD806103G
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HP Chromebook 11 G6	5CD80610M2
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HP Chromebook 11 G6	5CD90225JS
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HP Chromebook 11 G6	5CD90221CQ
HP Chromebook 14 G5	5CD8056CJ3
HP Chromebook G8	5CD01489GQ
HP Chromebook G8	5CD01488X0
HP Chromebook G8	5CD0143V1V
HP Chromebook G8	5CD0150TPM
HP Chromebook G8	5CD0143T3C
HP Chromebook G8	5CD0143SZR
Kensington Wireless Presenter with Laser Pointer 33374	c1448a2824
LG External DVD RW Portable Drive 8X USB 2.0 LG GP65NB60	B8KUBL1072455
Meraki Access Point MR32	Q2JD-NZJX-6GDY
Meraki Access Point MR32	Q2JD-AXUP-DX4U
Meraki Access Point MR32	Q2JD-YHSV-AVZG
Meraki Access Point MR32	Q2JD-ZJ3Y-YYFJ
Meraki Access Point MR32	Q2JD-PXRC-MMMG
Meraki Access Point MR32	Q2JD-9C2S-CUY9
Meraki Access Point MR32	Q2JD-UNM9-U5UJ
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Meraki Access Point MR32	Q2JD-P4MY-FLX7
Meraki Access Point MR32	Q2JD-YND9-KWP6
Meraki Access Point MR32	Q2JD-2YTY-CP4A
Meraki Access Point MR32	Q2JD-7566-TK9R
Meraki Access Point MR42	Q2KD-AV5J-VUHY
Samsung External DVD Drive SE-208	R8X76GAD401TGN
Texas Instruments Calculator TI-83 PLUS	2605012216 S-0205E
Texas Instruments Calculator TI-83 PLUS	F123402455N0500A
Texas Instruments Calculator TI-83 PLUS	23694063 1-1197H
Texas Instruments TI-84 Plus	1023042016
Texas Instruments TI-84 Plus	1023041456
Texas Instruments TI-84 Plus	1023040132
Toshiba Satellite A215-S5837 Laptop	38222444k
Logitech Multimedia Speakers S120 2.0	AL919DG-K
Texas Instruments Calculator TI-83 PLUS	1183049052 1-0300A
Texas Instruments Calculator TI-83 PLUS	2841113683 S-0407K
HP Chromebook 11 G6	5CD81175F5
HP Chromebook 11 G6	5CD91139MM
HP Chromebook G8	5CD0148C2M
LG External DVD RW Portable Drive 8X USB 2.0 LG GP65NB60	B9EUBL1228162
HP Chromebook 11 G6	5CD806107M
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HP Chromebook 11 G6	5CD806409K
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HP Chromebook 11 G6	5CD9111RJ9
Logitech Wireless Mouse M325	1407LZ088LS9
Logitech Wireless Mouse M325	1339LZ08DNY9
Logitech Wireless Mouse M325	1425LZ083SC9
Logitech Wireless Mouse M325	1422LZ07JLU9
QOMO Scanner Document Camera QPC20 F1	QPC20F1B20191109301
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HP Chromebook 11 G6	5CD81173Z3

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HP Chromebook 11 G6	5CD9054W28
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HP Chromebook 11 G6	5CD822356N
Cognitive Concepts, Earobics Clinic Reading and Spelling Step 2 3.5 - Media	
Dell Laptop Latitude E6440	95fxp32
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Lenovo ThinkPad Chromebook Yoga 11e	1S20DU000AUSLR045LPN

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HP Chromebook 11 G5	8CG7151Q13
HP Chromebook 11 G5	8CG7151Q39
HP Chromebook 11 G5	8CG7151Q0L
HP Chromebook 11 G5	8CG7151PYF
HP Chromebook 11 G5	8CG7151Q3V
HP Chromebook 11 G5	8CG7151PZX
HP Chromebook 11 G5	8CG7151Q3C
HP Chromebook 11 G5	8CG7151Q2V
HP Chromebook 11 G5	8CG7151Q2S
HP Chromebook 11 G5	8CG7151Q25
HP Chromebook 11 G5	8CG7151Q2G
HP Chromebook 11 G5	8CG7151Q32
HP Chromebook 11 G5	8CG7151Q02
HP Chromebook 11 G5	8CG71521X5
HP Chromebook 11 G5	8CG7152L2N
HP Chromebook 11 G5	8CG7151QHC
HP Chromebook 11 G5	8CG7151PYY
HP Chromebook 11 G5	8CG7151Q1P
HP Chromebook 11 G5	8CG7151QM3
HP Chromebook 11 G5	8CG7151QV1

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG7151QVR
HP Chromebook 11 G5	8CG7151Q23
HP Chromebook 11 G5	8CG7151QVK
HP Chromebook 11 G5	8CG7151Q0X
HP Chromebook 11 G5	8CG7151QN8
HP Chromebook 11 G5	8CG7151PVW
HP Chromebook 11 G5	8CG7151QVG
HP Chromebook 11 G5	8CG7151QVH
HP Chromebook 11 G5	8CG7151QW0
HP Chromebook 11 G5	8CG7151PYP
HP Chromebook 11 G5	8CG7151Q34
HP Chromebook 11 G5	8CG7151Q01
HP Chromebook 11 G5	8CG7151Q1R
HP Chromebook 11 G5	8CG7151Q0B
HP Chromebook 11 G5	8CG7151Q2W
HP Chromebook 11 G5	8CG7151QVD
HP Chromebook 11 G5	8CG7151QVZ
HP Chromebook 11 G5	8CG7151Q1Y
HP Chromebook 11 G5	8CG7151QV7
HP Chromebook 11 G5	8CG7151Q1J
HP Chromebook 11 G5	8CG7151Q1T
HP Chromebook 11 G5	8CG7151QVM
HP Chromebook 11 G5	8CG7151Q36
HP Chromebook 11 G5	8CG7151QTK
HP Chromebook 11 G5	8CG7151QKR
HP Chromebook 11 G5	8CG71520KC
HP Chromebook 11 G5	8CG7151Q0W
HP Chromebook 11 G5	8CG7151Q08
HP Chromebook 11 G5	8CG7151PX5
HP Chromebook 11 G5	8CG7151Q15
HP Chromebook 11 G5	8CG7151QLN
HP Chromebook 11 G5	8CG7151Q27
HP Chromebook 11 G5	8CG7151Q22
HP Chromebook 11 G5	8CG7151PZ8
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HP Chromebook 11 G5	8CG71521JG
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HP Chromebook 11 G5	8CG7151QRD
HP Chromebook 11 G5	8CG7151QRT
HP Chromebook 11 G5	8CG7151QTP
HP Chromebook 11 G5	8CG7151QV5
HP Chromebook 11 G5	8CG7151QW9
HP Chromebook 11 G5	8CG7151QG8
HP Chromebook 11 G5	8CG7151QV8
HP Chromebook 11 G5	8CG7151QVJ

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG7151Q37
HP Chromebook 11 G5	8CG7151Q0J
HP Chromebook 11 G5	8CG7151QVT
HP Chromebook 11 G5	8CG7151QTZ
HP Chromebook 11 G5	8CG7151QTT
HP Chromebook 11 G5	8CG7151QW1
HP Chromebook 11 G5	8CG7151QRN
HP Chromebook 11 G5	8CG7151Q1X
HP Chromebook 11 G5	8CG7151QV4
HP Chromebook 11 G5	8CG7152L23
HP Chromebook 11 G5	8CG7152L8D
HP Chromebook 11 G5	8CG715283W
HP Chromebook 11 G5	8CG715282L
HP Chromebook 11 G5	8CG715225W
HP Chromebook 11 G5	8CG71527ZC
HP Chromebook 11 G5	8CG7152KSL
HP Chromebook 11 G5	8CG71527F8
HP Chromebook 11 G5	8CG7152816
HP Chromebook 11 G5	8CG715282C
HP Chromebook 11 G5	8CG71527YV
HP Chromebook 11 G5	8CG71527XQ
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HP Chromebook 11 G5	8CG715281S
HP Chromebook 11 G5	8CG71527JQ
HP Chromebook 11 G5	8CG715120X
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HP Chromebook 11 G5	8CG7152810
HP Chromebook 11 G5	8CG71527ZD
HP Chromebook 11 G5	8CG71527FP
HP Chromebook 11 G5	8CG7152837
HP Chromebook 11 G5	8CG71527K2
HP Chromebook 11 G5	8CG7152247
HP Chromebook 11 G5	8CG715225V
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HP Chromebook 11 G5	8CG71527XW
HP Chromebook 11 G5	8CG71527FJ
HP Chromebook 11 G5	8CG71527ZY
HP Chromebook 11 G5	8CG71527GK
HP Chromebook 11 G5	8CG71512L1

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG71527FM
HP Chromebook 11 G5	8CG71527VP
HP Chromebook 11 G5	8CG71527KJ
HP Chromebook 11 G5	8CG71527P0
HP Chromebook 11 G5	8CG7152812
HP Chromebook 11 G5	8CG71521ZG
HP Chromebook 11 G5	8CG71527HY
HP Chromebook 11 G5	8CG71527FS
HP Chromebook 11 G5	8CG71527GX
HP Chromebook 11 G5	8CG71527JC
HP Chromebook 11 G5	8CG715133F
HP Chromebook 11 G5	8CG71527K6
HP Chromebook 11 G5	8CG71527FB
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HP Chromebook 11 G5	8CG71527DM
HP Chromebook 11 G5	8CG71527GY
HP Chromebook 11 G5	8CG71513V8
HP Chromebook 11 G5	8CG71527FC
HP Chromebook 11 G5	8CG71527G9
HP Chromebook 11 G5	8CG71527J0
HP Chromebook 11 G5	8CG71527HS
HP Chromebook 11 G5	8CG715226B
HP Chromebook 11 G5	8CG7152845
HP Chromebook 11 G5	8CG71527DQ
HP Chromebook 11 G5	8CG71527H9
HP Chromebook 11 G5	8CG71527DL
HP Chromebook 11 G5	8CG715280P
HP Chromebook 11 G5	8CG71527HG
HP Chromebook 11 G5	8CG71527JF
HP Chromebook 11 G5	8CG71527GD
HP Chromebook 11 G5	8CG7152826
HP Chromebook 11 G5	8CG71527DR
HP Chromebook 11 G5	8CG71527H2
HP Chromebook 11 G5	8CG71527F2
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HP Chromebook 11 G5	8CG71521LR
HP Chromebook 11 G5	8CG71527CW
HP Chromebook 11 G5	8CG71527FY
HP Chromebook 11 G5	8CG71527K0
HP Chromebook 11 G5	8CG71527FH
HP Chromebook 11 G5	8CG71527GV
HP Chromebook 11 G5	8CG71527DS
HP Chromebook 11 G5	8CG71527F5
HP Chromebook 11 G5	8CG71527FX

