Huntley Community School District 158 – Board of Education

Finance Agenda

Date: Thursday, June 1, 2023
Meeting: Committee of the Whole with Closed Session
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. Andrew Bittman; Vice President, Ms. Laura Murray; Secretary, Ms. Gina Galligar; Mr. Sean Cratty; Mr. Michael Thompson; Mr. Paul Troy; Mr. Anthony Quagliano.

Agenda

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

1. **Call to Order / Roll Call (A)** (Mr. Bittman)
Call to Order the Committee of the Whole meeting for Thursday, June 1, 2023 at __ p.m.
A quorum must be met.
Roll Call: Ayes / Absent / Motion ____
Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Galligar, Mr. Thompson
2. **Pledge of Allegiance** (Mr.Bittman)

3. **Student Recognition** **4**
The Board of Education will recognize the following student achievements.
Marlowe Middle School: Haley Rahman earned 2 medals at IESA State Track Meet:
7th place in the 800M and 4th place in the 1600M.
Heineman Middle School:
7th Grade Girl's 4x100M Relay (4th Place) - Mia Habel, Reagan Ellis, Riley Galanis, Myla Wade
7th Grade Girl's 4x400M Relay (8th Place) - Chelsea Straus, Leila Useini, Jordyn Slaughter, Myla Wade
7th Grade Girl's 400M Run (7th Place) - Myla Wade
8th Grade Girl's Shot Put (state champion) - Elena Fetzer
Huntley High School: HHS G. TRACK - 3A State Champions
Alexandria Johnson, Dominique Johnson, Ally Panzloff, Sienna Robertson, Vicky Evtimov, Sophie Amin, K'Leigh Saenz, Emmy Byers, Breanna Burak, Brittney Burak, Addison Busam, Abbie Williams.
Heineman Middle School - Wrestling Athletes placed at State Tournament
Jacob Steiner 4th place
Caden Morrison 3rd place

4. **Public Comment**
The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.

5. **Revision and Adoption of the Agenda (A)** (Mr. Bittman)
Motion to adopt the agenda as presented or with changes.
Voice Call: Ayes / Nays / Motion _____
Recommendation: Seeking approval of the agenda.__
6. **Curriculum & Instruction (C&I) Committee** (Mr. Thompson, Mrs. Galligar, Mr. Troy)
1. **2023-2024 Overnight Field Trips (R)** (Dr. Zwemke) **8**
Dr. Zwemke will share the 2023-2024 school year overnight field trips. This report is for informational purposes.
Recommendation: For informational purposes only.
2. **Advocate-Sherman and Huntley 158 Community Partnership (A)** **12**
Dr. Zwemke will present a partnership agreement with Advocate Sherman hospital seeking

approval at the June 15 regular Board of Education.
Recommendation: Seeking approval as presented at the next Regular Board Mtg.

3. **Student Handbooks (A)** (Ms. Lombard) **17**
Administration is recommending approval of the 2023-24 Student Handbooks for all the elementary schools, both middle schools, and high school, as presented, including the Athletic Handbook.
Recommendation: Seeking approval as presented.

7. **Finance Committee** (Mr. Quagliano-chair, Mr. Bittman, Mr. Thompson)
1. **Payables (A)** (Mr. Altmayer) **205**
The Finance Committee is submitting the purchase orders at $767,526.08; imprest checks at $79,084.46; accounts payable at $2,899.40; and disbursements issued at $3,576,428.26; for review and seeking approval to move forward.
2. **Monthly Fiscal Updates (R)** (Mr. Altmayer) **292**
Mr. Altmayer will provide the monthly fiscal updates and the Activity Fund Balance Report.
Recommendation: For informational purposes only.
3. **Revenue & Expenditures Report (R)** (Mr. Altmayer) **303**
Monthly report for review and comment.
Recommendation: For informational purposes only.
4. **Revenue Contract (A)** (Mr. Altmayer) **322**
Mr. Altmayer will seek approval of the fundraising contracts as presented.
Recommendation: Seeking approval as presented.
5. **Signatories for Bank / Financial Accounts (A)** (Mr. Altmayer) **331**
As per Policy 4.72, two signatories, the Treasurer and Superintendent, are required on Bank / Financial Accounts as indicated. The administration is recommending that Mark Altmayer - CFO/Treasurer and Ms. Jessica Lombard - Superintendent, be approved as signatories for all bank / financial accounts.
Recommendation: Seeking approval as presented.
6. **Designation of Depositories (A)** (Mr. Altmayer) **332**
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 as presented.
7. **Notice of Appointment of Treasurer / Treasurer's Bond (A)** (Mr. Altmayer) **335**
Administration will seek renewal of Mr. Altmayer for appointment of Treasurer / Surety Bond for the 2023-2024 school year.
Recommendation: Seeking approval as presented.

8. **Building and Grounds (B&G) Committee** (Mr. Troy-chair, Mr. Quagliano, Mr. Cratty)
1. **O&M Updates (R)** (Mr. Renkosik) **337**
Mr. Renkosik will report on O&M project updates.
Recommendation: For informational purposes only.

9. **Legislation/Policy Committee** (Mr.Bittman, Mr. Quagliano, Mrs. Murray)
1. **Legislation Updates (R)**
Legislative updates will be given.
2. **Policy Updates**
No updates for June 1, 2023

10. **Board of Education** (Mr. Bittman)
1. **Minutes (A)** **339**
The following meeting minutes have been prepared for review and approval.
Recommendation: Seeking approval of the Board at their next regular meeting.
2. **Membership Renewal IASB for 2023-2024 (A)** (Dr. Rowe)
The annual IASB membership renew is due July 1. The cost for 2023-24 School Year is 12,734.00
Recommendation: Administration is recommending continuing membership for 2023-2024.
3. **Membership Renewal for LUDA for 2023-24 (A)** (Dr. Rowe)
The annual membership renewal is due July 1, 2024, for LUDA 5700.00.
Recommendation: Administration is recommending continuing memberships for 2023-2024.

11. **New Business (D)** (Mr. Bittman)
Discussion by board members and admin about any items to be considered as agenda items for future meetings.

12. **Closed Session / Roll Call (A)** (Mr. Bittman)
Move to enter into Closed Session at __ p.m. as indicated in the Open Meetings Act and 5ILCS120/2c ford 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 / Nays / Absent / Motion __

1. **Exit Closed Session / Voice Call (A)** (Mr.Bittman)

13. **Resume in Public Session / Roll Call (A)** (Mr. Bittman)
Resume the Committee of the Whole meeting at __ p.m.
Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Galligar, Mr. Thompson
Roll Call: Ayes / Absent / Motion _____
14. **Adjournment (A)** (Mr. Bittman)
Motion to adjourn the meeting at __ p.m.
Voice Call: Ayes / Nays / Motion __

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

Student Recognition by the Board of Education

Meeting Date: 6/1/2023

Student Achievement: Earned 2 medals at IESA State Track Meet:
(1) 7th place in the 800M (2) 4th place in the 1600 M

Student(s) Recognized: Haley Rahman

School(s) Represented: Marlowe Middle School
I

Principal(s): William Johnson

Presenter(s): Track Coach (TBD, but at least 1 will attend: either Amy Ehman, Carly Smith or Amy Disabato)

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Student Recognition by the Board of Education

Meeting Date: 6/1/2023

Student Achievement:
Track State Awards

Student(s) Recognized:
• 7th Grade Girl's 4x100M Relay (4th Place) - Mia Habel, Reagan Ellis, Riley Galanis, Myla Wade
• 7th Grade Girl's 4x400M Relay (8th Place) - Chelsea Straus, Leila Useini, Jordyn Slaughter, Myla Wade
• 7th Grade Girl's 400M Run (7th Place) - Myla Wade
• 8th Grade Girl's Shot Put (state champion) - Elena Fetzer

School(s) Represented:
Heineman Middle School

Principal(s):
Rebecca La Porta

Presenter(s):
Katy McCrystal, Mike Ginczycki

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Student Recognition by the Board of Education

Meeting Date: 6/1/23

Student Achievement:
HHS G.Track- 3A STATE CHAMPIONS

Student(s) Recognized:
Alexandria Johnson
Dominique Johnson
Ally Panzloff
Sienna Robertson
Vicky Evtimov
Sophie Amin
K'Leigh Saenz
Emmy Byers
Breanna Burak
Brittney Burak
Addison Busam
Abbie Williams

School(s) Represented:
HHS

Principal(s):
Dr. Marcus Belin

Presenter(s):
Dr. Marcus Belin/Glen Wilson

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Huntley Community School District 158

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Student Recognition by the Board of Education

Meeting Date: June 2, 2023

Student Achievement:
Wrestling athletes placed at State Tournament

Student(s) Recognized:
Jacob Steiner 4th place
Caden Morrison 3rd place

School(s) Represented:
Heineman Middle School

Principal(s):
Rebecca La Porta

Presenter(s):
Michael Ginczycki

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Date: June 1, 2023
To: Curriculum Committee
From: Dr. Bryan Zwemke, Assistant Superintendent
Cc: Dr. Scott Rowe, Superintendent
Subject: **Overnight Field Trip Proposals 2023-24**

Executive Summary

Each year the Board receives a list of anticipated overnight trips for the next school year. The attached list contains the proposed trips for 2023-2024. The list remains fairly stable from year to year, but is updated yearly by the buildings. Some trips, such as athletic championships, appear on the list even though actual participation will be determined by contest results during the athletic season.

Recommendation

This report is for information only.

2023-24 Projected Overnight Field Trips (June 2023-May 2024)					
School/Level	**Trip**	**Location**	**Timing**	**Sponsor/Planner**	**On 22-23 List**
Middle School	State Golf Meet	Bloomington	September 2023	La Porta/Clarke	☑
Middle School	Atwood	Rockford	Varies	HMS/MMS 6th G Team Leaders	☑
Middle School	Washington DC	Washington DC	October 2023	Lamb/Gosser	☑
Middle School	State Cross Country Meet	Bloomington	October 2023	La Porta/Clarke	☑
Middle School	State Cheerleading Meet	Peoria	January 2023	La Porta/Clarke	☑
Middle School	State Boys' Basketball	Bloomington	February 2023	La Porta/Clarke	☑
Middle School	State Track Meet	Peoria	May 2023	La Porta/Clarke	☑
Middle School	IESA State Finals	TBD	TBD	Coach	☐
High School	Football Camp- Brownsburg, IN	Brownsburg	July 2023	Mike Naymola	☑
High School	Cheer Summer Camp	Carthage	June 2023	Payton Cariato	☑
High School	Dance-Summer Camp	East Peoria	June 19-22 2023	Cadence Niccum	☑
High School	Boys' and Girls' XC Meet	Peoria	Sept. 28-29, 2023	Matt Kaplan	☑
High School	XC- IHSA State	Peoria	November 2023	Matt Kaplan	☑
High School	JEA/NSPA National Convention	Chicago, IL	Nov. 2023	Dennis Brown, Lauren Teeter,	☑
High School	FBLA - national fall leadership conf.	Chicago IL	Nov. 2023	Matt Banas, Page Schaschwary	☑
High School	Music Trip to Disney	Orlando, FL	Nov. 2023	Krivosik, Taxon, Rollins	☐
High School	Wrestling- Dan Gable Challenge	Iowa City, Iowa	Dec 4-5, 2023	BJ Bertelsman	☑
High School	Speech team	TBD	December 2023	Max Green	☑
High School	Wrestling - William Red Schmitt	Granite City	December 27-28 2023	BJ Bertelsman	☑
High School	Student Council -Winter Retreat	TBD	December 2023	Becca Davison	☑
High School	Thespians IL High School Theatre Festival	Champaign	January 2024	Christine DeFrancesco	☑
High School	Wrestling - Geneseo Invite	Geneseo, IL	January 2024	BJ Bertelsman	☐
High School	Speech Contest	Downers Grove	January 2024	Max Green	☑
High School	Dance- IHSA State	Bloomington	January 2024	Cadence Niccum	☑
High School	Cheer- IHSA State	Bloomington	February 2024	Payton Cariato	☑
High School	Wrestling - IHSA State	Champaign/Blooming	February 2024	BJ Bertelsman	☑
High School	IHSA State Chess Meet	Peoria	February 2024	Nick Glowaty	☑
High School	IHSA Sectional Speech	TBD	February 2024	Max Green	☑
High School	IHSA State Speech	Peoria	February 2024	Max Green	☑
High School	SnowRaiders	Galena	February 2024	Angela Zaleski	☑
High School	Baseball-Varsity Prep Showcase	Edwardsville	March 20-21, 2024	Andy Jakubowski	☐

2023-24 Projected Overnight Field Trips (June 2023-May 2024)					
School/Level	**Trip**	**Location**	**Timing**	**Sponsor/Planner**	**On 22-23 List**
High School	HOSA/ Medical Club State Conference	Decatur	March 2024	Coline Wise	☑
High School	Student Council Spring Convention	TBD	March 2024	Becca Davison	☑
High School	High School Mock Trial State Competition	Champaign	March 2024	Fuhrer	☑
High School	Columbia Scholastic Press Assn. Convention	New York, NY	March 2024	Dennis Brown	☑
High School	Springfield Southeast G.Track Elite Invite	Springfield	April 2024	Jason Monson	☐
High School	State Journalism Meet	EIU - Charleston	April 2024	Dennis Brown, Lauren Teeter	☑
High School	Math Team State Competition	Champaign	May 2024	Laura Jenkins	☑
High School	Student Council IASC State Convention	Lombard/Springfield	May 2024	Becca Davison	☑
High School	Bass Fishing State Competition	Carlyle	May 2024	Erik Lachel	☑
High School	IHSA- B&G State Track Meet	Charleston, IL	May 2024	C.Maxedon & J.Monson	☑
High School	National Speech Contest	Ft. Lauderdal, FL	June 2024	Max Green	☑
High School	HOSA/Medical Club Nat'l Conf/Competition	TBD	June 2024	Coline Wise	☑
High School	Marquette Summer Camp - Journalism	Milwaukee, WI	July 2024	Dennis Brown	☑
High School	IHSA State Finals Qualifiers	TBD	TBD	Coach	☑

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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Date: June 1, 2023
To: Curriculum and Instruction Committee
From: Bryan Zwemke, Ed.D, Assistant Superintendent of Learning and Innovation (6-12)
Cc: Scott Rowe, Ed.D, Superintendent
Subject: Advocate-Sherman Partnership

The Medical Academy challenges all students to see opportunities in medicine whether they are becoming a medical professional or handling their own life experiences. With the help of our community, students develop the foundation of medical knowledge and are inspired to become ethical and empathetic citizens who are empowered to use 21st Century skills to solve today's problems and understand success in medicine is dependent on life-long learning.

Huntley School District 158 has maintained a positive,long term relationship with area medical providers including Northwestern Hospital (formerly Centegra). We are grateful to Northwestern Hospital for their continued commitment to Huntley High School, the Medical Academy, and the Youth Residency Program. The Youth Residency program provides a one-of-a-kind opportunity for up to 30 HHS seniors in a capstone experience since 2012.

Beginning in the fall of 2023, we will be expanding our partnership by working with Advocate-Sherman as an additional provider. To begin, Advocate will support our Youth Residency Program as students complete up to 20 rotations including:

Primary care
Pediatrics
Pharmacy
Lab/Phlebotomy
Emergency Department (x2)
Radiology (x-ray, CT, MRI, nuclear medicine, ultrasound)
Cardiology (echo, cardiac cath, interventional, cardiac rehab)
Wound/Hyperbaric
Surgical
Gastroenterology/Bariatrics/Clinical Nutrition Services
Neurology/Neuroscience
Sleep Services
Cancer Care
Orthopedics
PT/OT
Respiratory Therapy
Immediate Care
Care Coordination/Social Services
Property & Operations Management (POM)
Sterile Processing
Outpatient Rehab
OB - Labor & Delivery

The Medical Academy creates a process for students to earn the Health Sciences College and Career Pathway Endorsement through ISBE. Students that receive this endorsement have an individual plan created, complete two job shadow experiences, compete in team based challenges, earn at least six college credit hours directly related to the field (PLTW or dual credit), and complete a 60-hour professional learning experience. Currently Huntley School District 158 has eight approved pathway endorsements and continues to find innovative, new ways to engage students in these activities. We anticipate a continued partnership with Northwestern Medicine in a number of ways including site tours, curriculum support and potential virtual participation through presentations and feedback opportunities with our Youth Residency students.

The Administration recommends approval of the enclosed partnership agreement with Advocate Sherman at the June 15 regular Board of Education meeting.

MASTER SERVICE AGREEMENT

This master services agreement ("Agreement") is made by and between Advocate Health System ("Advocate") and Huntley Community School District158 ("District").

I. SCOPE OF SERVICES

This Agreement sets forth the general terms and conditions governing the contractual relationship between District and Advocate. "Professional Services" means the services to be provided by Advocate to District as more fully described in a Statement of Work. District and Advocate will also, upon entering into this Agreement, enter into several Statements of Work describing the Professional Services to be provided by Advocate to District. District and Advocate may also, from time to time in the future, enter into additional Statements of Work setting forth the specific terms and conditions applicable to additional Professional services to be provided by Advocate to District. Each State of Work will be an Exhibit to this Agreement and will be incorporated by reference herein.

II. TERM

The Effective Date of this Agreement is July 1, 2023. The initial term of this Agreement shall be three years (3) years. The Agreement shall then automatically renew thereafter for successive one (1) year terms. The initial term and any renewal terms shall be referred to herein collectively as the "Term."

III. TERMINATION

A. Termination for Convenience. After the conclusion of a fiscal school year (June 30th), either Party may terminate this Agreement or any Statement of Work for any reason or no reason upon ninety (90) days written notice; any services paid for but not provided due to termination will be refunded.

B. Termination for Cause. In the case of material breach of the terms of this Agreement and/or of a Statement of Work, the non-breaching Party shall notify the breaching Party of the suspected breach in writing and provide a reasonably detailed description of the breach. The breaching Party shall have forty-five (45) days to cure the breach described in that notice. In the event the breaching Party is unable to cure that breach within that forty-five (45) day period, the other Party may terminate this Agreement and/or the Statement of Work by providing a written termination notice to the breaching Party.

IV. NON-DISCRIMINATION, COMPLIANCE WITH LAWS, RULES AND POLICIES

Advocate will not discriminate in its hiring practices or in the provision of the Services. Advocate will comply with applicable District rules and policies relating to the subject matter of the Agreement. Both parties will comply with all applicable state, federal and local laws, regulations and ordinances relating to the subject matter of the Agreement.

V. BACKGROUND CHECKS

Pursuant to 105 ILCS 5/10-21.9, all Advocate employees who have direct, daily contact with District 158 students shall undergo a criminal investigation background check. District shall provide Advocate with an authorization form for employees identified by Advocate to execute and

submit to District. District will, at its own expense, obtain criminal investigation background checks on such employees. District will communicate with Advocate whether an employee is not able to participate in services under this agreement because of the results of the criminal investigation background check, and Advocate will prevent such employee from participating in the programs.

VI. INDEMNIFICATION

DISTRICT shall indemnify, defend, and save Advocate and Advocate's affiliates and related entities and each of their respective members, officers, directors, employees and agents (collectively, "Advocate" for purposes of this Section) harmless from and against any and all losses, claims, damages, liabilities, costs, expenses or deficiencies (including without limitation reasonable attorneys' fees and other costs and expenses reasonably incident to proceedings or investigations or the defense or settlement of any claim or claims) incurred by Advocate related to or arising from the negligence or willful misconduct of DISTRICT in the performance of DISTRICT's obligations pursuant to this Agreement.

Advocate shall indemnify, defend, and save DISTRICT and DISTRICT's members, officers, directors, employees and agents (collectively, "DISTRICT" for purposes of this Section) harmless from and against any and all losses, claims, damages, liabilities, costs, expenses or deficiencies (including without limitation reasonable attorneys' fees and other costs and expenses reasonably incident to proceedings or investigations or the defense or settlement of any claim or claims) incurred by DISTRICT related to or arising from the negligence or willful misconduct of Advocate in the performance of Advocate's obligations pursuant to this Agreement.

VII. INSURANCE

Advocate shall, at its expense, provide and maintain appropriate insurance during the term of this Agreement, and thereafter to survive this Agreement, covering the Services provided pursuant to the Agreement, including at a minimum: (a) General Liability Insurance in the amount of One Million Dollars ($1,000,000) per occurrence, and Three Million Dollars ($3,000,000) in the aggregate; (b) Professional Liability Insurance in the amount of One Million Dollars ($1,000,000) per occurrence, and Three Million Dollars ($3,000,000) in the aggregate; and (c) Workmen's Compensation Insurance in the amount of the statutory maximum with an Employer's Liability coverage of at least Five Hundred Thousand Dollars ($500,000).
District shall, at its expense, provide and maintain appropriate insurance during the term of this Agreement, and thereafter to survive this Agreement, covering the Services provided pursuant to the Agreement, including at a minimum: (a) General Liability Insurance in the amount of One Million Dollars ($1,000,000) per occurrence, and Three Million Dollars ($3,000,000) in the aggregate.

VIII. MARKETING

District and Advocate will mutually cooperate in the development and marketing of programs and services that benefit each other. Neither party will use the name or logo of the other party without that party's prior written approval. Both parties agree to market programs described in a Statement of Work using appropriate media agreed to by the parties. Additionally, each Statement of Work may set forth additional marketing provisions, terms and conditions specific to the subject matter therein.

Advocate is a provider of a learning environment and does not hold the right of first refusal for all

health care related programs, services, marketing and major sponsorships of high school events and fundraising efforts, before any offering to other health care providers and health care systems, understanding that Advocate may not be able to provide for or sponsor all of District's needs. Rather, Advocate recognizes it is one of many organizations that support Huntley School District 158. District's service or marketing agreements in effect as of the Effective Date of this Agreement may remain in full force and effect, but shall not be extended or renewed during the term of this Agreement unless Advocate has chosen not to exercise its right of first refusal.

District shall establish a link, logo, and information pertaining to Advocate and its services on District's website. Exclusive programs provided by Advocate to District shall be referenced whenever possible in press releases, event programs and general marketing campaigns. Advocate shall establish a link, logo and information pertaining to District and its programs on Advocate's website.

Advocate specifically agrees to allow signage in and around Advocate Hospital – Huntley, in formats mutually agreeable to the parties, promoting District and/or District's relationship with Advocate. District specifically agrees to allow Advocate signage in and around District schools, including athletic fields and complexes, in formats mutually agreeable to the parties, promoting Advocate and/or Advocate's relationship with District.

IX. MISCELLANEOUS

A. If any provision of this Agreement is subsequently found to be illegal or invalid, all unlawful provisions shall be deemed stricken from this Agreement and shall be of no effect and the remaining provisions shall not be affected thereby and shall remain in full force and effect.

B. This Agreement and all Exhibits attached hereto constitute the full and complete agreement of the parties hereto; shall be binding upon their respective permitted successors and assigns; and shall only be modified by a written instrument executed by authorized representatives of the Parties.

C. No part of this Agreement shall be assigned or sub-contracted without the prior written approval of the District.

D It is the intention of the parties that the performance by Advocate of its duties and obligations for the District shall be that of an independent contractor, and nothing herein shall create or imply an agency or employment relationship, or joint venture or partnership, between the District and Advocate.

E. Notices, requests, demands and documents required or desired to be given hereunder shall be in writing and delivered (i) personally (ii) by a nationally recognized overnight delivery service or (iii) by deposit into the United States mail, postage prepaid, certified mail, addressed to the party at the following addresses or at such other address as notice thereof may have been given pursuant hereto:

To District:
Huntley Community School District 158
650 Academic Drive
Algonquin, IL 60102
Attention: Superintendent

To Advocate:

Advocate Sherman Hospital
1425 N. Randall Road
Elgin, IL 60123
Attention: Tina Link, Manager of Community Health

F. This Agreement shall be subject to and governed by the laws of the State of Illinois (exclusive of its conflicts of law principles). The parties irrevocably submit to jurisdiction of the Illinois State or US District Court for the Northern District of Illinois located in McHenry County and Winnebago County, Illinois. Should any dispute between the parties arise under this Agreement, written notice of such dispute shall be delivered from one party to the other party and thereafter, the parties, through appropriate representatives, shall meet and attempt to resolve the dispute in face-to-face negotiations. This meeting shall occur within forty-five (45) days of the date on which the written notice of such dispute is received by the other party. If no resolution is reached through informal resolution, the parties shall be entitled to seek any and all available legal and equitable remedies.

G. In no event shall either party be liable to the other for any special, consequential, incidental, or indirect damages or losses in respect to this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives.

Huntley Community School District 158	**Advocate Health System**
By:_____	By:_____
Name:_____	Name:_____
Title:_____	Title:_____
Date:_____	Date:_____

HUNTLEY HIGH SCHOOL

Student Academic, Activities, and Athletic Handbook 2023-2024

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

CONTACT INFORMATION

Huntley High School Administrators

Marcus Belin, Principal	(847) 659-6601
Shelly Kish, Associate Principal	(847) 659-6602
Danyce Letkewicz, Associate Principal	(847) 659-6605
Tom Kempf, Associate Principal	(847) 659-6696

Dean of Students

Jim Stotz, Grades 9-10, A-H	(847) 659-6506
Justin Stroh, Grades 9-10, I-Z	(847) 659-6683
Shawn Murphy, Grades 11-12, A-H	(847) 659-6762
Chris Duncan, Grades 11-12, I-Z	(847) 659-6668

Department Chairs

Nick Wedoff, CTE	(847) 659-6655
Shaina Pocztowski, English	(847) 659-6536
Leah Novak, Fine Arts/World Languages	(847) 659-6562
Danielle Parker, Math	(847) 659-6767
Rita Castans, PE	(847) 659-6748
Cindy Fuhrer, Science	(847) 659-6663
_____, Social Studies	(847) 659-6693
Lita Kasper, Special Services	(847) 659-6585
Kristen Lehman, Special Services Coord.	(847) 659-6537

HHS Athletics

Glen Wilson, Athletic Director	(847) 659-6516
Brad Aney, Asst. Director	(847) 659-6517
Matt Landvick, Asst. Director	(847) 659-6517

HHS Offices

Attendance Line (24 hours)	(847) 659-6611
Student Services Office, 9-10, A-H	(847) 659-6606
Student Services Office, 9-10-, I-Z	(847) 659-6630
Student Services Office, 11-12, A-H	(847) 659-6632
Student Services Office, 11-12, I-Z	(847) 659-6540

District 158 Offices

Administration Office	(847) 659-6158
Transportation Department	(847) 659-3000

Important Phone Numbers

HHS Student Helpline	(815) 889-0575
McHenry County Crisis Line	(800) 892-8900
National Crisis Text Line	Dial 988
National Suicide Prevention LifeLine	Dial 988

BELL SCHEDULES

Daily Schedule		Late Start Schedule		Pep Assembly Schedule		Raider Way Schedule	
Period	**Times**	**Period**	**Times**	**Period**	**Times**	**Period**	**Times**
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 (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		

Schedule of Events 2023-2024

Institute Days
August 14, 2023
August 15, 2023
October 6, 2023
February 15, 2024

Non Attendance Days - No School
November 22, 2023
days)
February 15, 2024
March 29, 2024

Waived Holidays - School in Session
Casimir Pulaski Day - March 4, 2024

Holidays - No School/Offices Closed
Independence Day - July 4, 2023
Labor Day - September 4, 2023
Columbus Day - October 9, 2023
Thanksgiving Holiday - November 23-24, 2023
Christmas Holiday Observation - December 25-26, 2023
New Year Holiday Observation - January 1-2, 2024
Dr. Martin Luther King's Birthday - January 15, 2024
Presidents Day - February 19, 2024
Memorial Day - May 27, 2024
Juneteenth - June 19, 2024

SIP Early Release Days
September 21, 2023
December 22, 2023
January 25, 2024
March 7, 2024
April 18, 2024
May 22, 2024

High School Dismissal at 12:30 pm on SIP Early Release Days

School Begins
August 16, 2023

Open House
To Be Announced

High School Grading Periods
December 22, 2023 - End of 1st Semester (85

May 22, 2024 - End of 2nd Semester (89 days)

Parent Teacher Conferences
November 20, 2023 – 9:00 am to 8:00 pm
November 21, 2023 – 7:00 am to 12:00 pm

Winter Break
December 25, 2023 – January 5, 2024

Spring Break
March 25, 2024 – March 29, 2024

Miscellaneous
December 22, 2023 – Last day before Winter Break
January 8, 2024 – First day after Winter Break
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Handbook Disclaimer

To ensure continued compliance with federal, state or local regulations, the rules, guidelines, and Board Policies published in this handbook are subject to review and may be amended during the year without notice as necessary for the routine operation of the school or District. Any amendment(s) made during the year will be posted to the school website.

Nothing in this handbook shall be construed in a manner contrary to Board of Education Policies, State, or federal law.

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. Information in this handbook extends to all students during school hours, on District property and at all District sponsored and related activities, as well as, field trips and extra-curricular activities, whether held before or after school, evenings or weekends. Rules, expectations, and guidelines are also enforceable at the bus stop and on the bus. Read this handbook, familiarize yourself with it, and use it to make your time at HHS both rewarding and enjoyable.

General Information and Notices

Accommodating Individuals with Disabilities

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

Animals on School Property

In order to ensure student health and safety, animals are not allowed on school property except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the Building Principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role or making excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Board Policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. Any homeless child shall be immediately admitted, even if the child or child's parent is unable to produce records normally required for enrollment. Board Policy 6:140, *Education of Homeless Children*, and its implementing administrative procedures govern the enrollment of homeless children.

Equal Educational Opportunities

Equal educational, co-curricular, and extracurricular opportunities shall be available for all students without regard to 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, including pregnancy. Any student may file a discrimination grievance by using Board Policy 2:260, *Uniform Grievance Procedure* or by completing and submitting a Formal Public Complaint form.

Sex Equity Policy

No student shall, on the basis of sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational, co-curricular, and extracurricular programs and activities. Any student may file a sex equity complaint by using Board Policy 2:260, *Uniform Grievance Procedure* or by completing and submitting a Formal Public Complaint form.

Video and Audio Monitoring System

A video and audio monitoring system is in use on school buses and a video monitoring system is in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Weapons Policy

It is the policy of District 158 to prohibit the possession or the assistance of possession of weapons on school grounds, at any school activity, on school transportation vehicles, or in any designated school transportation waiting area.

Emergency Communications

Emergency Notifications

District 158 will send out notification alerts in critical situations, such as emergency weather closures, crisis incidents, and other incidents affecting school operations through the SwiftReach SwiftK12 program. This system integrates with PowerSchool, and parents can manage their contact information and preferences through the PowerSchool Parent Portal. For more information, please visit the Safety and Security webpage and select "Alerts" from the dropdown menu or click Managing Your Information and Preferences in SwiftK12 to view instructions.

School Day Cancellations

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff, or school property. Should the need to close occur, parents will be notified via SwiftK12, the District's automated messaging system. Information will also be posted to the District 158 website at www.huntley158.org. In the event school is closed, all after-school, co-curricular, and extracurricular activities are also cancelled.

Enrollment Information

Birth Certificate Requirement

Illinois law requires at registration, or within 30 days of registration, a certified copy of the student's birth certificate to be on file with the District. If a certified copy is not available at the time of registration, the District must be furnished at a minimum: the student's full legal name and date of birth. If a person enrolling a student fails to provide a certified copy of the student's birth certificate within 30 days of registration, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless the person complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall refer the case.

Fees and Waivers

Waiver of student fees will be granted to those students who qualify. Parents may apply for waiver of school fees by completing and submitting the Application for Fee Waiver form and proof of current income.

Please note: In order to be eligible for a waiver of student registration fees, applications must be received *within thirty (30) days of the date your child enters school for the current school year*. Fees will not be waived until the Application for Fee Waiver form is received, reviewed and approved. If approved, other fees incurred after the date the application is received will be eligible for a fee waiver.

Board Policy 4:140, *Waiver of Student Fees*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Homeless Child's Rights

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For additional information, please contact:

Dr. Chris Budzynski, D158 Homeless Liaison
(847) 659-6158 or cbudzynski@district158.org

Student Transfers to and from Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the District.

Student Transfer or Withdrawal from Huntley High School

If a student is going to transfer or withdraw from Huntley High School, please follow these procedures:

1. The student must present a written notice of withdrawal and request a Student Withdrawal form from the Student Services Office.
2. Turn in all textbooks to the office.
3. Pay all library fines and meet all other obligations.
4. Have the Building Principal or designee sign the Student Withdrawal form.
5. Return the Student Withdrawal form to the Student Services Office.

School and Community Relations

Care Solace

We are committed to the well-being of our students, staff and families to create a safe and healthy learning environment. In support of this ongoing commitment, Huntley 158 has partnered with **Care Solace** to provide an additional layer of care for our community.

If students, staff or their family members are looking for help with mental health or substance use, Care Solace can help you quickly find treatment options matched to your needs regardless of the circumstance. Care Solace is a complimentary and confidential service provided to students, staff, and their families by District 158. Care Solace's team is available 24 hours a day, 7 days per week, 365 days a year and can support you in any language.

If you would like to use Care Solace to help find a provider:

- Call 888-515-0595
- Visit www.caresolace.com/huntley and either search on your own OR click "Book Appointment" for assistance by video chat, email, or phone.

Care Solace is not an emergency response service or mental health services provider. In the event of a life threatening emergency, please call 9-1-1 or the National Suicide Hotline 1-800-273-8255.

Faith's Law Notifications – Employee Conduct Standards

School districts are required to include in their student handbook notification of the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students.

Board Policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Gun-Free, Tobacco, Alcohol, and Drug-Free Zones

All District 158 buildings and grounds are gun-free, tobacco, alcohol, and drug-free zones. Cigarettes and alternative nicotine products, including, but not limited to, e-cigarettes, vapes, or any other smoking devices are not permitted. This includes attendance at after school activities or school-related events.

Mandated Reporter

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

Pesticide Application Notice

District 158 maintains a registry of employees and parents of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Director of Communications and Public Engagement at (847) 659-6158.

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

PowerSchool

Huntley 158 uses an internet-based student information system called PowerSchool. The PowerSchool Parent Portal gives parents access to real-time information including their child's schedule, attendance, assignments, and grades. Students also have their own accounts to access school information from home or at school.

Instructions to create a PowerSchool account, to add/link a student, along with information on the PowerSchool app and a login link is available on the PowerSchool page of the District website. Password information for students and parents is available from the District Registration Office at (847) 659-6147.

Sex Offender & Violent Offender Notification Law

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

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

Any time a convicted child sex offender is present on school property for any reason – including the three reasons above – the individual is responsible for notifying the Building Principal upon arrival and upon departure. The convicted child sex offender must remain under the direct supervision of a school official at all times while in the presence or vicinity of children. A violation of this law is a Class 4 felony.

In addition, State law requires schools to notify parents that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, https://isp.illinois.gov/Sor
- Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY
- Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the District.

The District maintains resources on suicide and depression awareness and prevention. Much of this information, including a copy of Board Policy 7:290, *Suicide and Depression Awareness and Prevention*, is posted on the District website and can also be obtained from the school office.

In the event of a life threatening emergency, please call **9-1-1** or the National Suicide Hotline at **1-800-273-8255**.