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG71527GQ
HP Chromebook 11 G5	8CG71527FD
HP Chromebook 11 G5	8CG71527FG
HP Chromebook 11 G5	8CG71527F4
HP Chromebook 11 G5	8CG71521ST
HP Chromebook 11 G5	8CG71521SS
HP Chromebook 11 G5	8CG71521TM
HP Chromebook 11 G5	8CG71521J8
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HP Chromebook 11 G5	8CG715215W
HP Chromebook 11 G5	8CG71521SD
HP Chromebook 11 G5	8CG7152152
HP Chromebook 11 G5	8CG71521ZS
HP Chromebook 11 G5	8CG71521P3
HP Chromebook 11 G5	8CG71521SY
HP Chromebook 11 G5	8CG71521P6
HP Chromebook 11 G5	8CG71521QH
HP Chromebook 11 G5	8CG71521T9
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HP Chromebook 11 G5	8CG71521RJ
HP Chromebook 11 G5	8CG715214B
HP Chromebook 11 G5	8CG71521SZ
HP Chromebook 11 G5	8CG71521P5
HP Chromebook 11 G5	8CG71521TN
HP Chromebook 11 G5	8CG71521RC
HP Chromebook 11 G5	8CG715217F
HP Chromebook 11 G5	8CG71521LT
HP Chromebook 11 G5	8CG715213D
HP Chromebook 11 G5	8CG71521H2
HP Chromebook 11 G5	8CG71521SF
HP Chromebook 11 G5	8CG71521SW
HP Chromebook 11 G5	8CG71521SP
HP Chromebook 11 G5	8CG71521FW
HP Chromebook 11 G5	8CG71521SL
HP Chromebook 11 G5	8CG71521DJ
HP Chromebook 11 G5	8CG71521NS
HP Chromebook 11 G5	8CG71521RN
HP Chromebook 11 G5	8CG71521RD
HP Chromebook 11 G5	8CG71521SJ
HP Chromebook 11 G5	8CG71521RM
HP Chromebook 11 G5	8CG71521PV
HP Chromebook 11 G5	8CG715213C
HP Chromebook 11 G5	8CG71521QQ
HP Chromebook 11 G5	8CG715125P

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG71512H6
HP Chromebook 11 G5	8CG71512HH
HP Chromebook 11 G5	8CG71512P6
HP Chromebook 11 G5	8CG7151234
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HP Chromebook 11 G5	8CG7151BHJ
HP Chromebook 11 G5	8CG7151BHF
HP Chromebook 11 G5	8CG7143JY6
HP Chromebook 11 G5	8CG7143L5X
HP Chromebook 11 G5	8CG7151BHC
HP Chromebook 11 G5	8CG7151BKJ
HP Chromebook 11 G5	8CG7143KY4
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HP Chromebook 11 G5	8CG71437TC
HP Chromebook 11 G5	8CG7133R93
HP Chromebook 11 G5	8CG7133RJZ
HP Chromebook 11 G5	8CG7133RBJ
HP Chromebook 11 G5	8CG7133R6T
HP Chromebook 11 G5	8CG7133PS5
HP Chromebook 11 G5	8CG7133R32
HP Chromebook 11 G5	8CG7133RDJ
HP Chromebook 11 G5	8CG7133R2B
HP Chromebook 11 G5	8CG7133R5R
HP Chromebook 11 G5	8CG7133R9V
HP Chromebook 11 G5	8CG7133PSG
HP Chromebook 11 G5	8CG7133R08

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG7133QN2
HP Chromebook 11 G5	8CG7142WR5
HP Chromebook 11 G5	8CG7143L76
HP Chromebook 11 G5	8CG7143L6S
HP Chromebook 11 G5	8CG7150BX6
HP Chromebook 11 G5	8CG7150BYY
HP Chromebook 11 G5	8CG7150BHV
HP Chromebook 11 G5	8CG7143KMX
HP Chromebook 11 G5	8CG7150CRL
HP Chromebook 11 G5	8CG7150C5W
HP Chromebook 11 G5	8CG7150BKK
HP Chromebook 11 G5	8CG7150D2R
HP Chromebook 11 G5	8CG7143L7K
HP Chromebook 11 G5	8CG7150BZJ
HP Chromebook 11 G5	8CG7150CQH
HP Chromebook 11 G5	8CG7142WVV
HP Chromebook 11 G5	8CG7142X7V
HP Chromebook 11 G5	8CG7150BS0
HP Chromebook 11 G5	8CG7150BZ2
HP Chromebook 11 G5	8CG7143KQW
HP Chromebook 11 G5	8CG7150BNR
HP Chromebook 11 G5	8CG7142X07
HP Chromebook 11 G5	8CG7150D5B
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HP Chromebook 11 G5	8CG7142WXL
HP Chromebook 11 G5	8CG7143KRH
HP Chromebook 11 G5	8CG7143L3D
HP Chromebook 11 G5	8CG7143K4N
HP Chromebook 11 G5	8CG7143KNS
HP Chromebook 11 G5	8CG7150BZR
HP Chromebook 11 G5	8CG7150BNL
HP Chromebook 11 G5	8CG7150BMF
HP Chromebook 11 G5	8CG7150BQM
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HP Chromebook 11 G5	8CG7150CBQ
HP Chromebook 11 G5	8CG7150C1L
HP Chromebook 11 G5	8CG7150BL9

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG71521LN
HP Chromebook 11 G5	8CG71520P8
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HP Chromebook 11 G5	8CG71521R5
HP Chromebook 11 G5	8CG71521MB
HP Chromebook 11 G5	8CG71521GH
HP Chromebook 11 G5	8CG71520TW
HP Chromebook 11 G5	8CG71521N4
HP Chromebook 11 G5	8CG71521HS
HP Chromebook 11 G5	8CG715214N
HP Chromebook 11 G5	8CG71520HY
HP Chromebook 11 G5	8CG715218B
HP Chromebook 11 G5	8CG71521DB
HP Chromebook 11 G5	8CG7152180
HP Chromebook 11 G5	8CG7152109
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HP Chromebook 11 G5	8CG71521LS
HP Chromebook 11 G5	8CG71521NW
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HP Chromebook 11 G5	8CG715216P
HP Chromebook 11 G5	8CG71520MS
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HP Chromebook 11 G5	8CG71521CT
HP Chromebook 11 G5	8CG7152146
HP Chromebook 11 G5	8CG71521MR
HP Chromebook 11 G5	8CG7152105
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HP Chromebook 11 G5	8CG71521B3
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HP Chromebook 11 G5	8CG71521BF
HP Chromebook 11 G5	8CG71521ND
HP Chromebook 11 G5	8CG71521P1
HP Chromebook 11 G5	8CG71521MW
HP Chromebook 11 G5	8CG71521B9
HP Chromebook 11 G5	8CG71521BN
HP Chromebook 11 G5	8CG71521JZ
HP Chromebook 11 G5	8CG71521M7
HP Chromebook 11 G5	8CG71521NX
HP Chromebook 11 G5	8CG71521QR
HP Chromebook 11 G5	8CG71521Q2

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HP Chromebook 11 G5	8CG71521L8
HP Chromebook 11 G5	8CG715218X
HP Chromebook 11 G5	8CG71521J2
HP Chromebook 11 G5	8CG71521JF
HP Chromebook 11 G5	8CG71521K7
HP Chromebook 11 G5	8CG71521K1
HP Chromebook 11 G5	8CG71520SY
HP Chromebook 11 G5	8CG71521N1
HP Chromebook 11 G5	8CG71521MQ
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HP Chromebook 11 G5	8CG71520RW
HP Chromebook 11 G5	8CG71521HM
HP Chromebook 11 G5	8CG71521GV
HP Chromebook 11 G5	8CG71521HK
HP Chromebook 11 G5	8CG71520RY
HP Chromebook 11 G5	8CG7152158
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HP Chromebook 11 G5	8CG71520WB
HP Chromebook 11 G5	8CG71520X7
HP Chromebook 11 G5	8CG71521BW
HP Chromebook 11 G5	8CG71520HT
HP Chromebook 11 G5	8CG7143JLG
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HP Chromebook 11 G5	8CG7143K89
HP Chromebook 11 G5	8CG7143KCM
HP Chromebook 11 G5	8CG7143JKH
HP Chromebook 11 G5	8CG7143K7X
HP Chromebook 11 G5	8CG7143K6X
HP Chromebook 11 G5	8CG7143K75
HP Chromebook 11 G5	8CG7143KB8
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HP Chromebook 11 G5	8CG7143K6S
HP Chromebook 11 G5	8CG7143JD6
HP Chromebook 11 G5	8CG7143KC8
HP Chromebook 11 G5	8CG7143K92
HP Chromebook 11 G5	8CG7143K6T
HP Chromebook 11 G5	8CG7143KB9
HP Chromebook 11 G5	8CG7143KC9

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG7143K78
HP Chromebook 11 G5	8CG7143K70
HP Chromebook 11 G5	8CG7143K85
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HP Chromebook 11 G5	8CG7143K5K
HP Chromebook 11 G5	8CG7143K73
HP Chromebook 11 G5	8CG7143JP6
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HP Chromebook 11 G5	8CG7143K8W
HP Chromebook 11 G5	8CG7143KD1
HP Chromebook 11 G5	8CG7143K94
HP Chromebook 11 G5	8CG7143JZC
HP Chromebook 11 G5	8CG7143KCR
HP Chromebook 11 G5	8CG7143K8Z
HP Chromebook 11 G5	8CG7143JGF
HP Chromebook 11 G5	8CG7143K88
HP Chromebook 11 G5	8CG7143KCD
HP Chromebook 11 G5	8CG7143K57
HP Chromebook 11 G5	8CG7143K7D
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HP Chromebook 11 G5	8CG7143KBK
HP Chromebook 11 G5	8CG7143K6P
HP Chromebook 11 G5	8CG7143KBX

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG7143K7G
HP Chromebook 11 G5	8CG7143K7F
HP Chromebook 11 G5	8CG7143K2T
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HP Chromebook 11 G5	8CG7143K6L
HP Chromebook 11 G5	8CG7143K9S
HP Chromebook 11 G5	8CG7143K7V
HP Chromebook 11 G5	8CG7143K6Q
HP Chromebook 11 G5	8CG7143K64
HP Chromebook 11 G5	8CG7143K7Z
HP Chromebook 11 G5	8CG7143K5F
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HP Chromebook 11 G5	8CG71510YC
HP Chromebook 11 G5	8CG71510R2
HP Chromebook 11 G5	8CG71510XV
HP Chromebook 11 G5	8CG71510PF
HP Chromebook 11 G5	8CG71510LY
HP Chromebook 11 G5	8CG71510MT
HP Chromebook 11 G5	8CG7151152
HP Chromebook 11 G5	8CG71510QJ
HP Chromebook 11 G5	8CG715119Y
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HP Chromebook 11 G5	8CG71511BJ
HP Chromebook 11 G5	8CG7150ZVC
HP Chromebook 11 G5	8CG71510W7
HP Chromebook 11 G5	8CG71510H0
HP Chromebook 11 G5	8CG715117Q
HP Chromebook 11 G5	8CG71510NW
HP Chromebook 11 G5	8CG7150ZW1
HP Chromebook 11 G5	8CG715119D
HP Chromebook 11 G5	8CG71510MC
HP Chromebook 11 G5	8CG715119C
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HP Chromebook 11 G5	8CG71510TV
HP Chromebook 11 G5	8CG71510Y2
HP Chromebook 11 G5	8CG71510NF
HP Chromebook 11 G5	8CG71510FL