Visitor Guidelines

The safety and security of your children is our number one concern. In an effort to maintain a safe, disruption free educational environment for all students, we ask all visitors to use the same procedures when entering the building. The District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event.

- All schools are accessible only via the secured main entrance (Door #1).
- All visitors must provide valid ID and be scanned into the Raptor Visitor Management System which will run an instant background check.
- Visitors with histories that appear on the Raptor check will be either denied access to the building, limited to conducting business in the front office, or will be provided escorted access to other parts of the building as is necessitated by circumstances and/or applicable law.
- Student Visitors - Students are **not** permitted to bring guests to school during the school day.

Visits to Classrooms and Conferences

- All visits to classrooms must be pre-arranged with the teacher.
- Conferences will be held outside school hours or during the teacher's conference/preparation period.
- All visitors must follow the Visitor Guidelines as outlined above.

Parents' Rights Notifications

Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and other information required by federal law. We encourage you to explore illinoisreportcard.com to view the Illinois School Report Card for District 158 or your child's school.

Assessments/Standardized Testing

Assessments are essential to a student's learning experience as they assist in providing information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms. Testing includes local assessments and State assessments as required by federal law.

Local Assessments

Assessment	Purpose	Dates
AimsWeb Literacy & Math	Administered to select grade 6-12 students in order to better identify specific strengths and areas of support for math and literacy skills.	Fall, Winter, Spring
STAR Reading and Math	Administered to all grade K-11 students in order to better identify specific strengths and areas of support in reading and math standards.	Fall, Winter, Spring

State Assessments

Assessment	Purpose	Dates
ACCESS	Administered to English Learners. Scores are used to assess progress and proficiency in English as well as determine placement in the EL program the following school year.	January - March
DLM	Administered to grade 3-12 students eligible for alternative assessment in the areas of reading/language arts, mathematics, and science.	March 16 - May 4
ISA	Achievement assessment for grade 5, 8, and 11 students for science.	March 14-18
PSAT & SAT	Students must take an achievement exam in reading/language arts and mathematics. Students in grades 9-11 take either the PSAT 8/9, PSAT 10, or the SAT (11th grade).	April 13

Additional information regarding student assessments and information regarding interpreting scores is available on the Curriculum webpage of the District website.

School Visitation Rights for Parents

The School Visitation Rights Act permits employed parents, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Student Data Privacy; Notice to Parents About Educational Technology Vendors

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators.

SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent name and student or parent contact information, username/password and student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English Language Learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents
- Other activities that are for the use and benefit of the school district

Board Policy 7:345, *Student Data Privacy; Notice to Parents About Educational Technology Vendors*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Teacher Qualifications

Under Title I of the Elementary and Secondary Education Act, parents may request the professional qualifications of their child's classroom teachers and the paraprofessionals, if any, who assist them, including:

1. Whether the teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which State qualification or licensing criteria have been waived;
3. Whether the teacher is teaching in the field of discipline of the teacher's licensure; and
4. Whether any instructional aides or paraprofessionals provide services to your child, and, if so, their qualifications.

This notice is required by federal law (20 U.S.C. §6312(e)(1)(A)). If you would like to receive any of this information, please contact the District 158 Administrative Office at (847)659-6158.

General School Guidelines

After School Hours

Students who are in the building after school is dismissed must be there for a specific activity or reason, including, but not limited to, participating in an extracurricular activity, meeting with a teacher for academic reasons, an assigned detention, or staying as a spectator for an athletic or other special event. Students staying after school are subject to the student behavior expectations and discipline consequences. Loitering can result in disciplinary action or possible arrest for trespassing.

Appearance, Clothing, and Hygiene

Students are expected to wear clothing in a neat, clean, and well-fitting manner at all times while on school property and/or in attendance at school sponsored activities. A student's appearance, including dress and hygiene, must not disrupt or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Appearance/Dress Code

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. ***School administrators reserve the right to determine whether or not clothing is appropriate for the educational environment.***

- Clothing and accessories may not advertise, promote, picture, or contain graphics that make reference to drugs, marijuana, drug paraphernalia, alcohol, tobacco, gangs, or violent behavior
- Clothing and accessories may not contain lewd, vulgar, obscene, or offensive language, symbols, or innuendos that are suggestive in nature
- Clothing and accessories that pose a safety hazard are not permitted in the woodshop, laboratories, or during physical education class
- Long hair that may pose a safety hazard in the woodshop, laboratories, or during physical education class should be tied back or pulled up when possible
- The length of shorts, skirts, or dresses must be appropriate for the school environment.
    - The inseam of shorts must be at least the width of a school-issued ID card (approximately 3 ¼")
    - The hem of a skirt or dress may reach no higher than the student's fingertips when the student is standing with arms straight down at the sides
- Pants, slacks, or jeans must be kept at the waist so as not to allow exposure of undergarments or skin that would otherwise be covered
- State law requires that appropriate footwear be worn at all times in public buildings

A student whose clothing, accessories, appearance, or hygiene cause a substantial disruption or endangers the health, safety, or well-being of individuals in the school setting, may be asked to remove or change any inappropriate items of clothing or accessories or be subject to discipline. The Building Principal or designee reserves the right to make the final interpretation of these guidelines.

Consequences for Inappropriate Clothing or Accessories

- **First Incident**: Warning and removal or change of clothing when appropriate. Students may pick up the clothing item at the end of the school day in the Main Office.
- **Second Incident**: Removal or change of clothing when appropriate. The student's parent will be notified and the item will be returned to the parent.
- **Third Incident**: Removal or change of clothing when appropriate. The student's parent will be notified and the item will be returned to the parent. A one day In-School Intervention (ISI) will be issued to the student.
- **Fourth Incident**: Removal or change of clothing when appropriate. The student's parent will be notified and the item will be returned to the parent. An Out-of-School Suspension (OSS) may be issued to the student.

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 HHS 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 Building Principal before any solicitation is made. In addition, contacts for bands or DJs MUST be signed by the Building Principal.

Early Dismissal

The high school is considered a closed campus for all Freshmen and Sophomores. Students must remain in the building for 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. All students must sign out in the Attendance Office if leaving early during the school day. **Leaving campus without authorization will result in unexcused absences for those class periods missed and may result in consequences according to the attendance policy.**

Electronics

- **Cell Phones:** Students are permitted to 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, during school hours from 7:30 am to 2:30 pm. Cell phones may be used during passing periods in hallways and during the student's scheduled lunch period. Any use of cell phones during the school day in inappropriate areas will result in a detention being assigned.
- **Listening and/or Entertainment Devices:** Students are permitted to use electronic listening and entertainment devices such as MP3s, Handheld game systems, iPods, PDAs, etc., only in the cafeteria, hallways, or in the classroom at the teacher's discretion. Electronic devices used inappropriately must be surrendered upon request of administration or staff. Students shall be personally responsible for the security of their electronic devices. The District is not liable for the loss, damage, or theft of personal property.

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

Using a cell phone, 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, to 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 cell phone. Violation of this policy may result in confiscation of the property in question, detention, suspension, expulsion or other school-imposed penalty.

Fundraising

During the school year, including the summer months, any organization or group desiring to raise funds must have prior approval at least 60 days by the HHS Activities Director before any campaign is started, orders are written, or any type of solicitation is made. Solicitation in classrooms is not permitted.

Hall Passes

Students may not leave a classroom without permission of the teacher, and then only with a hall pass issued from the teacher in charge. Upon receiving permission, the student should proceed directly to their destination without delay. If a student is found outside the classroom without a hall pass or somewhere other than the destination indicated on the pass, the student will be referred immediately to the Dean. If a student loses their agenda, a new one may be purchased in the high school office for $5.00.

Identification Cards

Students will be given an identification card and a breakaway lanyard at the beginning of the school year and are required to wear and properly display the ID. 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 staff member.

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 extracurricular activity. ID cards must be surrendered upon request of any staff member, including bus drivers and supervisors. The ID card must be shown when entering buses, checking out media materials, making up tests, gaining entrance to school activities and athletic events, and when entering or leaving the school for any purpose including non-attendance days of blended learning classes. Students without an ID card must obtain a replacement ID card or lanyard immediately upon entering the building. Lost ID cards must be replaced at the student's expense. Below are the procedures for obtaining a new and/or temporary ID card:

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

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

PLEASE NOTE: Students with temporary ID cards **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

Lockers are owned and maintained by the school and students are granted use of lockers 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 a 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 their possession.
3. The school is not responsible for lost or stolen property.
4. No lock other than a school-supplied lock may be used. Any other locking device is subject to removal and destruction without notice.
5. Students should make sure gym lockers are locked at all times.
6. Students have no reasonable expectation of privacy in the lockers assigned to them.
7. Students may not display or store inappropriate or illegal materials in their lockers.
8. Opening another student's locker or locker tampering of any kind may result in disciplinary action.

School lockers are subject to random search, without notice or consent. Individual lockers may be searched where there is reasonable suspicion to do so. Additional information regarding locker searches is available under the "Search and Seizure" section of this Handbook and a copy of Board Policy 7:140, *Search and Seizure*, can be found on the District's website or obtained by calling the District 158 Administrative Office at (847) 659-6158.

Lost and Found

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

Messages and Dropping Off Items for Students

Delivering messages to students during class time is disruptive to the teaching and learning process. With this in mind, parents are urged to reserve such requests only for serious 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 your child, please call (847) 659-6600.

Occasionally, students may forget homework or other school related items and may ask that you drop these items off. Please note that we will not interrupt classroom instruction to call the student down. The item should be left on the table inside the Main Entrance for your child to pick up.

Off Campus Privileges

HHS 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. In addition, students may only leave with a current school ID; *temporary IDs will not be accepted for off campus privileges*. Off campus privileges may be restricted due to any infractions. Students who choose to leave must leave the campus. Sitting in vehicles in the parking lot is prohibited.

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 must leave and return to the building through Door #1. Students are required to show their student ID card upon re-entry. Students choosing to leave during this time must leave the campus. Sitting in vehicles in the parking lot is prohibited. Any abuse of this privilege, related truancies, or tardies, community disruptions, overdue detentions, etc., may result in having privileges revoked.

> Freshmen and Sophomores are **not** permitted to leave campus for lunch or blended classes and must remain on campus during the lunch period 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.

Prohibited Personal Items

Personal items that students may not bring to school include, but are not limited to, cards (playing, trading, magic, etc.), electronic games, matches, lighters, fireworks, over the counter and prescription medications.

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.

Respect for 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 are to be used only for the purpose of storing books, notebooks, lunches, coats, etc. These areas are subject to search by school authorities.

Signs, Posters, Handbills, and Publications

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

Smoking

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

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 staff member should contact the teacher by phone or email using the Staff Directory, available on the school website.

Trespassing

Suspended students are not permitted to be on campus or at school sponsored activities, either on or off campus, without specific permission from the Building Principal's office. Failure to obtain permission may result in arrest for trespassing and/or appropriate school consequences.

Students in the building during non-school times must receive prior permission or be subject to a charge of trespass. Students should not be in the school building after school is dismissed unless participating in an extracurricular activity, meeting with a teacher for academic reasons, or for an assigned detention. Loitering can result in disciplinary action or possible arrest for trespassing.

Absences, Attendance, and Tardies

Regular school attendance is a prerequisite for academic success. Accordingly, all students are expected to be present in all scheduled classes every school day unless absent for a valid reason.

Absences

Parents are required to notify the school by calling the Attendance Office at (847) 659-6611 on days when your child will be absent. The attendance phone number is available 24-hours per day, 7 days per week. **If a phone call or note is not received by the Attendance Office within 24 hours of the absence, the student will be marked as an unexcused absence.** Students and parents 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.

Students who are excessively absent from school or who skip classes may face the loss of their privilege to participate in athletics and extracurricular activities. 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 parents in the matter of school attendance and punctuality.

> A student may not be on campus for any reason on a day they have been reported absent unless they have made arrangements with 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 will be required based on the nurse's recommendation (typically every six weeks). All notes should be turned into the Health Office.

Absence Due to Participation in School Sponsored Activities

A student's absence from school due to participation in school-sponsored activities or trips will be recorded in PowerSchool as ***SA*** (school activity). Students will be allowed to make up all missed work if they have contacted their teacher prior to the school activity absence. Students will also be permitted to participate in after school, co-curricular, and/or extracurricular activities.

Excused by Parent Absences

A parent may excuse up to 7 absences per class period, per semester. This includes prearranged vacation absences. Upon the 8th 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 types of absences are excluded from this policy: religious holidays, family emergency, doctor verified illness or appointment, and prearranged 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.

Planned Absences

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. Please review the District calendar to view days of non-attendance and if possible, schedule appointments and vacations on these dates.

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 must leave and return to the building through door 1. Students are required to show their student ID cards upon re-entry. Students choosing to leave during this time must completely leave campus. Sitting in cars in the parking lot is prohibited. Any abuse of this privilege, related truancies or tardies, community disruptions, overdue detentions etc.,may result in having these privileges revoked.

Release Time for Religious Instruction/Observation

A student will be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday, for religious instruction, or because the student's religion forbids secular activity on a particular day or time of day. The student's parent must give written notice to the Building Principal at least five (5) calendar days before the student's anticipated absence. Students excused for religious reasons will be given an opportunity to make up any missed work, including homework and tests. A parent may request that a student be excused from physical activity in PE during a period of religious fasting, by notifying the physical education teacher in writing.

Release Time for Voting

A student may be excused for up to two hours to vote in a local, State, or federal election, provided the student presents their voter registration to their Dean and discusses the absence with their Dean in advance.

Single Period Class Callouts

In order to have an absence be excused, other than Juniors and Seniors leaving during their lunch period, students must have permission from administration and their parent prior to leaving. When students do leave, they must sign out in the Attendance Office and leave the campus. Parent excusals for a single class period while remaining on campus are not permitted. Failure to follow these procedures will result in the absence being recorded as unexcused. Students returning to school before the end of the day must sign in at the Attendance Office.

Acceptable Absences

Examples of absences that may be excused include, but are not limited to:

1. Illness of the student
2. Mental or Behavioral Health Days – Students may utilize up to five mental or behavioral health days *per school year*. After use of the second mental or behavioral health day, the student may be referred to the appropriate school support personnel.
3. Death in the immediate family
4. Family Emergency
5. Religious holiday observance
6. Attending a military honors funeral to sound TAPS
7. A student will be excused for up to 5 days in cases where the student's parent is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
8. Court appearance
9. Work or school sponsored activity approved by the school
10. Voting in a local, State, or federal election
11. 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. Only the day of the college visit can be excused under the "College Visit" excuse code. Days required to travel for a college visit do not count, but may be excused by a parent.

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 any missed class work. In some cases, make-up work is planned cooperatively prior to the absence. Students have one class period more than the number of days missed to turn in make-up work for full credit. This procedure does not apply to long standing 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 make-up policy does not apply and the assignment is due upon the student's 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 their 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 the student returns to class. 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.

Make-Up Work Following 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 the day of the unexcused absence. The decision whether an absence is excused or unexcused is at the discretion of the Building Principal or designee. In addition, students who are marked unexcused forfeit the opportunity for remediation following completion of the assignment missed.

Unexcused Absences

Examples of absences that cannot be excused include, but are not limited to:

1. Oversleeping
2. Car trouble or missing the bus
3. Student absence without a parent phone call or note within 24 hours
4. Student not attending a scheduled class
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 and Privileges Revoked
7th: Saturday Detention
8th: Counselor Meeting
9th: Parent and Dean Meeting (online or in-person)
10th: Choice of 5 Social Action Hours or 1 In-School Intervention (ISI)
11th: Choice of 5 Social Action Hours or 1 In-School Intervention (ISI)
12+: In-School Intervention (ISI) with Restorative Circle

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

Withdraw Fail for Unexcused Absences

If a student has received consequences for unexcused 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.

Tardy to School or Class

A student is tardy when they are not in their classroom when the tardy bell rings. If a student is tardy to a class, they must immediately report to the closest HERO location for a pass to class. Excessive tardiness may result in additional consequences.

Consequences for Being Tardy per Semester

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

Truancy

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without a valid recognized excuse are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center. Any student who has 10% or more absences of the school days each month will receive a letter or phone call home to discuss attendance and determine if there is a need to develop a plan of support. A meeting may be set with the family and school to determine if further absences would be marked unexcused without documentation for the remainder of that trimester.

Furthermore, State law provides that school districts are encouraged to provide a system of support strategies to students who are at risk of reaching or exceeding chronic absence levels. Districts are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The school and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, the student's parent(s) and any school officials who may have information about the reasons for the student's attendance problems. Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

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 their actions, the teacher will send a discipline referral to the Dean who will investigate the incident with the Department Chair. 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 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. The consequences for violating this policy are separate from, and in addition to, those assigned for violating school rules, other 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.

Behavior and Discipline

Effective discipline is necessary if a school is to function in the most constructive manner for students. Through good discipline and self-control, students 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, as well as all District policies, while attending any school-sponsored activity**.

Aggressive Behavior

Illinois law requires school districts to notify the parent of a child who demonstrates behaviors that put the student at risk for aggressive behavior. Board Policy 7:190, *Student Behavior*, prohibits a student while at school or a school-related activity from: (1) engaging in any kind of behavior that causes physical or psychological harm to someone else, and/or (2) urging other students to engage in such conduct.

Bullying, Intimidation, Harassment, Hazing, and Sexting

Bullying, intimidation, harassment, hazing, and sexting diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals39

Bullying

Bullying is defined as: (1) an act that is repetitive in nature (similar behavior occurring more than once); (2) creates a power imbalance (by size, age, numbers or emotionally); or (3) is intended to hurt 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.

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 or students which can reasonably be expected to have one or more of the following effects:

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

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 ***Huntley High School Student Helpline***: (815) 889-0575
3. Using the District Bullying Report form found on the District website.
4. Following the process outlined in Board Policy 2:260, *Uniform Grievance Procedure*, 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 appropriate law enforcement agency for criminal charges.

Questions or concerns should first be discussed with the staff member 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 or their designee within 24 hours to discuss the concern. If no contact has been made, please proceed to the next step in the chain.

Teacher or Trusted Adult

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Counselor or Social Worker

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Dean

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Associate Principal

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Building Principal

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Assistant Superintendent

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Superintendent

Information Hotlines:

District Tip Line: (815) 889-0584

McHenry County Crisis Line: (800) 892-8900

National Suicide Prevention and Crisis Lifeline: Dial 988

Huntley High School Student Helpline: (815) 889-0575

Board Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment* is available on the District website

or a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Harassment

It is the policy of District 158 to provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment. No person, including an 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 actual or perceived 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.

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 they are being harassed may file a complaint by using the process outlined in Board Policy 2:269, *Uniform Grievance Policy*, and this Handbook, or can **report harassment anonymously by utilizing the Huntley High School Student Helpline at (815) 889-0575.**

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.

Board Policy 7:20, *Harassment of Students Prohibited,* is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Hazing

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

Sexting

Sexting is defined as 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 include those made via computer or any other electronic communications device including cell phones and other handheld devices. It is a violation of Illinois law for anyone to possess or electronically transfer material that depicts a minor fully or partially nude or engaged in any sexual or lewd conduct. Further, it is against District policy 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.

Conduct Motivated by Prohibited Discrimination

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 of Education may also consider whether the 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.

Dangerous Weapons

Board Policy 7:190, *Student Behavior*, prohibits the possession or the assistance of possession of weapons on school grounds, at any school activity, on school transportation vehicles, or in any designated school transportation waiting area. A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, any activity or event that bears a reasonable relationship to school, onto school transportation or to a designated school bus stop, 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 19 of the United States Code (18 U.S.C. §921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

Nothing in this section shall prevent the administration or the Deans from determining that an object not listed in paragraphs one or two is or is not intended to be used as a weapon, and assigning an appropriate penalty in accordance with the Behavior and Discipline section of this Handbook.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. Any item determined to have been possessed, used, transferred, or controlled in violation of this policy will be confiscated and retained by school officials, and either turned over to a parent at the end of the school year, or to the appropriate local law enforcement agency.

Board Policy 7:190, *Student Behavior*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Gang and Gang-Related Activity

The Board of Education affirms its position that schools in District 158 shall provide an orderly place for learning. Board Policy 7:190, *Student Behavior*, prohibits students from engaging in gang activity on school property or at any activity associated with or under the general guidance of school authorities. Gangs are defined as any group of two or more persons who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the District's policies, 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, either verbal or non-verbal (such as gestures or hand-shakes), 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 intimidate or threaten any person.
6. Shall commit any other illegal act or other violation of 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 10-days suspension with consideration for expulsion, and referral to appropriate law enforcement agency if a violation of the law is involved.

Board Policy 7:190, *Student Behavior*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence.

Board Policy 7:185, *Teen Dating Violence Prohibited,* is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.42

SCHOOL CODE OF CONDUCT

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 about possible solutions
- Calmly discuss any issues with the teacher when other students are not present. This removes the pressure on both of you.
- If the matter is not resolved, talk with a trusted faculty member, Counselor, Dean, Associate Principal, or the Building Principal

Problem-Solving Suggestions for Parents

- Be sure of the facts. Although it may be difficult for you not to take sides, try to see the whole picture
- Contact the person with whom your child is having the problem
- If possible, include your child in conferences with teachers, Counselors, the Dean, Associate Principal, Building Principal, 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 child and what the school staff will try to do
- Set a specific time when communication by phone or letter will be made on your child's progress

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

Discipline of Special Education Students

The District will comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability.

Additional information regarding discipline of students with disabilities is located in the Special Education section of this handbook.

Disciplinary Measures

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

1. Verbal warning
2. Notifying parent(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 strategies
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 Board Policy or school disciplinary rules
12. Suspension of bus riding privileges
13. Suspension/Removal of 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. Example 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. 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)
- Disciplinary conference
- Withholding of privileges (parking, off campus, extracurricular, 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 viole the 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, they 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 or the safety of the bus. The infractions, which usually result from repeated instances of LEVEL I misbehavior, require the intervention of the Dean because the execution of LEVEL I disciplinary consequences has failed to correct the situation. Also included in this level are misbehaviors that 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, Associate Principal, or Building Principal. Examples include, but are not limited to:

- Repeated instances of unmodified Level I misbehavior
- Being absent from detention
- Cell phone use in unacceptable areas
- Leaving campus without permission
- Being outside of the building without permission
- Disrespectful, insubordinate, or uncooperative behaviors
- Driving and/or parking violations
- 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 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 disciplinary action will be maintained by the Dean. Possible consequences include, but are not limited to:

- Verbal warning
- Notifying parent(s)
- Disciplinary conference
- Withholding of privileges (parking, off campus, extracurricular, 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 (ISI)
- Seizure of contraband, confiscation and temporary retention of personal property that was used to viole the 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
- Signed Attendance Plan agreement between the student and school designed to improve attendance
- Signed Behavior Plan between the student and school designed to improve behavior
- Restorative Practices: If a student engages in inappropriate behavior, they 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 (see individual accountability)
- Harassment, Bullying, or 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 website 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(s) because of their duties or employment status, or as a student inside the school
- Profanity directed to staff
- Gross insubordination, disobedience, miscond includes any behavior which is flagrant or excessive in nature. It is also any conduct, behavior, or activity as defined by Board of Education policies, which cause, 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) may result in criminal charges, in addition to any punishment imposed by the District
- Obtaining control over stolen property (possession of 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 or any marijuana derivative
- Gambling or wagering where money or material belongings are exchanged
- Trespassing
- Vandalism
- Use or discharge of mace
- Involvement in fraternities, sororities, or other secret societies
- Possession and/or use of 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 by 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 is 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 initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The Dean meets with the student about the student's misconduct and the resulting disciplinary action. Parents and appropriate law enforcement officials 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, extracurricular, 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 (ISI)
- Seizure of contraband, confiscation and temporary retention of personal property that was used to violate the policy or school disciplinary rules
- Suspension of bus riding privileges
- Out-of-school suspension
- Notifying juvenile authorities or other law enforcement officials
- Other disciplinary action as deemed appropriate by the administration
- Restorative Practices: If a student engages in inappropriate behavior, they 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 p0ose 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 officials, 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) 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 substances (drugs, marijuana, marijuana derivatives, look-alike drugs, alcohol, drug or marijuana paraphernalia, or other intoxicating substances) as described in District 158 Board Policy 7:190, *Student Behavior*.
- Possessing and/or using pyrotechnics or other flammable materials
- Possessing, using, or transferring dangerous or look-alike weapons
- Hazing that endangers the mental and physical health or safety of another person
- Gang activity
- Inappropriate communication through electronic devices including, but not limited to, "sexting" threats, implied, direct, or indirect

Level IV Consequences

The Dean will verify the offense, confer with the staff involved, and meet with the student and parent(s). 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 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 and possible involvement. **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, extracurricular, etc.)
- Return of property or restitution for lost, stolen, or damaged property
- In-school intervention (ISI)
- Seizure of contraband, confiscation and temporary retention of personal property that was used to violate the policy or school disciplinary rules
- Suspension of bus riding privileges
- Out-of-school suspension
- Notifying juvenile authorities or other law enforcement officials
- Other disciplinary action as deemed appropriate by the administration
- Restorative Practices: If a student engages in inappropriate behavior, they 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

Explanation of Disciplinary Consequences

An explanation of disciplinary consequences from least severe to most severe is provided below:

Teacher Detention: Detentions are issued 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 to the Dean. 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 to the Dean.

Lunch Detention: This is an option which the Dean may select for Level I, II, or III offenses, or when an individual behavior otherwise indicates such consequence is appropriate. Students are expected to serve all assigned detentions. In addition, students must serve their detentions prior to taking final exams, earning/keeping parking privileges, and/or attending Homecoming, Prom, or other school events.

After-School Detention: This is an option which the Dean 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. In addition, students must serve their detentions prior to taking final exams, earning/keeping parking privileges, and/or attending Homecoming, Prom, or other school events.

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 to 12:00 pm. 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 (ISI) may be assigned. Saturday Detentions will no longer be an option if the assigned detention is not served. Students are expected to serve all assigned detentions. In addition, students must serve their detentions prior to taking final exams, earning/keeping parking privileges, and/or attending Homecoming, Prom, or other school events.

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 correct wrongdoing 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. Assigned Social Action Hours cannot count toward Silver Cord or National Honor Society.

Restorative Circles: Students at odds meet with each other and two trained Student Support Team members to, at a minimum, work to learn how to coexist peacefully in a shared environment. Both parties need to agree for Restorative Circles 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 day. They are not allowed to attend their classes or to socialize with other students. Prior to the first lunch period, students will be allowed into the Cafeteria but it is recommended they bring a sack lunch. During ISI, 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 their teachers prior to arriving in ISI for 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 parent. ISI will also not be available as a discipline consequence for the remainder of the year.

- ★ **Students who have an IEP or a 504 will have access to all of their accommodations and supports while they are in ISI.**
- ★ **Students will not be allowed to participate in any athletic practice session or contest, or any co-curricular or extracurricular practices, rehearsals, or performances on the day of ISI.**

Out-of-School Suspension (OSS): An Out-of-School Suspension occurs when a student is temporarily suspended from school for a period of one to ten days. A suspended student will have the opportunity to make up any assignments and tests missed during the suspension period. It is the student's responsibility to contact their teachers for assignments. The teacher 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 classes. Also, all tests and quizzes must be made up immediately upon the student's 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 extracurricular school sponsored functions.

Expulsion: The law gives the community, through its Board of Education, 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 of each suspended student. The Board of Education and the parent, through the Superintendent, Associate Superintendent, the Building 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 of their right to a review of the suspension. The parent may request a review of any action of the Building 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 hearing officer, and may be represented by counsel.
3. A student shall be reinstated after suspension only by the Building Principal, Associate Principal, or Dean. Further continuance in school is contingent upon conduct of the student being consistent with what is expected of good school citizens.
4. A parent conference with the Dean may be required before a student's reinstatement. If a parent conference does not occur, the student shall remain in the in-school intervention room until the conference occurs.

   DUE PROCESS FOR SUSPENSION: Parents have a right to request a review before the Board or an appointed hearing officer.

   Right to Review Suspension:

   The Appeals process must follow these steps:

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

B. 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, or to meet with a hearing officer appointed by the Board to discuss their child'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 Board to expel a student for a definite period of time not to exceed two calendar years;
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 parent inform the District if the student will be represented by counsel at the hearing.

During the hearing, the student and the student's parent(s) 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 deems 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, the hearing officer shall provide a written summary of the evidence heard to the Board. A student may be readmitted to school after expulsion by official action of the Board. Such reinstatement should occur only after the Board, Building Principal, and Superintendent or Associate Superintendent are satisfied that the student intends to correct the situation which led to expulsion.

Course Credits and Schedules

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 5 credits to achieve sophomore status; 11 credits to achieve junior status; and 17 credits to achieve senior status. In order to participate in all graduation activities including the ceremony, a student must have the 23 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 8 classes in the preceding two semesters.

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

Transfer Credits

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 by Huntley High School that has been approved by the 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.

Credits 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 Building Principal with the appropriate paperwork completed and on file. The Building Principal must approve an official transcript in order to receive credit.

Course Load

All 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.

Course Adds and Changes

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 "schedule change" days the week after schedule pick-up in August. This will be the only time that schedule changes will be honored.

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.

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 as a WF on the student's transcript. The grade of F will be used to calculate the student's grade point average. Approval of the counselor and parent 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 signature will be required. The Level Change Form can be found on the Counseling Department webpage under "documents & links". If the parent and teacher are not in agreement, a conference should be held with the parent, teacher, counselor, student, and department chair to determine the appropriate placement. No changes will be made to accommodate personal preference.

Pass/Fail Option

One course per semester may be taken by juniors and 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 the PASS/FAIL 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. A PASS will be awarded only for a grade of 60% or better. A grade lower than 60% will receive a FAIL. 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 Huntley High School. Once the course is completed, the improved grade will be recorded and included in the student's grade point average (GPA). Students must see a counselor to begin the application process.

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 acceptable reasons for schedule changes.** Schedule changes should take place prior to the beginning of the school year.

Driving/Parking Privileges

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

1. Must have achieved Junior level standing (third year student with Junior level credits);
2. Hold a valid driver's license with address matching registration address; and
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 Dean's or 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, including a Campus Resource Officer, 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. (105 ILCS 5/10-22.6)

Application Process

In late May to early June (after grades are stored), Seniors are notified when the online signup period and required fee amount is to apply for a parking permit. Juniors will then receive notification of their signup period and required fee amount approximately two weeks later. Payment in full is made online during the signup period. If the student is not granted a parking permit, the fee will be refunded in full. *Students will then be put on a waiting 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 the waiting list in the order in which their request was made.

Students who will meet the credit requirement but will not get their license until after the school year begins should still apply prior to obtaining their license. 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 parking tag, driving to school, and parking on campus, students must complete the HHS Vehicle Registration Permit.

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 facing out with the numbers visible. If the parking tag is lost, the student will need to pay a $25.00 replacement fee.
- Only school issued parking tags are valid – copying and/or distributing parking tags 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 drive through or park in Visitor or Staff parking areas at all times.
- Forward pull through parking is acceptable.
- 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 vehicles before, during, or after regular school hours or school activities.
- Once the school buses have started to exit the campus, no vehicles are allowed to cut in between or pass the buses.
- Exit via student exits only (East Lot via East driveway; North Lot via West driveway exit on the West side of the lot).
- Parking is on school days from 7:00 am to 2:30 pm or for during times of attendance at or participation in a school activity. If your vehicle might be at school overnight for a reason other than a school activity or trip, please contact your Dean.
- Students will not be issued passes to their vehicles for any reason without permission from an administrator. If permission is granted, the student must sign out/sign 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 vehicles will be cause for suspension of driving privileges.
- It is recommended that vehicles are locked at all times. Board policies and school insurance do not cover damage to private vehicles. The owner of the vehicle must assume all losses. The school does not assume responsibility for vehicles, bicycles, and other personal property 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.

Consequences for Parking Regulation Violations

Noncompliance with the aforementioned regulations may result in:

- **First Offense:** Warning sticker
- **Second Offense:** Warning sticker, wheel lock applied, and $25 fine
- **Third Offense:** Warning sticker, wheel lock applied, and $35 fine
- **Fourth Offense:** Vehicle may be towed at owner's expense AND revocation of all parking privileges for the remainder of the year

On some occasions, it may be necessary for a student to drive a vehicle to school other than the one indicated on the HHS Vehicle Registration Permit. Prior to doing so, the student must email or call their Dean to communicate the vehicle change. If no such identifying hanger is found in the different vehicle, a violation sticker will be placed on the window designating that the infraction has been documented. If a second or third infraction occurs, it will be documented and the owner/driver of the vehicle will be stickered and fined. If any further infractions occur, the vehicle may be towed at the owner's expense.

Students are allowed to park on school premises as a matter of privilege, not of right.

Huntley High School administration reserves the right to modify, suspend, or revoke a parking tag or privilege at any time for any reason without a refund, regardless of a first, second, third, or fourth offense of the parking regulations or other school infractions, including but not limited to: accumulated excessive absences, leaving campus without permission, and/or acquiring multiple tardies.

Educational Programs

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 resources. An agreement outlining expectations regarding attendance and other blended learning issues will need to be signed by a blended student and the student's parent prior to enrollment in the class. For more detailed information about blended courses, please refer to the HHS website and click on Blended Learning.

English Learners

District 158 provides programs to meet the needs of students whose native language is a language other than English. Opportunities are offered to support the growth of English language skills and academic skills for students so they may achieve at high levels in academic subjects and meet the same challenging State standards expected of all students.

- ***Transitional Bilingual Education (TBE)***
  At attendance centers with more than 20 students who speak the same language and qualify for English Learner services, the District is required to establish a Transitional Bilingual Education Program (TBE) for those students. The TBE program is for English language learners who have not reached the language proficiency criteria required by the State. Students receive explicit language instruction in the four domains: listening, speaking, reading and writing. This program provides instruction in the student's native language to facilitate the transition into English, and helps students acquire the concepts in the core academic subjects and acquire English skills at the same time.
- ***Transitional Program of Instruction (TPI)***
  At attendance centers with less than 20 students who speak the same language and qualify for English Learner services, the District will implement a Transitional Program of Instruction (TPI). The TPI program is an English program that serves identified English learners by providing a full-time teacher certified to provide supplementary instruction for all content area instruction. The program integrates English-as-a-second-language instruction with subject-matter instruction that focuses not only in learning a second language, but also using that language as a medium to learn mathematics, science, social studies, or other academic subjects. The classes count toward graduation requirements.

Parent Advisory Committee for English Learners

Parents of English learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Program's Parent Advisory Committee.

Family Life and Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if the student's parent submits a written objection. The parent's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents may examine instructional materials used in any sex education class or course by contacting the Building Principal.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates the student's absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

The Hub - Library and Technology Learning Space

The Hub provides materials that support the mission and curriculum of the District as well as the mission, philosophy, and goals of the high school. 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 circulate.

Students are charged a fine of .10¢ per day for overdue books, and can be paid with cash or Raider Way tickets (each ticket is worth $1). Fines are cut in half if paid at the time the overdue books are returned. Students having overdue materials or fines will not be allowed to check out additional materials until their account is clear. In addition, 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. While the Hub serves as a reference and resource center for students, it also serves as a teaching space for staff. Students need to respect this dual function and act in an appropriate and responsible manner.

Any computers provided are for students to access the library catalog, the Internet and any online resources. Computer use should be in support of education and research. Any student using computers in an inappropriate manner will lose their privileges.

Students needing articles from reference materials or periodicals may request use of the black and white photocopier or color copier. Black and white photocopies are .10¢ per page and color copies are .25¢ per page and require 24 hours advance notice. Contact a Media Aid for more information.

Parents, employees, students, and community members who believe that library media program resources violate rights guaranteed by any law or Board policy may file a complaint using the procedure described in Board Policy 2:260, *Uniform Grievance Procedure*. Individuals who would like to submit feedback and/or complaints about the school's library media resources should complete and submit the Library Media Resource Objection form available on the District website.

Multi-Tiered Systems of Support & Positive Behavior Interventions

Academic and social/emotional support are provided for students through the Multi-Tiered Systems of Support (MTSS) and Positive Behavior Interventions and Supports (PBIS) systems. MTSS and PBIS are designed as proactive school based systems to provide students with the best opportunity to succeed academically, socially, emotionally, and behaviorally.

PBIS involves the concept of "The Raider Way" which includes the expectations to Be Respectful, Be Responsible, and Be Involved. 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 (inside back cover of the student planner) graphically represents all academic and behavioral interventions currently available and/or in the process of being developed. 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 MTSS to create a seamless program. 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.

Tier I Programs and Interventions

Core Curriculum: The Core Curriculum for classes 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 tutoring program staffed by teachers from a variety of disciplines. Students can use this space to: (1) ask questions specifically on assignments or homework, (2) work quietly, or (3) work with individual teachers who are working on specific days. Raider Aid is open during school hours and most days after school until 4:00 pm. Students who stay after school have the opportunity to ride the Activity Bus home if they stay at Raider Aid for the entire period.

Freshman Advisory/Link Crew: Link Crew is a program where students are nominated to 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 student 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 trains on Mondays and Tuesdays and are in the classroom with a group of freshmen students every Wednesday, Thursday, and Friday interacting with the students, 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 bullying in our school.

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.

Tier II Programs and Interventions

Plato: This program will be used as skill building based on MAP scores of incoming students and may also be used for remediation for different subjects based on Classroom Benchmark Test Skill standards.

Academic Seminar: This program is offered to repeating freshmen who did not have enough credits to move to sophomore status. Academic Seminar 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 second year.

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 the student receives two or more Level II (or greater) referrals from the Dean's Office for behavior **or** based on attendance or visits to the Student Services office. 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 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: The Making Connections program provides students the opportunity to experience daily positive interaction with a staff member mentor who recognizes and encourages their academic and behavioral successes, as well as their commitment to The Raider Way. This mentoring program has proven to be a beneficial and rewarding experience for students and mentors.

Tier III Programs and Interventions

Intensive S/AIGs: These are instructional groups just as created at the Tier II level, but more intensive in meeting and in the content presented. The content is more focused on issues that students have that affect 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 provides 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 individual students and allows student access to resources without creating permanent behavior plans.

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

RENEW: The RENEW program (**R**ehabilitation for **E**mpowerment, **N**atural Supports, **E**ducation and **W**ork) is a student-centered intervention based on the strengths of the individual 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 participants obtain the skills and develop the social connections needed to pursue their goals.

Physical Education

All students will be expected to participate in PE except those who have a written doctor's excuse or those who are exempt from participation. A student who provides a note from a parent can be excused from PE for up to three days. After three days, a doctor's note must be provided. Parent notes will only be honored twice per semester. **An excuse from PE class applies to extracurricular sports as well.** A parent may request that a student be excused from physical activity in PE during a period of religious fasting by notifying the physical education teacher in writing.

Physical Education Exemption Policy

Students in grades 11 and 12 may request an 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. District 158 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 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, 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 marching band participant. Students must first participate in band camp to receive the exemption.

Forms are available in the Student Services Office for those wanting to participate in the PE exemption program.

School Wellness

District 158 promotes student wellness, including good nutrition and physical activity, throughout the educational program, school activities, and meal programs. Schools will foster the positive relationship between healthy nutrition, physical activity, and the capacity of students to develop and learn. In addition, schools will support and promote an active lifestyle.

Physical education is taught in all grades and promotes the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board Policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

Section 504

Students with disabilities who do not qualify for an Individualized Education Plan (IEP) under the Individuals with Disabilities Education Act and Illinois School Code may qualify for services under Section 504 of the Rehabilitation Act of 1973 if the child: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) 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.

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Extracurricular Activities and Clubs

Huntley High School sponsors a wide variety of extracurricular activities and clubs for students to participate in. These activities are designed to enrich the student experience, provide opportunities for teamwork, personal growth and social inclusivity, and to offer skill-building. Participation in activities and clubs is subject to the guidelines outlined in the ***Athletic and Activities*** section of this Handbook.

Grades, Report Cards, and Semester Final Exams

Grades

Updated grades can be accessed weekly by parents by logging into PowerSchool.

Report Cards

Report cards for students in grades 9-12 are completed at the end of each semester and can be accessed by parents by logging into PowerSchool. Paper copies are no longer sent home.

Semester 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 semester final 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 the grade of F will be entered for their semester exam.

Grading Scale

Huntley High School's grading scale is as follows:

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.

Grade Point Average (GPA) Calculation

In figuring grade point average, points earned from each semester grade are multiplied by the number of credits each class is worth. These 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.

Grade Point Average (GPA) Calculation with Honors Courses

Courses that have been determined to be more rigorous than a typical high school course are given extra consideration in determining 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- = 0.7
		F = 0

Grade Point Average (GPA) Calculation with Advanced Placement (AP) Courses

Courses that have been determined to be as rigorous as a college level course are also given extra consideration in determining grade point average.

AP weighted courses will use the following point system.

A+ = 5.3	A = 5.0	A- = 4.7
B+ = 4.3	B = 4.0	B- = 3.7
C+ = 3.3	C = 3.0	C- = 2.7
D+ = 1.3	D = 1.0	D- = 0.7
		F = 0

Latin Honor System

Starting with the Class of 2020, Huntley High School implemented use of the Latin Honor System. Students will have the respective label designated on their transcript for acquiring a cumulative weighted grade point average noted as Cum Laude, Magna Cum Laude, or Summa Cum Laude.

The transcript designation is determined by the cumulative weighted grade point average as indicated below:

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

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

D+ = 1.3 D = 1.0 D- = 0.7
F = 0

Remediation

Remediation is available to students 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:

1. 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.
2. 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.
3. 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.
4. Students should demonstrate accountability by agreeing to and abiding by remediation deadlines determined by the teacher.
5. The score on the remediation assessment will replace the score of the original summative assessment.
6. Teachers may impose limits on the number of times an individual student is permitted to remediate.
7. Remediation may not be offered for some assessments.
8. AP and Dual Credit courses are not expected to offer remediation.

Graduation

To earn a high school diploma, a student must earn 23 credits. Students who transfer from another school district 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.

Early Graduation

The Board of Education highly recommends students attend high school for a minimum of eight semesters before graduation. In cases where the student and the family believe 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.

Graduation Recognition Programs

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 Illinois State 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.

Qualifying Scores for the Seal of Biliteracy

To qualify for the Seal of Biliteracy, 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
- STAMP Test – A score of Intermediate High or above

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
- STAMP Test – A score of Intermediate Low

Applying for the Seal of Biliteracy

Students do not need to apply for the Seal of Biliteracy. Students only need to take the ACCESS (for ELL students) or AP exam and have the scores reported to Huntley High School. The District Biliteracy 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.

Costs for the Seal of Biliteracy

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 to Contact with Questions

Please contact one of the following staff members with questions regarding the Illinois State Seal of Biliteracy Program:

Ms. Shelly Kish, District Seal of Biliteracy Coordinator: skish@district158.org
Ms. Kinsey Wright, ELL Instructor: kwright@district158.org

Silver Cord

Every student at HHS 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 their community. For specific requirements and opportunities, go to the Community Service Club Haiku website at _____.

Food Services and Cafeteria Expectations

Food Services Staff

The Food Services Department is made up of a team of food and nutrition professionals dedicated to students' health, well-being and their ability to learn. Meals, foods and beverages sold or served at schools meet State and federal requirements which are based on the USDA Dietary Guidelines. Students have access to a variety of affordable and appealing foods that meet the health and nutrition needs of students.

Free and Reduced-Price Food Services Eligibility Criteria and Selection

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines and family-size income standards set annually by the U.S. Department of Agriculture. Those who feel they are in need are encouraged to complete the Application for Free and Reduced Meals form. Eligibility requirements, the application process and other required information is made available through a secure, private, online form. Individuals who do not have access to a computer or are unable to apply online may pick up an application at the District Administrative Office. Once the application is processed, the parent will receive a notification letter regarding eligibility status.

Breakfast and Lunch Menus

Monthly menus and meal prices, in addition to nutrition, fitness, and education information, the District Wellness Policy, and prepayment options are available on the Food Services webpage.

Delivery of Foods

Lunches and 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.

MySchoolbucks

District 158 schools offer MySchoolBucks as a convenient method to pay for student meals. This online payment service provides parents with a quick and easy way to add money to your child's meal account by using a credit/debit card or electronic check wherever you have Internet access.

By creating a secure online account, parents can manage their child's account easily and conveniently by taking advantage of some of its popular features:

- Spending History – View a seven day history of your child's purchases.
- Low Balance Email Notification – Receive email notification when your child's account balance is low.
- Smart Pay – Set accounts to automatically replenish.
- Expired Credit Card Notification – Receive email notification prior to credit card expiration.
- Multi Student Funding – Fund multiple children at the same time.
- Spending Limit Settings – Set daily and weekly spending limits for your child by calling the District's Food Service Office at (847) 659-6158.

Nutritious Food

All students are offered a complete meal that includes milk, grains, meat and meat alternatives, fruits, and vegetables that meet federal guidelines. Additional food items are also offered at a la carte pricing.

Purchasing Food

District 158 uses an electronic system for purchasing lunch which **requires all students to use their ID card** to make food purchases in the cafeteria. Funds may be added to the account by creating a secure online account at MySchoolbucks.com (funds may take 24 to 48 hours to be available) or by bringing cash or a check (made payable to Huntley Community School

District 158) to the cafeteria. The cafeteria staff will place these payments in the student's lunch account. No change will be given.

Cafeteria Expectations

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 cafeteria. Students are also expected to cooperate with the following procedures:

1. Deposit 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 students have their ID card ready at the cash register and are patient and polite while waiting their turn.
5. Be considerate of others.

Health Services

Health Office Staff

The health program is designed primarily to maintain health and prevent serious injury or illness. A Registered Nurse is employed by the District in each school to be on duty when children are present during school hours.

> 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, congregate with others, or eat due to missed meals.
> Our goal is to ensure the best possible education for our students by keeping students in class.

Accident, Illness or Injury Procedure

When a student becomes ill at school, the student **MUST** visit the Health Office with a hall pass. The nurse will assess the seriousness of the illness or injury and administer first aid. If warranted, parents will be notified. Possible outcomes after being assessed by the nurse: (1) the student may return to class, (2) the student may be picked up by the parent, or (3) the student may be sent to the hospital via EMS.

If the student has a fever of 100.4° F 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 that cannot be covered, lethargy, serious head injuries, undiagnosed persistent or disruptive cough, eye drainage or redness, undiagnosed or new rashes, and serious limb injuries.

Students are required to call their parent from the Health Office if they desire to leave the building due to illness.

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, they may NOT drive and must be picked up by the parent or 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.

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. 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 below. The nurse, principal, or designee will administer the medication in compliance with the following regulations:

Prescription Medication

- A "Request for Administration of Medication Form" (available on the District website) signed by the parent.
- A "Request for Administration of Medication Form" (available on the District 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 (students may NOT carry the medication to school).
- The prescription bottle label must contain the student'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.

Non-Prescription Medication

- A "Request for Administration of Medication Form" (available on the District website) signed by the parent.
- A "Request for Administration of Medication Form" (available on the District website) *signed by the medical doctor*, renewed annually at the beginning of the school year.
- The school will supply Tylenol or Ibuprofen. Other non-prescription medication needs to be supplied by the parent.
- All medication needs to be labeled with the student's name and brought to school by a 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.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student on school property or on the school bus by a parent under the following guidelines:

1. The parent of a student who is a minor must be registered with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child.
2. Both the student and parent possess valid registry identification cards issued by the IDPH.
3. Copies of the registry identification cards are provided to the Health Office.
4. A "School Medication Authorization Form - Medical Cannabis" (available on the District website) signed by the parent and medical doctor.
5. After administering the product to the student, the parent must immediately remove the product from school property.

Medical cannabis infused products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis on school property or on the school bus is prohibited.

The product may not be administered in a manner that, in the opinion of the District, 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 pursuant to this policy is prohibited. The District may not deny a student attendance at school solely because they require administration of the product during school hours.

Undesignated Epinephrine Auto Injectors (Epi-Pens)

The Emergency Epinephrine Act, P.A. 97-0361 (the Act) became law in Illinois in 2011. The Act permits schools to stock a supply of Epinephrine Auto-Injectors, authorizes physicians to provide school districts and non-public schools with a prescription to obtain the emergency auto-injectors from local pharmacists, and gives School Nurses or other trained personnel the authority to provide/administer the epinephrine to any person (including parents, visitors, and guests) the nurse believes in good faith is having an anaphylactic reaction. Undesignated epi-pens are available in all schools during school hours. The standing order and emergency auto-injectors are kept in the Health Office.

Undesignated Opioid Antagonists

Illinois School Code (105 ILCS 5/22-30(f)) and District Policy 7:270, *Administering Medicines to Students*, 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, including, but not limited to, naloxone hydrochloride (Narcan) or any other similarly acting drug approved by the U.S. Food and Drug Administration. A School Nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe that person is having an opioid overdose.

A copy of Policy Policy 7:270, *Administering Medicines to Students*, is available on the District's website.

Huntley District 158 and its employees and agents, including the physician, physician assistant, or advance practice nurse providing the standing protocol or prescription for School District Supply of Undesignated medications, 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 medication, including, but not limited to, asthma medication (inhaler), epinephrine auto injectors (Epi-Pen), diabetes medication (glucagon), or opioid antagonists, regardless of whether authorization was given by a student's parent/guardian, the student's physician, physician assistant, or advance practice nurse.

Self-Administration of Medication

Students are permitted by law to carry and self-administer diabetes medication, asthma inhalers, pancreatic enzymes and epinephrine auto-injectors, where appropriate. The parent must sign a statement acknowledging that the District shall 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 or by the appropriate medical official, and that the parent will indemnify and hold harmless the District and its employees and agents against any such claims.

Asthma Medication

Students may carry and self-administer their own asthma inhaler.

- The parent must provide:
  - Written authorization through the "Request for Self Administration of Asthma Medication" form (available on the District website) signed by the parent, submitted annually at the beginning of the school year.
  - A prescription label with the name of the medication, the prescribed dosage and the time(s) or circumstances under which the medication is to be administered.
- Please also provide an Asthma Action Plan form (available on the District website) completed by the student's physician and submitted every year at the beginning of the school year.

Diabetes Medication

Students may carry and self-administer their own diabetes medication.

- The parent must provide:
  - Written authorization through the "Request for Self Administration of Diabetic Insulin and Glucose Testing" form (available on the District website) signed by the parent documenting the student has been instructed in the use and self-administration of the medication and glucose meter.
  - A "Request for Self Administration of Diabetic Insulin and Glucose Testing" form (available on the District website) *signed by the medical doctor*, renewed annually at the beginning of the school year.
  - A prescription label with the name of the medication, the prescribed dosage and the time(s) or circumstances under which the medication is to be administered.

Epinephrine Auto Injectors (Epi-Pens)

Students may carry and self-administer an Epi-pen.

- The parent must provide:
  - Written authorization through the "Request for Self Administration of Anaphylactic Medication" form (available on the District website) signed by the parent documenting the student has been instructed in the use and self-administration of the anaphylactic medication.
  - A "Request for Self Administration of Anaphylactic Medication" form (available on the District website) *signed by the medical doctor*, renewed annually at the beginning of the school year.

If a student requires assistance with their Epi-pen during a severe allergic reaction, a nurse or other trained staff member may administer the Epi-pen.

Anaphylaxis Prevention

While it is not possible for the school or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parents and students who desire more information may contact the School Nurse.

Board Policy 7:285, *Anaphylaxis Prevention, Response, and Management Program,* is available on the District's website or a copy can be obtained by calling the District 158 Administrative Office at (847) 659-6158.

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, norovirus, coronavirus, 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 County Department of Health to re-enter school or school related activities. Please check with the school Health Office for specifics.

Concussions

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 nurse daily to evaluate symptom severity. Student athletes will also complete a Return-to-Learn protocol under the supervision of the Athletic Trainer.

If an accident or illness merits being excused from school and/or physical education or recess, a doctor's note is required that specifies when the student may return to normal activity. **The School Nurse will not be able to write a note to excuse the student from PE.** A physician's release to return to PE and/or extracurricular athletic activities is required whenever a doctor's note for no PE has been issued for a concussion or other reason.

Emergency Contact Information

There are times when a student's illness or injury requires transportation to the hospital. The local rescue squad will transport the student to the appropriate medical facility. Every attempt will be made to notify the parent before transport. In order to contact parents quickly, 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 parent(s), including the name of the company, the address and phone number where you can be reached
- The name and phone number of a neighbor, friend, or relative who is willing to attend to your child in an emergency.

It is the responsibility of the parent to notify the Registration Department at studentupdate@district158.org of any changes in the aforementioned items.

Epilepsy or Seizure Disorder

Parents of students who are diagnosed with epilepsy or a seizure disorder must submit a Seizure Action Plan (available on the District website) at the beginning of each school year.

Life-Threatening Food Allergies or Life-Threatening Chronic Illnesses

State law requires District 158 to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and State rules.

Parents of students with food allergies should provide a Food Allergy Emergency Action Plan and Treatment Authorization form (which can be obtained on the District website) completed by the student's physician and submitted every year at the beginning of the school year.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the support needed for your student to access their education effectively.

While not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504, we may be able to appropriately meet a student's needs through other means.

Physical Examination and Immunization Requirements

In accordance with the Illinois Department of Public Health (IDPH) and the Illinois School Code, physical examinations are required for all students entering Kindergarten, sixth grade and ninth grade, and students transferring from out-of-state. Physicals are also required for students trying out for or participating in extracurricular athletics. The physical examination must include a record of all immunizations the child has received**.**

Every child who enters Preschool, Kindergarten, sixth or ninth grade and every child who enters an Illinois school for the first time, irrespective of grade, must present evidence of immunization as prescribed by the rules and regulations of the Illinois Department of Public Health (IDPH) and the Illinois State Board of Education (ISBE).

Students failing to meet the required 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 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 of exclusion procedures if there is an outbreak of one or more diseases from which the student is not protected.
- Per Illinois School Code, 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 examination shall endorse such fact upon the health examination form.

All physical and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school. The Illinois Certificate of Child Health Examination (school physical) form is available on the District website.

Dental and Vision Exam Requirements

A dental exam 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 exam must be provided to the Health Office for students entering Kindergarten or transfer students entering Illinois schools for the first time. The Dental Exam and Vision Exam forms are available on the District website. A student may be exempt from the dental or vision examination requirements if the student's parent shows an undue burden or lack of access to a dentist or qualified physician/optometrist. Examination waiver forms are available on the Forms page of the District website.

Reporting to the Health Office

Except in emergencies, students need a hall pass from their teacher to visit the Health Office. If a student decides they need to see the nurse during a passing period, the student should report to class and receive a hall pass from the teacher.

Restrictions for Activity or Physical Education

At times, individual students may require special restrictions to their activity level due to a medical condition. Restrictions for activity or physical education class need to be submitted by a medical physician and must specify the amount of time the student is restricted from participation. Please note any physician directives for activity restrictions need to be reviewed and resubmitted each school year.

When To Keep Your Child at Home

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 (100.4° F 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, and/or until diarrhea-free for 24 hours.

Internet and Technology

Access and Use

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

Privileges

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

Terms and Conditions for Internet Access

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networks or to any District-issued online account from any computer or device, regardless of location;
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

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.

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 when not in use;
c. Moving safely through the hallway while carrying the 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; and
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.

Unacceptable Use

Staff and students are responsible for their own actions and activities involving the use of computers and the network. Some examples of unacceptable uses include, but are not limited to, the following:

a. Using the electronic networks for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
b. Using the electronic networks to engage in conduct prohibited by Board policy;
c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
e. Downloading of copyrighted material for other than personal use;
f. Using the electronic networks for private financial or commercial gain;
g. Wastefully using resources, such as file space;
h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
j. Using another user's account or password;
k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
l. Posting or sending material authored or created by another without their consent;
m. Posting or sending anonymous messages;
n. Creating or forwarding chain letters, spam, or other unsolicited messages;
o. Using the electronic networks for commercial or private advertising;
p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
q. Misrepresenting the user's identity or the identity of others; and
r. Using the electronic networks while access privileges are suspended or revoked.

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.

Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Staff members shall supervise students while students are using District Internet access to ensure students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The technology administrator and Building Principal shall monitor student and staff Internet use.

Internet and Network Security

Internet and 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. If reported to the Building Principal, the Building Principal is responsible for notifying the Technology Department. Do not demonstrate the problem to other users. 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.**

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, use vulgarities, or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
d. Recognize that the District's electronic networks are not private. People who operate the District's technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the 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.

Telephone Charges

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

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, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the technology 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.

Vandalism

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

Web Publishing Copyright Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

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 and student.

Rights and Responsibilities

Uniform Grievance Procedure

Any individual may file a sex equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the procedure described in Board Policy 2:260, *Uniform Grievance Procedure*, a copy of which is available in the District Administrative Office, on the District website, or by contacting any of the individuals named below.

Concerns or complaints related to potential violations should be directed to:

Nondiscrimination Coordinators/Title IX Coordinators:

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

Mrs. Karrie Baughman
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158

Complaint Managers:

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

Mrs. Karrie Baughman
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158

Mrs. Deanna Gill
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158

Mr. Mark Altmayer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158

A student may appeal the Board's resolution of a complaint filed to the Regional Superintendent of Schools, and thereafter, to the State Superintendent of Education.

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 Administrative Office.

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. As such, District 158 has developed and maintains a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement, fire officials, and emergency medical services personnel;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

Campus Resource Officers

District 158 has established a Campus Resource Officer (CRO) program in partnership with the Algonquin, Huntley, and Lake in the Hills Police Departments. As part of an intergovernmental agreement, this partnership helps create "effective and positive school student discipline that: (1) is part of District 158's larger effort to address school safety and climate, (2) includes proactive and restorative methods rather than only punitive, and (3) is clear, consistent and equitable."

Each CRO is equipped with a body worn camera as provided by law in accordance with Police Department policies. The CRO's body worn camera will not record during the school day unless and until the CRO has reason to believe that a crime has been or is in the process of being committed. Further, in the event a CRO is in a hostile situation or perceives that a complaint will be raised, at the CRO's discretion, the body worn camera can begin recording.

Emergency Procedure Terms

- **Code Red:** A code red is declared when, in the opinion of an administrator, Campus Resource Officer, or staff member, a situation exists that threatens the safety of students and staff and requires them to remain in the classroom.
- **Hold in Place and Teach:** This protocol is enacted when there is a situation *inside the building* that requires immediate action for all persons to remain in place. It is non-life threatening to the general population and to the school.
- **Secure the Building and Teach:** This protocol is enacted when there is a situation *outside the building* that requires all persons to remain inside the school building.
- **Severe Weather/Shelter in Place:** This protocol is enacted when there is a severe weather/tornado warning indicated in the area of the school(s). All staff and students, inside or outside of the school, will be advised to move to their designated safe areas within the school.

  Should a severe weather/tornado warning occur at dismissal time, students will be kept in the building until conditions improve or an all-clear signal is issued.

  In the event buses are in transit and a severe weather/tornado warning is announced, buses will go to the closest school building or predetermined location based on movement of the potential weather.

  - **Tornado Watch:** A tornado watch is used when conditions are favorable for tornadoes to form.
  - **Tornado Warning:** A tornado warning is used when a tornado funnel is signed or indicated by weather radar. Shelter should be taken immediately.

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. While safety dogs are on campus, the school will be placed in a Hold and Teach protocol and students will not be allowed to leave or enter campus.

School Safety Drill Plan

In accordance with the School Safety Drill Act (105 ILCS 128/) and Board Policy 4:170, *Safety*, the following drills will be conducted:

1. Three school evacuation drills;
2. Two bus evacuation drills;
3. One severe weather and shelter-in-place drill;
4. One law enforcement lockdown drill.

Emergency drill procedures will be discussed with all students by their classroom teachers prior to each drill. If a parent would like to opt their child out of participating in the law enforcement lockdown drill, they must request this in writing to the Building Principal each school year.

School Bus Safety

All students shall be provided with instruction in safe bus riding practices at least twice during each school year. The instruction shall include two emergency bus evacuation drills, as well as the operation and use of the emergency door, windows (as a means of escape), and fire extinguisher.

Student Drop-Off and Pick-Up

In the interest of safety and security of all students and staff, parents are asked to please review the following drop-off and pick-up procedures:

Morning Drop-Off (To be updated)

All students should be dropped off in the single lane drop off area as designated curbside in the front of the school..

Only buses are allowed in the bus lot.. **No student should be dropped off in the parking lot**. Students will be allowed to enter the building at 6:45 a.m.

Afternoon Pick-Up (To be updated)

All students being picked up must be picked up in the single lane pick up area as 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.

Only buses are allowed in the bus lot. **No student should be picked up in the parking lot**. Students not involved in a school-sponsored activity may not remain on campus. If you cannot pick up your child by this time, please arrange for them to ride the bus home.

> Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME.
> Vehicles located in these locations may be ticketed and/or towed by the police.

Search and Seizure

In an effort to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities include school liaison police officers (Campus Resource Officers).

School Property and Equipment As Well as Personal Effects Left by Students

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

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

Search of Student Accounts or Profiles on Social Networking Websites

In accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or the student's parent to provide a password or other related account information to gain access to the student's account or profile on a social networking site.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rule or policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

A social networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile within the bounded system created by the service; (2) create a list of other users with whom they share a connection within in the system; and (3) view and navigate their list of connections and those made by others within the system. Social networking websites include, but are not limited to, Facebook, Instagram, Twitter, TikTok, Snapchat, and ASKfm.

Searches of Students and/or Student's Personal Effects

School authorities may search a student and/or the student's personal effects in the student's possession (purses, wallets, backpacks, lunch boxes, etc.), when there is reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or District's rules and policies.

The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. When feasible, the search will be conducted as follows:

- Outside the view of others, including students;
- In the presence of a school administrator or adult witness; and
- By a certificated employee or school liaison police officer (Campus Resource 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 a student has violated or is violating either the law or the school or District's rules or policies, 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) shall be notified of the search as soon as possible.

A copy of Board Policy 7:140, *Search and Seizure*, can be found on the District's website or may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Special Education

Education of Children with Disabilities

The District shall provide a free appropriate public education in the least restrictive environment and any necessary related services to all students with disabilities enrolled in District 158, as required by the Individuals with Disabilities Education Act (IDEA). The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated and provided with appropriate educational services.

Once a student is determined to have a disability under IDEA, an Individualized Education Program (IEP) will be developed by a team of educators along with parents.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained on the District website at _____ or from the District Administrative Office. For additional information, please contact the Special Services Department at (847) 659-6158.

Services and Programs

District 158 provides a continuum of services to students with IEPs. Every effort is made to educate the student within their home school and classroom environment. The Individualized Education Program team, including the student's parent(s) and educators, meets annually to determine the needs of the student and the least restrictive environment. Students who move into District 158 with an IEP will be provided with the services listed in the Individualized Education Program plan.

Students with IEPs are afforded the safeguards and rights described in the parent guide, *Educational Rights and Responsibilities: Understanding Special Education in Illinois*, available on the Illinois State Board of Education (ISBE) website.

Students with disabilities who do not qualify for an Individualized Education Program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

Access to Classroom for Special Education Observation or Evaluation

The parent of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the Building Principal.

Discipline of Special Education Students

The District will comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability.

Additional information, including laws, regulations, and guidance, is available at the Illinois State Board of Education (ISBE) website.

- ***Behavioral Interventions***

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

- ***Physical Restraint, Time Out, and Isolated Time Out (RTO)***

  Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

  Additional information for parents, including *The Physical Restraint, Time Out, and Isolated Time Out Bill of Rights*, is available on the Illinois State Board of Education (ISBE) website.

Exemption From PE Requirement for Special Education Students

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

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

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

Related Service Logs

For a student with an IEP, the District must create related service logs that record the type of related services administered under the student's IEP and the minutes of each type of related service that has been administered.

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parents.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs.

The student's parent may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent exercised this option.

Instructional Material

A student's parent may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the

name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy is available on the District's website.

Student Records

The District will maintain two sets of records for each student: a permanent record and a temporary record.

Permanent Records

All student permanent records are maintained for at least 60 years after the student transfers, graduates, or permanently withdraws.

A student's permanent record may include:

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

Temporary Records

Student temporary records are maintained for at least five years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five years, be transferred to the parent or to the student when the student reaches 18 years of age, graduates from high school, marries, or enters military service, whichever comes first. Such students are called *eligible students*.

A student's temporary record may include:

- family background information
- intelligence and aptitude test scores
- psychological reports
- achievement test results
- participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- honors and awards received
- teacher anecdotal records
- disciplinary information
- special education files
- records associated with plans developed under Section 504 of the Rehabilitation Act of 1973
- verified reports of information from non-educational persons, agencies or organizations of clear relevance to the student's education
- information pertaining to the release of this record 71

Rights and Privacy Regarding Student Records

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) afford parents 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 after the date the District receives a request for access.**
   A parent or student 18 years of age has the right to inspect and copy their permanent record. The parent or student should submit to the Building Principal or the Official Records Custodian a written request that identifies the record(s) they wish to inspect. The Building Principal will make arrangements for access and notify the parent or student of the time and place where the records may be inspected.

   These rights 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 or eligible student believes are inaccurate, misleading, irrelevant, or improper.**
   A parent or eligible student may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write to the Building Principal or the Official 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 or eligible student, the District will notify the parent or eligible student of the decision and advise the individual of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent 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 ISSRA authorizes disclosure without consent.**
   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent 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 professional responsibility or contractual obligations with the District.

   Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to individuals, the parent or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

   Academic grades and references to expulsions or out-of-state suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

   Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
   Student temporary records are reviewed every four years or upon a student's change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information.**
   Throughout the school year, the District may release directory information regarding students, limited to: name, address, grade level, birth date and place, parent names and addresses, 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 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 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:

   U.S. Department of Education
   Student Privacy Policy Office
   400 Maryland Avenue, SW
   Washington, DC 20202

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, assistance with home, school or social concerns, or any question a student may feel they 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.

Academic Advisement

Graduating on time with all the credits needed and having the courses required for college admission is no accident. Each Spring you (with your parent) 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 the student's goals. Graduation Status Reports will be reviewed with students to keep them informed of their 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.

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 students by having a representative come to HHS for a college visit. Students are encouraged to login to Naviance and view college visits by selecting 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 resource materials in the Student Services Office. Please listen for announcements of representative visits and participate in them. If there is a school or occupational area of interest you wish to have visit HHS, please make us aware of this interest.

Counseling and Guidance

The guidance counseling staff are a resource to 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 student, parent, or teacher. Such confidential discussions may be on any topic of concern including school adjustment problems and personal problems. Counselors do not provide therapy for students, but can and will provide referrals as needed.

In addition to the above services, it is the goal of the counseling staff to provide for the personal growth and development of all students regarding such issues as self-esteem, decision making, social skills, life safety, etc.

Erin's Law Counseling Options, Assistance, and Intervention

The counseling staff has identified counseling options for students who are affected by sexual abuse and grooming behaviors, along with District and community-based options for victims of sexual abuse and grooming behaviors to obtain assistance and intervention.

Naviance

Naviance is an Internet-based career and college exploration and planning tool students can utilize 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 HHS webpage 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. To login, enter your student district email. Your password is your Student ID number (without the S).

Problem Solving Team

Students who are experiencing academic, behavioral or social/emotional concerns, which affect academic performance, may be referred to our Problem Solving Team (P.S.T.) This program is designed to assist and support students at-risk of academic failure. Staff and/or parents may refer students for this program to the student'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.

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. Decisions regarding special education students will take into account related disabilities and the student's IEP pertaining to transportation.

Transportation Department Staff

The District 158 Transportation Department and its staff are dedicated to the service, safety and well-being of all students that it transports. Bus drivers are responsible for the students riding their buses just as teachers are responsible for the students in their classrooms. The bus driver is required to report students who violate the bus rules of proper behavior and conduct while riding the bus.

Bus drivers are not authorized to change routes or make unauthorized stops unless approved through the Transportation Department.

Bus Conduct, Expectations, and Discipline

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 bus and will not be required to transport any student who is a disciplinary problem. The school discipline system applies to students at the bus stop, bus loading and unloading locations, on the ride, and throughout the school day. If a student's behavior is not acceptable, the right of riding the bus may be suspended and the student may face further consequences.

Bus Expectations

- Be on time
- Walk to and away from the bus
- Find a seat immediately and remain seated
- Maintain an appropriate noise level and use appropriate language
- Keep your hands, arms, feet, and all objects inside the bus and to yourself
- Follow directions from the bus driver and other adults
- Help keep the bus clean
- Report unsafe behavior to the bus driver
- Use only approved items on the bus

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.
- Each student is responsible for their behavior while on the bus and in the school bus loading and unloading areas.
- Unacceptable conduct on the school bus or at a school stop may result in a warning, detention, suspension or expulsion from school.

Should a student's bus riding privilege be suspended, it then becomes the responsibility of the parent to transport the student. Revocation of a student's bus riding privilege 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 parent to notify the school that the student does not have alternate transportation.

Bus Routes

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, etc.). Due to the number of students being transported, it is not 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 students assigned to a particular bus route. If the request is approved, the Transportation Department will notify the school of the change.

Bus Stops

Students need to be at their designated bus stop five minutes prior to the scheduled bus arrival time. Bus drivers are required to report any student who is consistently tardy for their bus, as corrective action may be necessary. It is important that buses maintain a timely schedule.

In areas where sidewalks are provided, students need to stand a safe distance on the sidewalk away from the curb and street. In areas where sidewalks are not provided, students need to stay off the road and out of harm's way of motorists using the roadway. The private property of those living near the bus stop is to be respected.

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, and find a seat immediately.

When students need to cross a road before boarding or after exiting the bus, they must wait on the curb or edge of the roadway until the driver signals the student giving them permission to cross the road. Students should cross the road far enough in front of the bus (approximately 10 feet) so the driver can see the student and the student can see the driver.

Not following these guidelines is a serious safety offense and drivers have been directed to submit bus conduct reports of students who do not follow these guidelines.

Danger Zones Surrounding School Buses

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 10 feet in the front, sides, and rear of the bus are known as the DANGER ZONE. As such, precautionary guidelines must be adhered to when students are loading and unloading.

At no time should a student walk directly alongside 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 and immediately step at least 10 feet away from the bus and proceed immediately to their destination.

If a student drops an item in front of, alongside of, or at the rear of the bus, the student should not retrieve the item until notifying the driver. The driver will then decide if it is safe for the student to retrieve the dropped item.

Not following these guidelines is a serious safety offense and drivers have been directed to submit bus conduct reports for students not following these guidelines.