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG71510YN
HP Chromebook 11 G5	8CG71510YQ
HP Chromebook 11 G5	8CG71510KS
HP Chromebook 11 G5	8CG71510ZS
HP Chromebook 11 G5	8CG7151119
HP Chromebook 11 G5	8CG71510YV
HP Chromebook 11 G5	8CG71510Q3
HP Chromebook 11 G5	8CG71510K5
HP Chromebook 11 G5	8CG715110Z
HP Chromebook 11 G5	8CG71510J8
HP Chromebook 11 G5	8CG71510NN
HP Chromebook 11 G5	8CG71511B6
HP Chromebook 11 G5	8CG71510S4
HP Chromebook 11 G5	8CG71510RD
HP Chromebook 11 G5	8CG71510M2
HP Chromebook 11 G5	8CG71510SM
HP Chromebook 11 G5	8CG71510MH
HP Chromebook 11 G5	8CG71510XS
HP Chromebook 11 G5	8CG71510X0
HP Chromebook 11 G5	8CG7151123
HP Chromebook 11 G5	8CG71510SH
HP Chromebook 11 G5	8CG71510KD
HP Chromebook 11 G5	8CG7151107
HP Chromebook 11 G5	8CG715118Z
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HP Chromebook 11 G5	8CG71510Q6
HP Chromebook 11 G5	8CG71510RP
HP Chromebook 11 G5	8CG7151127
HP Chromebook 11 G5	8CG71510M1
HP Chromebook 11 G5	8CG7151191
HP Chromebook 11 G5	8CG7151113
HP Chromebook 11 G5	8CG71510Z9
HP Chromebook 11 G5	8CG71510YY
HP Chromebook 11 G5	8CG71510YD
HP Chromebook 11 G5	8CG71510X5
HP Chromebook 11 G5	8CG71510WR
HP Chromebook 11 G5	8CG71510NT
HP Chromebook 11 G5	8CG7151104
HP Chromebook 11 G5	8CG71510RR
HP Chromebook 11 G5	8CG71510N4
HP Chromebook 11 G5	8CG71510KJ
HP Chromebook 11 G5	8CG71510NB
HP Chromebook 11 G5	8CG71510HS
HP Chromebook 11 G5	8CG71510KZ
HP Chromebook 11 G5	8CG715117P

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG71510X7
HP Chromebook 11 G5	8CG7151125
HP Chromebook 11 G5	8CG71510P1
HP Chromebook 11 G5	8CG715117D
HP Chromebook 11 G5	8CG715110N
HP Chromebook 11 G5	8CG715111S
HP Chromebook 11 G5	8CG71510MZ
HP Chromebook 11 G5	8CG71510R1
HP Chromebook 11 G5	8CG715116B
HP Chromebook 11 G5	8CG71510YS
HP Chromebook 11 G5	8CG71510W0
HP Chromebook 11 G5	8CG71510XL
HP Chromebook 11 G5	8CG715110J
HP Chromebook 11 G5	8CG71510NZ
HP Chromebook 11 G5	8CG71510CY
HP Chromebook 11 G5	8CG71510YK
HP Chromebook 11 G5	8CG71510P7
HP Chromebook 11 G5	8CG71510D2
HP Chromebook 11 G5	8CG71510QR
HP Chromebook 11 G5	8CG7151195
HP Chromebook 11 G5	8CG71511B0
HP Chromebook 11 G5	8CG715119L
HP Chromebook 11 G5	8CG7151193
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HP Chromebook 11 G5	8CG71510MW
HP Chromebook 11 G5	8CG715118N
HP Chromebook 11 G5	8CG71510HZ
HP Chromebook 11 G5	8CG71510MK
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HP Chromebook 11 G5	8CG71510NH
HP Chromebook 11 G5	8CG71512GV
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HP Chromebook 11 G5	8CG71512VV
HP Chromebook 11 G5	8CG71512KT
HP Chromebook 11 G5	8CG71512MQ
HP Chromebook 11 G5	8CG71512SX
HP Chromebook 11 G5	8CG71512TX
HP Chromebook 11 G5	8CG71512DW
HP Chromebook 11 G5	8CG71512SJ
HP Chromebook 11 G5	8CG71512HD
HP Chromebook 11 G5	8CG71512RW

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG71512RY
HP Chromebook 11 G5	8CG71512VQ
HP Chromebook 11 G5	8CG715139P
HP Chromebook 11 G5	8CG71512SC
HP Chromebook 11 G5	8CG71512S5
HP Chromebook 11 G5	8CG71512T0
HP Chromebook 11 G5	8CG71512PF
HP Chromebook 11 G5	8CG71512HC
HP Chromebook 11 G5	8CG71512VJ
HP Chromebook 11 G5	8CG7151200
HP Chromebook 11 G5	8CG71512V2
HP Chromebook 11 G5	8CG7150X3G
HP Chromebook 11 G5	8CG71511T5
HP Chromebook 11 G5	8CG7150WJ3
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HP Chromebook 11 G5	8CG71512M9
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HP Chromebook 11 G5	8CG715128L
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HP Chromebook 11 G5	8CG7150CVF
HP Chromebook 11 G5	8CG71513C4
HP Chromebook 11 G5	8CG71512SV
HP Chromebook 11 G5	8CG71512TY
HP Chromebook 11 G5	8CG7151280
HP Chromebook 11 G5	8CG71512SH
HP Chromebook 11 G5	8CG71514Q2
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HP Chromebook 11 G5	8CG7150WM2
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HP Chromebook 11 G5	8CG71512DM
HP Chromebook 11 G5	8CG71512RD
HP Chromebook 11 G5	8CG71512LM
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HP Chromebook 11 G5	8CG71512SZ
HP Chromebook 11 G5	8CG71512T5
HP Chromebook 11 G5	8CG71511RY
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HP Chromebook 11 G5	8CG71512HB
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HP Chromebook 11 G5	8CG715127Q
HP Chromebook 11 G5	8CG71512T9
HP Chromebook 11 G5	8CG715129Y
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HP Chromebook 11 G5	8CG71512GX
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HP Chromebook 11 G5	8CG7133QB1
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HP Chromebook 11 G5	8CG7133Q3F
HP Chromebook 11 G5	8CG7133QQW
HP Chromebook 11 G5	8CG7133QQC
HP Chromebook 11 G5	8CG7133Q84
HP Chromebook 11 G5	8CG7133QMY
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HP Chromebook 11 G5	8CG7133QPH
HP Chromebook 11 G5	8CG7133Q12
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ItemName	Serial_Number
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HP Chromebook 11 G5	8CG7133G8Q
HP Chromebook 11 G5	8CG7133G14
HP Chromebook 11 G5	8CG7133QQF
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HP Chromebook 11 G5	8CG7133QJN
HP Chromebook 11 G5	8CG7133QLR
HP Chromebook 11 G5	8CG7133QKY
HP Chromebook 11 G5	8CG7152KPG
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HP Chromebook 11 G5	8CG715113N
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HP Chromebook 11 G5	8CG715114K
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HP Chromebook 11 G5	8CG7133QK7
HP Chromebook 11 G5	8CG7133QG3
HP Chromebook 11 G5	8CG7133QH0
HP Chromebook 11 G5	8CG7133QDN
HP Chromebook 11 G5	8CG7133QK5
HP Chromebook 11 G5	8CG7150BK2
HP Chromebook 11 G5	8CG7150D1X
HP Chromebook 11 G5	8CG7150B9S
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HP Chromebook 11 G5	8CG7150D2Y
HP Chromebook 11 G5	8CG7150D0X
HP Chromebook 11 G5	8CG7150BVN
HP Chromebook 11 G5	8CG7150BP8
HP Chromebook 11 G5	8CG7150BJC
HP Chromebook 11 G5	8CG7150BKR
HP Chromebook 11 G5	8CG71509Y0
HP Chromebook 11 G5	8CG7150CZM
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HP Chromebook 11 G5	8CG7151QRF
HP Chromebook 11 G5	8CG7151QWC
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HP Chromebook 11 G5	8CG7151QTM
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HP Chromebook 11 G5	8CG7151QC2
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ItemName	Serial_Number
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HP Chromebook 11 G5	8CG7151QJR
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HP Chromebook 11 G5	8CG7151QHQ
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HP Chromebook 11 G5	8CG7151QKB
HP Chromebook 11 G5	8CG7151QJZ
HP Chromebook 11 G5	8CG7151QKC
HP Chromebook 11 G5	8CG7151Q8V
HP Chromebook 11 G5	8CG7151Q03
HP Chromebook 11 G5	8CG7151QGJ
HP Chromebook 11 G5	8CG7151Q1Q
HP Chromebook 11 G5	8CG7151Q8J
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HP Chromebook 11 G5	8CG71511GD
HP Chromebook 11 G5	8CG71511HD
HP Chromebook 11 G5	8CG7151186
HP Chromebook 11 G5	8CG71510C5
HP Chromebook 11 G5	8CG71510YM
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HP Chromebook 11 G5	8CG71511GY
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HP Chromebook 11 G5	8CG71511BD
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HP Chromebook 11 G5	8CG715117T
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ItemName	Serial_Number
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HP Chromebook 11 G5	8CG7150D80
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HP Chromebook 11 G5	8CG7150WHT
HP Chromebook 11 G5	8CG7150BLS
HP Chromebook 11 G5	8CG7150D4W
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HP Chromebook 11 G5	8CG7150D4Q
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HP Chromebook 11 G5	8CG7150D63
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HP Chromebook 11 G5	8CG7150CRD
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ItemName	Serial_Number
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HP Chromebook 11 G5	8CG7142XBG
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HP Chromebook 11 G5	8CG7150CSC
HP Chromebook 11 G5	8CG7150D4G
HP Chromebook 11 G5	8CG7150D3X
HP Chromebook 11 G5	8CG7150D4J
HP Chromebook 11 G5	8CG7150D3F
HP Chromebook 11 G5	8CG7150D29
HP Chromebook 11 G5	8CG7150CX9
HP Chromebook 11 G5	8CG7150D4L
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HP Chromebook 11 G5	8CG7152KNN
HP Chromebook 11 G5	8CG7152KV7
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HP Chromebook 11 G5	8CG7152KPD
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HP Chromebook 11 G5	8CG7152M10
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HP Chromebook 11 G5	8CG71511VM
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HP Chromebook 11 G5	8CG7133GDS
HP Chromebook 11 G5	8CG7133Q7R
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HP Chromebook 11 G5	8CG7133R9L
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HP Chromebook 11 G5	8CG7133RFH
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HP Chromebook 11 G5	8CG71527XC
HP Chromebook 11 G5	8CG71527ZV
HP Chromebook 11 G5	8CG7150ZSJ
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HP Chromebook 11 G5	8CG7150ZBH
HP Chromebook 11 G5	8CG7150ZHF
HP Chromebook 11 G5	8CG7150ZTX
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HP Chromebook 11 G5	8CG7150ZWZ
HP Chromebook 11 G5	8CG7150ZS5
HP Chromebook 11 G5	8CG7150ZSG
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ItemName	Serial_Number
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HP Chromebook 11 G5	8CG7150C8K
HP Chromebook 11 G5	8CG7150C48
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HP Chromebook 11 G5	8CG7150C8Q
HP Chromebook 11 G5	8CG7150C89
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HP Chromebook 11 G5	8CG7150C72
HP Chromebook 11 G5	8CG7150C8F
HP Chromebook 11 G5	8CG7150C1F
HP Chromebook 11 G5	8CG7150C63
HP Chromebook 11 G5	8CG7150C96
HP Chromebook 11 G5	8CG7150CBX
HP Chromebook 11 G5	8CG7150CBJ
HP Chromebook 11 G5	8CG7150C8G
HP Chromebook 11 G5	8CG7150BTL