Electronic Recordings on School Buses

The Board of Education has adopted a policy authorizing the use of electronic recordings on school buses when transportation is provided for a school activity.

Electronic video and audio recordings are viewed to investigate incidents reported by a bus driver, administrator, CRO, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to CROs and District personnel. These individuals must have (1) a law enforcement, security, or safety reason, or (2) a need to investigate and/or monitor student or driver conduct. A written log will be kept of those individuals viewing the recording stating the time, name of individual viewing, and date the recording was viewed.

The content of the recordings are student records and are subject to District policies and procedures concerning school student records. If the content of a recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Transportation of Students with Disabilities

All students with an IEP are provided transportation entirely at District expense. The mode of transportation will be determined via the IEP conference. A parent 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 the parent. Individuals wishing to apply for reimbursement must do so within the guidelines set forth by the State.

HHS EXTRACURRICULAR ACTIVITIES AND ATHLETICS HANDBOOK

Mr. Tom Kempf, Activities Director
tkempf@district158.org
(847) 659-6696

Mr. Glen Wilson, Athletic Director
gwilson@district158.org
(847) 659-6516

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ULTIMATE AUTHORITY DISCLAIMER

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 Director, and/or Athletic Director and Building Principal. The appeal process for any decision is described in The Code of Conduct Section of this handbook.

PHILOSOPHY, OBJECTIVES, AND EXPECTATIONS OF EXTRACURRICULAR PARTICIPATION

Huntley High School's extracurricular programs (athletics, activities, and clubs) are provided as a privilege to those students having the desire to engage in and/or compete in programs to enhance their overall abilities. Students who choose to participate are considered representatives of the school and District 158 and are expected to demonstrate good character, high morals, and an attitude of giving their best. In addition, student representatives are expected to show good sportsmanship and self-discipline. Because the Board of Education, administration, and staff expect these attributes, the HHS Extracurricular Code of Conduct is used to ensure 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 extracurricular participation.

ACTIVITIES AND CLUBS

Huntley High School currently sponsors more than 45 extracurricular activities and clubs for students to participate in. These activities are designed to enrich the student experience, provide opportunities for teamwork, personal growth, and social inclusivity, and to offer skill-building. A student may participate in as many clubs/activities as interest and schedule allows. Participation is subject to guidelines as outlined in the Athletic and Activities Handbook section.

Listed below is a list of activities and clubs available to students. Please note activities and club offerings are subject to change depending on student interest. For more information, visit the Activities page of the HHS website.

After School Choir: Mixed & Treble	Band (Marching/Pep)	Chess Team
Art Club	Buddies Club	Color Guard

Community Service Club
Competitive eSports
Computer Club
Contest Theatre
Creative Writing Club
Culinary Club
Orchesis Dance Program
Dungeons and Dragons Club
Drone Club
Environmental Club
Fishing Club
Film Club
Freshman/Sophomore One Acts
Genders Sexualities Alliance (GSA)
Hope Squad
HOSA (Future Healthcare Professionals) Medical Club
Investing and Economics Club
Jazz Band
Leos Club
Math Team
Mock Trial
Model UN (United Nations)
MSA (Muslim Student Association)
NHS (National Honor Society)
Philosophy Club
Play (All-school)
RAD Student Committee
Raider Nation
Red Raider Robotics
Scholastic Bowl Team
Silver Cord
SnowRaiders (Ski/Snowboarding)
Spanish Honor Society
Speech Team
Spring Musical (All-school)
Student Council (STUCO)
Technical Theatre Club
Thespian Show
Thespian Troupe Club
TV Production Club
Yearbook
Zoology Club

ATHLETIC TEAMS

The HHS Athletics Department offers a full slate of fall, winter, and spring interscholastic sports for students to participate in under the Illinois High School Association (IHSA). Participation is subject to guidelines as outlined. For more information, visit the Athletics page of the HHS website.

Fall Sports
Cross Country (Boys & Girls)
Football
Golf (Boys)
Golf (Girls)
Soccer (Boys)
Swimming (Girls)
Tennis (Girls)
Volleyball (Girls)

Winter Sports
Basketball (Boys)
Basketball (Girls)
Bowling (Boys)
Bowling (Girls)
Cheerleading
Dance Team
Swimming (Boys)
Wrestling

Spring Sports
Baseball (Boys)
Lacrosse (Boys)
Lacrosse (Girls)
Soccer (Girls)
Softball
Tennis (Boys)
Track & Field (Boys)
Track & Field (Girls)
Volleyball (Boys)

ATTENDANCE REQUIREMENT FOR EXTRACURRICULAR ACTIVITIES

Attendance is a factor in a student's eligibility to participate in extracurricular activities. A student must be in school at least the second-half of the school day. A student who goes home sick is ineligible to participate that day.

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 that day. To assure eligibility, arrangements should be made ahead of time with the Activities Director or Athletic Director.

- **Absence Due to Participation in School-Sponsored Activity:** A student's absence from school due to participation in school-sponsored activities or trips will be recorded in PowerSchool as ***SA*** (school activity), and the student remains eligible to participate in after school, co-curricular, and/or extracurricular activities.
- **In-School Intervention/Suspended Students:** A student who is serving an in-school intervention (ISI) or an out-of-school suspension (OSS) is ineligible to participate in any school-related activities on the days of the intervention or suspension.

CONSENT TO RANDOM TESTING PROGRAM

District 158 Drug and Alcohol Testing Program

The District 158 Board of Education instituted an extracurricular drug and alcohol testing program to promote healthy and drug-free participation of students in extracurricular activities. Each student and the student's parent must consent to having the student submit to random drug and alcohol testing in order to participate in any extracurricular activity.

Consent forms for the District 158 Drug and Alcohol Testing Program and District 158's testing partner, Partnering for Prevention, LLC are available on the Forms page of the District 158 webpage. Forms should be returned to the coach or activities sponsor and will be kept on file in the Athletic Director's Office, Mr. Glen Wilson or the Activities Director's Office, Mr. Tom Kempf. Failure to sign the required forms will result in non-participation.

IHSA Performance-Enhancing Substance Testing Program

In accordance with the work of its Sports Medicine Advisory Committee and Public Act 096-0132, the Illinois High School Association (IHSA) has implemented a performance-enhancing substance testing program for student-athletes at IHSA member schools.

The IHSA will test randomly selected individuals and teams throughout the school year and those participating in State series competitions for banned substances. Any student athlete who ingests or otherwise uses substances from the IHSA 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.

No student-athlete may participate in an IHSA competition unless the student and the student's parent consent to random testing. The consent is part of the Huntley High School Sports Participation Information sheet. A list of IHSA Banned Substances is available on the IHSA website.

ACTIVITY/PARTICIPATION FEES

An activity fee assessed by the Board of Education for participation in athletics, plays, musicals, and other activities is required. Activity fees should be paid online through the District Webstore or by check or cash directly to the coach or activity sponsor. Activity fees will not be refunded for any student who quits or is dismissed from a sport or activity.

Participation fees may be required for specific activities or clubs based on expenses incurred. Participation fees should be paid directly to the activity/club sponsor and will be credited to the group's activity account. Any student who quits or is dismissed from a club will not have a fee refunded.

SPORTS PHYSICAL REQUIREMENT FOR ATHLETICS

All students are required to have a current sports physical on file at school before they can tryout or participate in any extracurricular athletics. The physical must remain current during the entire duration of the athletic season for the particular sport (i.e. volleyball season, basketball season, cheerleading season, etc.), meaning it has been completed within the past 12 months of the tryout or participation date. If a student's physical lapses prior to the end of that sports season, the student will be excluded from future participation until a new sports physical form is submitted.

An IESA/IHSA Pre-participation Examination form or an Illinois Certificate of Child Health Examination (school physical) form must be completed by the physician and parent. Both forms are available on the District website.

CODE OF CONDUCT

Participation in activities at Huntley High School is a privilege and students who choose to take part are considered representatives of the school and District 158. It is the hope of the Board of Education, administration, and staff that students participate in activities 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 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 violation of the Code of Conduct 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, including, but 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 of Conduct 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.

Code of Conduct Violation Consequences

First Offense: Suspension from 20% (or closest percentage to 20%) of 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 the 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 the 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 one 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 an administrator, the student will be suspended from 10% of the regularly 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 one 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 parent 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 one athletic, activity, or club, the Athletic Director, 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 Associate Principal
    b. Appeal to the Building 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.

HAZING

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 employee shall solicit, plan, direct, encourage, assist or engage in any hazing activity.

In addition, the District directs that no administrator, coach, sponsor, volunteer, or employee shall permit, condone, or tolerate any form of hazing.

Delegation of Responsibility

District administrators shall promptly investigate all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Administrators, coaches, sponsors, employees, and volunteers shall be alert to incidents of hazing and shall report such conduct to the Activity Director, Athletic Director, or Building Principal.

The District shall annually inform students, parents, coaches, sponsors, volunteers, and employees that hazing of students is prohibited by means of:

- Publication in this handbook
- Verbal instruction from the coach

Complaint Procedure:

1. When a student believes they have been subject to hazing, the student shall promptly report the incident orally or in writing to their coach and the Activity Director or Athletic Director.
2. The Activity Director or Athletic Director shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The Activity Director or 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 Director or Athletic Director shall recommend appropriate disciplinary action, including possible suspension or expulsion, as circumstances warrant.

SPORTSMANSHIP

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

ATHLETIC PRACTICE SCHEDULES

The start of practice for each sport will be announced well in advance of the first practice date. Practice schedules will be distributed to participants the first day of practice. District 158 does not allow mandatory practices on Sundays except under special circumstances and only with the permission of the Activity Director and/or 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. Likewise, unforeseen circumstances may force a change in practice schedules. Participants will be notified, as soon as possible, of any 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, due to 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 an attendance policy, with approval from the Activity/Athletic Director, and inform participants of the 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 a policy prohibiting participation in these activities during non-school hours. A participant injured during skiing/similar activities holds no right to their position upon returning to their team.

ELIGIBILITY FOR PARTICIPATION IN IHSA COMPETITIONS

Huntley High School is a member participant of the Illinois High School Association (IHSA) and as such, follows IHSA guidelines regarding eligibility as follows:

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 25 credit hours of high school work per week (Monday through Sunday). Generally, 25 credit hours is the equivalent of five .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 they transferred to another school during the course of the semester.

Semester Eligibility

By IHSA regulations, a student must pass 2.5 credits per semester to be eligible for the next semester. This is the equivalent of five (5) .5-credit classes. The criterion for weekly and semester eligibility is detailed in the IHSA eligibility rules.

TRANSPORTATION

The sponsors will make transportation arrangements for all extracurricular events through the District 158 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 their child to ride home with another parent by providing advanced written notification to the Principal, Activity/Athletic Director, or coach/sponsor. The parent who is being granted permission will, in turn, need to sign the participant out 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, they may only be transported to the event by their parent. 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.

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, their 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 previously received a Letter in the activity will receive a Letter and Bar.
3. If a student has previously received a Letter, the student will be issued a Bar representing another year's participation.
4. 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 individual students as they so choose.

INFORMATION FOR PARENTS

BOOSTER ORGANIZATIONS

The HHS Athletic Boosters is a parent organization that supports all high school athletic programs. Parents volunteer to work concessions at football games, basketball games, and other events. In addition, the Boosters sell HHS spiritwear at

various events throughout the year including home football games, RaiderFest, and Freshman Orientation Nights. Funds raised provide for Student Athlete Scholarships for graduating Seniors. For more information, visit their website, like them on Facebook, or follow them on Twitter and Instagram.

The Huntley High School Band Boosters is a very active group supporting the marching band, color guard, and other band programs at the school. The organization's goal is to provide the support needed to assist with funding a successful, educational and fun band, marching band, and color guard program. Parents volunteer their time and efforts to build props for the annual marching band competition programs, fundraise for scholarships, instrument and equipment purchases, new music, professional clinicians, and so much more. See how you can get involved by visiting their website.

The Fine Arts Boosters is a parent organization supporting, encouraging, and promoting the Theatre, Choir, and Speech fine arts programs at Huntley High School. The Fine Arts Boosters work as an independent organization to raise funds to provide scholarships to graduating Seniors and grants and mini-scholarships to current students participating in fine arts activities beyond those offered at HHS. The group also assists in a variety of ways for theater performances and student participation in Contest Theatre. To inquire about the HHS Fine Arts Boosters, please visit their Facebook page.

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 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 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 they may apply in aspects of their 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 they 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 practice or competition 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 Parent Booster Organizations available at Huntley High School. 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 students. It is hoped this information will serve as the foundation of a rewarding experience in activities for your child.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

2023-2024
Middle School
Student Handbook

Square Barn Road Campus
Heineman Middle School

Reed Road Campus
Marlowe Middle School

MISSION: OUR LEARNING COMMUNITY WILL INSPIRE, CHALLENGE AND EMPOWER ALL STUDENTS ALWAYS

Huntley School District 158 Middle Schools

Heineman Middle School

725 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-4300 - Office
(847) 659-4311 - Attendance Line

Office Hours: **7:00 am to 3:00 pm**
School Day: 7:30 am to 2:25 pm

_____, Principal
Ms. Rebecca La Porta, Assistant Principal
Mrs. Alicia Parker, Assistant Principal

Marlowe Middle School

9625 Haligus Road
Lake In The Hills, IL 60156
(847) 659-4700 - Office
(847) 659-4711 - Attendance Line

Office Hours: 7:00 am to 4:00 pm
School Day: 7:30 am to 2:25 pm

Mr. William Johnson, Principal
Ms. Gabrielle Clark, Assistant Principal
Mrs. Jennifer Fisher-Arreola, Assistant Principal
Mrs. Jillian Pearce, Assistant Principal

Schedule of Events 2023-2024

Institute Days
August 14, 2023
August 15, 2023
October 6, 2023
February 15, 2024

Non Attendance Days - No School
November 22, 2023
February 15, 2024
March 29, 2024

Waived Holidays - School in Session
Casimir Pulaski Day - March 4, 2024

Holidays - No School/Offices Closed
Independence Day - July 4, 2023
Labor Day - September 4, 2023
Columbus Day - October 9, 2023
Thanksgiving Holiday - November 23-24, 2023
Christmas Holiday Observation - December 25-26, 2023
New Year Holiday Observation - January 1-2, 2024
Dr. Martin Luther King's Birthday - January 15, 2024
Presidents Day - February 19, 2024
Memorial Day - May 27, 2024
Juneteenth - June 19, 2024

SIP Early Release Days
September 21, 2023
December 22, 2023
January 25, 2024
March 7, 2024
April 18, 2024
May 22, 2024

Middle School Dismissal at 12:30 pm on SIP Early Release Days

School Begins
August 16, 2023

Middle School Grading Periods
October 13, 2023 - End of 1st Quarter (40 days)
December 22, 2023 - End of 2nd Quarter (45 days)
March 18, 2024 - End of 3rd Quarter (41 days)
May 22, 2024 - End of 4th Quarter (48 days)

Parent Teacher Conferences
November 20, 2023 – 9:00 am to 8:00 pm
November 21, 2023 – 7:00 am to 12:00 pm

Winter Break
December 25, 2023 – January 5, 2024

Spring Break
March 25, 2024 – March 29, 2024

Miscellaneous
December 22, 2023 – Last day before Winter Break
January 8, 2024 – First day after Winter Break
March 22, 2024 – Last day before Spring Break
April 1, 2024 – First day after Spring Break

8th Grade Promotions
May 21, 2024 - Heineman Middle School
May 22, 2024 - Marlowe Middle School

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Handbook Disclaimer

To ensure continued compliance with federal, state or local regulations, the rules, guidelines, and Board Policies published in this handbook are subject to review and may be amended during the year without notice as necessary for the routine operation of the school or District. Any amendment(s) made during the year will be posted to the school website.

Nothing in this handbook shall be construed in a manner contrary to Board of Education Policies, State, or federal law.

General Information and Notices

Accommodating Individuals with Disabilities

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

Animals on School Property

In order to ensure student health and safety, animals are not allowed on school property except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the Building Principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is

directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Board Policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. Any homeless child shall be immediately admitted, even if the child or child's parent is unable to produce records normally required for enrollment. Board Policy 6:140, *Education of Homeless Children*, and its implementing administrative procedures govern the enrollment of homeless children.

Equal Educational Opportunities

Equal educational, co-curricular, and extracurricular opportunities shall be available for all students without regard to 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, including pregnancy. Any student may file a discrimination grievance by using Board Policy 2:260, *Uniform Grievance Procedure*, or by completing and submitting a Formal Public Complaint form.

Sex Equity Policy

No student shall, on the basis of sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational, co-curricular, and extracurricular programs and activities. Any student may file a sex equity complaint by using Board Policy 2:260, *Uniform Grievance Procedure,* or by completing and submitting a Formal Public Complaint form.

Video and Audio Monitoring System

A video and audio monitoring system is in use on school buses and a video monitoring system is in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Weapons Policy

It is the policy of District 158 to prohibit the possession or the assistance of possession of weapons on school grounds, at any school activity, on school transportation vehicles, or in any designated school transportation waiting area.

Emergency Communications

Emergency Notifications

District 158 will send out notification alerts in critical situations, such as emergency weather closures, crisis incidents, and other incidents affecting school operations through the SwiftReach SwiftK12 program. This system integrates with PowerSchool, and parents can manage their contact information and preferences through the PowerSchool Parent Portal. For more information, please visit the Safety and Security webpage and select "Alerts" from the dropdown menu or click Managing Your Information and Preferences in SwiftK12 to view instructions.

School Day Cancellations

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property. Should the need to close occur, parents will be notified via SwiftReach SwiftK12, the District's automated messaging system. Information will also be posted to the District 158 website at www.huntley158.org. In the event school is closed, all after-school, co-curricular, and extracurricular activities are also cancelled.

Enrollment Information

Birth Certificate Requirement

Illinois law requires at registration, or within 30 days of registration, a certified copy of the student's birth certificate to be on file with the District. If a certified copy is not available at the time of registration, the District must be furnished at a minimum: the student's full legal name and date of birth. If a person enrolling a student fails to provide a certified copy of the student's birth certificate within 30 days of registration, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless the person complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall refer the case.

Custody Arrangements

In order for school personnel to be aware of any custody arrangements, please provide legal custody/divorce settlement documents to the school prior to the beginning of the school year or as situations change.

Fees and Waivers

Waiver of student fees will be granted to those students who qualify. Parents may apply for waiver of school fees by completing and submitting the Application for Fee Waiver form and proof of current income.

Please note: In order to be eligible for a waiver of student registration fees, applications must be received *within thirty (30) days of the date your child enters school for the current school year*. Fees will not be waived until the Application for Fee Waiver form is received, reviewed and approved. If approved, other fees incurred after the date the application is received will be eligible for a fee waiver.

Board Policy 4:140, *Waiver of Student Fees*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Homeless Child's Rights

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For additional information, please contact:

Dr. Chris Budzynski, D158 Homeless Liaison
(847) 659-6158 or cbudzynski@district158.org

Student Transfers to and from Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the District.

School and Community Relations

Care Solace

We are committed to the well-being of our students, staff and families to create a safe and healthy learning environment. In support of this ongoing commitment, Huntley 158 has partnered with **Care Solace** to provide an additional layer of care for our community.

If students, staff or their family members are looking for help with mental health or substance use, Care Solace can help you quickly find treatment options matched to your needs regardless of the circumstance. Care Solace is a complimentary and confidential service provided to students, staff, and their families by District 158. Care Solace's team is available 24 hours a day, 7 days per week, 365 days a year and can support you in any language.

If you would like to use Care Solace to help find a provider:

- Call 888-515-0595
- Visit www.caresolace.com/huntley and either search on your own OR click "Book Appointment" for assistance by video chat, email, or phone.

Care Solace is not an emergency response service or mental health services provider. In the event of a life threatening emergency, please call 9-1-1 or the National Suicide Hotline 1-800-273-8255.

Faith's Law Notifications – Employee Conduct Standards

School districts are required to include in their student handbook notification of the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students.

Board Policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Gun-Free, Tobacco, Alcohol, and Drug-Free Zones

All District 158 buildings and grounds are gun-free, tobacco, alcohol, and drug-free zones. Cigarettes and alternative nicotine products are not permitted. This includes all after school activities and school related events.

Mandated Reporter

All school personnel, including teachers, administrators, and support staff members, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services (DCFS).

Pesticide Application Notice

District 158 maintains a registry of employees and parents of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Director of Communications and Public Engagement at (847) 659-6158.

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

PowerSchool

Huntley 158 uses an internet-based student information system called PowerSchool. The PowerSchool Parent Portal gives parents access to real-time information including their child's schedule, attendance, assignments, and grades. Students also have their own accounts to access school information from home or at school.

Instructions to create a PowerSchool account, to add/link a student, along with information on the PowerSchool app and a login link is available on the PowerSchool page of the District website. Password information for students and parents is available from the District Registration Office at (847) 659-6147.

Sex Offender & Violent Offender Notification Law

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

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

2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

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

Any time a convicted child sex offender is present on school property for any reason – including the three reasons above – the individual is responsible for notifying the Building Principal upon arrival and upon departure. The convicted child sex offender must remain under the direct supervision of a school official at all times while in the presence or vicinity of children. A violation of this law is a Class 4 felony.

In addition, State law requires schools to notify parents that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, https://isp.illinois.gov/Sor
- Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY
- Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the District.

The District maintains resources on suicide and depression awareness and prevention. Much of this information, including Board Policy 7:290, *Suicide and Depression Awareness and Prevention*, is available on the District website and a copy may be obtained by calling the school office.

In the event of a life threatening emergency, please call **9-1-1** or the National Suicide Hotline at **1-800-273-8255**.

Visitor Guidelines

The safety and security of your children is our number one concern. In an effort to maintain a safe, disruption free educational environment for all students, we ask all visitors to use the same procedures when entering the building. The District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event.

- All schools are accessible only via the secured main entrance (Door #1).
- All visitors to elementary and middle school buildings must press the call button outside the front door, state their purpose for visiting, and wait to be buzzed into the building.
- All visitors must provide valid ID and be scanned into the Raptor Visitor Management System which will run an instant background check.
- Visitors with histories that appear on the Raptor check will be either denied access to the building, limited to conducting business in the front office, or will be provided escorted access to other parts of the building as is necessitated by circumstances and/or applicable law.
- Student Visitors - Students are not permitted to bring guests to school during the school day.

Visits to Classrooms and Conferences

- All visits to classrooms must be pre-arranged with the teacher.
- Conferences will be held outside school hours or during the teacher's conference/preparation period.
- All visitors must follow the Visitor Guidelines as outlined above.

Volunteers

District 158 is fortunate to have extensive community and parent involvement. Those interested in volunteering must complete a Volunteer Registration form each school year. In keeping with District guidelines, younger

siblings are not permitted to accompany volunteers during volunteer activities. We appreciate everyone's understanding.

The Volunteer Registration form along with additional information is available on the Volunteer webpage. If you are interested in volunteering, please contact the District's Volunteer Coordinator at (847) 659-6152.

School Guidelines

School Hours

School hours for students in grades 6-8 are 7:30 am to 2:25 pm, and 7:30 am to 12:30 pm on early release days. We ask that students arrive no earlier than 30 minutes prior to the start of the school day. Students remaining in the building after school hours are to report to a club, sport, or activity directly supervised by a staff member.

Access to Student Social Networking Passwords and Websites

Social networking websites and platforms 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. Social networking websites include, but are not limited to, Facebook, Instagram, Twitter, TikTok, Snapchat, and ASKfm.

If a student has an account on a social networking website, school officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school behavior rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. School officials may not request or require a student or the student's parent to provide a password or other related account information to gain access to the student's account or profile.

After School Hours

Students who are in the building after school is dismissed must be there for a specific activity or reason, including, but not limited to, participating in an extracurricular activity, meeting with a teacher for academic reasons, an assigned detention, or staying as a spectator for an athletic or other special event. All students staying after school are subject to the student behavior expectations and discipline consequences.

- ➔ *Students must make arrangements in advance for a ride home from school. If an activity concludes early, students must report to the supervised area until their ride arrives.*

Closed Campus

The middle schools maintain a closed campus policy. This means all students eat lunch at school. Students may only leave school with a written excuse for a doctor or dental appointment and must be signed out at the office by a parent.

Hall Passes

With the exception of passing periods, students in the halls must have a pass issued by a staff member.

Homework

Homework is an extension of learning in the classroom and 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-term 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.

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.
- 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's 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 is not limited to, the following:

Plagiarism – using another person's ideas, expressions, or writings as one's own.

Cheating includes, but is 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

Consequences for Academic Dishonesty

Students who are academically dishonest will be subject to one or more of the following consequences:

- phone call to parent(s)
- notification of and consequence assigned by a school administrator
- parent conference with parent(s), student, teachers, and administrator(s)

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 ID 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 staff 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 by reporting to the Main Office.

Lockers

Lockers are school property and 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. Sharing of lockers is not permitted. Opening 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 a specific intervention or other special need.

School lockers are subject to random search, without notice or consent. Individual lockers may be searched where there is reasonable suspicion to do so. Additional information regarding locker searches is available under the "Search and Seizure" section of this Handbook and Board Policy 7:140, *Search and Seizure*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Messages and Dropping Off Items for Students

Delivering messages to students during class time is disruptive to the teaching and learning process. With this in mind, parents are urged to reserve such requests only for serious 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 your child, please call the school's main office.

Occasionally, students may forget homework or other school related items and may ask that you drop these items off. Please note that we will not interrupt classroom instruction to call the student down. The school has two general call-down times during the day in which students will be asked to pick up items.

Peer Relationships

In order that peer relationships remain at the highest level, the middle schools have established a "Hands Off Policy." Public displays of affection and inappropriate or unwanted touching are unacceptable behaviors and subject to disciplinary consequences. This policy is strictly adhered to in the building, on the campus, and at school related events.

Personal Electronic Devices

Electronic devices are prohibited from being seen, heard, or used during school hours unless the Building Principal has expressly authorized the use of a particular device. Cell phones and other electronic devices are not to create a disturbance to the educational environment. Students choosing to bring these items to school must store them in backpacks in the "off" position. Smartphones, e-readers, and other educational electronic devices may be used for instructional purposes when deemed appropriate by the classroom teacher.

Consequences for inappropriate cell phone or device usage may result in confiscation of the device, loss of privileges to have such device on school grounds, and/or parent pick-up of the device. Please be aware the school is not liable for the loss, damage, or theft of personal property.

Prohibited Personal Items

Personal items that students may not bring to school include, but are not limited to, cards (playing, trading, magic, etc.), electronic games, matches, lighters, fireworks, over the counter and prescription medications.

Respect for 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 are to be used only for the purpose of storing books, notebooks, lunches, coats, etc. These areas are subject to search by school authorities.

School Dance Guidelines

Student Council, the staff for grades 6-8, and the school's parent organization sponsor a variety of school dances each year. It is expected that parent transportation will arrive and depart within 15 minutes of starting and ending times of the dance.

Student Appearance, Clothing, and Hygiene

Students are expected to keep themselves well-groomed and neatly dressed at all times. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Both research and experience have shown that a student's personal appearance and mode of dress impact 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.

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 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 are not limited to, shoes with wheels, overly revealing clothing, dangerous or disruptive accessories, and clothing making reference to drugs, marijuana, or alcoholic beverages. Outerwear (jackets) must be kept in the student's locker and not carried around or worn during school hours.

In addition to dress, cleanliness is of utmost importance. Since the physical well-being of all individuals in the school setting is at stake, building administration may at any time take disciplinary action against any student if the administrator reasonably believes the student's clothing or physical cleanliness is unsafe or interferes with the educational process.

Appearance/Dress Code

District 158 middle schools recognize there is a direct correlation between a student's appearance and the student's academic achievement. Our dress code is designed to eliminate distractions to students, staff, or other visitors that make up our school community while allowing for student comfort by promoting an environment that is conducive to academic success.

Acceptable clothing for students to wear:

- T-shirts that are free from inappropriate language, symbols, or graphics that make reference 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
- 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

Unacceptable clothing for students to wear:

- 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, 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.

Telecommunication Device Possession and Use

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 backpacks or lockers in the "off" position. Cellular, radio, and other telecommunication devices found in a student's possession during the school day, while participating in school-sponsored activities, or outside designated areas may be confiscated, and the student may be subject to additional discipline. Parents are required to pick up confiscated items.

The District also restricts parents' and/or visitors' use of cellular, radio, and 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 staff member. Students generally are not called to the telephone from classes except for emergencies.

Trespassing

Suspended students are not permitted to be on campus or at school sponsored activities, either on or off campus, without specific permission from the Building Principal's office. Failure to obtain permission may result in arrest for trespassing and/or appropriate school consequences.

Students in the building during non-school times must receive prior permission or be subject to a charge of trespass. Students should not be in the school building after school is dismissed unless participating in an extracurricular activity, meeting with a teacher for academic reasons, or for an assigned detention. Loitering can result in disciplinary action or possible arrest for trespassing.

Uniforms for Physical Education Class

All students in grades 6-8 are required to wear a PE uniform while participating in Physical Education classes. In addition, we ask that all students purchase gym shoes to be worn exclusively for use during PE class.

Parents' Rights Notifications

Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and other information required by federal law. We encourage you to explore illinoisreportcard.com to view the Illinois School Report Card for District 158 or your child's school.

Assessments/Standardized Testing

Assessments are essential to a student's learning experience as they assist in providing information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms. Testing includes local assessments and State assessments as required by federal law.

Local Assessments

Assessment	Purpose	Dates
AimsWeb Literacy & Math	Administered to select grade 6-12 students in order to better identify specific strengths and areas of support for math and literacy skills.	Fall, Winter, Spring
STAR Reading and Math	Administered to all grade K-11 students in order to better identify specific strengths and areas of support in reading and math standards.	Fall, Winter, Spring

State Assessments

Assessment	Purpose	Dates
ACCESS	Administered to grade K-12 English Learners. Scores are used to assess progress and proficiency in English as well as determine placement in the EL program the following school year.	January - March
DLM	Administered to grade 3-12 students eligible for alternative assessment in the areas of reading/language arts, mathematics, and science.	March 16 - May 4
IAR	Achievement assessment for grade 3-8 students for reading/language arts and mathematics.	April 11-22
ISA	Achievement assessment for grade 5, 8, and 11 students for science.	March 14-18

Additional information regarding student assessments and information regarding interpreting scores is available on the Curriculum webpage of the District website.

School Visitation Rights for Parents

The School Visitation Rights Act permits employed parents, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Student Data Privacy; Notice to Parents About Educational Technology Vendors

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators.

SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent name and student or parent contact information, username/password and student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English Language Learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents
- Other activities that are for the use and benefit of the school district

Board Policy 7:345, *Student Data Privacy; Notice to Parents About Educational Technology Vendors*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Teacher Qualifications

Under Title I of the Elementary and Secondary Education Act, parents may request the professional qualifications of their child's classroom teachers and the paraprofessionals, if any, who assist them, including:

1. Whether the teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which State qualification or licensing criteria have been waived;
3. Whether the teacher is teaching in the field of discipline of the teacher's licensure; and
4. Whether any instructional aides or paraprofessionals provide services to your child, and, if so, their qualifications.

This notice is required by federal law (20 U.S.C. §6312(e)(1)(A)). If you would like to receive any of this information, please contact the District 158 Administrative Office at (847)659-6158.

Absences, Attendance, and Tardies

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.

Absences

If your child will 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. The purpose of this procedure is to determine if your child has arrived safely to school.

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 four days per quarter cumulative. **Any absences in excess of four 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 days will not count towards the four 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.

A student must be in attendance for a minimum of 5 consecutive hours (300 minutes) to be considered a full school day. When your child arrives after the official start time, parents are required to sign their child in at the office. Students who leave school early for reasons of illness, appointments, or notes from home will be released only to the parent unless prior arrangements have been made through the Building Principal. Parents are required to sign their child out in the office.

Excused Absences

An excused absence is defined as an absence due to sickness or an emergency in a family in accordance with 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 the teacher for missed assignments. Please contact the appropriate teacher(s) to make these arrangements.

Acceptable Absences

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.

Examples of absences that may be excused include, but are not limited to:

1. Personal illness
2. Mental or Behavioral Health Days – Students may utilize up to five mental or behavioral health days. After use of the second mental or behavioral health day, the student may be referred to the appropriate school support personnel.
3. Medical or dental appointments (with a note from doctor or dentist)
4. Death in the immediate family
5. Family emergency*
6. Religious holiday observance
7. Attending a military honors funeral to sound TAPS
8. A student will be excused for up to 5 days in cases where the student's parent is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
9. Court appearance
10. 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.

Unacceptable 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 or missing the bus

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center. Any student who has 10% or more absences of the school days each month will receive a letter or phone call home to discuss attendance and determine if there is a need to develop a plan of support. A meeting may be set with the family and school to determine if further absences would be marked unexcused without documentation for the remainder of that trimester.

Furthermore, State law provides that school districts are encouraged to provide a system of support strategies to students who are at risk of reaching or exceeding chronic absence levels. School districts are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The school and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, the student's parent(s) and any school officials who may have information about the reasons for the student's attendance problems.

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

Attendance Requirements for Participation in After School, Co-Curricular, or Extracurricular Activities

A student must be present at school a minimum of five (5) hours to be eligible for participation in after school, co-curricular, or extracurricular activities such as athletics, clubs, concerts, plays, musicals, trips, etc. A student who goes home is ineligible to participate that day.

Prearranged Absences

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. Please review the District calendar to view days of non-attendance and if possible, schedule appointments and vacations on these dates.

Release Time for Religious Instruction/Observation

A student will be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday, for religious instruction, or because the student's religion forbids secular activity on a particular day or time of day. The student's parent must give written notice to the Building Principal at least five (5) calendar days before the student's anticipated absence. Students excused for religious reasons will be given an opportunity to make up any missed work, including homework and tests. A parent may request that a student be excused from physical activity in PE during a period of religious fasting, by notifying the physical education teacher in writing.

Requests for Make-Up of Missed School Work

Parents are urged to request missed school work if their child is absent two 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.

Tardy to School or Class

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 orthodontist, dentist, doctor, eye doctor appointments, etc. Unexcused tardies include oversleeping or missing the bus. All tardies to school are cumulative each quarter.

A tardy to school will be entered in PowerSchool with the code of Unexcused Tardy (UT).

Tardiness to class is defined as when a student is not in their assigned seat by the time the bell rings at the start of the class period. If a student has a pass from a teacher or other staff member, the student will be excused for being late to class. Students may be held accountable for an unexcused tardy to class based on teacher, grade level, or team discretion. All tardies to class are cumulative each quarter.

A tardy to class will be entered in PowerSchool with the code of Hall Tardy (HT).

Truancy

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

Behavior and 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.

Aggressive Behavior

Illinois law requires school districts to notify the parent of a child who demonstrates behaviors that put the student at risk for aggressive behavior. Board Policy 7:190, *Student Behavior*, prohibits a student while at school or a school-related activity from: (1) engaging in any kind of behavior that causes physical or psychological harm to someone else, and/or (2) urging other students to engage in such conduct.

Bullying, Intimidation, Harassment, Hazing, and Sexting

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

Bullying

Bullying is defined as: (1) an act that is repetitive in nature (similar behavior which occurs more than once); (2) creates a power imbalance (by size, age, numbers or emotionally); and/or (3) 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.