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG715288H
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HP Chromebook 11 G5	8CG71527WP
HP Chromebook 11 G5	8CG715221C
HP Chromebook 11 G5	8CG7152218
HP Chromebook 11 G5	8CG71521YS
HP Chromebook 11 G5	8CG715280K
HP Chromebook 11 G5	8CG71527DF
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HP Chromebook 11 G5	8CG715285T
HP Chromebook 11 G5	8CG71527XK
HP Chromebook 11 G5	8CG71527ZG
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HP Chromebook 11 G5	8CG7150C8B
HP Chromebook 11 G5	8CG7151QJK
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HP Chromebook 11 G5	8CG7361TB8
HP Chromebook 11 G5	8CG7361RBK
HP Chromebook 11 G5	8CG73629TP
HP Chromebook 11 G5	8CG7362B0Z
HP Chromebook 11 G5	8CG73629KL
HP Chromebook 11 G5	8CG73629Z3
HP Chromebook 11 G5	8CG73629NN
HP Chromebook 11 G5	8CG73629W7
HP Chromebook 11 G5	8CG7362HW4
HP Chromebook 11 G5	8CG7362J2W
HP Chromebook 11 G5	8CG7361RC0
HP Chromebook 11 G5	8CG7362B2B
HP Chromebook 11 G5	8CG7361R90
HP Chromebook 11 G5	8CG7362J6N
HP Chromebook 11 G5	8CG73629QH
HP Chromebook 11 G5	8CG73629VK
HP Chromebook 11 G5	8CG73629Z2
HP Chromebook 11 G5	8CG7362B3B
HP Chromebook 11 G5	8CG73629WW
HP Chromebook 11 G5	8CG7362B06
HP Chromebook 11 G5	8CG71521QZ
HP Chromebook 11 G5	5CD723BCYF
HP Chromebook 11 G5 *****Loaner*****	8CG7142WTX
HP Chromebook 11 G5 *****Loaner*****	8CG7151QMY
HP Chromebook 11 G5 *****Loaner*****	8CG7150D6T
HP Chromebook 11 G5 *****Loaner*****	8CG7150CXP
HP Chromebook 11 G5 *****Loaner*****	8CG7152KPL
HP Chromebook 11 G5 *****Loaner*****	8CG7150WSV
HP Chromebook 11 G5 *****Loaner*****	8CG7133PZJ
HP Chromebook 11 G5 *****Loaner*****	8CG7133PRB
HP Chromebook 11 G5 *****Loaner*****	8CG71512T2
HP Chromebook 11 G5 *****Loaner*****	8CG71512BD
HP Chromebook 11 G5 *****Loaner*****	8CG7151301
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HP Chromebook 11 G5 *****Loaner*****	8CG7150ZTG
HP Chromebook 11 G5 *****Loaner*****	8CG7150B3B
HP Chromebook 11 G5 *****Loaner*****	8CG7150C9P
HP Chromebook 11 G5 *****Loaner*****	8CG7150C4Q
HP Chromebook 11 G5 *****Loaner*****	8CG7152843
HP Chromebook 11 G5 *****Loaner*****	8CG7361RBL
HP Chromebook 11 G5 ***Loaners***	8CG7133QD1
HP Chromebook 11 G5 ***Loaners***	8CG7151Q4N

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HP Chromebook 11 G5	8CG7151Q14
HP Chromebook 11 G5	8CG7151Q2K
HP Chromebook 11 G5	8CG7151QTW
HP Chromebook 11 G5	8CG7151PZR
HP Chromebook 11 G5	8CG715282V
HP Chromebook 11 G5	8CG71527JL
HP Chromebook 11 G5	8CG71527XZ
HP Chromebook 11 G5	8CG71527F9
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HP Chromebook 11 G5	8CG71521NR
HP Chromebook 11 G5	8CG71521PD
HP Chromebook 11 G5	8CG7152150
HP Chromebook 11 G5	8CG71513JT
HP Chromebook 11 G5	8CG71521VF
HP Chromebook 11 G5	8CG71521VW
HP Chromebook 11 G5	8CG71521RK
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HP Chromebook 11 G5	8CG7152142
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HP Chromebook 11 G5	8CG71521VC
HP Chromebook 11 G5	8CG71521RX
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HP Chromebook 11 G5	8CG7152113
HP Chromebook 11 G5	8CG71521KB
HP Chromebook 11 G5	8CG71521TD
HP Chromebook 11 G5	8CG71521R0
HP Chromebook 11 G5	8CG71521TG
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HP Chromebook 11 G5	8CG71521TC
HP Chromebook 11 G5	8CG71521RY
HP Chromebook 11 G5	8CG71521RL
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ItemName	Serial_Number
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HP Chromebook 11 G5	8CG71521SN
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HP Chromebook 11 G5	8CG715219R
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HP Chromebook 11 G5	8CG7152108
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HP Chromebook 11 G5	8CG71521SM
HP Chromebook 11 G5	8CG71521LL
HP Chromebook 11 G5	8CG71521C3
HP Chromebook 11 G5	8CG71521LC
HP Chromebook 11 G5	8CG71521P2
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HP Chromebook 11 G5	8CG71521RR
HP Chromebook 11 G5	8CG71521S8
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HP Chromebook 11 G5	8CG71512H1
HP Chromebook 11 G5	8CG715121N
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HP Chromebook 11 G5	8CG71512JZ
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HP Chromebook 11 G5	8CG71512PG
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HP Chromebook 11 G5	8CG71512NN
HP Chromebook 11 G5	8CG71512L4
HP Chromebook 11 G5	8CG71512LG
HP Chromebook 11 G5	8CG7151292
HP Chromebook 11 G5	8CG7151502
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HP Chromebook 11 G5	8CG715122S
HP Chromebook 11 G5	8CG71512G9
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HP Chromebook 11 G5	8CG71512Q6
HP Chromebook 11 G5	8CG71512MP
HP Chromebook 11 G5	8CG715125L
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HP Chromebook 11 G5	8CG7151232
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HP Chromebook 11 G5	8CG71512QV
HP Chromebook 11 G5	8CG715138X
HP Chromebook 11 G5	8CG7151397
HP Chromebook 11 G5	8CG71512H5
HP Chromebook 11 G5	8CG715138F
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HP Chromebook 11 G5	8CG71512P4
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HP Chromebook 11 G5	8CG7150WWB
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HP Chromebook 11 G5	8CG715139Y
HP Chromebook 11 G5	8CG715139F
HP Chromebook 11 G5	8CG715139G
HP Chromebook 11 G5	8CG71512GP
HP Chromebook 11 G5	8CG71512F6
HP Chromebook 11 G5	8CG71512P7
HP Chromebook 11 G5	8CG715120C
HP Chromebook 11 G5	8CG71512K5
HP Chromebook 11 G5	8CG71512QK
HP Chromebook 11 G5	8CG71512LJ
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HP Chromebook 11 G5	8CG7151BDL
HP Chromebook 11 G5	8CG7151BD2
HP Chromebook 11 G5	8CG7151BJ9
HP Chromebook 11 G5	8CG7151BFF
HP Chromebook 11 G5	8CG7151BDT
HP Chromebook 11 G5	8CG7151BHG
HP Chromebook 11 G5	8CG7151BJ3
HP Chromebook 11 G5	8CG7151BJT
HP Chromebook 11 G5	8CG7151BF2
HP Chromebook 11 G5	8CG7151BFD
HP Chromebook 11 G5	8CG7150WSL
HP Chromebook 11 G5	8CG7151BGG
HP Chromebook 11 G5	8CG7151BFQ
HP Chromebook 11 G5	8CG7151BF6
HP Chromebook 11 G5	8CG7151BFC
HP Chromebook 11 G5	8CG7151BHB
HP Chromebook 11 G5	8CG7143KK1
HP Chromebook 11 G5	8CG7143JYQ
HP Chromebook 11 G5	8CG7143KZB
HP Chromebook 11 G5	8CG7150B4L
HP Chromebook 11 G5	8CG7150BR2
HP Chromebook 11 G5	8CG71415YB
HP Chromebook 11 G5	8CG7133PW8
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HP Chromebook 11 G5	8CG7133P4K
HP Chromebook 11 G5	8CG7133PS9
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HP Chromebook 11 G5	8CG7133QX9
HP Chromebook 11 G5	8CG7150CMN
HP Chromebook 11 G5	8CG7150CCS
HP Chromebook 11 G5	8CG7143KQH
HP Chromebook 11 G5	8CG7150D2S
HP Chromebook 11 G5	8CG7143JMB
HP Chromebook 11 G5	8CG7150C1R
HP Chromebook 11 G5	8CG7150BXV
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HP Chromebook 11 G5	8CG71521MS
HP Chromebook 11 G5	8CG71521JL
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HP Chromebook 11 G5	8CG71521BV
HP Chromebook 11 G5	8CG71521FJ
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HP Chromebook 11 G5	8CG7152112
HP Chromebook 11 G5	8CG71521FY
HP Chromebook 11 G5	8CG71521D7
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HP Chromebook 11 G5	8CG7143K3P
HP Chromebook 11 G5	8CG7143KCF
HP Chromebook 11 G5	8CG7143KB4

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HP Chromebook 11 G5	8CG71512NF
HP Chromebook 11 G5	8CG7133P9J
HP Chromebook 11 G5	8CG7133QMB
HP Chromebook 11 G5	8CG7133QBN
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HP Chromebook 11 G5	8CG7133QQP
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HP Chromebook 11 G5	8CG7152KNT
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HP Chromebook 11 G5	8CG7151189
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HP Chromebook 11 G5	8CG71511WS
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HP Chromebook 11 G5	8CG71511WF
HP Chromebook 11 G5	8CG71511WP
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HP Chromebook 11 G5	8CG7133RL0
HP Chromebook 11 G5	8CG7133PMZ
HP Chromebook 11 G5	8CG7133PPK
HP Chromebook 11 G5	8CG7152KVM
HP Chromebook 11 G5	8CG71512VF
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HP Chromebook 11 G5	8CG71512XS
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HP Chromebook 11 G5	8CG715281G
HP Chromebook 11 G5	8CG71527ZQ
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HP Chromebook 11 G5	8CG71521X0
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HP Chromebook 11 G5	8CG71527MV
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HP Chromebook 11 G5	8CG7362J43

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HP Chromebook 11 G5	8CG7362B0L
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HP Chromebook 11 G5	8CG7152KYW
HP Chromebook 11 G5	8CG7152L2M
HP Chromebook 11 G5	8CG7152L16
HP Chromebook 11 G5	8CG71520YT
HP Chromebook 11 G5	8CG7150WQ9
HP Chromebook 11 G5	8CG7151Q2F
HP Chromebook 11 G5	8CG7151Q20
HP Chromebook 11 G5	8CG7151PXP
HP Chromebook 11 G5	8CG71527FQ
HP Chromebook 11 G5	8CG7150ZKK
HP Chromebook 11 G5	8CG7133PF0
HP Chromebook 11 G5	8CG7150CNX
HP Chromebook 11 G5	8CG7150D13
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HP Chromebook 11 G5	8CG71511XN
HP Chromebook 11 G5	8CG7150D22
HP Chromebook 11 G5	8CG71511W3
HP Chromebook 11 G5	8CG7133PHT
HP Chromebook 11 G5	8CG7133RJC
HP Chromebook 11 G5	8CG7133H03
HP Chromebook 11 G5	8CG7132NNG
HP Chromebook 11 G5	8CG71512XN
HP Chromebook 11 G5	8CG71512X4
HP Chromebook 11 G5	8CG71512ZD
HP Chromebook 11 G5	8CG715124L
HP Chromebook 11 G5	8CG715153Q
HP Chromebook 11 G5	8CG71527L8
HP Chromebook 11 G5	8CG71527ZZ
HP Chromebook 11 G5	8CG7152813

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HP Chromebook 11 G5	8CG7150C6F
HP Chromebook 11 G5	8CG7150C4Y
HP Chromebook 11 G5	8CG7150BTY
HP Chromebook 11 G5	8CG71527TD
HP Chromebook 11 G5	8CG715225D
HP Chromebook 11 G5	5CD7295YNK
HP Chromebook 11 G5	5CD7295YN1
HP Chromebook 11 G5	5CD723BCY4
HP Chromebook 11 G5	5CD7295YNQ
HP Chromebook 11 G5	5CD723BCZ4
HP Chromebook 11 G5	5CD7295YNG
HP Chromebook 11 G5	5CD7295Y8D
HP Chromebook 11 G5	5CD7295Y3B
HP Chromebook 11 G5	8CG7151Q7Y
HP Chromebook 11 G5	8CG71527JP
HP Chromebook 11 G5	8CG7151BK2
HP Chromebook 11 G5	8CG7143L13
HP Chromebook 11 G5	8CG7143JCL
HP Chromebook 11 G5	8CG71520H0
HP Chromebook 11 G5	8CG71521QW
HP Chromebook 11 G5	8CG71521FK
HP Chromebook 11 G5	8cg7151q98
HP Chromebook 11 G5	8CG71511BG
HP Chromebook 11 G5	8CG71511CD
HP Chromebook 11 G5	8CG7150CZ0
HP Chromebook 11 G5	8CG7150BVD
HP Chromebook 11 G5	8CG7150D3H
HP Chromebook 11 G5	8CG7152KTJ
HP Chromebook 11 G5	8CG715113Y
HP Chromebook 11 G5	8CG7142X2G
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HP Chromebook 11 G5	8CG715283F
HP Chromebook 11 G5	8CG7152839
HP Chromebook 11 G5	8CG715281V
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HP Chromebook 11 G5	8CG7150C6Y
HP Chromebook 11 G5	8CG7150C5G
HP Chromebook 11 G5	8CG7150CBN
HP Chromebook 11 G5	8CG71528BX
HP Chromebook 11 G5	8CG7361P1W
HP Chromebook 11 G5	8CG73629MW
HP Chromebook 11 G5	8CG73629YL

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HP Chromebook 11 G5	8CG7150D18
HP Chromebook 11 G5	8CG715115L
HP Chromebook 11 G5	8CG7152L6C
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HP Chromebook 11 G5	8CG71521ZV
HP Chromebook 11 G5	8CG71527GN
HP Chromebook 11 G5	8CG71527HD
HP Chromebook 11 G5	8CG71527YK
HP Chromebook 11 G5	8CG71521L3
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HP Chromebook 11 G5	8CG71521P8
HP Chromebook 11 G5	8CG71521S4
HP Chromebook 11 G5	8CG71521RV
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HP Chromebook 11 G5	8CG71512KN
HP Chromebook 11 G5	8CG71512QM
HP Chromebook 11 G5	8CG71512QH
HP Chromebook 11 G5	8CG71512LC
HP Chromebook 11 G5	8CG71512NQ
HP Chromebook 11 G5	8CG71512LT
HP Chromebook 11 G5	8CG71512JX
HP Chromebook 11 G5	8CG71512NY
HP Chromebook 11 G5	8CG715139S
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HP Chromebook 11 G5	8CG7151BJW
HP Chromebook 11 G5	8CG7151BKF
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HP Chromebook 11 G5	8CG7143KW6
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HP Chromebook 11 G5	8CG7151BCX
HP Chromebook 11 G5	8CG7142XJ0

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HP Chromebook 11 G5	8CG7143L4G
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HP Chromebook 11 G5	8CG7143L3B
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HP Chromebook 11 G5	8CG7151BF0
HP Chromebook 11 G5	8CG7151BGB
HP Chromebook 11 G5	8CG7151DJ8
HP Chromebook 11 G5	8CG7151BJ0
HP Chromebook 11 G5	8CG7143KPL
HP Chromebook 11 G5	8CG7143L68
HP Chromebook 11 G5	8CG7143KNK
HP Chromebook 11 G5	8CG7143L7G
HP Chromebook 11 G5	8CG7143KKP
HP Chromebook 11 G5	8CG7143KXB
HP Chromebook 11 G5	8CG7143L7V
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HP Chromebook 11 G5	8CG7143J9F
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HP Chromebook 11 G5	8CG7143L3L
HP Chromebook 11 G5	8CG7143KMS
HP Chromebook 11 G5	8CG7143L7M
HP Chromebook 11 G5	8CG7143KZX
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HP Chromebook 11 G5	8CG7143L5Q
HP Chromebook 11 G5	8CG7151BF7
HP Chromebook 11 G5	8CG7143L4Z

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HP Chromebook 11 G5	8CG7143L7C
HP Chromebook 11 G5	8CG7143KQ7
HP Chromebook 11 G5	8CG7143L84
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HP Chromebook 11 G5	8CG7133RGR
HP Chromebook 11 G5	8CG7133R60
HP Chromebook 11 G5	8CG7133R85
HP Chromebook 11 G5	8CG7133R9P
HP Chromebook 11 G5	8CG7133R98
HP Chromebook 11 G5	8CG7141621
HP Chromebook 11 G5	8CG7140RLB
HP Chromebook 11 G5	8CG7133R9G
HP Chromebook 11 G5	8CG7151Q3K
HP Chromebook 11 G5	8CG715115V
HP Chromebook 11 G5	8CG7133R75
HP Chromebook 11 G5	8CG7133RBB
HP Chromebook 11 G5	8CG7133R8F
HP Chromebook 11 G5	8CG71415W8
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HP Chromebook 11 G5	8CG7133P04
HP Chromebook 11 G5	8CG7133R8P
HP Chromebook 11 G5	8CG7133R97
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HP Chromebook 11 G5	8CG7133R88
HP Chromebook 11 G5	8CG7133R77
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HP Chromebook 11 G5	8CG7133PS2
HP Chromebook 11 G5	8CG714160D
HP Chromebook 11 G5	8CG7133R64
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HP Chromebook 11 G5	8CG7133PCC
HP Chromebook 11 G5	8CG7133QRG
HP Chromebook 11 G5	8CG7133QY8
HP Chromebook 11 G5	8CG7133R4T
HP Chromebook 11 G5	8CG7133PRW
HP Chromebook 11 G5	8CG7133R8D

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HP Chromebook 11 G5	8CG7133PKY
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HP Chromebook 11 G5	8CG7133PPM
HP Chromebook 11 G5	8CG7133PSZ
HP Chromebook 11 G5	8CG7133R2H
HP Chromebook 11 G5	8CG7133R9S
HP Chromebook 11 G5	8CG7133RGV
HP Chromebook 11 G5	8CG7133PR7
HP Chromebook 11 G5	8CG7133RFF
HP Chromebook 11 G5	8CG7133R5W
HP Chromebook 11 G5	8CG7133PQZ
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HP Chromebook 11 G5	8CG7133P41
HP Chromebook 11 G5	8CG7133QJ5
HP Chromebook 11 G5	8CG7133R2J
HP Chromebook 11 G5	8CG7133R2S
HP Chromebook 11 G5	8CG7133R3Z
HP Chromebook 11 G5	8CG7133P4L
HP Chromebook 11 G5	8CG7133R2T
HP Chromebook 11 G5	8CG7133P8N
HP Chromebook 11 G5	8CG7133P0T
HP Chromebook 11 G5	8CG7133P4C
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HP Chromebook 11 G5	8CG7133R8Z
HP Chromebook 11 G5	8CG7133QQQ
HP Chromebook 11 G5	8CG7133R03
HP Chromebook 11 G5	8CG7133QDJ
HP Chromebook 11 G5	8CG7133PB5
HP Chromebook 11 G5	8CG7133P4B
HP Chromebook 11 G5	8CG71415Z4
HP Chromebook 11 G5	8CG7133QDB
HP Chromebook 11 G5	8CG7091YFV

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HP Chromebook 11 G5	8CG7142X7G
HP Chromebook 11 G5	8CG7150BH2
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HP Chromebook 11 G5	8CG7143KJ0
HP Chromebook 11 G5	8CG7150CS6
HP Chromebook 11 G5	8CG7142X5C
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HP Chromebook 11 G5	8CG7150CT7
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HP Chromebook 11 G5	8CG7142X52
HP Chromebook 11 G5	8CG7143KN2
HP Chromebook 11 G5	8CG7143L7S
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HP Chromebook 11 G5	8CG71437RT
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HP Chromebook 11 G5	8CG7150BZ6
HP Chromebook 11 G5	8CG7150BTN
HP Chromebook 11 G5	8CG7150C08
HP Chromebook 11 G5	8CG71510PK
HP Chromebook 11 G5	8CG71512MS
HP Chromebook 11 G5	8CG715127B
HP Chromebook 11 G5	8CG71512SK
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HP Chromebook 11 G5	8CG7133Q7B
HP Chromebook 11 G5	8CG7133QPV
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HP Chromebook 11 G5	8CG7133QP0
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HP Chromebook 11 G5	8CG7133QM9
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HP Chromebook 11 G5	8CG7133QCF
HP Chromebook 11 G5	8CG7133Q8B
HP Chromebook 11 G5	8CG7133QPM
HP Chromebook 11 G5	8CG7133QFS
HP Chromebook 11 G5	8CG7133QNX
HP Chromebook 11 G5	8CG7133QML
HP Chromebook 11 G5	8CG7133S6T
HP Chromebook 11 G5	8CG7133Q7L
HP Chromebook 11 G5	8CG7133QNG
HP Chromebook 11 G5	8CG7133QNW

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HP Chromebook 11 G5	8CG7133Q6N
HP Chromebook 11 G5	8CG7133QL2
HP Chromebook 11 G5	8CG7133QLY
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HP Chromebook 11 G5	8CG7133QQ5
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HP Chromebook 11 G5	8CG7152L2X
HP Chromebook 11 G5	8CG7151158

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HP Chromebook 11 G5	8CG7151151
HP Chromebook 11 G5	8CG7152L09
HP Chromebook 11 G5	8CG7151135
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HP Chromebook 11 G5	8CG715117Y
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HP Chromebook 11 G5	8CG7152KSC
HP Chromebook 11 G5	8CG715112T
HP Chromebook 11 G5	8CG7151146
HP Chromebook 11 G5	8CG71527W0
HP Chromebook 11 G5	8CG71527VD
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HP Chromebook 11 G5	8CG7151184
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HP Chromebook 11 G5	8CG7151Q6B
HP Chromebook 11 G5	8CG71513TJ
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HP Chromebook 11 G5	8CG7133QHL
HP Chromebook 11 G5	8CG7133QGV
HP Chromebook 11 G5	8CG7133QHX
HP Chromebook 11 G5	8CG7133QJP
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HP Chromebook 11 G5	8CG7133QGL
HP Chromebook 11 G5	8CG7133QJM
HP Chromebook 11 G5	8CG7133QJ7
HP Chromebook 11 G5	8CG7133P0L
HP Chromebook 11 G5	8CG7133QH9
HP Chromebook 11 G5	8CG7133QD6
HP Chromebook 11 G5	8CG7133QBJ
HP Chromebook 11 G5	8CG7133QHB
HP Chromebook 11 G5	8CG7133QCJ
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HP Chromebook 11 G5	8CG7133QLD
HP Chromebook 11 G5	8CG7133QF4
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HP Chromebook 11 G5	8CG7133QDY
HP Chromebook 11 G5	8CG7133QCT
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HP Chromebook 11 G5	8CG7133QD9
HP Chromebook 11 G5	8CG7133QKK
HP Chromebook 11 G5	8CG7133QD8
HP Chromebook 11 G5	8CG7133QGS
HP Chromebook 11 G5	8CG7133QC8
HP Chromebook 11 G5	8CG7133QHD
HP Chromebook 11 G5	8CG7133Q62
HP Chromebook 11 G5	8CG7133PK5
HP Chromebook 11 G5	8CG7133QHN
HP Chromebook 11 G5	8CG7133Q8L
HP Chromebook 11 G5	8CG7133QDF
HP Chromebook 11 G5	8CG7133QDM
HP Chromebook 11 G5	8CG7133QFH
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HP Chromebook 11 G5	8CG7133QDP
HP Chromebook 11 G5	8CG7133QH8
HP Chromebook 11 G5	8CG7133QK8
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HP Chromebook 11 G5	8CG7133QJK
HP Chromebook 11 G5	8CG7133QJG
HP Chromebook 11 G5	8CG7133QFC
HP Chromebook 11 G5	8CG7133QC4
HP Chromebook 11 G5	8CG7133QHH
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HP Chromebook 11 G5	8CG7133QGF
HP Chromebook 11 G5	8CG7133QDR
HP Chromebook 11 G5	8CG7133QHJ