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 or students which can reasonably be expected to have one or more of the following effects:

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

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 ***Student Helpline***: Heineman students (815) 889-0583; Marlowe students (815) 889-0576
3. Using the District Bullying Report form found on the District website.
4. Following the process outlined in Board Policy 2:260, *Uniform Grievance Procedure*, 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 appropriate law enforcement agency for criminal charges.

Questions or concerns should first be discussed with the staff member 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 or their designee within 24 hours to discuss the concern. If no contact has been made, please proceed to the next step in the chain.

Teacher or Trusted Adult

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Counselor or Social Worker

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Assistant Principal

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Building Principal

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Assistant Superintendent

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Superintendent

<u>Information Hotlines</u>:

District Tip Line: (815) 889-0584

McHenry County Crisis Line: (800) 892-8900

National Suicide Prevention and Crisis Lifeline: Dial 988

Heineman Student Helpline: (815) 889-0583

Marlowe Student Helpline: (815) 889-0576

Board Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Harassment

It is the policy of District 158 to provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment. No person, including an 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 actual or perceived 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.

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 they are being harassed may file a complaint by using the process outlined in Board Policy 2:269, *Uniform Grievance Policy*, 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.

Board Policy 7:20, *Harassment of Students Prohibited,* is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Hazing

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

Sexting

Sexting is defined as 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 include any transfers made 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 District policy 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.

Conduct Motivated by Prohibited Discrimination

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 of Education 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.

Dangerous Weapons

Board Policy 7:190, *Student Behavior*, prohibits the possession or the assistance of possession of weapons on school grounds, at any school activity, on school transportation vehicles, or in any designated school transportation waiting area.

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

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 19 of the United States Code (18 U.S.C. §921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

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

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. Any item determined to have been possessed, used, transferred, or controlled in violation of this policy will be confiscated and retained by school officials, and either turned over to a parent at the end of the school year, or to the appropriate local law enforcement agency.

Board Policy 7:190, *Student Behavior*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Gang and Gang-Related Activity

The Board of Education affirms its position that schools in District 158 shall provide an orderly place for learning. Board Policy 7:190, *Student Behavior*, prohibits students from engaging in gang activity on school property or at any activity associated with or under the general guidance of school authorities. Gangs are defined as any group of two or more persons who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the District's policies, 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, either verbal or non-verbal (such as gestures or hand-shakes), 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 intimidate or threaten any person.
6. Shall commit any other illegal act or other violation of 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 10-days suspension with consideration for expulsion, and referral to appropriate law enforcement agency if a violation of the law is involved.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence.

Board Policy 7:185, *Teen Dating Violence Prohibited,* is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Discipline Plan

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. The following disciplinary plan does not define all types and aspects of students' behavior, but rather basic areas to help each

student conduct themself in a proper manner as a member of the school community, treating others as they want to be treated, with respect and courtesy.

Discipline of Special Education Students

The District will comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability.

Additional information regarding discipline of students with disabilities is located in the Special Education section of this handbook.

Disciplinary Measures

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

1. Verbal warning
2. Notifying parent(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 and Intervention strategies
9. After-school detention
10. In-school suspension
11. Seizure of contraband, confiscation and temporary retention of personal property that was used to violate Board Policy or school disciplinary rules
12. Suspension of bus riding privileges
13. Out-of-school suspension
14. Expulsion
15. Notifying juvenile authorities or other law enforcement
16. Other disciplinary action as deemed appropriate by the administration

Level/Step Disciplinary System

The middle school level-step disciplinary 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.

The administrators, as they work through the discipline plan with staff, will at every stage be concerned with finding causes for misconduct for which the actions of the student 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 Building Principal is the final level of appeal at the school in the due process procedure.

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, detention, parent conference, Restorative Practices and Intervention strategies, or suspension in or from school.

Level B - Serious Rule Infractions that Infringe Upon the Rights or 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 or attempted 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 disciplinary measures up to and including suspension in or from school (up to ten days), recommendation to the Board for expulsion (up to two years), and police notification and involvement.

Level C - Gross Disobedience / Illegal Behavior

- Such as, but not limited to, repeated Level B infractions, an act that endangers oneself or others, felonious acts, threats or physical attacks of a staff member on or off campus, threats 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 or transfer of or attempted transaction or transfer of drugs, marijuana or alcohol, use or possession of tobacco, tobacco products including, but not limited to, look-alike tobacco products, electronic cigarettes or vape devices, chewing tobacco, herbal cigarettes or alternative nicotine products, gambling, gang activity, and assault.

Level C infractions may result in disciplinary measures up to and including suspension from school (up to ten days), a recommendation to the Board of Education for expulsion (up to two years), and police notification and involvement. Any student who possesses a weapon, as defined in Section 10-22.6(d) of the School Code or Board Policy 7:190, *Student Behavior*, shall be expelled for not less than one year.

In the event any type of contraband (vape 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 local law enforcement for destruction.

Disciplinary Consequences

Warning

A teacher/administrator/student conference may be held in hopes of eliminating further discipline consequences.

Lunch Restriction/Isolated Lunch

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 75 minutes in length (1 hour and 15 minutes). 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. An office assigned 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.

Restorative Practices and Interventions

The purpose of restorative practices is to engage students in an educational process including reflection, restoring the environment, and repairing relationships. Such interventions may include checking in with a teacher, administrator, or other staff member, targeted intervention groups with the counselor or social worker, peer mediation, peer mentoring, adult mentoring, reflection, apology, restorative projects such as reading articles, cleaning, or community service.

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, or 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***
  Administration may assign a student an in-school suspension for serious misconduct or frequent misconduct of the same nature. The student 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 after school, co-curricular, or extracurricular activities while under suspension. At the time of an out-of-school suspension, the student will remain in the office until a parent 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 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 future learning is not affected by the suspension. A student will receive credit for these assignments.

Parents have a right to request a review before the Board or an appointed hearing officer.

Right to Review Suspension

The Appeals process must follow these 3 steps:

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

Expulsion

A student may be expelled for 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, or to meet with a hearing officer appointed by the Board to discuss their child'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 Board to expel a student for a definite period of time not to exceed two calendar years; and
f. A request that the student or parent inform the District if the student will be represented by counsel at the hearing.

During the hearing, the student and the student's parent(s) 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 deems 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, the hearing officer shall provide a written summary of the evidence heard to the Board. A student may be readmitted to school after expulsion by official action of the Board.

Educational Programs

English Learners

District 158 provides programs to meet the needs of students whose native language is a language other than English. Opportunities are offered to support the growth of English language skills and academic skills for students so they may achieve at high levels in academic subjects and meet the same challenging State standards expected of all students.

- ***Transitional Bilingual Education (TBE)***
  At attendance centers with more than 20 students who speak the same language and qualify for English Learner services, the District is required to establish a Transitional Bilingual Education Program (TBE) for those students. The TBE program is for English language learners who have not reached the language proficiency criteria required by the State. Students receive explicit language instruction in the four domains: listening, speaking, reading and writing. This program provides instruction in the student's native language to facilitate the transition into English, and helps students acquire the concepts in the core academic subjects and acquire English skills at the same time.

- ***Transitional Program of Instruction (TPI)***
  At attendance centers with less than 20 students who speak the same language and qualify for English Learner services, the District will implement a Transitional Program of Instruction (TPI). The TPI program is an English program that serves identified English learners by providing a full-time teacher certified to provide supplementary instruction for all content area instruction. The program integrates English-as-a-second-language instruction with subject-matter instruction that focuses not only in learning a second language, but also using that language as a medium to learn mathematics, science, social studies, or other academic subjects. The classes count toward graduation requirements.

- ***Two-Way Dual Language***
  For our Spanish speaking English Learners, we implement the dual language two-way model. The Spanish Dual Language program is made up of approximately half Spanish-speaking students and half English-speaking students. Students have access to a specially trained bilingual teacher. Students are integrated for instruction so that both groups of students serve in the role of language model and language learner at different times. The goal of the Dual Language program is to develop bilingualism, biliteracy, academic achievement, and cross-cultural competencies for students.

Parent Advisory Committee for English Learners

Parents of English learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Program's Parent Advisory Committee.

Family Life and Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if the student's parent submits a written objection. The parent's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents may examine the instructional materials to be used in any District sex education class or course by contacting the Building Principal.

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 and parents will be given appropriate time to complete the form and pay the fee.

Gifted and Talented Program

District 158 is committed to the belief that each student is a unique and valuable human being who possesses individual educational needs and abilities. It is the responsibility of the school to not only acknowledge this, but to identify those needs and abilities and then to provide appropriate educational experiences to optimize each child's individual development.

Although formal identification of eligibility for the Gifted and Talented Program starts at the end of grade 2, identification of students for the Gifted Program is an ongoing process that uses both formal and informal data, and requires the collection of a body of evidence over time to substantiate a student's talent in specific areas.

Students identified are placed in the program based upon Standardized test scores in math, reading and language arts, teacher input and Student Ability Index (SAI) scores. These measures are placed on a matrix for final selection. Students selected for the Gifted and Talented 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.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates the student's absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Library Resource Center

The Library Resource Center (LRC) provides materials that support the mission and curriculum 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 a fine of .10¢ per day for overdue books. Students having overdue materials or fines will

not be allowed to check out additional materials until their account is clear. In addition, 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 staff to provide reference/research assistance and bibliographic instruction to meet the needs of the curriculum.

Parents, employees, students, and community members who believe that library media program resources violate rights guaranteed by any law or Board policy may file a complaint using the procedure described in Board Policy 2:260, *Uniform Grievance Procedure*. Individuals who would like to submit feedback and/or complaints about the school's library media resources should complete and submit the Library Media Resource Objection form available on the District website.

Multi-Tiered Systems of Support

Multi-Tiered Systems of Support (MTSS) is a multi-tier approach for early identification and support of students with learning and behavior needs. The MTSS process begins with high-quality instruction and universal screening of all students. Students 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. MTSS 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 student outcome data.

The State of Illinois provides districts and schools with a framework for using MTSS 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 student to the Individual Problem Solving Team to discuss the process of special education entitlement.

Physical Education

Physical education is taught in all grades and promotes the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities for students to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.

All students will be expected to participate in PE except those who have a written doctor's excuse. Normally a student who provides a note from a parent can be excused from PE for up to three days. After three days, a doctor's note must be provided. Parent notes will only be honored twice per semester. **An excuse from PE class applies to extracurricular sports as well.** A parent may request that a student be excused from physical activity in PE during a period of religious fasting by notifying the physical education teacher in writing.

School Wellness

District 158 promotes student wellness, including good nutrition and physical activity, throughout the educational program, school activities, and meal programs. Schools will foster the positive relationship between healthy nutrition, physical activity, and the capacity of students to develop and learn. In addition, schools will support and promote an active lifestyle.

Physical education is taught in all grades and promotes the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board Policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

Section 504

Students with disabilities who do not qualify for an Individualized Education Plan (IEP) under the Individuals with Disabilities Education Act and Illinois School Code may qualify for services under Section 504 of the Rehabilitation Act of 1973 if the child: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) 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.

Food Services and Cafeteria Expectations

Food Services Staff

The Food Services Department is made up of a team of food and nutrition professionals dedicated to students' health, well-being and their ability to learn. We support learning by promoting healthy habits for lifelong nutrition and fitness practices.

Meals, foods and beverages sold or served at schools meet state and federal requirements which are based on the USDA Dietary Guidelines. We provide students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students. All items are prepared and served by qualified child nutrition professionals.

Free and Reduced-Price Food Services Eligibility Criteria and Selection

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines and family-size income standards set annually by the U.S. Department of Agriculture. Those who feel they are in need are encouraged to complete the Application for Free and Reduced Meals form. Eligibility requirements, the application process and other required information is made available through a secure, private, online form. Individuals who do not have access to a computer or are unable to apply online may pick up an application at the District Administrative Office. Once the application is processed, the parent(s) will receive a notification letter regarding eligibility status.

Breakfast and Lunch Menus

Monthly menus and meal prices are available on the Food Services webpage. Please visit the Food Services webpage to view menus, nutrition, fitness, and education information, the District Wellness Policy, or for information regarding prepayment options.

MySchoolbucks

District 158 schools offer MySchoolBucks as a convenient method to pay for student meals. This online payment service provides parents with a quick and easy way to add money to your child's meal account by using a credit/debit card or electronic check wherever you have Internet access.

By creating a secure online account, parents can manage their child's account easily and conveniently by taking advantage of some of its popular features:

- Spending History – View a seven day history of your child's purchases.
- Low Balance Email Notification – Receive email notification when your child's account balance is low.
- Smart Pay – Set accounts to automatically replenish.
- Expired Credit Card Notification – Receive email notification prior to credit card expiration.
- Multi Student Funding – Fund multiple children at the same time.
- Spending Limit Settings – Set daily and weekly spending limits for your child by calling the District's Food Service Office at (847) 659-6158.

Nutritious Food

All students are offered a complete meal that includes milk, grains, meat and meat alternatives, fruits, and vegetables that meet federal guidelines. Additional food items are also offered at a la carte pricing.

Purchasing Food

District 158 uses an electronic system for purchasing lunch which requires all students to use their ID card to make food purchases in the cafeteria. Parents may add funds to the student's lunch account by creating a secure

online account at MySchoolbucks.com (funds may take 24 to 48 hours to be available in the students' account) or by bringing cash or a check (made payable to Huntley Community School District 158) to the designated area in an envelope marked with their name and student ID number. The cafeteria staff will place these payments in the student's lunch account.

Students should only be purchasing food and drink that they can consume during their regular lunch period. Open food and beverage items (excluding water bottles with a cap) are not to be taken to lockers for future consumption.

Providing Lunch/Food for Your Child

Lunches or food not purchased at school should be limited to just your child. Large quantities of lunches or food brought in during the school day causes an unnecessary disturbance in the building. If you choose to drop off food for your child, please note that we will not interrupt classroom instruction to call the student down. The school has two general call-down times during the day in which students will be asked to pick up items.

Cafeteria Expectations

Students are expected to cooperate with the following procedures:

1. Place all lunch account checks/cash in the designated area upon arrival to school.
2. Deposit litter in the garbage cans provided.
3. Return all trays and utensils to the dishwashing area.
4. Leave the table and floor around the area in a clean condition for others.
5. Cafeteria lines will move with order and efficiency if all students have their ID card ready at the cash register and are patient and polite while waiting their turn.
6. Be considerate of others.

Health Services

Health Office Staff

The health program is designed primarily to maintain health and prevent serious injury or illness. A Registered School Nurse is employed by the District in each school to be on duty when children are present during school hours.

Accident, Illness or Injury Procedure

When a student becomes ill at school, the student may visit the Health Office. The nurse will assess the seriousness of the illness or injury and administer first aid. If warranted, parents will be notified. Possible outcomes after being assessed by the nurse: (1) the student may return to class, (2) the student may be picked up by the parent, or (3) the student may be sent to the hospital via EMS.

If the student has a fever of 100.4° F 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 that are unable to be covered, 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 are required to sign their child out in the office before leaving the building.

NOTE: Students must call their parents from the Health Office. Per school rules regarding cell phone use, students should not text or call their parents during the school day even if it pertains to illness.

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. 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 below.

The School Nurse, principal, or designee will administer the medication in compliance with the following regulations:

Prescription Medication

- A "Request for Administration of Medication Form" (which can be obtained on the website) signed by the parent.
- A "Request for 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 student'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.

Non-Prescription Medication

- A "Request for Administration of Medication Form" (which can be obtained on the website) signed by the parent.
- A "Request for 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 student's name and brought to school by a 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.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student on school property or on the school bus by a parent under the following guidelines:

1. The parent of a student who is a minor must be registered with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child.
2. Both the student and parent possess valid registry identification cards issued by the IDPH.
3. Copies of the registry identification cards are provided to the Health Office.
4. A "School Medication Authorization Form - Medical Cannabis" (which can be obtained on the website) signed by the parent and medical doctor.
5. After administering the product to the student, the parent must immediately remove the product from school property.

Medical cannabis infused products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis on school property or on the school bus is prohibited.

The product may not be administered in a manner that, in the opinion of the District, 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 pursuant to this policy is prohibited. The District may not deny a student attendance at school solely because they require administration of the product during school hours.

Undesignated Epinephrine Auto Injectors (Epi-Pens)

The Emergency Epinephrine Act, P.A. 97-0361 (the Act) became law in Illinois in 2011. The Act permits schools to stock a supply of Epinephrine Auto-Injectors, authorizes physicians to provide school districts and non-public schools with a prescription to obtain the emergency auto-injectors from local pharmacists, and gives School Nurses or other trained personnel the authority to provide/administer the epinephrine to any person (including parents, visitors, and guests) the School Nurse believes in good faith is having an anaphylactic reaction. Undesignated epi-pens are available in all schools during school hours. The standing order and emergency auto-injectors are kept in the Health Office.

Undesignated Opioid Antagonists

Illinois School Code (105 ILCS 5/22-30(f)) and District Policy 7:270, *Administering Medicines to Students*, 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, including, but not limited to, naloxone hydrochloride (Narcan) or any other similarly acting drug approved by the U.S. Food and Drug Administration. A School Nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe that person is having an opioid overdose.

A copy of Policy Policy 7:270, *Administering Medicines to Students*, is available on the District's website.

Huntley District 158 and its employees and agents, including the physician, physician assistant, or advance practice nurse providing the standing protocol or prescription for School District Supply of Undesignated medications, 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 medication, including, but not limited to, asthma medication (inhaler), epinephrine auto injectors (Epi-Pen), diabetes medication (glucagon), or opioid antagonists, regardless of whether authorization was given by a student's parent/guardian, the student's physician, physician assistant, or advance practice nurse.

Self-Administration of Medication

Students are permitted by law to carry and self-administer diabetes medication, asthma inhalers, pancreatic enzymes, and epinephrine auto-injectors, where appropriate. The parent must sign a statement acknowledging that the District shall 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 or by the appropriate medical official, and that the parent will indemnify and hold harmless the school district and its employees and agents against any such claims.

Asthma Medication

Students may carry and self-administer their own asthma inhaler. Occasionally parents will provide an additional inhaler to be kept as a back up in the Health 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 (which can be obtained on the website) signed by the parent, submitted annually at the beginning of the school year.
  - A prescription label with the name of the medication, the prescribed dosage and the time(s) or circumstances under which the medication is to be administered.
- Please also provide an Asthma Action Plan form (which can be obtained on the website) completed by the student's physician and submitted every year at the beginning of the school year.

Diabetes Medication

Students may carry and self-administer their own diabetes medication. However, parents may prefer the nurse monitor the student's diabetes.

- If the parent would like their child to administer the medication and glucose test independently, the parent must provide:

- Written authorization through the "Request for Self Administration of Diabetic Insulin and Glucose Testing" form (which can be obtained on the website) signed by the parent documenting the student has been instructed in the use and self-administration of the medication and glucose meter.
- A "Request for Self Administration of Diabetic Insulin and Glucose Testing" form (which can be obtained on the website) *signed by the medical doctor*, renewed annually at the beginning of the school year.
- A prescription label with the name of the medication, the prescribed dosage and the time(s) or circumstances under which the medication is to be administered.

Epinephrine Auto Injectors (Epi-Pens)

Students may carry and self-administer an Epi-pen. However, parents may prefer the Epi-Pen be kept in the Health Office.

- If the parent would like their child to administer their own Epi-pen, the parent must provide:
  - Written authorization through the "Request for Self Administration of Anaphylactic Medication" form (which can be obtained on the website) signed by the parent documenting the student has been instructed in the use and self-administration of the anaphylactic medication.
  - A "Request for Self Administration of Anaphylactic Medication" form (which can be obtained on the website) *signed by the medical doctor*, renewed annually at the beginning of the school year.

Anaphylaxis Prevention

While it is not possible for the school or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parents and students who desire more information may contact the School Nurse.

Board Policy 7:285, *Anaphylaxis Prevention, Response, and Management Program,* is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

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, norovirus, coronavirus, 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 County Department of Health to re-enter school or school related activities. Please check with the school Health Office for specifics.

Concussions

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 or recess, a doctor's note is required that specifies when the student may return to normal activity. **The School Nurse will not be able to write a note to excuse the student from PE.** A physician's release to return to PE and/or extracurricular athletic activities is required whenever a doctor's note for no PE has been issued for a concussion or other reason.

Emergency Contact Information

There are times when a student's illness or injury requires transportation to the hospital. The local rescue squad will transport the student to the appropriate medical facility. Every attempt will be made to notify the parent before transport. In order to contact parents quickly, 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 parent(s), including the name of the company, the address and phone number where you can be reached

- The name and phone number of a neighbor, friend, or relative who is willing to attend to your child in an emergency.

It is the responsibility of the parent to notify the Registration Department at studentupdate@district158.org of any changes in the aforementioned items.

Epilepsy or Seizure Disorder

Parents of students who are diagnosed with epilepsy or a seizure disorder must submit a Seizure Action Plan (available on the District website) at the beginning of each school year.

Life-Threatening Food Allergies or Life-Threatening Chronic Illnesses

State law requires District 158 to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and State rules.

Parents of students with food allergies should provide a Food Allergy Emergency Action Plan and Treatment Authorization form (which can be obtained on the District website) completed by the student's physician and submitted every year at the beginning of the school year.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the support needed for your student to access their education effectively.

While not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504, we may be able to appropriately meet a student's needs through other means.

Physical Examination and Immunization Requirements

In accordance with the Illinois Department of Public Health (IDPH) and the Illinois School Code, physical examinations are required for all students entering Kindergarten, sixth grade and ninth grade, and students transferring from out-of-state. Physicals are also required for students trying out for or participating in extracurricular athletics. The physical examination must include a record of all immunizations the child has received**.**

Every child who enters Preschool, Kindergarten, sixth or ninth grade and every child who enters an Illinois school for the first time, irrespective of grade, must present evidence of immunization as prescribed by the rules and regulations of the Illinois Department of Public Health (IDPH) and the Illinois State Board of Education (ISBE).

Students failing to meet the required 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 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 of exclusion procedures if there is an outbreak of one or more diseases from which the student is not protected.
- Per Illinois School Code, 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 examination shall endorse such fact upon the health examination form.

All physical and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school. The Illinois Certificate of Child Health Examination (school physical) form is available on the District website.

Dental and Vision Exam Requirements

A dental exam 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 exam must be provided to the Health Office for students entering Kindergarten or transfer students entering Illinois schools for the first time. The Dental Exam and Vision Exam forms are available on the District website. A student may be exempt from the dental or vision examination

requirements if the student's parent shows an undue burden or lack of access to a dentist or qualified physician/optometrist. Examination waiver forms are available on the Forms page of the District website.

Reporting to the Health Office

Except in emergencies, students need a hall pass from their teacher to visit the Health Office. If a student decides they need to see the nurse during a passing period, the student should report to class and receive a hall pass from the teacher. If the nurse is not there or the Health Office is closed, the student should report to the office.

> 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, congregate with others, or eat due to missed meals.
> Our goal is to ensure the best possible education for our students by keeping students in class.

Restrictions for Activity or Physical Education

At times, individual students may require special restrictions to their activity level due to a medical condition. Restrictions for activity or physical education class need to be submitted by a medical physician and must specify the amount of time the student is restricted from participation. Please note any physician directives for activity restrictions need to be reviewed and resubmitted each school year.

When To Keep Your Child at Home

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 (100.4° F 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, and/or until diarrhea-free for 24 hours.

Internet and Technology

Access and Use

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

Privileges

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

Terms and Conditions for Internet Access

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networks or to any District-issued online account from any computer or device, regardless of location;
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

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.

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 when not in use;
c. Moving safely through the hallway while carrying the 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; and
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.

Unacceptable Use

Staff and students are responsible for their own actions and activities involving the use of computers and the network. Some examples of unacceptable uses include, but are not limited to, the following:

a. Using the electronic networks for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
b. Using the electronic networks to engage in conduct prohibited by Board Policy;
c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
e. Downloading of copyrighted material for other than personal use;
f. Using the electronic networks for private financial or commercial gain;
g. Wastefully using resources, such as file space;
h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
j. Using another user's account or password;
k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
l. Posting or sending material authored or created by another without their consent;
m. Posting or sending anonymous messages;
n. Creating or forwarding chain letters, spam, or other unsolicited messages;
o. Using the electronic networks for commercial or private advertising;
p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
q. Misrepresenting the user's identity or the identity of others; and
r. Using the electronic networks while access privileges are suspended or revoked.

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.

Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Staff members shall supervise students while students are using District Internet access to ensure students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The technology administrator and Building Principal shall monitor student and staff Internet use.

Internet and Network Security

Internet and 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. If reported to the Building Principal, the Building Principal is responsible for notifying the Technology Department. Do not demonstrate the problem to other users. 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.**

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, use vulgarities, or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
d. Recognize that the District's electronic networks are not private. People who operate the District's technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the 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.

Telephone Charges

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

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, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the technology 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.

Vandalism

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

Web Publishing Copyright Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

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 and student.

Progress Reports, Report Cards, Grading, Retention and Promotion

Progress Reports

Mid quarter progress report grades will be available on PowerSchool. A notification will be sent to parents via the SwiftReach SwiftK12 program on the day that mid quarter progress report grades are updated. Parents may also access current grades at any time by using their parent account on PowerSchool.

Report Cards

Report cards for students in grades 6-8 are completed on a quarterly basis. Students will be assessed on end of the year grade-level standards in order to show what the student knows, or is able to do, in relation to the standard. The report cards show student progress towards mastery of specific learning targets. A notification will be sent to parents via the SwiftReach SwiftK12 program on the day that report cards are distributed.

Grade Point Average (GPA) Calculation

In figuring grade point average, points are earned for each quarter grade. The points are then 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- = 0.7
		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. Below is an example of how to calculate a GPA for a student who received the following grades in each class.

Example for calculation:

Class	Credit	Grade	Points	
Art	1	A-	3.7	
PE	1	A-	3.7	
½ Band	.5	A+	2.15	
½ Chorus	.5	A+	2.15	
Science	1	A	4	
Math	1	A-	3.7	
Literacy	1	B+	3.3	
History	1	A	4	
TOTAL	7		26.7	**26.7/7= GPA 3.814**

Grade Point Average (GPA) Calculation with Honors Courses

Algebra 1 (H), Geometry (H), and English 1 (H) are courses that have been determined to be taught at the rigor of an honors high school course and are therefore given extra consideration in determining grade point average.

Honor's 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- = 0.7
		F = 0

Principal's List:	3.795 or better
High Honors:	3.495 – 3.794
Honors:	2.995 – 3.494

Again, 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. Below is an example of how to calculate a GPA for a student enrolled in honors classes who received the following grades.

Example for calculation (with Honors classes):

Class	Credit	Grade	Points	
Art	1	A-	3.7	
PE	1	A-	3.7	
½ Band	.5	A+	2.15	
½ Chorus	.5	A+	2.15	
Science	1	A	4	
Algebra 1 (H)	1	A-	*4.2*	
English 1 (H)	1	B+	*3.8*	
History	1	A	4	
TOTAL	7		27.7	**27.7/7= GPA 3.957**

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 issued.

- Students must earn a grade point average between 3.095 and 3.494 to qualify for Honors.
- Those earning a grade point average between 3.495 and 3.794 will be acknowledged with High Honors.
- Students with a grade point average of 3.795 or higher 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 honor roll.

Remediation, Retention, and Promotion

The decision to retain or promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Illinois State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance.

Research indicates a negative outcome regarding retention, and as such, effective decision-making regarding retention will include a remediation plan developed throughout the school year in which administration will track student core class grades.

The remediation/retention process is a continuous process that may include communication home, team supports, MTSS supports, meeting with administration, and/or social-emotional supports. The plan becomes more intensive and restrictive as a student progresses through the remediation process.

Students who have failed two or more quarters of a core class at the end of the school year will be considered for summer school and/or retention. Retention will only occur if the remediation process is not successful. The Building Principal will have the final decision-making authority over retention decisions.

Rights and Responsibilities

One of the core values of the middle 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 and responsibilities:

Student Responsibilities

- ➔ Attain the best possible level of academic achievement.
- ➔ Respect the rights of fellow students and school personnel.
- ➔ Obey all school rules as well as city, state and federal laws.

Uniform Grievance Procedure

Any individual may file a sex equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the procedure described in Board Policy 2:260, *Uniform Grievance Procedure*, a copy of which is available in the District Administrative Office, on the District website, or by contacting any of the individuals named below.

Concerns or complaints related to potential violations should be directed to:

Nondiscrimination Coordinators/Title IX Coordinators:

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

Complaint Managers:

Dr. Amy MacCrindle	Mrs. Karrie Baughman	Mrs. Deanna Gill	Mr. Mark Altmayer
650 Dr. John Burkey Drive	650 Dr. John Burkey Drive	650 Dr. John Burkey Drive	650 Dr. John Burkey Drive
Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102
(847) 659-6158	(847) 659-6158	(847) 659-6158	(847) 659-6158

A student may appeal the Board's resolution of a complaint filed to the Regional Superintendent of Schools, and thereafter, to the State Superintendent of Education.

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 Administrative Office.

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. As such, District 158 has developed and maintains a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement, fire officials, and emergency medical services personnel;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

Campus Resource Officers

District 158 has established a Campus Resource Officer (CRO) program in partnership with the Algonquin, Huntley, and Lake in the Hills Police Departments. As part of an intergovernmental agreement, this partnership helps create "effective and positive school student discipline that: (1) is part of District 158's larger effort to address school safety and climate, (2) includes proactive and restorative methods rather than only punitive, and (3) is clear, consistent and equitable."

Each CRO is equipped with a body worn camera as provided by law in accordance with Police Department policies. The CRO's body worn camera will not record during the school day unless and until the CRO has reason to believe that a crime has been or is in the process of being committed. Further, in the event a CRO is in a hostile situation or perceives that a complaint will be raised, at the CRO's discretion, the body worn camera can begin recording.

Emergency Procedure Terms

- **Code Red:** A code red is declared when, in the opinion of an administrator, Campus Resource Officer, or staff member, a situation exists that threatens the safety of students and staff and requires them to remain in the classroom.
- **Hold in Place and Teach:** This protocol is enacted when there is a situation *inside the building* that requires immediate action for all persons to remain in place. It is non-life threatening to the general population and to the school.
- **Secure the Building and Teach:** This protocol is enacted when there is a situation *outside the building* that requires all persons to remain inside the school building.
- **Severe Weather/Shelter in Place:** This protocol is enacted when there is a severe weather/tornado warning indicated in the area of the school(s). All staff and students, inside or outside of the school, will be advised to move to their designated safe areas within the school.

  Should a severe weather/tornado warning occur at dismissal time, students will be kept in the building until conditions improve or an all-clear signal is issued.

  In the event buses are in transit and a severe weather/tornado warning is announced, buses will go to the closest school building or predetermined location based on movement of the potential weather.

  - **Tornado Watch:** A tornado watch is used when conditions are favorable for tornadoes to form.
  - **Tornado Warning:** A tornado warning is used when a tornado funnel is signed or indicated by weather radar. Shelter should be taken immediately.

School Safety Drill Plan

In accordance with the School Safety Drill Act (105 ILCS 128/) and Board Policy 4:170, *Safety*, the following drills will be conducted:

1. Three school evacuation drills;
2. Two bus evacuation drills;
3. One severe weather and shelter-in-place drill;
4. One law enforcement lockdown drill.

Emergency drill procedures will be discussed with all students by their classroom teachers prior to each drill. If a parent would like to opt their child out of participating in the law enforcement lockdown drill, they must request this in writing to the Building Principal each school year.

School Bus Safety

All students shall be provided with instruction in safe bus riding practices at least twice during each school year. The instruction shall include two emergency bus evacuation drills, as well as the operation and use of the emergency door, windows (as a means of escape), and fire extinguisher.

Student Drop-Off and Pick-Up

In the interest of safety and security of all students and staff, parents are asked to please review the following drop-off and pick-up procedures:

Morning Drop-Off

All students should be dropped off in the single lane drop off area as 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.

Only buses are allowed in the back of the school. **No student should be dropped off in the parking lot**. Students will be allowed to enter the building at 7:15 a.m.

Afternoon Pick-Up

All students being picked up must be picked up in the single lane pick up area as 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.

Only buses are allowed in the back of the school. **No student should be picked up in the parking lot**. Adult supervision of car riders ends at 2:35 p.m. Students not involved in a school-sponsored activity may not remain on campus. If you cannot pick up your child by this time, please arrange for them to ride the bus home.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Vehicles located in these locations may be ticketed and/or towed by the police.

Walking or Riding Bicycles To and From School

For safety purposes, it is not recommended that students walk or ride bicycles to or from school.

Search and Seizure

In an effort to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities include school liaison police officers (Campus Resource Officers).

School Property and Equipment
As Well as Personal Effects Left by Students

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

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

Search of Student Accounts or Profiles on Social Networking Websites

In accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or the student's parent to provide a password or other related account information to gain access to the student's account or profile on a social networking site.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rule or policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Searches of Students and/or Student's Personal Effects

School authorities may search a student and/or the student's personal effects in the student's possession (purses, wallets, knapsacks, book bags, lunch boxes, etc.), when there is reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or District's rules and policies.

The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. When feasible, the search will be conducted as follows:

- Outside the view of others, including students;
- In the presence of a school administrator or adult witness; and
- By a certificated employee or school liaison police officer (Campus Resource Officer) of the same sex as the student.

Seizure of Property

If a search produces evidence that a student has violated or is violating either the law or the school or District's rules or policies, 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) shall be notified of the search as soon as possible.

Board Policy 7:140, *Search and Seizure*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Special Education

Education of Children with Disabilities

The District shall provide a free appropriate public education in the least restrictive environment and any necessary related services to all students with disabilities enrolled in District 158, as required by the Individuals with Disabilities Education Act (IDEA). The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated and provided with appropriate educational services.

Once a student is determined to have a disability under IDEA, an Individualized Education Program (IEP) will be developed by a team of educators along with parents.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained on the District website at _____ or from the District Administrative Office. For additional information, please contact the Special Services Department at (847) 659-6158.

Services and Programs

District 158 provides a continuum of services to students with IEPs. Every effort is made to educate the student within their home school and classroom environment. The Individualized Education Program team, including the student's parent(s) and educators, meets annually to determine the needs of the student and the least restrictive environment. Students who move into District 158 with an IEP will be provided with the services listed in the Individualized Education Program plan.

Students with IEPs are afforded the safeguards and rights described in the parent guide, *Educational Rights and Responsibilities: Understanding Special Education in Illinois*, available on the Illinois State Board of Education (ISBE) website.

Students with disabilities who do not qualify for an Individualized Education Program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

Access to Classroom for Special Education Observation or Evaluation

The parent of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the Building Principal.

Discipline of Special Education Students

The District will comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability.

Additional information, including laws, regulations, and guidance, is available at the Illinois State Board of Education (ISBE) website.

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

- ***Physical Restraint, Time Out, and Isolated Time Out (RTO)***
  Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

  Additional information for parents, including *The Physical Restraint, Time Out, and Isolated Time Out Bill of Rights*, is available on the Illinois State Board of Education (ISBE) website.

Exemption From PE Requirement for Special Education Students

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

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

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

Related Service Logs

For a student with an IEP, the District must create related service logs that record the type of related services administered under the student's IEP and the minutes of each type of related service that has been administered.