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HP Chromebook 11 G5	8CG7133QDS
HP Chromebook 11 G5	8CG7133QFY
HP Chromebook 11 G5	8CG7133QJ1
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HP Chromebook 11 G5	8CG7150BVZ
HP Chromebook 11 G5	8CG7150BWL
HP Chromebook 11 G5	8CG7150BVQ
HP Chromebook 11 G5	8CG7150BXL
HP Chromebook 11 G5	8CG7150BWX
HP Chromebook 11 G5	8CG7142X7W
HP Chromebook 11 G5	8CG7150D35
HP Chromebook 11 G5	8CG7150BVV
HP Chromebook 11 G5	8CG7150CVT
HP Chromebook 11 G5	8CG7150CMG
HP Chromebook 11 G5	8CG7150CW1
HP Chromebook 11 G5	8CG7150BSL
HP Chromebook 11 G5	8CG7150D0D
HP Chromebook 11 G5	8CG7150D0C
HP Chromebook 11 G5	8CG7150D24
HP Chromebook 11 G5	8CG7150D2W
HP Chromebook 11 G5	8CG7150D3G
HP Chromebook 11 G5	8CG7150CND
HP Chromebook 11 G5	8CG7150D1S
HP Chromebook 11 G5	8CG71509YR
HP Chromebook 11 G5	8CG7150BLM
HP Chromebook 11 G5	8CG7150CVY
HP Chromebook 11 G5	8CG7150BV3
HP Chromebook 11 G5	8CG7150CV4
HP Chromebook 11 G5	8CG7150CX1
HP Chromebook 11 G5	8CG7150CFM
HP Chromebook 11 G5	8CG7150B7V
HP Chromebook 11 G5	8CG7142X5K
HP Chromebook 11 G5	8CG7150BVW
HP Chromebook 11 G5	8CG7150D3Z
HP Chromebook 11 G5	8CG7150CMT
HP Chromebook 11 G5	8CG7150D2G
HP Chromebook 11 G5	8CG7150CJP
HP Chromebook 11 G5	8CG7150CMP

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG7150CQG
HP Chromebook 11 G5	8CG7150BSK
HP Chromebook 11 G5	8CG7150BY7
HP Chromebook 11 G5	8CG7150B9R
HP Chromebook 11 G5	8CG7150CRK
HP Chromebook 11 G5	8CG7150CZZ
HP Chromebook 11 G5	8CG7150CJ6
HP Chromebook 11 G5	8CG7150BCH
HP Chromebook 11 G5	8CG7150B0Z
HP Chromebook 11 G5	8CG7150CRG
HP Chromebook 11 G5	8CG7150CQ5
HP Chromebook 11 G5	8CG7150D2P
HP Chromebook 11 G5	8CG71509XG
HP Chromebook 11 G5	8CG71509Z4
HP Chromebook 11 G5	8CG7150D38
HP Chromebook 11 G5	8CG7142X7H
HP Chromebook 11 G5	8CG7150BLN
HP Chromebook 11 G5	8CG7150D44
HP Chromebook 11 G5	8CG7150D42
HP Chromebook 11 G5	8CG7142Y62
HP Chromebook 11 G5	8CG7150BWB
HP Chromebook 11 G5	8CG7150D1C
HP Chromebook 11 G5	8CG7150CQM
HP Chromebook 11 G5	8CG7150CV1
HP Chromebook 11 G5	8CG7150D1V
HP Chromebook 11 G5	8CG7150BSR
HP Chromebook 11 G5	8CG7150BVS
HP Chromebook 11 G5	8CG7150B5S
HP Chromebook 11 G5	8CG7150D1R
HP Chromebook 11 G5	8CG7150BW7
HP Chromebook 11 G5	8CG7150CWD
HP Chromebook 11 G5	8CG71509X9
HP Chromebook 11 G5	8CG7150CRS
HP Chromebook 11 G5	8CG7150BSD
HP Chromebook 11 G5	8CG7150BS4
HP Chromebook 11 G5	8CG7150BVM
HP Chromebook 11 G5	8CG7150BTT
HP Chromebook 11 G5	8CG7150CRZ
HP Chromebook 11 G5	8CG7150CPB
HP Chromebook 11 G5	8CG7142X6Q
HP Chromebook 11 G5	8CG7150D1N
HP Chromebook 11 G5	8CG7150CXM
HP Chromebook 11 G5	8CG7151QBJ
HP Chromebook 11 G5	8CG7151QBD
HP Chromebook 11 G5	8CG7151QBQ

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG7151QCK
HP Chromebook 11 G5	8CG7151QCR
HP Chromebook 11 G5	8CG71510YJ
HP Chromebook 11 G5	8CG7151QCT
HP Chromebook 11 G5	8CG7151QFW
HP Chromebook 11 G5	8CG7151QDQ
HP Chromebook 11 G5	8CG7151QP1
HP Chromebook 11 G5	8CG7151QBG
HP Chromebook 11 G5	8CG71510ZW
HP Chromebook 11 G5	8CG7151PZ3
HP Chromebook 11 G5	8CG71510T0
HP Chromebook 11 G5	8CG7151QJP
HP Chromebook 11 G5	8CG7150X1D
HP Chromebook 11 G5	8CG7151QQ9
HP Chromebook 11 G5	8CG7151QNT
HP Chromebook 11 G5	8CG7151QH1
HP Chromebook 11 G5	8CG7151QFM
HP Chromebook 11 G5	8CG7151QP4
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HP Chromebook 11 G5	8CG7151Q64
HP Chromebook 11 G5	8CG7151QHH
HP Chromebook 11 G5	8CG7151QC6
HP Chromebook 11 G5	8CG7151QFB
HP Chromebook 11 G5	8CG7151QHT
HP Chromebook 11 G5	8CG7151QGQ
HP Chromebook 11 G5	8CG7151QFV
HP Chromebook 11 G5	8CG7151QH8
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HP Chromebook 11 G5	8CG7151QJS
HP Chromebook 11 G5	8CG7151QNR
HP Chromebook 11 G5	8CG715111P
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HP Chromebook 11 G5	8CG7151QDF
HP Chromebook 11 G5	8CG7151QC9
HP Chromebook 11 G5	8CG7151QBR
HP Chromebook 11 G5	8CG7151QF0
HP Chromebook 11 G5	8CG7151PZH
HP Chromebook 11 G5	8CG7151QGW
HP Chromebook 11 G5	8CG7151QJ2
HP Chromebook 11 G5	8CG7151QSC

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG71510F5
HP Chromebook 11 G5	8CG71511F4
HP Chromebook 11 G5	8CG71510DM
HP Chromebook 11 G5	8CG71511G8
HP Chromebook 11 G5	8CG715116Z
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HP Chromebook 11 G5	8CG715114H
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HP Chromebook 11 G5	8CG71511DW
HP Chromebook 11 G5	8CG7151Q99
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HP Chromebook 11 G5	8CG71510N5
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HP Chromebook 11 G5	8CG715114F
HP Chromebook 11 G5	8CG71511GB
HP Chromebook 11 G5	8CG71510YT
HP Chromebook 11 G5	8CG715118F
HP Chromebook 11 G5	8CG7152192
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HP Chromebook 11 G5	8CG71511FC
HP Chromebook 11 G5	8CG715115J
HP Chromebook 11 G5	8CG71510SY
HP Chromebook 11 G5	8CG71520F7
HP Chromebook 11 G5	8CG715110T
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HP Chromebook 11 G5	8CG71511GW
HP Chromebook 11 G5	8CG7151181
HP Chromebook 11 G5	8CG71511FG
HP Chromebook 11 G5	8CG71510S0
HP Chromebook 11 G5	8CG71511BZ
HP Chromebook 11 G5	8CG71511CJ
HP Chromebook 11 G5	8CG71511GQ
HP Chromebook 11 G5	8CG71511C6
HP Chromebook 11 G5	8CG71511DT
HP Chromebook 11 G5	8CG71511HB

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG715119Q
HP Chromebook 11 G5	8CG7150CNZ
HP Chromebook 11 G5	8CG7150WHM
HP Chromebook 11 G5	8CG7150D81
HP Chromebook 11 G5	8CG7150D6J
HP Chromebook 11 G5	8CG7150WH4
HP Chromebook 11 G5	8CG7150D5S
HP Chromebook 11 G5	8CG7150D1Q
HP Chromebook 11 G5	8CG7150D11
HP Chromebook 11 G5	8CG7150CNF
HP Chromebook 11 G5	8CG7150BXB
HP Chromebook 11 G5	8CG7150D8M
HP Chromebook 11 G5	8CG7150WJ4
HP Chromebook 11 G5	8CG7150WH5
HP Chromebook 11 G5	8CG7150D6L
HP Chromebook 11 G5	8CG7150D4V
HP Chromebook 11 G5	8CG7150D52
HP Chromebook 11 G5	8CG7150D6Z
HP Chromebook 11 G5	8CG7150D2X
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HP Chromebook 11 G5	8CG7150D6D
HP Chromebook 11 G5	8CG7150D39
HP Chromebook 11 G5	8CG7150CXB
HP Chromebook 11 G5	8CG7150D7Q
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HP Chromebook 11 G5	8CG7150D3R
HP Chromebook 11 G5	8CG7150D4P
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HP Chromebook 11 G5	8CG7150D6Q
HP Chromebook 11 G5	8CG7150D49
HP Chromebook 11 G5	8CG7150D40
HP Chromebook 11 G5	8CG7150D43
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ItemName	Serial_Number
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HP Chromebook 11 G5	8CG7152KS6
HP Chromebook 11 G5	8CG7152MRL
HP Chromebook 11 G5	8CG7152KR2
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HP Chromebook 11 G5	8CG7152MQT
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HP Chromebook 11 G5	8CG7152KQN
HP Chromebook 11 G5	8CG7152KWH
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HP Chromebook 11 G5	8CG7152KSD
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HP Chromebook 11 G5	8CG7151Q8T
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HP Chromebook 11 G5	8CG71511V1
HP Chromebook 11 G5	8CG71514LW
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ItemName	Serial_Number
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HP Chromebook 11 G5	8CG715153T
HP Chromebook 11 G5	8CG71511SX
HP Chromebook 11 G5	8CG7142XK7
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HP Chromebook 11 G5	8CG71511WT
HP Chromebook 11 G5	8CG7150WW4
HP Chromebook 11 G5	8CG71511S1
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HP Chromebook 11 G5	8CG7133P68
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HP Chromebook 11 G5	8CG7133QM8
HP Chromebook 11 G5	8CG7133RDH
HP Chromebook 11 G5	8CG7133H47
HP Chromebook 11 G5	8CG7133PVW
HP Chromebook 11 G5	8CG7133G0J
HP Chromebook 11 G5	8CG7133PP9
HP Chromebook 11 G5	8CG7133PPX