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parents.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs.

The student's parent may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent exercised this option.

Instructional Material

A student's parent may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital

formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy is available on the District's website.

Student Records

The District will maintain two sets of records for each student: a permanent record and a temporary record.

Permanent Records

All student permanent records are maintained for at least 60 years after the student transfers, graduates, or permanently withdraws.

A student's permanent record may include:

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

Temporary Records

Student temporary records are maintained for at least five years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five years, be transferred to the parent or to the student when the student reaches 18 years of age, graduates from high school, marries, or enters military service, whichever comes first. Such students are called *eligible students*.

A student's temporary record may include:

- family background information

- intelligence and aptitude test scores
- psychological reports
- achievement test results
- participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- honors and awards received
- teacher anecdotal records
- disciplinary information
- special education files
- records associated with plans developed under Section 504 of the Rehabilitation Act of 1973
- verified reports of information from non-educational persons, agencies or organizations of clear relevance to the student's education
- information pertaining to the release of this record

Rights and Privacy Regarding Student Records

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) afford parents 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 after the date the District receives a request for access.**
   A parent or student 18 years of age has the right to inspect and copy their permanent record. The parent or student should submit to the Building Principal or the Official Records Custodian a written request that identifies the record(s) they wish to inspect. The Building Principal will make arrangements for access and notify the parent or student of the time and place where the records may be inspected.

   These rights 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 or eligible student believes are inaccurate, misleading, irrelevant, or improper.**
   A parent or eligible student may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write to the Building Principal or the Official 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 or eligible student, the District will notify the parent or eligible student of the decision and advise the individual of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent 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 ISSRA authorizes disclosure without consent.**
   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent 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 professional responsibility or contractual obligations with the District.

   Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State

or Federal law. Before information is released to individuals, the parent or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-state suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
   Student temporary records are reviewed every four years or upon a student's change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information.**
   Throughout the school year, the District may release directory information regarding students, limited to: name, address, grade level, birth date and place, parent names and addresses, 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 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 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:

   U.S. Department of Education
   Student Privacy Policy Office
   400 Maryland Avenue, SW
   Washington, DC 20202

Student Services

Counseling and Guidance

The guidance counseling staff are a resource to 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 student, parent, or teacher. Such confidential discussions may be on any topic of concern including school adjustment problems and personal problems. Counselors do not provide therapy for students, but can and will provide referrals as needed. In addition to the above services, it is the goal of the counseling staff to provide for the personal growth and development of all students regarding such issues as self-esteem, decision making, social skills, life safety, etc.

Erin's Law Counseling Options, Assistance, and Intervention

Each middle school's counseling staff has identified counseling options for students who are affected by sexual abuse and grooming behaviors, along with District and community-based options for victims of sexual abuse and grooming behaviors to obtain assistance and intervention.

Problem Solving Team

Students who are experiencing academic, behavioral or social/emotional concerns, which affect academic performance, may be referred to our Problem Solving Team (P.S.T.) This program is designed to assist and support students at-risk of academic failure. Staff and/or parents may refer students for this program to the student'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.

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. Decisions regarding special education students will take into account related disabilities and the student's IEP pertaining to transportation.

Transportation Department Staff

The District 158 Transportation Department and its staff are dedicated to the service, safety and well-being of all students that it transports. Bus drivers are responsible for the students riding their buses just as teachers are responsible for the students in their classrooms. The bus driver is required to report students who violate the bus rules of proper behavior and conduct while riding the bus.

Bus drivers are not authorized to change routes or make unauthorized stops unless approved through the Transportation Department.

Bus Conduct, Expectations, and Discipline

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 bus and will not be required to transport any student who is a disciplinary problem. The school discipline system applies to students at the bus stop, bus loading and unloading locations, on the ride, and throughout the school day. If a student's behavior is not acceptable, the right of riding the bus may be suspended and the student may face further consequences.

Bus Expectations

- Be on time
- Walk to and away from the bus
- Find a seat immediately and remain seated
- Maintain an appropriate noise level and use appropriate language
- Keep your hands, arms, feet, and all objects inside the bus and to yourself
- Follow directions from the bus driver and other adults
- Help keep the bus clean
- Report unsafe behavior to the bus driver
- Use only approved items on the bus

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.
- Each student is responsible for their behavior while on the bus and in the school bus loading and unloading areas.
- Unacceptable conduct on the school bus or at a school stop may result in a warning, detention, suspension or expulsion from school.

Should a student's bus riding privilege be suspended, it then becomes the responsibility of the parent to transport the student. Revocation of a student's bus riding privilege 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 parent to notify the school that the student does not have alternate transportation.

Bus Routes

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, etc.). Due to the number of students being transported, it is not 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 students assigned to a particular bus route. If the request is approved, the Transportation Department will notify the school of the change.

Bus Stops

Students need to be at their designated bus stop five minutes prior to the scheduled bus arrival time. Bus drivers are required to report any student who is consistently tardy for their bus, as corrective action may be necessary. It is important that buses maintain a timely schedule.

In areas where sidewalks are provided, students need to stand a safe distance on the sidewalk away from the curb and street. In areas where sidewalks are not provided, students need to stay off the road and out of harm's way of motorists using the roadway. The private property of those living near the bus stop is to be respected.

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, and find a seat immediately.

When students need to cross a road before boarding or after exiting the bus, they must wait on the curb or edge of the roadway until the driver signals the student giving them permission to cross the road. Students should cross the road far enough in front of the bus (approximately 10 feet) so the driver can see the student and the student can see the driver.

Not following these guidelines is a serious safety offense and drivers have been directed to submit bus conduct reports of students who do not follow these guidelines.

Danger Zones Surrounding School Buses

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 10 feet in the front, sides, and rear of the bus are known as the DANGER ZONE. As such, precautionary guidelines must be adhered to when students are loading and unloading.

At no time should a student walk directly alongside 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 and immediately step at least 10 feet away from the bus and proceed immediately to their destination.

If a student drops an item in front of, alongside of, or at the rear of the bus, the student should not retrieve the item until notifying the driver. The driver will then decide if it is safe for the student to retrieve the dropped item.

Not following these guidelines is a serious safety offense and drivers have been directed to submit bus conduct reports for students not following these guidelines.

Electronic Recordings on School Buses

The Board of Education has adopted a policy authorizing the use of electronic recordings on school buses when transportation is provided for a school activity.

Electronic video and audio recordings are viewed to investigate incidents reported by a bus driver, administrator, CRO, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to CROs and District personnel. These individuals must have (1) a law enforcement, security, or safety reason, or (2) a need to investigate and/or monitor student or driver conduct. A written log will be kept of those individuals viewing the recording stating the time, name of individual viewing, and date the recording was viewed.

The content of the recordings are student records and are subject to District policies and procedures concerning school student records. If the content of a recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Transportation of Students with Disabilities

All students with an IEP are provided transportation entirely at District expense. The mode of transportation will be determined via the IEP conference. A parent 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 the parent. Individuals wishing to apply for reimbursement must do so within the guidelines set forth by the State.

Middle School Extracurricular Handbook for Activities, Clubs and Athletics

Middle school students are encouraged to become involved in activities outside the classroom. A variety of experiences, including clubs, sports, theater, music, and more, are offered in an effort to provide an enjoyable and healthful experience for students to develop present and future physical, social, mental, and moral maturity. Students who are involved in extracurricular activities learn time management skills, how to work with others, and develop social skills. In addition, students seem to enjoy their middle school years more and are less apprehensive about entering the high school environment.

Activities and Clubs

A wide variety of fun, enriching, hands-on, collaborative activities and clubs designed to extend student learning

are available to all students in grades 6th, 7th, and 8th. Below is a list of those offered at both Heineman Middle School and Marlowe Middle School:

Academic Team
Art Club
Chamber Orchestra
Ecology Club
Foods Club
Gender & Sexuality Alliance Club (GSA)
Honors Choir
Jazz Band
Musical Performance
Newspaper Club
Play Performance
Service Club
Ski & Snowboarding Club
Spanish Club
Student Council
Yearbook Club

In addition, the following activities and clubs are also available:

Heineman Middle School
Disc Golf Club
Chinese Culture and Language Club
Performance Readings
Tabletop Games Club

Marlowe Middle School
Coding Club
Dungeons and Dragons Club
Junior Buddies Club
Lego Club
National Junior Honor Society
Police Explorer's Club
Robotics Club

Activities and clubs may be added based on student interest. For a complete list, please visit the Activities & Clubs page on your school's website at Heineman Middle School or at Marlowe Middle School.

Athletic Teams

District 158 middle schools are participating members of the Illinois Elementary School Association (IESA) for all athletics including the following:

Boys Sports
Basketball
Volleyball

Girls Sports
Basketball
Volleyball

Coed Sports
Cheerleading
Cross Country
Dance/Poms
Track
Wrestling

Philosophy and Objectives

Extracurricular activities in District 158 are considered an important supplement to the 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 extracurricular activities is a privilege. As representatives of District 158, students will conduct themselves in a positive manner at all times.

The general objectives of the extracurricular programs in District 158 are:

1. Provide a highly competitive experience grounded in sound educational practice.
2. Assist in the healthy development of the mind and body of the student and help promote healthy living and lifelong fitness.
3. Create an enjoyable experience for the player, 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.

Eligibility for Participation

Participation in extracurricular activities is dependent upon school attendance, behavior, and academic performance.

***Attendance*:** Students must be in school a minimum of 5 hours of attendance. Students who go home sick are ineligible to participate in those days' activities.

***Behavior*:** All students 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, teachers, administrators, and staff alike. If a participant must serve a detention because of a discipline consequence, the coach or activity/club sponsor will be notified by the Athletic/Activities Directory. Students who have a detention which prevents them from reporting to the bus on time for away activity or athletic events may not participate. Additionally, students assigned to an in-school or out-of-school suspension are ineligible to participate during the consequence.

***Academic Performance/Grades*:** Students must maintain a high academic standard to be eligible to participate in extracurricular activities. A coach or activity/club sponsor may deny a student who is academically ineligible at the time of tryouts, auditions, etc., the ability to tryout, audition, or participate.

In addition, students participating in the following activities or athletics will be checked for academic eligibility on a weekly basis:

Academic Team	Dance/Poms	School Musical
Boys Basketball	Girls Basketball	School Play
Boys Volleyball	Girls Volleyball	Track
Cheerleading	Jr. Buddies Club	Wrestling
Cross Country	Performance Readings	

The Athletic/Activity Director or secretary will run a grade report on Monday for all students participating in any of the above activities or athletics. The Athletic/Activity Director will check eligibility and school staff will have the opportunity to address any necessary changes. The student and parent will receive written or verbal confirmation on Monday that indicates the period of ineligibility. It is our expectation that the student will take on the responsibility of letting the parent(s) know when they are ineligible.

The period of ineligibility runs from Monday to Sunday. The first eligibility check shall be made following the first full week of attendance in any new quarter. Students must be passing each subject each week in order to be eligible. Any student receiving an F in any class will be ineligible to participate for the following week beginning on Monday. Ineligible means the student may not participate in practices, games, events, or any team/club activity for the week.

Attendance at games or events during a period of ineligibility is at the discretion of the coach or activity/club sponsor. If a student is required by the coach or activity/club sponsor or chooses to attend a home or away game or event with the team while ineligible, the student may not dress in uniform.

During the week of ineligibility, the student will be required to go to the content area teacher of the class involved during all available study hall periods or before or after school. In addition, it is highly recommended that any ineligible student attend Homework Club after school during the period of ineligibility.

Any participant who is ineligible for a total of three weekly periods due to unsatisfactory school work may be removed from the team or activity. ***Activity fees are non-refundable for any student who is removed from an extracurricular activity.***

If you have any questions regarding your child's grades or academic eligibility, please contact the teacher(s) or team leader. If you have any questions regarding the eligibility procedures, please contact the Athletic/Activities Director. **Please do not contact the coach or activity/club sponsor.**

Sports Physical Requirement for Extracurricular Athletics

All students are required to have a current sports physical on file at school before they can tryout or participate in any extracurricular athletics. The physical must remain current during the entire duration of the athletic season for the particular sport (i.e. volleyball season, basketball season, cheerleading season, etc.). If a student's physical lapses prior to the end of that sports season, the student will be excluded from future participation until a new sports physical form is submitted.

A "current" sports physical is defined as a physical for participation in extracurricular athletics that has been completed within the previous 395 days of the tryout or participation date. An IESA/IHSA Pre-participation Examination form or an Illinois Certificate of Child Health Examination (school physical) form must be completed by the physician and parent. If your child is in 8th grade, it is advisable to have the Illinois Certificate of Child Health Examination (school physical) form filled out by the physician, as it will meet the physical form requirement needed for entry into 9th grade. Both forms are available on the District website.

Athletic Clearance/Concussion Screening

In addition to the requirement of a sports physical, all athletes must have a concussion baseline test completed before they can tryout. Concussion screening for students 12 and older is valid for 2 years, and concussion screening for students under the age of 12 is valid for 1 year. Concussion screenings are conducted at the school.

Code of Conduct for Extracurricular Activity, Club, and Athletic Participants

The Code of Conduct applies to all students and places an emphasis on the values and commitments necessary to create a safe and healthy environment. The Code of Conduct will: (1) take effect the first time a student becomes a member of an activity, and (2) is in effect year round, in and out of season, on and off school grounds, until the student is promoted from 8th grade.

Participants are considered representatives of District 158 and their school, and as such, are expected to conduct themselves in a manner that will give honor to self, the team, school, and community. Students should:

1. follow and demonstrate good rules of conduct and sportsmanship;
2. be good students working up to their capability in all school work and maintain satisfactory grades;
3. avoid detentions or misbehavior;
4. attend practices, games, meetings, etc. as scheduled by the coach or activity/club sponsor;
5. abstain from the 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 who do not adhere to the above guidelines are subject to penalty or ineligibility as deemed appropriate by the coach, activity or club sponsor, and/or school administrators. Students and their parents are encouraged to talk to the coaches, activity/club sponsors, or administrators regarding situations not indicated above.

Code of Conduct Violations

A verifiable Code of Conduct violation is deemed to have occurred when a District employee or law enforcement official, or representative thereof, personally confirms:

- the student's possession or consumption of illegal substances;
- a student's activity has violated the rights or property of others;
- the student has associated with or attended an activity involving violations of the Code of Conduct or involving criminal or immoral activities as determined by State statute or certified school personnel.

Violations of the Code of Conduct include, but are not limited to, the following:

- 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 contest.

- Association with or attendance at activities involving a violation of the Code of Conduct in which the student does not leave upon learning of said activities.
- Any behavior that warrants an in-school or out-of-school suspension (including Level A & B offenses of the Middle School Student Handbook).
- Any Level C offense as outlined in the Middle School Student Handbook will result in immediate removal from the extracurricular activity, club, or athletic team.

Consequences for Code of Conduct Violations

The following is a list of steps that may be used as disciplinary action for Code of Conduct violations. These steps are subject to change depending on the severity of the violation.

- **First Offense:** Suspension from 20% of the total scheduled games, meets, or contests.
- **Second Offense:** Suspension from 50% of the total scheduled games, meets, or contests.
- **Third Offense:** Suspension from all extracurricular activities, clubs, or athletics for one academic year.
- **Fourth Offense:** Student forgoes the opportunity to participate in any extracurricular activities, clubs, or athletics for the remainder of the student's middle school career.

All violations will carry over to the next extracurricular activity, club, or athletic sport in which the student is involved if not completed in the current extracurricular activity, club, or athletic sport.

Clarifications/Definitions

- For suspensions that carry over to the next activity, club, or athletic sport, 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 same academic year of the previous violation. After the academic school year is completed, the 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.

Ultimate Authority

If any cases arise that are not covered by these policies or in some way requires special interpretation, the Building Principal will provide the decision. Appeals concerning the Code of Conduct may be made in accordance with provisions of the Code of Conduct. Appeals relating to other matters may be made to the Associate Superintendent and Board of Education within three school days of the Building Principal's decision.

Suspension Appeal Process

1. If the student and parent(s) wish to appeal a suspension decision, they may do so by contacting the Athletic/Activities Director within three school days of being notified of the suspension.
    a. The Athletic/Activities Director will organize an appeal committee consisting of the Athletic/Activities Director, Building Principal, and two coaches or sponsors not involved in the activity, club, or athletic sport.
    b. The committee will hear the suspension evidence and testimony of the student, parent(s), and coaches/sponsors of the activity, club, or athletic sport from which the student has been suspended.
    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 Associate Superintendent at the District 158 Administrative Office at (847) 659-6158 within three (3) school days of the committee's decision.
3. If the suspension is upheld by the Associate Superintendent, the student 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 will return to the extracurricular activity, club, or athletic sport in good standing and without further consequence.

Additional Information for Extracurricular Athletics

Athletic Dual Participation

As member participants of the IESA for all athletics, IESA by-laws permit middle school athletes to participate on more than one school-sponsored athletic team at a time. 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 attendance at an out of school activity will result in disciplinary action at the coaches' discretion.

Organization of Teams

Teams will be composed of 7th and 8th graders for basketball, cheerleading, dance/poms, and volleyball. Students in grades 6th, 7th, and 8th may participate in cross country, track, and wrestling. Coaches will stress the importance of good sportsmanship while instilling a competitive and winning attitude. Playing time of participants is at the discretion of the coach.

Athletic Uniforms

Each student athlete will be issued a uniform. It is the responsibility of the participant to return the uniform in a good condition at the end of the season to the coach or Athletic/Activities Director if the coach is not a staff member. If the uniform is not returned within two weeks after the completion of the season, it is the responsibility of the parent to pay the replacement cost of the uniform.

General Practice Schedule

Coaches will make their practice schedules conform to the following regulations:

1. No practice will extend beyond two hours from the designated starting time for that practice. For example, if the 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 days.
    a. A practice or athletic contest may be rescheduled if an emergency school closing forces the cancellation of practice or contest.
    b. Coaches are urged to be reasonable in scheduling practices on holidays and during scheduled school breaks (Winter Break or Spring Break) by respecting a family's right to want their children with them on or near acknowledged family holidays. During scheduled school breaks, 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 in advance. On game days, participants are to be picked up immediately after the home contest is over. For away games, participants will know approximately what time to be picked up.

Schedule Conflicts

Occasionally students may have schedule conflicts with games and/or practices and to avoid confusion, the following policy will apply.

- ***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 possible to see that conflicts are not scheduled. As a general policy, student athletes will not be penalized for missing or coming late to practice because of a school sponsored activity conflict.

- ***School Sponsored Social Activity***

Students participate in athletics with the understanding that attendance at all practices and games is required. Attendance at school sponsored social activities (dances, dance preparations, clubs, etc.) does not exempt the athlete from their team responsibilities. An athlete must attend all practices except for the following reasons:

- Illness
- Emergency
- Doctor's appointment that cannot be rescheduled
- Family vacation
- Death in the family, or
- Conflicts with other scheduled school activities (arrangements must be made with the respective coach, activity or club sponsor)

Athletes who miss games or practices without the coach's permission do so with the understanding they suffer the penalty that would be imposed for anyone who earned an unexcused absence. The second unexcused absence will result in the athlete missing one game. A third unexcused absence will result in the athlete missing two consecutive games for a total of three. A fourth unexcused absence will result in removal from the team.

➢ ***Participation in Extracurricular Activities Outside of Regular Season***

It is not stated or implied that student athletes will suffer any penalty for participation in other school related activities during school hours. However, coaches will use their professional discretion when making decisions in regard to student participation in an event or practice based on the individual coach, sport, activity attendance and participation policy.

Parent/Coach Relationship

Being a parent or a coach are very difficult vocations and each offers unique perspectives of a child's involvement in athletics. While there are times when perceptions of parents and coaches will be 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 that parents have an understanding of the procedures for communications with the coach. Finally, providing support for all students participating in athletic competition is an important role played by both the parent and coach.

Coach Communications to the Parent

No later than the first practice, the following information will be provided in writing from the coach to all parents:

- A brief statement of the coach's philosophy
- Expectations the coach has for all team members
- Location and times of scheduled practices and games
- Procedures that will be followed in the event of an injury
- Discipline procedures the coach may implement
- Anticipated costs associated with participation and possible fundraising activities

Parent Communications to the Coach

Communication between a parent and coach is important and can play a vital role in resolving concerns. Parents are asked to communicate directly with the coach about concerns at an appropriate time and in a manner that is suited to both parties. Before, during, or immediately following a practice or game is not the appropriate time for addressing concerns, as it is not conducive to the successful resolution of a problem.

➢ ***Appropriate Concerns to Discuss with the Coach***

As a student becomes involved in athletic activities, the inevitable highs and lows that are a part of athletic competition are bound to occur. These experiences will provide participants with an opportunity to grow and learn skills and lessons the student can apply in life beyond the gym or playing field. If the lows, however, begin to get a student down, the parent is encouraged to speak with the coach. Other

concerns to discuss with the coach include:

- Treatment of your child mentally, emotionally, and physically
- Ways to help your child improve
- Your child's behavior, attitude, and performance

➢ ***Inappropriate Concerns to Discuss with the Coach***

One of the most potentially problematic issues between coaches, players, and parents is playing time. As professionals, coaches make decisions based on what they believe to be best for the team and all students involved. Obviously, there may be times when parents do not agree with a coach's decision, but it is important to recognize some decisions are non negotiable and inappropriate for discussion between the parent and coach including the following:

- Playing time
- Team strategy
- Play calling
- Other student athletes

➢ ***Setting Up a Conference***

There may be situations that arise in which a conference between the parent, student athlete, and coach may require a conference. Such a meeting can lead to increased understanding between the parent, 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 Athletic/Activities Director and the Athletic/Activities Director will arrange a meeting time for the parent, student athlete, and coach

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 parent do not achieve a shared understanding as a result of the conference. Should this occur, please call the school to schedule a meeting with the Athletic/Activities Director.

Supporting All Athletes

Your child's participation in athletics can be extremely rewarding, and we invite all parents, families, and community members to support all students 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 everyone to support all students through displaying good sportsmanship at all games. Each student athlete, regardless of individual skill and talent, normally tries to do their 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 through our applause and positive comments. By supporting everyone involved in the competition and displaying good sportsmanship, spectators provide an important and wonderful example for all students.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

2023-2024

Elementary School Student Handbook

Harmony Road Campus
Leggee Elementary School

Square Barn Road Campus
Conley Elementary School
Mackeben Elementary School

Reed Road Campus
Chesak Elementary School
Martin Elementary School

MISSION: OUR LEARNING COMMUNITY WILL INSPIRE, CHALLENGE AND EMPOWER ALL STUDENTS ALWAYS

Elementary Schools

Chesak Elementary School

10910 Reed Road
Lake in the Hills, IL 60156
(847) 659-5700 - Office
(847) 659-5711 - Attendance Line

Office Hours: 7:30 am to 4:00 pm
School Day: 8:30 am to 3:25 pm

Ms. Roshaunda Henson, Principal
Mrs. Monique Belin, Assistant Principal

Conley Elementary School

750 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-3700 - Office
(847) 659-3711 - Attendance Line

Office Hours: 7:30 am to 4:00 pm
School Day: 8:30 am to 3:25 pm

Dr. Anna Hoyou, Principal
Mrs. Katherine Surjan, Assistant Principal

Leggee Elementary School

13723 Harmony Road
Huntley, IL 60142
(847) 659-6200 - Office
(847) 659-6211 - Attendance Line

Office Hours: 7:30 am to 4:00 pm
School Day: 8:30 am to 3:25 pm

Mr. Scott Iddings, Principal
Mrs. Stephanie Mitchell, Assistant Principal

Mackeben Elementary School

800 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-3400 - Office
(847) 659-3411 - Attendance Line

Office Hours: 7:30 am to 4:00 pm
School Day: 8:30 am to 3:25 pm

Mrs. Marcie Marzullo, Principal
Mrs. Catherine Cantwell, Assistant Principal

Martin Elementary School

10920 Reed Road
Lake in the Hills, IL 60156
(847) 659-5300 - Office
(847) 659-5311 - Attendance Line

Office Hours: 7:10 am to 3:40 pm
School Day: 8:00 am to 2:55 pm

Mrs. Michele Happold, Principal
Mrs. Michelle Weirich, Assistant Principal

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Schedule of Events 2023-2024

Institute Days - No School for Students
August 14, 2023
August 15, 2023
October 6, 2023
February 15, 2024

Non Attendance Days - No School
November 22, 2023
February 15, 2024
March 29, 2024

Waived Holidays - School in Session
Casimir Pulaski Day - March 4, 2024

Holidays - No School/Offices Closed
Independence Day - July 4, 2023
Labor Day - September 4, 2023
Columbus Day - October 9, 2023
Thanksgiving Holiday - November 23-24, 2023
Christmas Holiday Observation - December 25-26, 2023
New Year Holiday Observation - January 1-2, 2024
Dr. Martin Luther King's Birthday - January 15, 2024
Presidents Day - February 19, 2024
Memorial Day - May 27, 2024
Junteenth - June 19, 2024

SIP Early Release Days
September 21, 2023
December 22, 2023
January 25, 2024
March 7, 2024
April 18, 2024
May 22, 2024

Martin Elementary Dismissal at 12:55 pm on SIP Early Release Days
Elementary Dismissal at 1:30 pm on SIP Early Release Days

School Begins
August 16, 2023 (Grades 1-12)
August 17, 2023 (ECC and Kindergarten)

Open House
To Be Announced

K-5 Grading Periods
November 10, 2023 - End of 1st Trimester (60 days)
February 23, 2024 - End of 2nd Trimester (56 days)
May 22, 2024 - End of 3rd Trimester (58 days)

Parent Teacher Conferences
November 20, 2023 – 9:00 am to 8:00 pm
November 21, 2023 – 7:00 am to 12:00 pm

Winter Break
December 25, 2023 – January 5, 2024

Spring Break
March 25, 2024 – March 29, 2024

Miscellaneous
December 22, 2023 – Last day before Winter Break
January 8, 2024 – First day after Winter Break
March 22, 2024 – Last day before Spring Break
April 1, 2024 – First day after Spring Break

Last Day of School
May 22, 2024

* Wednesday, May 22, 2024 will be the earliest last day of school if NO emergency days are used.
* Thursday, May 30, 2024 will be the last day of school if ALL 5 emergency days are used.

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To ensure continued compliance with federal, state or local regulations, the rules, guidelines, and Board Policies published in this handbook are subject to review and may be amended during the year without notice as necessary for the routine operation of the school or District. Any amendment(s) made during the year will be posted to the school website.

Nothing in this handbook shall be construed in a manner contrary to Board of Education Policies, State, or federal law.

General Information and Notices

Accommodating Individuals with Disabilities

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

Animals on School Property

In order to ensure student health and safety, animals are not allowed on school property except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the Building Principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness

- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog

- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe your child is a victim of child sexual abuse, grooming behaviors, or boundary violations, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Board Policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. Any homeless child shall be immediately admitted, even if the child or child's parent is unable to produce records normally required for enrollment. Policy 6:140, *Education of Homeless Children*, and its implementing administrative procedures govern the enrollment of homeless children.

Equal Educational Opportunities

Equal educational, co-curricular, and extracurricular opportunities shall be available for all students without regard to 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, including pregnancy. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure* or by completing and submitting a Formal Public Complaint form.

Sex Equity Policy

No student shall, on the basis of sex, sexual orientation, or gender identity, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational, co-curricular, and extracurricular programs and activities. Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure* or by completing and submitting a Formal Public Complaint form.

Video and Audio Monitoring System

A video and audio monitoring system is in use on school buses and a video monitoring system is in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Weapons Policy

It is the policy of District 158 to prohibit the possession or the assistance of possession of weapons on school grounds, at any school activity, on school transportation vehicles, or in any designated school transportation waiting area.

Enrollment Information

Age Requirement

To be eligible for enrollment to District 158, a child must be five years old on or before September 1 of that school term. A child entering first grade must

be six years of age on or before September 1 of that school term. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to Kindergarten or first grade may be available through Policy 6:135, *Accelerated Placement Program.* The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

Birth Certificate Requirement

Illinois law requires at registration, or within 30 days of registration, a certified copy of the student's birth certificate to be on file with the District. If a certified copy is not available at the time of registration, the District must be furnished at a minimum: the student's full legal name and date of birth. If a person enrolling a student fails to provide a certified copy of the student's birth certificate within 30 days of registration, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless the person complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall refer the case.

Custody Arrangements

In order for school personnel to be aware of any custody arrangements, please provide legal custody/divorce settlement documents to the school prior to the beginning of the school year or as situations change.

Fees and Waivers

Waiver of student fees will be granted to those students who qualify. Parents may apply for waiver of school fees by completing and submitting the Application for Fee Waiver form and proof of current income.

Please note: In order to be eligible for a waiver of student registration fees, applications must be received *within thirty (30) days of the date your child enters school for the current school year*. Fees will not be waived until the Application for Fee Waiver form is received, reviewed and approved. If approved, other fees incurred after the date the application is received will be eligible for a fee waiver.

Board Policy 4:140, *Waiver of Student Fees*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Homeless Child's Rights

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes their temporary living arrangements, the parent of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For additional information, please contact:

Ms. Jessica Lombard, Associate Superintendent
(847) 659-6158 or jlombard@district158.org

Dr. Chris Budzynski, D158 Homeless Liaison
(847) 659-6158 or cbudzynski@district158.org

Student Placement

Student placement is a function of building administration. Teachers work together with building administrators to place students in classrooms. Parents may provide written comments or information pertaining to their child's learning needs by May 1.

Student Transfers to and from Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the District.

Emergency Communications

Emergency Notifications

District 158 will send out notification alerts in critical situations, such as emergency weather closures, crisis incidents, and other incidents affecting school operations through the SwiftReach SwiftK12 program. This system integrates with PowerSchool, and parents can manage their contact information and preferences through the PowerSchool Parent Portal. For more information, visit the Safety and Security webpage and select "Alerts" from the dropdown menu or click Managing Your Information and Preferences in SwiftK12 to view instructions.

School Day Cancellations

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property. Should the need to close occur, parents will be notified via SwiftReach SwiftK12, the District's automated messaging system. Information will also be posted to the District 158 website at www.huntley158.org. In the event school is closed, all after-school, co-curricular, and extracurricular activities are also cancelled.

School and Community Relations

Care Solace

We are committed to the well-being of our students, staff and families to create a safe and healthy learning environment. In support of this ongoing commitment, Huntley 158 has partnered with **Care Solace** to provide an additional layer of care for our community.

If students, staff or their family members are looking for help with mental health or substance use, Care Solace can help you quickly find treatment options matched to your needs regardless of the circumstance. Care Solace is a complimentary and confidential service provided to students, staff, and their families by District 158. Care Solace's team is available 24 hours a day, 7 days per week, 365 days a year, and can support you in any language.

If you would like to use Care Solace to help find a provider:

- Call 888-515-0595
- Visit www.caresolace.com/huntley and either search on your own OR click "Book Appointment" for assistance by video chat, email, or phone.

Care Solace is not an emergency response service or mental health services provider. In the event of a life threatening emergency, please call 9-1-1 or the National Suicide Hotline 1-800-273-8255.

Faith's Law Notifications - Employee Conduct Standards

School districts are required to include in their student handbook notification of the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students.

Board Policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Gun-Free, Tobacco, Alcohol, and Drug-Free Zones

All District 158 buildings and grounds are gun-free, tobacco, alcohol, and drug-free zones. Cigarettes and alternative nicotine products are not permitted. This includes all after school activities and school related events.

Mandated Reporter

All school personnel, including teachers, administrators, and support staff members, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services (DCFS).

Parent Teacher Association

The Parent Teacher Association (PTA) is a partnership that 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 the school's webpage for the PTA link.

Pesticide Application Notice

District 158 maintains a registry of employees and parents of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Director of Communications and Public Engagement at (847) 659-6158.

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

PowerSchool

Huntley 158 uses an internet-based student information system called PowerSchool. The PowerSchool parent portal gives parents access to real-time information including their child's schedule, attendance, assignments, and grades. Students also have their own accounts to access school information from home or at school.

Instructions to create a PowerSchool account, to add/link a student, along with information on the PowerSchool app and a login link is available on the PowerSchool page of the District website. Password information for students and parents is available from the District Registration Office at (847) 659-6147.

Sex Offender & Violent Offender Notification Law

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

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

Any time a convicted child sex offender is present on school property for any reason – including the three reasons above – the individual is responsible for notifying the Building Principal upon arrival and upon departure. The convicted child sex offender must remain under the direct supervision of a school official at all times while in the presence or vicinity of children. A violation of this law is a Class 4 felony.

In addition, State law requires schools to notify parents that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, https://isp.illinois.gov/Sor
- Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY
- Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the District.

The District maintains resources on suicide and depression awareness and prevention. Much of this information, including a copy of Board policy 7:290, *Suicide and Depression Awareness and Prevention*, is posted on the District website and can also be obtained from the school office.

In the event of a life threatening emergency, please call
9-1-1 or the National Suicide Hotline at
1-800-273-8255.

Visitor Guidelines

The safety and security of your children is our number one concern. In an effort to maintain a safe, disruption free educational environment for all students, we ask all visitors to use the same procedures when entering the building. The District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event.

- All schools are accessible only via the secured main entrance (Door #1).
- All visitors to elementary and middle school buildings must press the call button outside the front door, state their purpose for visiting, and wait to be buzzed into the building.
- All visitors must provide valid ID and be scanned into the Raptor Visitor Management System which will run an instant background check. You will be issued a visitor pass that should be worn visibly. At the conclusion of your visit, you will need to stop in at the office, sign-out and turn in your visitor's pass.
- Visitors with histories that appear on the Raptor check will be either denied access to the building, limited to conducting business in the front office, or will be provided escorted access to other parts of the building as is necessitated by circumstances and/or applicable law.

Visits to Classrooms and Conferences

- All visits to classrooms must be pre-arranged with the teacher.
- Conferences will be held outside school hours or during the teacher's conference/preparation period.
- All visitors must follow the Visitor Guidelines as outlined above.

Volunteers

District 158 is fortunate to have extensive community and parental involvement. Throughout the school year, there are many opportunities to volunteer in the schools: school picture day, vision and hearing screenings, strengthening reading skills, medical and engineering academies, and much more!

Those interested in volunteering must complete a Volunteer Registration form each school year before volunteering. In keeping with District guidelines, younger siblings are not permitted to accompany volunteers during volunteer activities. We appreciate everyone's understanding.

The Volunteer Registration form along with additional information is available on the Volunteer webpage. If you are interested in volunteering, please contact the District's Volunteer Coordinator at (847) 659-6152.

School Guidelines

Access to Student Social Networking Passwords and Websites

Social networking websites and platforms 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. Social networking websites include, but are not limited to, Facebook, Instagram, Twitter, TikTok, Snapchat, and ASKfm.

If a student has an account on a social networking website, school officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school behavior rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. School officials may not request or require a student or the student's parent to provide a password or other related account information to gain access to the student's account or profile.

Homework

Homework is an extension of learning in the classroom and 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-term 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.

Lost and Found Area

Lost clothing, book bags, etc. will be kept in the lost and found area. Small articles and valuables such as wallets, purses, jewelry and watches are kept in the office. Students may claim their possessions by identifying them. Please label all items with your child's name to facilitate return.

Party Invitations and Birthday Acknowledgements

Invitations to private parties (birthdays, holidays, etc.) should be distributed outside of school. These types of invitations will only be distributed at school if the entire class 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.

Personal Electronic Items - Toys, Games, Cell Phones

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 in the "off" position. Please be aware the school is not responsible 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.

Report Cards, Grading and Promotion

Report cards for students in grades K-5 are completed on a trimester basis. 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 standards. The report cards show student progress towards mastery of specific learning targets.

At times questions of retention do arise. A decision to promote or retain a student shall be based on successful completion of the curriculum, attendance, and mastery of content. The administration shall determine remedial assistance for a student who is not promoted.

Respect for 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 such as lockers, cubbies, and desks are school property and are to be used only for the purpose of storing books, notebooks, lunches, coats, etc. These areas are subject to search by school authorities.

Student Appearance, Clothing, and Hygiene

Students are expected to keep themselves well-groomed and neatly dressed at all times. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

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 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 include, but are not limited to, headwear/hats, shoes with wheels, overly revealing clothing, dangerous or disruptive accessories, and clothing making reference to drugs, marijuana, or alcoholic beverages.

Clothing that disrupts 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. Parents will be contacted in situations where student dress or hygiene presents a problem.

Telecommunication Device Possession and Use

Students are allowed to possess cellular, radio, 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 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, or other telecommunication devices found in a student's possession during the school day, while participating in school-sponsored activities, or outside designated areas may be confiscated, and the student may be subject to additional discipline. Parents are required to pick up confiscated items.

The District also restricts parents' and/or visitors' use of cellular, radio, and 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 staff member. Students generally are not called to the telephone from classes except for emergencies.

Treats for Classroom Celebrations

Healthful food and beverage options should be made available for classroom celebrations. Candy and pop are discouraged, and gum is not allowed. When bringing treats for classroom celebrations, please remember that District 158 requires all treats be commercially prepared and packaged. The distribution of edible birthday treats is not permitted in schools.

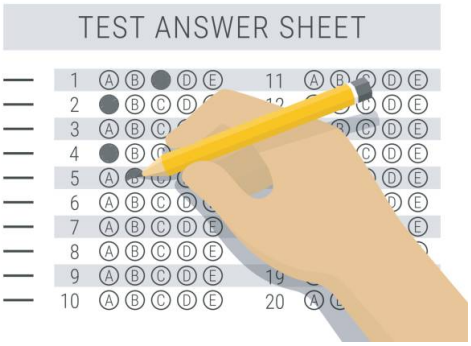
A list of healthful food and beverage options for school functions along with ideas for classroom rewards can be found in the District's School Wellness Plan located on the Food Services webpage.

Parents' Rights Notifications

Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and other information required by federal law. We encourage you to explore illinoisreportcard.com to view the Illinois School Report Card for District 158 or your child's school.

Assessments/Standardized Testing



Assessments are essential to a student's learning experience as they assist in providing information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms.

Testing includes local assessments and State assessments as required by federal law.

Below is a list of local and State assessments administered to students each school year:

Local Assessments

Assessment	Purpose	Dates
AimsWeb Literacy & Math	Administered to all grade K-5 students in order to better identify specific strengths and areas of support for math and literacy skills.	Fall, Winter, Spring
STAR Reading and Math	Administered to all grade K-11 students in order to better identify specific strengths and areas of support in reading and math standards.	Fall, Winter, Spring

BESS	Administered to all grade PreK-12 students to provide insight into social-emotional and behavioral needs and identify those who may be at risk of future difficulty in school.	Fall, Winter, Spring
CogAT	Administered to all grade 2 and select grade 3-5 students in order to measure verbal, quantitative, and nonverbal reasoning and problem-solving skills. This assessment is also utilized to help determine a student's gifted identification.	Winter

State Assessments

Assessment	Purpose	Dates
ACCESS	Administered to grade K-12 English Learners. Scores are used to assess progress and proficiency in English as well as determine placement in the EL program the following school year.	January - March
DLM	Administered to grade 3-12 students eligible for alternative assessment in the areas of reading/language arts, mathematics, and science.	March 16 - May 4
IAR	Achievement assessment for grade 3-8 students for reading/language arts and mathematics.	April 11-22
ISA	Achievement assessment for grade 5, 8, and 11 students for science.	March 14-18
KIDS	Administered to all Kindergarten students to better understand students' abilities when they begin their first year of school.	Fall

Additional information regarding student assessments and information regarding interpreting scores is available on the Curriculum webpage of the District website.

School Visitation Rights for Parents

The School Visitation Rights Act permits employed parents, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Student Data Privacy; Notice to Parents About Educational Technology Vendors

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators.

SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent name and student or parent contact information, username/password and student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English Learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use K-12 student data for purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents
- Other activities that are for the use and benefit of the school district

Board Policy 7:345, *Student Data Privacy*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Teacher Qualifications

Under Title I of the Elementary and Secondary Education Act, parents may request the professional qualifications of their child's classroom teachers and the paraprofessionals, if any, who assist them, including:

1. Whether the teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which State qualification or licensing criteria have been waived;
3. Whether the teacher is teaching in the field of discipline of the teacher's licensure; and
4. Whether any instructional aides or paraprofessionals provide services to your child, and, if so, their qualifications.

This notice is required by federal law (20 U.S.C. §6312(e)(1)(A)). If you would like to receive any of this information, please contact the District 158 Administrative Office at (847)659-6158.

Attendance

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, only hurting themselves. They are missing vital information in their education and placing their future in jeopardy. We will closely monitor all absences and hope for the cooperation of parents in improving school attendance.

Absences

If your child will 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 to 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 for an absence to be considered excused.

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 child in at the office. Students who leave school early for reasons of illness, appointments, or notes from home will be released only to the parent unless prior arrangements have been made through the school office. Parents are required to sign their child out in the office.

Acceptable Absences

Examples of absences that may be excused include, but are not limited to:

1. Personal illness
2. Mental or Behavioral Health Days – Students may utilize up to five mental or behavioral health days. After use of the second mental or behavioral health day, the student may be referred to the appropriate school support personnel.
3. Medical or dental appointments (with a note from the doctor or dentist)
4. Death in the immediate family
5. Family emergency*
6. Religious holiday observance
7. Attending a military honors funeral to sound TAPS
8. A student will be excused for up to 5 days in cases where the student's parent is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
9. Court appearance
10. 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.

Unacceptable 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 or missing the bus

The Illinois School Code (Section 26.2A) does NOT grant parents the authority to excuse their child from attending a class or the entire school day. The school is responsible for determining whether or not an absence is excused or unexcused.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center. Any student who has 10% or more absences of the school days each month will receive a letter or phone call home to discuss attendance and determine if there is a need to develop a plan of support. If a student is absent for more than 7 days in a trimester, a meeting will be set with the family and school to determine if further absences would be marked unexcused without documentation for the remainder of that trimester.

Furthermore, State law provides that school districts are encouraged to provide a system of support strategies to students who are at risk of reaching or exceeding chronic absence levels. School districts are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The school and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, the student's parent(s) and any school officials who may have information about the reasons for the student's attendance problems.

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

Participation in After School, Co-Curricular, or Extra-Curricular Activities Attendance Requirements

A student must be present at school a minimum of four (4) hours to be eligible for participation in after school, co-curricular, or extra-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 after school, co-curricular, or extra-curricular activities that day.

Prearranged 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.Please review the District calendar to view days of non-attendance and if possible, schedule appointments and vacations on these dates.

Release Time for Religious Instruction/Observation

A student will be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday, for religious instruction, or because the student's religion forbids secular activity on a particular day or time of day. The student's parent must give written notice to the Building Principal at least five (5) calendar days before the student's anticipated absence. Students excused for religious reasons will be given an opportunity to make up any missed work, including homework and tests. A parent may request that a student be excused from physical activity in PE during a period of religious fasting, by notifying the physical education teacher in writing.

Requests for Make-Up of Missed School Work

Parents are urged to request missed school work if their child is absent two or more consecutive days. Contact the school office as early in the day as possible to make this request. This will allow the teacher time to prepare what is needed.

Tardy 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 orthodontist, dentist, doctor, eye doctor appointments, etc. Unexcused tardies include oversleeping or missing the bus.

Truancy

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

Behavior Expectations & Discipline

Aggressive Behavior

Illinois law requires school districts to notify the parent of a child who demonstrates behaviors that put the student at risk for aggressive behavior. Board Policy 7:190, *Student Behavior*, prohibits a student while at school or a school-related activity from: (1) engaging in any kind of behavior that causes physical or psychological harm to someone else, and/or (2) urging other students to engage in such conduct.

Bullying, Harassment, and Hazing

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

Bullying

Bullying is defined as: (1) an act that is repetitive in nature (similar behavior which occurs more than once); (2) creates a power imbalance (by size, age, numbers or emotionally); and/or (3) 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.

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 or students which can reasonably be expected to have one or more of the following effects:

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

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 ***Student Helpline***: (815) 889-0584
3. Using the District Bullying Report form found on the District website.
4. Following the process outlined in Board Policy 2:260, *Uniform Grievance Procedure*, 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 appropriate law enforcement agency for criminal charges.

Questions or concerns should first be discussed with the staff member 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 or their designee within 24 hours to discuss the concern. If no contact has been made, please proceed to the next step in the chain.

Teacher → Assistant Principal → Building Principal → Associate Superintendent → Superintendent

Board Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment* is available on the

District website or a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Harassment

It is the policy of District 158 to provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment. No person, including an 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 actual or perceived 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 they are being harassed may file a complaint by using the process outlined in Board Policy 2:260, *Uniform Grievance Policy*, 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.

Board Policy 7:20, *Harassment of Students Prohibited,* is available on the District website or a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Hazing

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

Conduct Motivated by Prohibited Discrimination

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 of Education 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.

Dangerous Weapons

Board Policy 7:190, *Student Behavior*, prohibits the possession or the assistance of possession of weapons on school grounds, at any school activity, on school transportation vehicles, or in any designated school transportation waiting area.

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

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 19 of the United States Code (18 U.S.C. §921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. Any item determined to have been possessed, used, transferred, or controlled in violation of this policy will be confiscated and retained by school officials, and either turned over to a parent at the end of the school year, or to the appropriate local law enforcement agency.

Board Policy 7:190, *Student Behavior*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Gang and Gang-Related Activity

The Board of Education affirms its position that schools in District 158 shall provide an orderly place for learning. Board Policy 7:190, *Student Behavior*, prohibits students from engaging in gang activity on school property or at any activity associated with or under the general guidance of school authorities.

Gangs are defined as any group of two or more persons who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the District's policies, 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, either verbal or non-verbal (such as gestures or hand-shakes), 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 intimidate or threaten any person.
6. Shall commit any other illegal act or other violation of 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 10-days suspension with consideration for expulsion, and referral to appropriate law enforcement agency if a violation of the law is involved.

Discipline of Special Education Students

The District will comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability.

Additional information regarding discipline of students with disabilities is located in the Special Education section of this handbook.

Disciplinary Measures

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

1. Verbal warning
2. Notifying the parent(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 strategies
9. In-school suspension
10. After-school detention
11. Seizure of contraband, confiscation and temporary retention of personal property that was used to violate Board Policy or school disciplinary rules
12. Suspension of bus riding privileges
13. Out-of-school suspension
14. Expulsion
15. Notifying juvenile authorities or other law enforcement
16. 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 student 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 detention, before and/or after school detentions, parent conference, Restorative Practice strategies, or suspension in or from school.

Level B – Serious Rule Infractions that Infringe Upon the Rights or 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 or attempted 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 detention, before and/or after school detentions, parent conference, Restorative Practice strategies, suspension in or from school (up to ten days), recommendation to the Board of Education for expulsion (up to two years), and police notification and involvement.

Level C – Gross Disobedience / Illegal Behavior

- Such as, but not limited to: repeated Level B infractions, an act that endangers oneself or others, felonious acts, threats or physical attacks of a staff member on or off campus, threats 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 or transfer of or attempted transaction or 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 detention, before and/or after school detentions, parent conference, Restorative Practice strategies, suspension from school (up to ten days), a recommendation to the Board of Education for expulsion (up to two years), and police notification and involvement. Any student who possesses a weapon, as defined in Section 10-22.6(d) of the School Code or Board Policy 7:190, *Student Behavior*, shall be expelled for not less than one year.

Disciplinary Consequences

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 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 after school, co-curricular, or extra-curricular activities while under suspension. At the time of a suspension the student will remain in the office until a parent or their designee comes to pick up the student from school.

A suspension may not exceed ten school 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 will be given prompt notice of the suspension and the reason thereof.

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 future learning is not affected by the suspension. A student will receive credit for these assignments.

Parents have a right to request a review before the Board or an appointed hearing officer.

Right to Review Suspension

The Appeals process must follow these 3 steps:

A. Appeal to the Building Principal
B. Appeal to the 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, or to meet with a hearing officer appointed by the Board to discuss their child'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 Board to expel a student for a definite period of time not to exceed two calendar years; and
f. A request that the student or parent inform the District if the student will be represented by counsel at the hearing.

During the hearing, the student and the student's parent(s) 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 deems 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, the hearing officer shall provide a written summary of the evidence heard to the Board. A student may be readmitted to school after expulsion by official action of the Board.

Educational Programs

English Learners

District 158 provides programs to meet the needs of students whose native language is a language other than English. Opportunities are offered to support the growth of English language skills and academic skills for students so they may achieve at high levels in academic subjects and meet the same challenging State standards expected of all students.

- ***Transitional Bilingual Education (TBE)***
  At attendance centers with more than 20 students who speak the same language and qualify for English Learner services, the District is required to establish a Transitional Bilingual Education Program (TBE) for those students. The TBE program is for English language learners who have not reached the language proficiency criteria required by the State. Students receive explicit language instruction in the four domains: listening, speaking, reading and writing. This program provides instruction in the student's native language to facilitate the transition into English, and helps students acquire the concepts in the core academic subjects and acquire English skills at the same time.

- ***Transitional Program of Instruction (TPI)***

  At attendance centers with less than 20 students who speak the same language and qualify for English Learner services, the District will implement a Transitional Program of Instruction (TPI). The TPI program is an English program that serves identified English learners by providing a full-time teacher certified to provide supplementary instruction for all content area instruction. The program integrates English-as-a-second-language instruction with subject-matter instruction that focuses not only in learning a second language, but also using that language as a medium to learn mathematics, science, social studies, or other academic subjects. The classes count toward graduation requirements.

- ***Two-Way Dual Language***

  For our Spanish speaking English Learners, we implement the dual language two-way model. The Spanish Dual Language program is made up of approximately half Spanish-speaking students and half English-speaking students. Students have access to a specially trained bilingual teacher. Students are integrated for instruction so that both groups of students serve in the role of language model and language learner at different times. The goal of the Dual Language program is to develop bilingualism, biliteracy, academic achievement, and cross-cultural competencies for students.

Parent Advisory Committee for English Learners

Parents of English learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Program's Parent Advisory Committee.

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 and parents will be given appropriate time to complete the form and pay the fee.

Gifted and Talented Program

Formal identification of eligibility for the Gifted and Talented Program starts at the end of grade 2. Students in grades 3-5 may be screened based on a request from the teacher or parent. 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, teacher input and Student Ability Index (SAI) scores. These measures are placed on a matrix for final selection. Students selected for the Gifted and Talented 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.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates the student's absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Library Resource Center

The Library Resource Center (LRC) provides materials that support both the mission and the curriculum of the District. Students receive instruction on the use of the LRC, information on available books and resources, and opportunities to check out materials. LRC 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 students are not allowed to check out additional materials until late books have been returned. Overdue notices, including the replacement cost of the book, will be sent home with students when a book is two or more weeks overdue. If the book is lost or damaged, the student will be asked to pay for the replacement cost of the book before additional materials may be 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.

Parents, employees, students, and community members who believe that library media program resources violate rights guaranteed by any law or Board policy may file a complaint using the procedure described in Board Policy 2:260, *Uniform Grievance Procedure*. Individuals who would like to submit feedback and/or complaints about the school's library media resources should complete and submit the Library Media Resource Objection form available on the District website.

Board Policy 6:230, *Library Media Program,* is available on the District website or a copy may be obtained by calling the District 158 Administrative Office at (847)659-6158.

Multi-Tiered Systems of Support

Multi-Tiered Systems of Support (MTSS) is a multi-tier approach for early identification and support of students with learning and behavior needs. The MTSS process begins with high-quality instruction and universal screening of all students. Students 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. MTSS 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 student outcome data.

The State of Illinois provides districts and schools with a framework for using MTSS 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 student to the Individual Problem Solving Team to discuss the process of special education entitlement.

Physical Education

Physical education is taught in all grades and promotes the development of movement skills, enhances health-related fitness, increases students' knowledge,

offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.

All students will be expected to participate in PE except those who have a written doctor's excuse. Normally a student who provides a note from a parent can be excused from PE for up to three days. After three days, a doctor's note must be provided. An excuse from PE class applies to recess as well. A parent may request that a student be excused from physical activity in PE during a period of religious fasting by notifying the physical education teacher in writing.

We are asking all students in grades K-5 to purchase gym shoes exclusively for use during PE class.

School Wellness

District 158 promotes student wellness, including good nutrition and physical activity, throughout the educational program, school activities, and meal programs. Schools will foster the positive relationship between healthy nutrition, physical activity, and the capacity of students to develop and learn. In addition, schools will support and promote an active lifestyle.

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board Policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

Section 504

Students with disabilities who do not qualify for an Individualized Education Plan (IEP) under the Individuals with Disabilities Education Act and Illinois School Code may qualify for services under Section 504 of the Rehabilitation Act of 1973 if the child: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) 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.

Food Services, Cafeteria Expectations, and Recess

Food Services Staff

The Food Services Department is made up of a team of food and nutrition professionals dedicated to students' health, well-being and their ability to learn. We support learning by promoting healthy habits for lifelong nutrition and fitness practices.

Meals, foods and beverages sold or served at schools meet state and federal requirements which are based on the USDA Dietary Guidelines. We provide students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students. All items are prepared and served by qualified child nutrition professionals.

Free and Reduced-Price Food Services Eligibility Criteria and Selection

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines and family-size income standards set annually by the U.S. Department of Agriculture. Those who feel they are in need are encouraged to complete the Application for Free and Reduced Meals online form. Eligibility requirements, the application process and other required information is made available through a secure, private, online form. Individuals who do not have access to a computer or are unable to apply online may pick up an application at the District Administrative Office. Once the application is processed, the parent(s) will receive a notification letter regarding eligibility status.

Lunch Menus

Monthly menus and meal prices are available on the Food Services webpage. Please visit the Food Services webpage to view menus, nutrition, fitness, and education information, the District Wellness Policy, or for information regarding prepayment options.

MySchoolbucks

District 158 schools offer MySchoolBucks as a convenient method to pay for student meals. This online payment service provides parents with a quick and easy way to add money to your child's meal account by using a credit/debit card or electronic check wherever you have Internet access.

By creating a secure online account, parents can experience the benefits of using MySchoolbucks by taking advantage of some of its popular features:

- Spending History – View a seven day history of your child's purchases.
- Low Balance Email Notification – Receive email notification when your child's account balance is low.
- Smart Pay – Set accounts to automatically replenish.
- Expired Credit Card Notification – Receive email notification prior to credit card expiration.
- Multi Student Funding – Fund multiple children at the same time.
- Spending Limit Settings – Set daily and weekly spending limits for your child by calling the Director of Food Services at (847) 659-6154.

Nutritious Food

All students are offered a complete meal that includes milk, grains, meat and meat alternatives, fruits, and vegetables that meet federal guidelines. Additional food items are also offered at a la carte pricing based on grade level.

Purchasing Food

District 158 uses an electronic system for purchasing lunch which requires all students to use their ID card to make food purchases in the cafeteria. Parents may add funds to the student's lunch account by creating a secure online account at MySchoolbucks.com (funds may take 24 to 48 hours to be available in the students' account) or by sending cash or a check (made payable to Huntley Community School District 158) to the student's teacher in an envelope marked with their name and student ID number. The cafeteria staff will place these payments in the student's lunch account.

Snacks and Lunches from Home

Snacks and lunches from home should be nutritious. Candy and pop are discouraged.

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 with them and are patient and polite while waiting their turn.
5. Be considerate of others.

Outdoor Recess

When weather conditions permit, students will go outside to recess if the wind chill temperature is greater than 15° F. Please ensure 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's elementary schools promote positive student interaction, bullying prevention, and enhance learning through the use of the Peaceful Playground program. Children learn cooperation through Peaceful Playground games and strategies at the start of the year.

Recess Behavior Expectations

- 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

Health Services

Health Office Staff

The health program is designed primarily to maintain health and prevent serious injury or illness. A Registered School Nurse is employed by the District in each school to be on duty when children are present during school hours. 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.

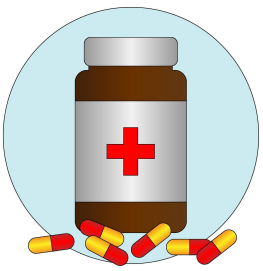
Accident, Illness or Injury Procedure

When a student becomes ill at school, the student may visit the Health Office. The nurse will assess the seriousness of the illness or injury and administer first aid. If warranted, parents will be notified. Possible outcomes after being assessed by the nurse, the student: (1) may return to class, (2) may be picked up by the parent, or (3) may be sent to the hospital via EMS.

If the student has a fever of 100.4° F 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 that cannot be covered, 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 are required to sign their child out in the office before leaving the building.

Parents will be called to school to assist if children are incontinent and need assistance in cleaning themselves.

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. Students are not to transport or have medications in their possession except for the self-administration of diabetes medication, asthma medication, pancreatic enzymes, or epinephrine auto-injectors, as outlined below.

The School Nurse, principal, or designee will administer the medication in compliance with the following regulations:

Prescription Medication

- A Request for Administration of Medication Form (available on the District website) signed by the parent, and *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 student'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, pancreatic enzymes 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.

Non-Prescription Medication

- A Request for Administration of Medication Form (available on the District website) signed by the parent, and *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 student's name and brought to school by a 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.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student on school property or on the school bus by a parent under the following guidelines:

1. The parent of a student who is a minor must be registered with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child.
2. Both the student and parent possess valid registry identification cards issued by the IDPH.
3. Copies of the registry identification cards are provided to the Health Office.
4. A "School Medication Authorization Form - Medical Cannabis" (available on the District website) signed by the parent and medical doctor.
5. After administering the product to the student, the parent must immediately remove the product from school property.

Medical cannabis infused products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis on school property or on the school bus is prohibited.

The product may not be administered in a manner that, in the opinion of the District, 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 pursuant to this policy is prohibited. The District may not deny a student attendance at school solely because they require administration of the product during school hours.

Undesignated Epinephrine Auto Injectors (Epi-Pens)

The Emergency Epinephrine Act, P.A. 97-0361 (the Act) became law in Illinois in 2011. The Act permits schools to stock a supply of Epinephrine Auto-Injectors, authorizes physicians to provide school districts and non-public schools with a prescription to obtain the emergency auto-injectors from local pharmacists, and gives School Nurses or other trained personnel the authority to provide/administer the epinephrine to any person (including parents, visitors, and guests) the School Nurse believes in good faith is having an anaphylactic

reaction. Undesignated epi-pens are available in all schools during school hours. The standing order and emergency auto-injectors are kept in the Health Office.

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 must sign a statement acknowledging that the District shall 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 or by the appropriate medical official, and that the parent will indemnify and hold harmless the school district and its employees and agents against any such claims.

Asthma Medication

Students may carry and self-administer their own asthma inhaler. However, most parents of elementary aged students usually prefer the nurse monitor the student'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 (available on the District website) signed by the parent, submitted annually at the beginning of the school year.
  - A prescription label with the name of the medication, the prescribed dosage and the time(s) or circumstances under which the medication is to be administered.
- Please also provide an Asthma Action Plan form (available on the District website) completed by the student's physician and submitted every year at the beginning of the school year.

Diabetes Medication

Students may carry and self-administer their own diabetes medication. However, most parents of elementary aged students usually prefer the nurse monitor the student's diabetes.

- If the parent would like their child to administer the medication and glucose test independently, the parent must provide:
  - Written authorization through the Request for Self Administration of Diabetic Insulin and Glucose Testing form (available on the District website) signed by the parent documenting that student has been instructed in the use and self-administration of the medication and glucose meter.
  - A Request for Self Administration of Diabetic Insulin and Glucose Testing form (available on the District website) *signed by the medical doctor*, renewed annually at the beginning of the school year.
  - A prescription label with the name of the medication, the prescribed dosage and the time(s) or circumstances under which the medication is to be administered.

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.

- If the parent would like their child to carry and self-administer their own Epi-pen, the parent must provide:
  - Written authorization through the Request for Self Administration of Anaphylactic Medication form (available on the District website) signed by the parent documenting that student has been instructed in the use and self-administration of the anaphylactic medication.
  - A Request for Self Administration of Anaphylactic Medication form (available on the District website) *signed by the medical doctor*, renewed annually at the beginning of the school year.

Anaphylaxis Prevention

While it is not possible for the school or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parents and students who desire more information may contact the School Nurse.

Board Policy 7:285, *Anaphylaxis Prevention, Response, and Management Program,* is available on the District's website or a copy can be obtained by calling the District 158 Administrative Office at (847) 659-6158.

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, norovirus, coronavirus, 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 County Department of Health to re-enter school or school related activities. Please check with the school Health Office for specifics.

Concussions

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 or recess, a doctor's note is required that specifies when the student may return to normal activity. **The School Nurse will not be able to write a note to excuse the student from PE or recess.** A physician's release to return to PE and/or recess is required whenever a doctor's note has been issued for a concussion or other reason.

Emergency Contact Information

There are times when a student's illness or injury may require transportation to the hospital. The local rescue squad will transport the student to the appropriate medical facility. Every attempt will be made to notify the parent before transport. In order to contact parents quickly, 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 parent(s), including the name of the company, the address and phone number where you can be reached
- The name and phone number of a neighbor, friend, or relative who is willing to attend to your child in an emergency.

It is the responsibility of the parent to notify the Registration Department at studentupdate@district158.org of any changes in the aforementioned items.

Epilepsy or Seizure Disorder

Parents of students who are diagnosed with epilepsy or a seizure disorder must submit a Seizure Action Plan (available on the District website) at the beginning of each school year.

Life-Threatening Food Allergies or Life-Threatening Chronic Illnesses

State law requires District 158 to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and State rules.

Parents of students with food allergies should provide a Food Allergy Emergency Action Plan and Treatment Authorization form (available on the District website) completed by the student's physician and submitted every year at the beginning of the school year.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your child has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the support needed for your child to access their education effectively.

While not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504, we may be able to appropriately meet a student's needs through other means.

Physical Examination and Immunization Requirements

In accordance with the Illinois Department of Public Health (IDPH) and the Illinois School Code, physical examinations are required for all students entering Kindergarten, sixth grade and ninth grade, and students transferring from out-of-state. Physicals are also required for students participating in interscholastic sports. The physical examination must include a record of all immunizations the child has received**.**

Every child who enters Preschool, Kindergarten, sixth or ninth grade and every child who enters an Illinois school for the first time, irrespective of grade, must present evidence of immunization as prescribed by the rules and regulations of the Illinois Department of Public Health (IDPH) and the Illinois State Board of Education (ISBE).

Students failing to meet the required 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 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 of exclusion procedures if there is an outbreak of one or more diseases from which the student is not protected.
- Per Illinois School Code, 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 examination shall endorse such fact upon the health examination form.

All physical and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school. The Illinois Certificate of Child Health Examination (school physical) form is available on the District website.

Dental and Vision Exam Requirements

A dental exam 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 exam must be provided to the Health Office for students entering Kindergarten or transfer students entering Illinois schools for the first time. The Dental Exam and Vision Exam forms are available on the District website. A student may be exempt from the dental or vision examination

requirements if the student's parent shows an undue burden or lack of access to a dentist or qualified physician/optometrist. Examination waiver forms are available on the Forms page of the District website.

Restrictions for Activity, Physical Education, or Recess

At times, individual students may require special restrictions to their activity level due to a medical condition. Restrictions for activity, physical education class, or recess need to be submitted by a medical physician and must specify the amount of time the student is restricted from participation. Please note any physician directives for activity restrictions need to be reviewed and resubmitted each school year.

When To Keep Your Child at Home

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 (100.4° F 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, and/or until diarrhea-free for 24 hours.

Internet and Technology

Access and Use

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

Privileges

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

Terms and Conditions for Internet Access

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networks or to any District-issued online account from any computer or device, regardless of location;
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

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.

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 when not in use;
c. Moving safely through the hallway while carrying the 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; and
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.

Unacceptable Use

Staff and students are responsible for their own actions and activities involving the use of computers and the network. Some examples of unacceptable uses include, but are not limited to, the following:

a. Using the electronic networks for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
b. Using the electronic networks to engage in conduct prohibited by Board Policy;
c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
e. Downloading of copyrighted material for other than personal use;
f. Using the electronic networks for private financial or commercial gain;
g. Wastefully using resources, such as file space;
h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
j. Using another user's account or password;
k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
l. Posting or sending material authored or created by another without their consent;
m. Posting or sending anonymous messages;
n. Creating or forwarding chain letters, spam, or other unsolicited messages;
o. Using the electronic networks for commercial or private advertising;
p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
q. Misrepresenting the user's identity or the identity of others; and
r. Using the electronic networks while access privileges are suspended or revoked.

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.

Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Staff members shall supervise students while students are using District Internet access to ensure students abide by the Terms and Conditions for Internet Access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The technology administrator and Building Principal shall monitor student and staff Internet use.

Internet and Network Security

Internet and 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. If reported to the Building Principal, the Building Principal is responsible for notifying the Technology Department. Do not demonstrate the problem to other users. 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.**

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, use vulgarities, or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
d. Recognize that the District's electronic networks are not private. People who operate the District's technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the 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.

Telephone Charges

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

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, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the Technology Department. 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.

Vandalism

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

Web Publishing Copyright Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

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 and student.

Rights and Responsibilities

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, staff, 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 and responsibilities:

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.

Uniform Grievance Procedure

Any individual may file a sex equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the procedure described in Board Policy 2:260, *Uniform Grievance Procedure*, a copy of which is available in the District Administrative Office, on the District website, or by contacting any of the individuals named below.

Concerns or complaints related to potential violations should be directed to:

Nondiscrimination Coordinators/Title IX Coordinators:

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

Complaint Managers:

Dr. Amy MacCrindle	Mrs. Karrie Baughman	Mrs. Deanna Gill	Mr. Mark Altmayer
650 Dr. John Burkey Drive	650 Dr. John Burkey Drive	650 Dr. John Burkey Drive	650 Dr. John Burkey Drive
Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102
(847) 659-6158	(847) 659-6158	(847) 659-6158	(847) 659-6158

A student may appeal the Board's resolution of a complaint filed to the Regional Superintendent of Schools, and thereafter, to the State Superintendent of Education.

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

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. As such, District 158 has developed and maintains a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement, fire officials, and emergency medical services personnel;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

Campus Resource Officers

District 158 has established a Campus Resource Officer (CRO) program in partnership with the Algonquin, Huntley, and Lake in the Hills Police Departments. As part of an intergovernmental agreement, this partnership helps create "effective and positive school student discipline that: (1) is part of District 158's larger effort to address school safety and climate, (2) includes proactive and restorative methods rather than only punitive, and (3) is clear, consistent and equitable."

Each CRO is equipped with a body worn camera as provided by law in accordance with Police Department policies. The CRO's body worn camera will not record during the school day unless and until the CRO has reason to believe that a crime has been or is in the process of being committed. Further, in the event a CRO is in a hostile situation or perceives that a complaint will be raised, at the CRO's discretion, the body worn camera can begin recording.

Emergency Procedure Terms

- **Code Red:** A code red is declared when, in the opinion of an administrator, Campus Resource Officer, or staff member, a situation exists that threatens the safety of students and staff and requires them to remain in the classroom.
- **Hold in Place and Teach:** This protocol is enacted when there is a situation *inside the building* that requires immediate action for all persons to remain in place. It is non-life threatening to the general population and to the school.
- **Secure the Building and Teach:** This protocol is enacted when there is a situation *outside the building* that requires all persons to remain inside the school building.
- **Severe Weather/Shelter in Place:** This protocol is enacted when there is a severe weather/tornado warning indicated in the area of the school(s). All staff and students, inside or outside of the school, will be advised to move to their designated safe areas within the school.

  Should a severe weather/tornado warning occur at dismissal time, students will be kept in the building until conditions improve or an all-clear signal is issued.

  In the event buses are in transit and a severe weather/tornado warning is announced, buses will go to the closest school building or predetermined location based on movement of the potential weather.

  - **Tornado Watch:** A tornado watch is used when conditions are favorable for tornadoes to form.
  - **Tornado Warning:** A tornado warning is used when a tornado funnel is signed or indicated by weather radar. Shelter should be taken immediately.

School Safety Drill Plan

In accordance with the School Safety Drill Act (105 ILCS 128/) and Board Policy 4:170, *Safety*, the following drills will be conducted:

1. Three school evacuation drills;
2. Two bus evacuation drills;
3. One severe weather/shelter in place drill;
4. One law enforcement lockdown drill.

Emergency drill procedures will be discussed with all students by their classroom teachers prior to each drill. If a parent would like to opt their child out of participating in the law enforcement lockdown drill, they must request this in writing to the Building Principal each school year.

School Bus Safety

All students shall be provided with instruction in safe bus riding practices at least twice during each school year. The instruction shall include two emergency bus evacuation drills, as well as the operation and use of the emergency door, windows (as a means of escape), and fire extinguisher.

Student Drop-Off and Pick-Up

In the interest of safety and security of all students and staff, please follow the pick-up/drop-off procedures specific to your school.

> Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME.
> Vehicles located in these locations may be ticketed and/or towed by the police.

Search and Seizure

In an effort to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities include school liaison police officers (Campus Resource Officers).

School Property and Equipment As Well as Personal Effects Left by Students

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

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

Search of Student Accounts or Profiles on Social Networking Websites

In accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or the student's parent to provide a password or other related account information to gain access to the student's account or profile on a social networking site.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rule or policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Searches of Students and/or Student's Personal Effects

School authorities may search a student and/or the student's personal effects in the student's possession (purses, wallets, knapsacks, book bags, lunch boxes, etc.), when there is reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or District's rules and policies.

The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. When feasible, the search will be conducted as follows:

- Outside the view of others, including students;
- In the presence of a school administrator or adult witness; and
- By a certificated employee or school liaison police officer (Campus Resource Officer) of the same sex as the student.

Seizure of Property

If a search produces evidence that a student has violated or is violating either the law or the school or District's rules or policies, 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) shall be notified of the search as soon as possible.

A copy of Board Policy 7:140, *Search and Seizure*, can be found on the District's website or may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Special Education

Education of Children with Disabilities

The District shall provide a free appropriate public education in the least restrictive environment and any necessary related services to all students with disabilities enrolled in District 158, as required by the Individuals with Disabilities Education Act (IDEA). The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated and provided with appropriate educational services.

Once a student is determined to have a disability under IDEA, an Individualized Education Program (IEP) will be developed by a team of educators along with parents.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained on the District website at _____ or from the District Administrative Office. For additional information, please contact the Special Services Department at (847) 659-6158.