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HP Chromebook 11 G5	8CG7133QRX
HP Chromebook 11 G5	8CG7133PQ4
HP Chromebook 11 G5	8CG7133F3L
HP Chromebook 11 G5	8CG7133PQP
HP Chromebook 11 G5	8CG7133RFB
HP Chromebook 11 G5	8CG7133RJX
HP Chromebook 11 G5	8CG7132LJ1
HP Chromebook 11 G5	8CG7133QX5
HP Chromebook 11 G5	8CG7133RK7
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HP Chromebook 11 G5	8CG7133PRD
HP Chromebook 11 G5	8CG7133S4G
HP Chromebook 11 G5	8CG7133PSX
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HP Chromebook 11 G5	8CG71512ZX
HP Chromebook 11 G5	8CG715124R
HP Chromebook 11 G5	8CG71512XY
HP Chromebook 11 G5	8CG71512X5
HP Chromebook 11 G5	8CG71512V9
HP Chromebook 11 G5	8CG71512YH
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HP Chromebook 11 G5	8CG71512SP
HP Chromebook 11 G5	8CG71512WQ
HP Chromebook 11 G5	8CG71512Y4
HP Chromebook 11 G5	8CG71512RL
HP Chromebook 11 G5	8CG71512V4
HP Chromebook 11 G5	8CG715120N
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HP Chromebook 11 G5	8CG71512YF
HP Chromebook 11 G5	8CG71512GQ

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HP Chromebook 11 G5	8CG71512TD
HP Chromebook 11 G5	8CG71512G8
HP Chromebook 11 G5	8CG71512XX
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HP Chromebook 11 G5	8CG715120S
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HP Chromebook 11 G5	8CG71527LF
HP Chromebook 11 G5	8CG71527JS
HP Chromebook 11 G5	8CG71527KT
HP Chromebook 11 G5	8CG71513X7
HP Chromebook 11 G5	8CG715222V
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HP Chromebook 11 G5	8CG715280F
HP Chromebook 11 G5	8CG71521ZB
HP Chromebook 11 G5	8CG71527RT
HP Chromebook 11 G5	8CG71527P5
HP Chromebook 11 G5	8CG71521X2

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG71513XY
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HP Chromebook 11 G5	8CG7150ZN6
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HP Chromebook 11 G5	8CG7150ZXH
HP Chromebook 11 G5	8CG7150ZTC
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HP Chromebook 11 G5	8CG7150ZWM
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HP Chromebook 11 G5	8CG7150ZSB
HP Chromebook 11 G5	8CG7150ZTV
HP Chromebook 11 G5	8CG7150ZVS
HP Chromebook 11 G5	8CG7150ZS0
HP Chromebook 11 G5	8CG7150ZHC
HP Chromebook 11 G5	8CG7150ZVZ
HP Chromebook 11 G5	8CG7150ZX5
HP Chromebook 11 G5	8CG7150ZDV
HP Chromebook 11 G5	8CG7150ZFK
HP Chromebook 11 G5	8CG7150ZV0
HP Chromebook 11 G5	8CG7150ZVD
HP Chromebook 11 G5	8CG7150ZF8
HP Chromebook 11 G5	8CG7150C4S
HP Chromebook 11 G5	8CG7150CBT
HP Chromebook 11 G5	8CG7150CC8
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HP Chromebook 11 G5	8CG7150C6X
HP Chromebook 11 G5	8CG7150BZH
HP Chromebook 11 G5	8CG7150C6H
HP Chromebook 11 G5	8CG7150BY5
HP Chromebook 11 G5	8CG7150C6J
HP Chromebook 11 G5	8CG7150BXD
HP Chromebook 11 G5	8CG7150C7K
HP Chromebook 11 G5	8CG7150C7F
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HP Chromebook 11 G5	8CG7150C85
HP Chromebook 11 G5	8CG7150BHZ
HP Chromebook 11 G5	8CG7150C49
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HP Chromebook 11 G5	8CG7150C0W
HP Chromebook 11 G5	8CG7150C7Y

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG7150CBY
HP Chromebook 11 G5	8CG7150CB5
HP Chromebook 11 G5	8CG7150CCH
HP Chromebook 11 G5	8CG7150C36
HP Chromebook 11 G5	8CG7150BYQ
HP Chromebook 11 G5	8CG7150C67
HP Chromebook 11 G5	8CG7150C9B
HP Chromebook 11 G5	8CG7150BQH
HP Chromebook 11 G5	8CG7150C9X
HP Chromebook 11 G5	8CG7150C91
HP Chromebook 11 G5	8CG7150C2Y
HP Chromebook 11 G5	8CG7150C5M
HP Chromebook 11 G5	8CG7150CC0
HP Chromebook 11 G5	8CG7150C9C
HP Chromebook 11 G5	8CG715286D
HP Chromebook 11 G5	8CG715287L
HP Chromebook 11 G5	8CG715288C
HP Chromebook 11 G5	8CG715289W
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HP Chromebook 11 G5	8CG71527M4
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HP Chromebook 11 G5	8CG71527TK
HP Chromebook 11 G5	8CG715287Y
HP Chromebook 11 G5	8CG715287M
HP Chromebook 11 G5	8CG715286J
HP Chromebook 11 G5	8CG7152885
HP Chromebook 11 G5	8CG715284L
HP Chromebook 11 G5	8CG71528B0
HP Chromebook 11 G5	8CG71527FT
HP Chromebook 11 G5	8CG715289F
HP Chromebook 11 G5	8CG715221N
HP Chromebook 11 G5	8CG71527QM
HP Chromebook 11 G5	8CG71527H5
HP Chromebook 11 G5	8CG71527HT
HP Chromebook 11 G5	8CG715288G
HP Chromebook 11 G5	8CG715288B

ItemName	Serial_Number
HP Chromebook 11 G5	8CG715287S
HP Chromebook 11 G5	8CG715286B
HP Chromebook 11 G5	8CG715280C
HP Chromebook 11 G5	8CG7152891
HP Chromebook 11 G5	8CG715216G
HP Chromebook 11 G5	8CG715286G
HP Chromebook 11 G5	8CG71520R9
HP Chromebook 11 G5	8CG7133G8V
HP Chromebook 11 G5	8CG7133QNK
HP Chromebook 11 G5	8CG71527J3
HP Chromebook 11 G5	8CG71510HQ
HP Chromebook 11 G5	8CG7361RBF
HP Chromebook 11 G5	8CG7361TGY
HP Chromebook 11 G5	8CG7361T88
HP Chromebook 11 G5	8CG7362J6Q
HP Chromebook 11 G5	8CG7361R9C
HP Chromebook 11 G5	8CG7361R8W
HP Chromebook 11 G5	8CG7361RB8
HP Chromebook 11 G5	8CG7361R8V
HP Chromebook 11 G5	8CG7361SS8
HP Chromebook 11 G5	8CG736296J
HP Chromebook 11 G5	8CG73629YV
HP Chromebook 11 G5	8CG73629ZR
HP Chromebook 11 G5	8CG73629XS
HP Chromebook 11 G5	8CG73629SM
HP Chromebook 11 G5	8CG7361R98
HP Chromebook 11 G5	8CG7361R9Q
HP Chromebook 11 G5	8CG7361R8X
HP Chromebook 11 G5	8CG73629VB
HP Chromebook 11 G5	8CG7361TLK
HP Chromebook 11 G5	8CG7361RBT
HP Chromebook 11 G5	8CG7361RBW
HP Chromebook 11 G5	8CG7362B08
HP Chromebook 11 G5	8CG7361RDY
HP Chromebook 11 G5	8CG7361R9H
HP Chromebook 11 G5	8CG7361RBN
HP Chromebook 11 G5	8CG73629Y0
HP Chromebook 11 G5	8CG7362J7X
HP Chromebook 11 G5	8CG7361RBH
HP Chromebook 11 G5	8CG7361RB2
HP Chromebook 11 G5	8CG7361FMX
HP Chromebook 11 G5	8CG7361R97
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HP Chromebook 11 G5	8CG7361T83
HP Chromebook 11 G5	8CG7362B1M
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HP Chromebook 11 G5	5CD7295YMJ
HP Chromebook 11 G5 ***Loaners***	8CG7150BWK
HP Chromebook 11 G5 ***Loaners***	8CG71509XB
HP Chromebook 11 G5 ***Loaners***	8CG7151Q87
HP Chromebook 11 G5 ***Loaners***	8CG71510Y0
HP Chromebook 11 G5 ***Loaners***	8CG7151QP0
HP Chromebook 11 G5 ***Loaners***	8CG71510JT
HP Chromebook 11 G5 ***Loaners***	8CG71511G4
HP Chromebook 11 G5 ***Loaners***	8CG71511G1
HP Chromebook 11 G5 ***Loaners***	8CG71510Q5
HP Chromebook 11 G5 ***Loaners***	8CG71511FB
HP Chromebook 11 G5 ***Loaners***	8CG7150D01
HP Chromebook 11 G5 ***Loaners***	8CG7150D5V
HP Chromebook 11 G5 ***Loaners***	8CG7150D4X
HP Chromebook 11 G5 ***Loaners***	8CG7152MRZ
HP Chromebook 11 G5 ***Loaners***	8CG7152KW0
HP Chromebook 11 G5 ***Loaners***	8CG7152KQD
HP Chromebook 11 G5 ***Loaners***	8CG7152KR7
HP Chromebook 11 G5 ***Loaners***	8CG71511XQ
HP Chromebook 11 G5 ***Loaners***	8CG7151533
HP Chromebook 11 G5 ***Loaners***	8CG71511VG
HP Chromebook 11 G5 ***Loaners***	8CG715152T
HP Chromebook 11 G5 ***Loaners***	8CG71511QN
HP Chromebook 11 G5 ***Loaners***	8CG7133RGZ
HP Chromebook 11 G5 ***Loaners***	8CG7133PQS
HP Chromebook 11 G5 ***Loaners***	8CG7133F43
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HP Chromebook 11 G5 ***Loaners***	8CG71512XM
HP Chromebook 11 G5 ***Loaners***	8CG71512PD
HP Chromebook 11 G5 ***Loaners***	8CG71512WS
HP Chromebook 11 G5 ***Loaners***	8CG71512WH
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HP Chromebook 11 G5 ***Loaners***	8CG7151295
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HP Chromebook 11 G5 ***Loaners***	8CG7150ZWB
HP Chromebook 11 G5 ***Loaners***	8CG7150ZRS
HP Chromebook 11 G5 ***Loaners***	8CG7150ZSQ
HP Chromebook 11 G5 ***Loaners***	8CG7150ZRV
HP Chromebook 11 G5 ***Loaners***	8CG7150BJS
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HP Chromebook 11 G5 ***Loaners***	8CG7150BH6
HP Chromebook 11 G5 ***Loaners***	8CG7150C98
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HP Chromebook 11 G5 ***Loaners***	8CG715286T
HP Chromebook 11 G5 ***Loaners***	8CG73629MB
HP Chromebook 11 G5 ***Loaners***	8CG73629NG
HP Chromebook 11 G5	8CG71510YB
HP Chromebook 11 G5	8CG7152L85
HP Chromebook 11 G5	8CG71527GW
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HP Chromebook 11 G5	8CG71512R4
HP Chromebook 11 G5	8CG71512JC
HP Chromebook 11 G5	8CG71512C2
HP Chromebook 11 G5	8CG7143K9P
HP Chromebook 11 G5	8CG7143KBC
HP Chromebook 11 G5	8CG7143KCT
HP Chromebook 11 G5	8CG7143K34
HP Chromebook 11 G5	8CG7143JZ4
HP Chromebook 11 G5	8CG7143KCX
HP Chromebook 11 G5	8CG7143KBJ
HP Chromebook 11 G5	8CG7143K98
HP Chromebook 11 G5	8CG7143KBY
HP Chromebook 11 G5	8CG7143K7J
HP Chromebook 11 G5	8CG7143K2G
HP Chromebook 11 G5	8CG7143K79
HP Chromebook 11 G5	8CG7143K5J
HP Chromebook 11 G5	8CG71510XQ
HP Chromebook 11 G5	8CG7151194
HP Chromebook 11 G5	8CG71510WS
HP Chromebook 11 G5	8CG71510QS
HP Chromebook 11 G5	8CG71510P8
HP Chromebook 11 G5	8CG71510Y9
HP Chromebook 11 G5	8CG71510FW
HP Chromebook 11 G5	8CG71510MN
HP Chromebook 11 G5	8CG71510J2
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HP Chromebook 11 G5	8CG71510Z3
HP Chromebook 11 G5	8CG715118D
HP Chromebook 11 G5	8CG7151179
HP Chromebook 11 G5	8CG71510KQ
HP Chromebook 11 G5	8CG715128M
HP Chromebook 11 G5	8CG71512N4
HP Chromebook 11 G5	8CG71512SF
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HP Chromebook 11 G5	8CG71512VD
HP Chromebook 11 G5	8CG71512T1

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HP Chromebook 11 G5	8CG71512ML
HP Chromebook 11 G5	8CG71512GJ
HP Chromebook 11 G5	8CG71512TW
HP Chromebook 11 G5	8CG715126W
HP Chromebook 11 G5	8CG71514JP
HP Chromebook 11 G5	8CG71512FX
HP Chromebook 11 G5	8CG71512PN
HP Chromebook 11 G5	8CG715125D
HP Chromebook 11 G5	8CG71512TM
HP Chromebook 11 G5	8CG71512B3
HP Chromebook 11 G5	8CG71512FQ
HP Chromebook 11 G5	8CG71512DN
HP Chromebook 11 G5	8CG71512LK
HP Chromebook 11 G5	8CG7151281
HP Chromebook 11 G5	8CG71513D3
HP Chromebook 11 G5	8CG71514ZD
HP Chromebook 11 G5	8CG71512T4
HP Chromebook 11 G5	8CG7133PL6
HP Chromebook 11 G5	8CG7142X6G
HP Chromebook 11 G5	8CG71509XK
HP Chromebook 11 G5	8CG71510WB
HP Chromebook 11 G5	8CG7151Q2L
HP Chromebook 11 G5	8CG71521VL
HP Chromebook 11 G5	8CG71511H2
HP Chromebook 11 G5	8CG715114G
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HP Chromebook 11 G5	8CG7152KVV
HP Chromebook 11 G5	8CG7152KNB
HP Chromebook 11 G5	8CG7152MR7
HP Chromebook 11 G5	8CG7152KPV
HP Chromebook 11 G5	8CG7152KS0
HP Chromebook 11 G5	8CG715113V
HP Chromebook 11 G5	8CG71511WR
HP Chromebook 11 G5	8CG7133PQH
HP Chromebook 11 G5	8CG7133RD4
HP Chromebook 11 G5	8CG715111H
HP Chromebook 11 G5	8CG71512WP
HP Chromebook 11 G5	8CG71527RW
HP Chromebook 11 G5	8CG715282M
HP Chromebook 11 G5	8CG71527Z5
HP Chromebook 11 G5	8CG71512YL

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HP Chromebook 11 G5	8CG7150ZDT
HP Chromebook 11 G5	8CG7150ZSN
HP Chromebook 11 G5	8CG7150ZJN
HP Chromebook 11 G5	8CG7150CBD
HP Chromebook 11 G5	8CG7150C7N
HP Chromebook 11 G5	8CG7152882
HP Chromebook 11 G5	8CG71528B1
HP Chromebook 11 G5	8CG71527HN
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HP Chromebook 11 G5	8CG7152KY8
HP Chromebook 11 G5	8CG71528CF
HP Chromebook 11 G5	8CG715283H
HP Chromebook 11 G5	8CG715281Q
HP Chromebook 11 G5	8CG71521ZH
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HP Chromebook 11 G5	8CG7152819
HP Chromebook 11 G5	8CG71527H4
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HP Chromebook 11 G5	8CG71527JH
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HP Chromebook 11 G5	8CG71527H3
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HP Chromebook 11 G5	8CG71527HC
HP Chromebook 11 G5	8CG71527GP
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HP Chromebook 11 G5	8CG71521QF
HP Chromebook 11 G5	8CG71521PG

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG71521F7
HP Chromebook 11 G5	8CG71521QN
HP Chromebook 11 G5	8CG71521SB
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HP Chromebook 11 G5	8CG71521S7
HP Chromebook 11 G5	8CG7150CWN
HP Chromebook 11 G5	8CG7150D66
HP Chromebook 11 G5	8CG71510XH
HP Chromebook 11 G5	8CG7151Q6W
HP Chromebook 11 G5	8CG71510L2
HP Chromebook 11 G5	8CG715118G
HP Chromebook 11 G5	8CG7150CXH
HP Chromebook 11 G5	8CG7150D5X
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HP Chromebook 11 G5	8CG71511Y0
HP Chromebook 11 G5	8CG71511W4
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HP Chromebook 11 G5	8CG7133PNT
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HP Chromebook 11 G5	8CG71527L1
HP Chromebook 11 G5	8CG71527R1
HP Chromebook 11 G5	8CG7150ZR0
HP Chromebook 11 G5	8CG7150ZTB
HP Chromebook 11 G5	8CG7150ZT2
HP Chromebook 11 G5	8CG7150ZFC
HP Chromebook 11 G5	8CG7150ZRB
HP Chromebook 11 G5	8CG7150ZSK
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HP Chromebook 11 G5	8CG7150BRP
HP Chromebook 11 G5	8CG7150CCQ
HP Chromebook 11 G5	8CG715285N

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG71527SR
HP Chromebook 11 G5	8CG7361RB5
HP Chromebook 11 G5 ****Loaner****	8CG71527HF
HP Chromebook 11 G5 ****Loaner****	8CG71521V0
HP Chromebook 11 G5 ****Loaner****	8CG71521N9
HP Chromebook 11 G5 ****Loaner****	8CG7150D6C
HP Chromebook 11 G5 ****Loaner****	8CG7150D6H
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HP Chromebook 11 G5 ****Loaner****	8CG7150D3K
HP Chromebook 11 G5 ****Loaner****	8CG7150WX1
HP Chromebook 11 G5 ****Loaner****	8CG7133S64
HP Chromebook 11 G5 ****Loaner****	8CG71527KK
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HP Chromebook 11 G5 ****Loaner****	8CG7150ZTL
HP Chromebook 11 G5 ****Loaner****	8CG7150ZW9
HP Chromebook 11 G5 ****Loaner****	8CG7150ZKW
HP Chromebook 11 G5 ****Loaner****	8CG7150CB4
HP Chromebook 11 G5	8CG7133G5Y
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HP Chromebook 11 G5	8CG71512C5
HP Chromebook 11 G5	8CG71521QV
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HP Chromebook 11 G5	8CG71510VW
HP Chromebook 11 G5	8CG7133Q4G
HP Chromebook 11 G5	8CG7151QLQ
HP Chromebook 11 G5	8CG7133QKD
HP Chromebook 11 G5	8CG7150D33
HP Chromebook 11 G5	8CG7150D1J
HP Chromebook 11 G5	8CG7150D3Q
HP Chromebook 11 G5	8CG7150BY0
HP Chromebook 11 G5	8CG71510V2
HP Chromebook 11 G5	8CG7150WL9
HP Chromebook 11 G5	8CG7151QH5
HP Chromebook 11 G5	8CG7151QLJ
HP Chromebook 11 G5	8CG7151PZL
HP Chromebook 11 G5	8CG71510YR
HP Chromebook 11 G5	8CG71511D2
HP Chromebook 11 G5	8CG71511BL
HP Chromebook 11 G5	8CG7150D5D
HP Chromebook 11 G5	8CG7150WJ5

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG71511W5
HP Chromebook 11 G5	8CG7133PWK
HP Chromebook 11 G5	8CG7133S5B
HP Chromebook 11 G5	8CG7133R2Z
HP Chromebook 11 G5	8CG7133RCV
HP Chromebook 11 G5	8CG7133RGM
HP Chromebook 11 G5	8CG7152KSY
HP Chromebook 11 G5	8CG7152KP0
HP Chromebook 11 G5	8CG7152KN5
HP Chromebook 11 G5	8CG71512YS
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HP Chromebook 11 G5	8CG71512VC
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HP Chromebook 11 G5	8CG7150ZVN
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HP Chromebook 11 G5 ***Loaners***	8CG7151QPY
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HP Chromebook 11 G5 ***Loaners***	8CG7152KN6
HP Chromebook 11 G5 ***Loaners***	8CG715113C
HP Chromebook 11 G5 ***Loaners***	8CG7132MJB
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HP Chromebook 11 G5 ***Loaners***	8CG7150CBF
HP Chromebook 11 G5 ***Loaners***	8CG7150CB3

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HP Chromebook 11 G5 ***Loaners***	8CG732449Q
HP Chromebook 11 G5	8CG7151QVB
HP Chromebook 11 G5	8CG715288W
HP Chromebook 11 G5	8CG7152L99
HP Chromebook 11 G5	8CG71521T5
HP Chromebook 11 G5	8CG71514SW
HP Chromebook 11 G5	8CG71521TR
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HP Chromebook 11 G5	8CG71521NF
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HP Chromebook 11 G5	8CG71521QK
HP Chromebook 11 G5	8CG71512NJ
HP Chromebook 11 G5	8CG71512QQ
HP Chromebook 11 G5	8CG71512KF
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HP Chromebook 11 G5	8CG71521PC
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HP Chromebook 11 G5	8CG71510QC
HP Chromebook 11 G5	8CG7151QH2
HP Chromebook 11 G5	8CG7151QT6
HP Chromebook 11 G5	8CG7151Q9D
HP Chromebook 11 G5	8CG7151QJM
HP Chromebook 11 G5	8CG7151QPS
HP Chromebook 11 G5	8CG7151QHX
HP Chromebook 11 G5	8CG71511DV
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HP Chromebook 11 G5	8CG7150WHP
HP Chromebook 11 G5	8CG7150D5G
HP Chromebook 11 G5	8CG7152M1M

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG7152KVP
HP Chromebook 11 G5	8CG7152KVN
HP Chromebook 11 G5	8CG7152KQ4
HP Chromebook 11 G5	8CG7152KTG
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HP Chromebook 11 G5	8CG7150ZTD
HP Chromebook 11 G5	8CG7150ZH6
HP Chromebook 11 G5	8CG7150ZWJ
HP Chromebook 11 G5	8CG7150ZVW
HP Chromebook 11 G5	8CG7150BKP
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HP Chromebook 11 G5	8CG7150C4F
HP Chromebook 11 G5	8CG7150C7M
HP Chromebook 11 G5	8CG7150BV9
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HP Chromebook 11 G5	8CG715288R
HP Chromebook 11 G5	8CG715287Z
HP Chromebook 11 G5	8CG71527Z6
HP Chromebook 11 G5	8CG715287V

ItemName	Serial_Number
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HP Chromebook 11 G5	8CG7362J9Y
HP Chromebook 11 G5	8CG73629ZB
HP Chromebook 11 G5	8CG7362B13
HP Chromebook 11 G5 ****Loaner****	8CG7150D5W
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