Services and Programs

District 158 provides a continuum of services to students with IEPs. Every effort is made to educate the student within their home school and classroom environment. The Individualized Education Program team, including the student's parent(s) and educators, meets annually to determine the needs of the student and the least restrictive environment. Students who move into District 158 with an IEP will be provided with the services listed in the Individualized Education Program plan.

Students with IEPs are afforded the safeguards and rights described in the parent guide, *Educational Rights and Responsibilities: Understanding Special Education in Illinois*, available on the Illinois State Board of Education (ISBE) website.

Students with disabilities who do not qualify for an Individualized Education Program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

Access to Classroom for Special Education Observation or Evaluation

The parent of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the Building Principal.

Discipline of Special Education Students

The District will comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability.

Additional information, including laws, regulations, and guidance, is available at the Illinois State Board of Education (ISBE) website.

Behavioral Interventions

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

Physical Restraint, Time Out, and Isolated Time Out (RTO)

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Additional information for parents, including *The Physical Restraint, Time Out, and Isolated Time Out Bill of Rights*, is available on the Illinois State Board of Education (ISBE) website.

Exemption From PE Requirement for Special Education Students

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

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

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

Related Service Logs

For a student with an IEP, the District must create related service logs that record the type of related services administered under the student's IEP and the minutes of each type of related service that has been administered.

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parents.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs.

The student's parent may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent exercised this option.

Instructional Material

A student's parent may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical

address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy is available on the District's website.

Student Records

The District will maintain two sets of records for each student: a permanent record and a temporary record.

Permanent Records

All student permanent records are maintained for at least 60 years after the student transfers, graduates, or permanently withdraws.

A student's permanent record may include:

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

Temporary Records

Student temporary records are maintained for at least five years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five years, be transferred to the parent or to the student when the student reaches 18 years of age, graduates from high school, marries, or enters military service, whichever comes first. Such students are called *eligible students*.

A student's temporary record may include:

- family background information

- intelligence and aptitude test scores
- psychological reports
- achievement test results
- participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- honors and awards received
- teacher anecdotal records
- disciplinary information
- special education files
- records associated with plans developed under Section 504 of the Rehabilitation Act of 1973
- verified reports of information from non-educational persons, agencies or organizations of clear relevance to the student's education
- information pertaining to the release of this record

Rights and Privacy Regarding Student Records

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) afford parents 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 after the date the District receives a request for access.**
   A parent or student 18 years of age has the right to inspect and copy their permanent record. The parent or student should submit to the Building Principal or the Official Records Custodian a written request that identifies the record(s) they wish to inspect. The Building Principal will make arrangements for access and notify the parent or student of the time and place where the records may be inspected.

   These rights 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 or eligible student believes are inaccurate, misleading, irrelevant, or improper.**
   A parent or eligible student may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write to the Building Principal or the Official 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 or eligible student, the District will notify the parent or eligible student of the decision and advise the individual of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent 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 ISSRA authorizes disclosure without consent.**
   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent 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 professional responsibility or contractual obligations with the District.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to individuals, the parent or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-state suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
   Student temporary records are reviewed every four years or upon a student's change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information.**
   Throughout the school year, the District may release directory information regarding students, limited to: name, address, grade level, birth date and place, parent names and addresses, 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 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 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:

   U.S. Department of Education
   Student Privacy Policy Office
   400 Maryland Avenue, SW
   Washington, DC 20202

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. Decisions regarding special education students will take into account related disabilities and the student's IEP pertaining to transportation.

Transportation Department Staff

The District 158 Transportation Department staff are dedicated to the service, safety and well-being of all students that it transports. Bus drivers are responsible for the students riding their buses just as teachers are responsible for the students in their classrooms. The bus driver is required to report students who violate the bus rules of proper behavior and conduct while riding the bus.

Bus Conduct, Expectations, and Discipline

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 bus and will not be required to transport any student who is a disciplinary problem. The school discipline system applies to students at the bus stop, bus loading and unloading locations, on the ride, and throughout the school day. If a student's behavior is not acceptable, the right of riding the bus may be suspended and the student may face further consequences.

Should a student's bus riding privilege be suspended, it then becomes the responsibility of the parent to transport the student. Revocation of a student's bus riding privilege 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 parent to notify the school that the student does not have alternate transportation.

Bus Expectations

- Be on time
- Walk to and away from the bus
- Find a seat immediately and remain seated
- Maintain an appropriate noise level and use appropriate language
- Keep your hands, arms, feet, and all objects inside the bus and to yourself
- Follow directions from the bus driver and other adults
- Help keep the bus clean
- Report unsafe behavior to the bus driver
- Use only approved items on the bus

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.
- Each student is responsible for their behavior while on the bus and in the school bus loading and unloading areas.
- Unacceptable conduct on the school bus or at a school stop may result in a warning, detention, suspension or expulsion from school.

Should a student's bus riding privilege be suspended, it then becomes the responsibility of the parent to transport the student. Revocation of a student's bus riding privilege 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 parent to notify the school that the student does not have alternate transportation.

Bus Routes

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, etc.). Due to the number of students being transported, it is not 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 students assigned to a particular bus route. If the request is approved, the Transportation Department will notify the school of the change.

Bus Stops

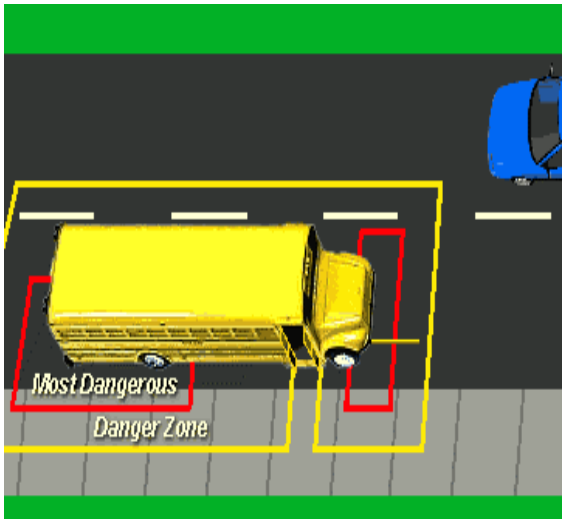
Students need to be at their designated bus stop five minutes prior to the scheduled bus arrival time. The private property of those living near the bus stop is to be respected. Bus drivers are required to report any student who is consistently tardy for their bus, as corrective action may be necessary. It is important that buses maintain a timely schedule.

In areas where sidewalks are provided, students need to stand a safe distance on the sidewalk away from the curb and street. In areas where sidewalks are not provided, students need to stay off the road and out of harm's way of motorists using the roadway. The private property of those living near the bus stop is to be respected.

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, and find a seat immediately.

When students need to cross a road before boarding or after exiting the bus, they must wait on the curb or edge of the roadway until the driver signals the student giving them permission to cross the road. Students should cross the road far enough in front of the bus (approximately 10 feet) so the driver can see the student and the student can see the driver.

Not following these guidelines is a serious safety offense and drivers have been directed to submit bus conduct reports of students who do not follow these guidelines.



Danger Zones Surrounding School Buses

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 10 feet in the front, sides, and rear of the bus are known as the DANGER ZONE. As such, precautionary guidelines must be adhered to when students are loading and unloading.

At no time should a student walk directly alongside 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 and immediately step at least 10 feet away from the bus and proceed immediately to their destination.

If a student drops an item in front of, alongside of, or at the rear of the bus, the student should not retrieve the item until notifying the driver. The driver will then decide if it is safe for the student to retrieve the dropped item.

Not following these guidelines is a serious safety offense and drivers have been directed to submit bus conduct reports for students not following these guidelines.

Electronic Recordings on School Buses

The Board of Education has adopted a policy authorizing the use of electronic recordings on school buses when transportation is provided for a school activity.

Electronic video and audio recordings are viewed to investigate incidents reported by a bus driver, administrator, CRO, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to CROs and District personnel. These individuals must have (1) a law enforcement, security, or safety reason, or (2) a need to investigate and/or monitor student or driver conduct. A written log will be kept of those individuals viewing the recording stating the time, name of individual viewing, and date the recording was viewed.

The content of the recordings are student records and are subject to District policies and procedures concerning school student records. If the content of a recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Transportation of Students with Disabilities

All students with an IEP are provided transportation entirely at District expense. The mode of transportation will be determined via the IEP conference. A parent 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 the parent. Individuals wishing to apply for reimbursement must do so within the guidelines set forth by the State.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

Date: June 1, 2023

To: Curriculum and Instruction Committee
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

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.

Per school code, each local site is required annually to have as an agenda item during a Parent Advisory Meeting, Discipline, Safety and Bullying. The following are the respective dates that each of our schools had this topic presented during the 2022-23school year.

Chesak Elementary	April 12, 2023
Martin Elementary	April 12, 2023
Early Childhood Center	April 12, 2023
Mackeben Elementary	April 12, 2023
Conley Elementary	April 12, 2023
Legge Elementary	April 17, 2023
Heineman Middle School	May 3, 2023
Marlowe Middle School	April 10, 2023
Huntley High School	May 8, 2023

This year you will note a sizable difference in the cosmetic look to the student handbooks, in an effort to provide ease of access and location of material for students, staff and parents. Handbooks will be posted on the website in a format with links to forms and policies so that parents do not need to search the website if needed.

In the Spring of 2023, the district reviewed the Illinois Principal Association's (IPA) model student handbook to ensure both vital information and required information were outlined in district 158 handbooks.

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Updates to all three levels, elementary, middle and high school have been made in the following areas and will be discussed in more detail at the Committee of the Whole Meeting:

Required by school code to be included:

- Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations Faith's Law Notification
- Sex Offender Notification law (Updates)
- Student Data Privacy; Notice to Parents About Educational Technology Vendors
- Teen Dating Violence Prohibited Language (Middle and High School update only)

Recommended to be included by IPA or schools:

- Animals on school property
- Assessments- State and local assessments and timelines
- Audio and Video Monitoring Notification
- Care Solace
- Custodial agreement language
- Annual Illinois School Report Card information and link
- Pesticide application notification
- Survey language
- Teacher Qualification Notice under Title 1
- Violent Offender Community Notification

Substantive changes to existing language:

- Updated Special Education Section:
  - Addition of language for requests of special education observations or evaluations
  - Time out/restraint updated language under Special Education
  - Addition of exemption from Physical Education for Special education students
  - Link to Procedural Safeguards
- Updated Health Services Section:

  Addition of "pancreatic enzymes" to the list self-administer medication

Minor Changes to existing language:

- Clarification of promotion/retention to the next grade in elementary handbook
- Clarification to the chronic absenteeism/truancy processes, procedures and supports in elementary handbook; supports for attendance/truancy in middle school and high school handbooks
- Clarification to the Home/Hospital Instruction
- Updated language for English Language Learner Programs
- Updated Visitor Guidelines language
- Update language in unacceptable use section under technology
- Updated administrator names and complaint managers
- Updated Safety and security section to include definition of emergency procedure terms

No recommended changes to the Middle School or High School Extracurricular Handbook for Activities, Clubs and Athletics. Located at the end of the Middle School and High School handbooks

Links or references to the district website will be updated in all handbooks as the district website was updated. For these changes to take effect the District will need Board of Education approval

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Attached you will find a copy of our recommended Handbooks for the 2023-24 school year for your review.

Recommendation Administration is recommending the Curriculum and Instruction Committee move the recommendation of the approval of the 2023-24 Student Handbooks to the June 15, 2023 Regular Board of Education meeting for approval.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: June 1, 2023

Subject: **Purchase Order Summary**
Committee of the Whole Meeting, June 1, 2023
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 16, 2023 to May 26, 2023 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	$	701,284.03
Operations & Maintenance Fund		60,557.17
Debt Service Fund		0.00
Transporation Fund		5,125.88
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		559.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	$	767,526.08

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 15, 2023 Regular Board of Education meeting.

Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/16/2023 to 5/26/2023

Printed: 5/26/2023 9:45 AM

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Advantage Mechanical Inc					
20233186	20-2542-323-00-79	Repairs & Maint Buildings	05/22/2023	1,016.00	20-2542-323-00-79
20233226			05/23/2023	0.00	
20233226	20-2542-323-00-79	Repairs & Maint Buildings	05/23/2023	3,731.00	20-2542-323-00-79
20233225			05/23/2023	0.00	
20233225	20-2542-323-00-79	Repairs & Maint Buildings	05/23/2023	8,694.00	20-2542-323-00-79
			Total	$13,441.00	
Air Products Equipment Co					
20240009	10192	Prepaid Expenses	05/16/2023	1,050.00	10-192
20240009			05/16/2023	0.00	
			Total	$1,050.00	
AnthroMed LLC					
20233187	10-2150-310-72-79-600-14	ARP IDEA Speech Svc	05/22/2023	2,888.20	10-2150-310-72-79-600-14
20233187	10-2150-310-72-79-600-14	ARP IDEA Speech Svc	05/22/2023	0.00	10-2150-310-72-79-600-14
			Total	$2,888.20	
Auto Tech Centers Inc					
20233188	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	05/22/2023	50.90	20-2545-323-00-79-600-14
			Total	$50.90	
BMI Audit Services					
20233155	10-2520-390-00-74-500-14	Purch Serv Fiscal	05/16/2023	2,400.00	10-2520-390-00-74-500-14
			Total	$2,400.00	
BMO Mastercard					
20233182	20-2542-410-00-79	Supplies B & G	05/20/2023	782.60	20-2542-410-00-79
20233185	10-2642-411-00-74-500-14	HR Employee Recognition	05/20/2023	97.95	10-2642-411-00-74-500-14
20233184	10-158	Activity Funds	05/20/2023	434.07	10-120
20233163	10-2660-319-61-79-600-14	Software Maintenance	05/20/2023	32.17	10-2660-319-61-79-600-14
20233163	10-2660-410-00-79-600-14	Supplies Tech	05/20/2023	13.24	10-2660-410-00-79-600-14

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/16/2023 to 5/26/2023

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20233162	10-1130-310-00-71-300-13	General Pur Svcs HS	05/20/2023	1,188.00	10-1130-310-00-71-300-13
20233184	10-158	Activity Funds	05/20/2023	108.47	10-120
20233185	10-2642-410-00-74-500-14	Supplies Human Res	05/20/2023	27.56	10-2642-410-00-74-500-14
20233182	20-2542-410-00-79	Supplies B & G	05/20/2023	66.32	20-2542-410-00-79
20233184	10-158	Activity Funds	05/20/2023	81.96	10-120
20233184	10-1500-332-00-71-300-13	Athletic Trips HS	05/20/2023	94.53	10-1500-332-00-71-300-13
20233165	10-2210-490-00-74-500-25	Curr Supplies PK-5	05/20/2023	11.98	10-2210-490-00-74-500-25
20233184	10-1500-332-00-71-300-13	Athletic Trips HS	05/20/2023	191.33	10-1500-332-00-71-300-13
20233174	10-1610-410-00-79-600-14	Supplies Summer School	05/20/2023	69.98	10-1610-410-00-79-600-14
20233177	10-158	Activity Funds	05/20/2023	42.43	10-120
20233169	10-1110-410-00-72-120-13	Inst Supplies Martin	05/20/2023	90.27	10-1110-410-00-72-120-13
20233174	10-1610-410-00-79-600-14	Supplies Summer School	05/20/2023	123.08	10-1610-410-00-79-600-14
20233174	10-2220-430-00-71-100-13	Media Center Leggee	05/20/2023	194.13	10-2220-430-00-71-100-13
20233174	10-1110-410-00-71-100-13	Inst Supplies Leggee	05/20/2023	107.12	10-1110-410-00-71-100-13
20233174	10-1110-410-00-71-100-13	Inst Supplies Leggee	05/20/2023	31.40	10-1110-410-00-71-100-13
20233174	10-1110-410-00-71-100-13	Inst Supplies Leggee	05/20/2023	6.99	10-1110-410-00-71-100-13
20233174	10-1110-410-00-71-100-13	Inst Supplies Leggee	05/20/2023	48.97	10-1110-410-00-71-100-13
20233169	10-1110-410-00-72-120-13	Inst Supplies Martin	05/20/2023	7.99	10-1110-410-00-72-120-13
20233174	10-1610-410-00-79-600-14	Supplies Summer School	05/20/2023	118.17	10-1610-410-00-79-600-14
20233169	10-1110-410-00-72-120-13	Inst Supplies Martin	05/20/2023	21.18	10-1110-410-00-72-120-13
20233174	10-1610-410-00-79-600-14	Supplies Summer School	05/20/2023	21.98	10-1610-410-00-79-600-14
20233174	10-1610-410-00-79-600-14	Supplies Summer School	05/20/2023	221.93	10-1610-410-00-79-600-14
20233176	10-158	Activity Funds	05/20/2023	5.49	10-120
20233176	10-158	Activity Funds	05/20/2023	19.14	10-120
20233176	10-158	Activity Funds	05/20/2023	60.00	10-120
20233176	10-158	Activity Funds	05/20/2023	942.99	10-120
20233177	10-158	Activity Funds	05/20/2023	26.99	10-120
20233177	10-158	Activity Funds	05/20/2023	226.22	10-120
20233165	10-1100-421-00-74-500-25	Materials PK-5	05/20/2023	122.20	10-1100-421-00-74-500-25
20233174	10-1610-410-00-79-600-14	Supplies Summer School	05/20/2023	13.82	10-1610-410-00-79-600-14
20233171	10-158	Activity Funds	05/20/2023	110.67	10-120
20233173	10-1130-640-00-71-300-13	Teacher Dues & Fees HS	05/20/2023	200.00	10-1130-640-00-71-300-13
20233173	10-1400-410-09-71-300-13	Home Economics Supplies	05/20/2023	480.00	10-1400-410-09-71-300-13
20233173	10-2190-410-00-71-300-12	Graduation Supplies HHS	05/20/2023	9.99	10-2190-410-00-71-300-12

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/16/2023 to 5/26/2023

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20233173	10-1130-410-00-71-300-13	Inst Supplies HS	05/20/2023	45.71	10-1130-410-00-71-300-13
20233173	10-2190-410-00-71-300-12	Graduation Supplies HHS	05/20/2023	99.90	10-2190-410-00-71-300-12
20233173	10-2410-490-00-71-300-13	HS Staff Recognition	05/20/2023	120.00	10-2410-490-00-71-300-13
20233173	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	05/20/2023	175.00	10-2210-314-92-79-605-14
20233173	10-2190-410-00-71-300-12	Graduation Supplies HHS	05/20/2023	73.00	10-2190-410-00-71-300-12
20233169	10-1110-410-00-72-120-13	Inst Supplies Martin	05/20/2023	31.27	10-1110-410-00-72-120-13
20233174	10-1610-410-00-79-600-14	Supplies Summer School	05/20/2023	22.67	10-1610-410-00-79-600-14
20233178	10-1200-410-66-71-300-13	STEP Supplies	05/20/2023	160.00	10-1200-410-66-71-300-13
20233171	10-158	Activity Funds	05/20/2023	35.97	10-120
20233170	10-1110-410-00-72-110-13	Inst Supplies Chesak	05/20/2023	147.60	10-1110-410-00-72-110-13
20233170	10-158	Activity Funds	05/20/2023	84.99	10-120
20233170	10-158	Activity Funds	05/20/2023	20.00	10-120
20233170	10-158	Activity Funds	05/20/2023	370.00	10-120
20233170	10-158	Activity Funds	05/20/2023	16.78	10-120
20233170	10-1110-410-00-72-110-13	Inst Supplies Chesak	05/20/2023	(68.99)	10-1110-410-00-72-110-13
20233169	10-1110-410-00-72-120-13	Inst Supplies Martin	05/20/2023	185.34	10-1110-410-00-72-120-13
20233169	10-1110-410-00-72-120-13	Inst Supplies Martin	05/20/2023	120.14	10-1110-410-00-72-120-13
20233174	10-1110-410-00-71-100-13	Inst Supplies Leggee	05/20/2023	71.04	10-1110-410-00-71-100-13
20233165	10-1100-423-00-74-500-25	New Adoption PK-5	05/20/2023	178.95	10-1100-423-00-74-500-25
20233165	10-2210-490-00-74-500-25	Curr Supplies PK-5	05/20/2023	178.26	10-2210-490-00-74-500-25
20233177	10-158	Activity Funds	05/20/2023	20.00	10-120
20233165	10-1100-421-00-74-500-25	Materials PK-5	05/20/2023	140.00	10-1100-421-00-74-500-25
20233165	10-1100-421-00-74-500-25	Materials PK-5	05/20/2023	21.78	10-1100-421-00-74-500-25
20233165	10-1100-421-00-74-500-25	Materials PK-5	05/20/2023	62.44	10-1100-421-00-74-500-25
20233165	10-1100-423-00-74-500-25	New Adoption PK-5	05/20/2023	105.00	10-1100-423-00-74-500-25
20233165	10-1100-423-00-74-500-25	New Adoption PK-5	05/20/2023	26.76	10-1100-423-00-74-500-25
20233165	10-1100-423-00-74-500-25	New Adoption PK-5	05/20/2023	93.04	10-1100-423-00-74-500-25
20233182	20-2542-410-00-79	Supplies B & G	05/20/2023	29.49	20-2542-410-00-79
20233165	10-1100-423-00-74-500-25	New Adoption PK-5	05/20/2023	22.17	10-1100-423-00-74-500-25
20233165	10-2210-310-75-79-600-14	ESSER III Impr Instruc Pur Svc	05/20/2023	29.45	10-2210-310-75-79-600-14
20233165	10-1100-423-00-74-500-25	New Adoption PK-5	05/20/2023	60.12	10-1100-423-00-74-500-25
20233165	10-1100-423-00-74-500-25	New Adoption PK-5	05/20/2023	18.67	10-1100-423-00-74-500-25
20233173	10-2190-410-00-71-300-12	Graduation Supplies HHS	05/20/2023	61.00	10-2190-410-00-71-300-12
20233165	10-1610-410-00-79-600-14	Supplies Summer School	05/20/2023	225.72	10-1610-410-00-79-600-14

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/16/2023 to 5/26/2023

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
20233165	10-1100-421-00-74-500-25	Materials PK-5	05/20/2023	188.00	10-1100-421-00-74-500-25	
20233165	10-1100-421-00-74-500-25	Materials PK-5	05/20/2023	188.00	10-1100-421-00-74-500-25	
20233182	20-2542-410-00-79	Supplies B & G	05/20/2023	48.00	20-2542-410-00-79	
20233182	60-2530-490-00-74-155	EV Infrastructure	05/20/2023	559.00	60-2530-490-00-74-155	
20233165	10-1100-423-00-74-500-25	New Adoption PK-5	05/20/2023	35.64	10-1100-423-00-74-500-25	
20233182	20-2542-410-00-79	Supplies B & G	05/20/2023	9.89	20-2542-410-00-79	
20233180	10-2220-490-00-74-210-13	Media Center Tech Heineman	05/20/2023	99.52	10-2220-490-00-74-210-13	
20233180	10-1500-332-00-74-210-13	Athletic Travel Heineman	05/20/2023	96.00	10-1500-332-00-74-210-13	
20233180	10-158	Activity Funds	05/20/2023	131.97	10-120	
20233180	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/20/2023	198.00	10-2410-410-00-74-210-14	
20233180	10-2410-410-00-74-210-13	Office Supplies Heineman	05/20/2023	9.04	10-2410-410-00-74-210-13	
20233180	10-2410-410-00-74-210-13	Office Supplies Heineman	05/20/2023	29.04	10-2410-410-00-74-210-13	
20233179	10-158	Activity Funds	05/20/2023	110.34	10-120	209
20233180	10-2213-415-00-74-210-13	Heineman Staff Devel Supplies	05/20/2023	(9.59)	10-2213-415-00-74-210-13	
20233165	10-2210-310-75-79-600-14	ESSER III Impr Instruc Pur Svc	05/20/2023	29.45	10-2210-310-75-79-600-14	
20233180	10-158	Activity Funds	05/20/2023	168.98	10-120	
20233165	10-2210-310-75-79-600-14	ESSER III Impr Instruc Pur Svc	05/20/2023	453.05	10-2210-310-75-79-600-14	
20233165	10-2210-310-75-79-600-14	ESSER III Impr Instruc Pur Svc	05/20/2023	453.05	10-2210-310-75-79-600-14	
20233165	10-2210-310-75-79-600-14	ESSER III Impr Instruc Pur Svc	05/20/2023	433.30	10-2210-310-75-79-600-14	
20233165	10-2210-310-75-79-600-14	ESSER III Impr Instruc Pur Svc	05/20/2023	453.05	10-2210-310-75-79-600-14	
20233165	10-2210-310-75-79-600-14	ESSER III Impr Instruc Pur Svc	05/20/2023	453.05	10-2210-310-75-79-600-14	
20233165	10-2210-310-75-79-600-14	ESSER III Impr Instruc Pur Svc	05/20/2023	28.16	10-2210-310-75-79-600-14	
20233165	10-2210-310-75-79-600-14	ESSER III Impr Instruc Pur Svc	05/20/2023	29.45	10-2210-310-75-79-600-14	
20233165	10-2210-310-75-79-600-14	ESSER III Impr Instruc Pur Svc	05/20/2023	29.45	10-2210-310-75-79-600-14	
20233179	10-158	Activity Funds	05/20/2023	77.25	10-120	
			Total	$13,737.67		
BSN Sports						
20233210	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	05/23/2023	1,871.76	10-1500-410-00-71-300-13	
			Total	$1,871.76		
CDW Government Inc						
20233218	10-2220-490-00-74-150-13	Media Center Tech Conley	05/23/2023	149.00	10-2220-490-00-74-150-13	

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
			Total	$149.00	
CDWG Capital One					
20233219	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	05/23/2023	73,788.00	10-2660-490-00-79-600-14
20233219	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	05/23/2023	13,090.00	10-2660-490-00-79-600-14
20233219	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	05/23/2023	222,530.00	10-2660-490-00-79-600-14
20233219	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	05/23/2023	119,119.00	10-2660-490-00-79-600-14
			Total	$428,527.00	
ClientFirst Technology Consulting					
20233158	10-2660-390-00-79-600-14	Purchased Service Technology	05/16/2023	907.50	10-2660-390-00-79-600-14
			Total	$907.50	
CORE					
20233223	10-2213-410-00-79-600-14	Special Svcs Supplies	05/23/2023	9,555.00	10-2213-410-00-79-600-14
20233222			05/23/2023	0.00	
20233222	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	05/23/2023	12,500.00	10-2212-310-00-79-505-14
20233221			05/23/2023	0.00	
20233221	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	05/23/2023	8,500.00	10-2212-310-00-79-505-14
20233220			05/23/2023	0.00	
20233220	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	05/23/2023	21,000.00	10-2212-310-00-79-505-14
			Total	$51,555.00	
Crown Restrooms					
20233153	10-1120-390-00-74-210-13	Heineman Purchased Service	05/16/2023	38.57	10-1120-390-00-74-210-13
			Total	$38.57	
Crystal Lake School District 47					
20233189	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	05/22/2023	450.00	10-4120-310-92-79-600-14
20233189	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	05/22/2023	0.00	10-4120-310-92-79-600-14
			Total	$450.00	
ECRA Group Inc					

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20240012			05/23/2023	0.00	
20240012	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	05/23/2023	19,726.17	10-2212-310-00-79-505-14
20240012	10-2212-310-00-79-505-25	Curr Gen Pur Svc PK-5	05/23/2023	15,218.33	10-2212-310-00-79-505-25
20233190	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	05/22/2023	34,944.60	10-2212-310-00-79-505-14
			Total	$69,889.10	
Engler Callaway Baasten & Sraga LLC					
20233156	10-2310-318-00-74-500-14	Legal Board	05/16/2023	9,275.00	10-2310-318-00-74-500-14
			Total	$9,275.00	
Facilities Management eXpress					
20240011			05/18/2023	0.00	
20240011	20-2542-390-00-79	Other Purchased Service	05/18/2023	19,197.74	20-2542-390-00-79
20240011			05/18/2023	0.00	
			Total	$19,197.74	
Fastsigns Crystal Lake					
20233154	10-2190-410-00-71-300-12	Graduation Supplies HHS	05/16/2023	36.25	10-2190-410-00-71-300-12
			Total	$36.25	
Frontline Technologies Group LLC					
20240010	10-2643-316-00-79-605-14	Sub Calling/Applicant Software	05/16/2023	3,079.63	10-2643-316-00-79-605-14
20240010	10-2643-316-00-79-605-14	Sub Calling/Applicant Software	05/16/2023	12,657.21	10-2643-316-00-79-605-14
20240010			05/16/2023	0.00	
			Total	$15,736.84	
Gordon Flesch Co Inc					
20233192	10-2900-390-00-79-600-14	Copier Maintenance	05/22/2023	753.01	10-2900-390-00-79-600-14
20233192	10-2900-390-00-79-600-14	Copier Maintenance	05/22/2023	1,001.92	10-2900-390-00-79-600-14
20233192	10-2900-390-00-79-600-14	Copier Maintenance	05/22/2023	964.63	10-2900-390-00-79-600-14
20233192	10-2900-390-00-79-600-14	Copier Maintenance	05/22/2023	662.39	10-2900-390-00-79-600-14
20233191	10-2900-390-00-79-600-14	Copier Maintenance	05/22/2023	1,240.87	10-2900-390-00-79-600-14

Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/16/2023 to 5/26/2023

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20233191	10-2900-390-00-79-600-14	Copier Maintenance	05/22/2023	1,059.50	10-2900-390-00-79-600-14
20233191	10-2900-390-00-79-600-14	Copier Maintenance	05/22/2023	4,795.39	10-2900-390-00-79-600-14
20233191	10-2900-390-00-79-600-14	Copier Maintenance	05/22/2023	679.47	10-2900-390-00-79-600-14
20233191	10-2900-390-00-79-600-14	Copier Maintenance	05/22/2023	2,640.70	10-2900-390-00-79-600-14
			Total	$13,797.88	
Hampshire High School c/o Athletics					
20233211	10-1500-640-00-71-300-13	Sports Dues & Fees HS	05/23/2023	137.00	10-1500-640-00-71-300-13
			Total	$137.00	
Huntley Chamber of Commerce					
20233193	10-2633-360-00-74-500-14	Communications Purch Services	05/22/2023	1,025.00	10-2633-360-00-74-500-14
			Total	$1,025.00	
Huntley Park District					
20233194	10-1200-310-92-79-600-14	IDEA General Purchased Service	05/22/2023	0.00	10-1200-310-92-79-600-14
20233194	10-1200-310-92-79-600-14	IDEA General Purchased Service	05/22/2023	1,200.00	10-1200-310-92-79-600-14
			Total	$1,200.00	
Illinois ASCD					
20233212	10-2212-332-00-74-500-25	Travel & Conf Curr PK-5	05/23/2023	1,400.00	10-2212-332-00-74-500-25
20233212			05/23/2023	0.00	
20233212	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	05/23/2023	1,400.00	10-2212-332-00-74-500-14
			Total	$2,800.00	
Industrial Door Company					
20240013			05/23/2023	0.00	
20240013	20-2542-390-00-79	Other Purchased Service	05/23/2023	3,000.00	20-2542-390-00-79
			Total	$3,000.00	
Jensens Plumbing & Heating Inc					
20233217	20-2542-323-00-79	Repairs & Maint Buildings	05/23/2023	600.00	20-2542-323-00-79

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
			Total	$600.00	
JF Consulting 12 - Assigning and Sales LLC					
20233213	10-1500-640-00-71-300-13	Sports Dues & Fees HS	05/23/2023	585.60	10-1500-640-00-71-300-13
			Total	$585.60	
Kasprzak, Camille					
20233195	10-2150-310-72-79-600-14	ARP IDEA Speech Svc	05/22/2023	3,960.00	10-2150-310-72-79-600-14
20233195	10-2150-310-72-79-600-14	ARP IDEA Speech Svc	05/22/2023	0.00	10-2150-310-72-79-600-14
			Total	$3,960.00	
Learning A-Z					
20233157	10-2212-310-00-79-505-25	Curr Gen Pur Svc PK-5	05/16/2023	19,890.00	10-2212-310-00-79-505-25
			Total	$19,890.00	
Maxim Healthcare Services Inc					
20233196	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/22/2023	0.00	10-1101-310-00-79-605-14
20233196	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/22/2023	29,062.00	10-1101-310-00-79-605-14
			Total	$29,062.00	
McHenry Co Curriculum Council					
20233214	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	05/23/2023	1,225.00	10-2212-332-00-74-500-14
20233214	10-2212-332-00-74-500-25	Travel & Conf Curr PK-5	05/23/2023	1,225.00	10-2212-332-00-74-500-25
20233214			05/23/2023	0.00	
			Total	$2,450.00	
Midwest Computer Products					
20233197	10-2660-390-00-79-600-14	Purchased Service Technology	05/22/2023	600.00	10-2660-390-00-79-600-14
20233197	10-2660-390-00-79-600-14	Purchased Service Technology	05/22/2023	175.00	10-2660-390-00-79-600-14
			Total	$775.00	
Midwest Transit Equip Kankakee					

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20233198	40-2550-323-00-79	Repairs and Maintenance	05/22/2023	110.00	40-2550-323-00-79
			Total	$110.00	
Niles Township Dist for Spec Ed 807					
20233199	10-1200-310-92-79-600-14	IDEA General Purchased Service	05/22/2023	0.00	10-1200-310-92-79-600-14
20233199	10-1200-310-92-79-600-14	IDEA General Purchased Service	05/22/2023	1,663.91	10-1200-310-92-79-600-14
			Total	$1,663.91	
North Shore Transit Inc					
20233200	40-2552-331-00-79	Contracted Transportation	05/22/2023	1,187.71	40-2552-331-00-79
20233159	40-2552-331-00-79	Contracted Transportation	05/16/2023	990.62	40-2552-331-00-79
			Total	$2,178.33	
Northwestern Medicine Occupational Health					
20233160	40-2550-310-00-79	Prof & Tech Service Trans	05/16/2023	35.00	40-2550-310-00-79
20233160	40-2550-310-00-79	Prof & Tech Service Trans	05/16/2023	1,285.00	40-2550-310-00-79
			Total	$1,320.00	
Pauly`s Custom Apparel Co					
20233201	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	05/22/2023	406.44	10-3600-410-82-79-605-14
			Total	$406.44	
Plerus					
20233215	10-2212-410-00-74-500-14	Associate Supt Supplies	05/23/2023	1,138.34	10-2212-410-00-74-500-14
			Total	$1,138.34	
Project Lead the Way					
20233224	10-1130-390-67-71-300-13	PLTW Pur Svc 6-12	05/23/2023	1,200.00	10-1130-390-67-71-300-13
			Total	$1,200.00	
Quest Food Management					
20233202	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	05/22/2023	1,466.10	10-2560-310-00-71-300-13

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20233202	10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest	05/22/2023	3,000.00	10-2560-315-00-74-500-14
20233202	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	05/22/2023	3,858.17	10-2560-310-00-71-300-13
			Total	$8,324.27	
Rush Truck Center Huntley					
20233161	40-2554-410-00-79	Fleet Supplies	05/16/2023	1,517.55	40-2554-410-00-79
			Total	$1,517.55	
SEDOM of McHenry County					
20233216	10-4210-670-00-79-600-14	Reg Ed Out of District	05/23/2023	840.00	10-4210-670-00-79-600-14
20233216	10-4210-670-00-79-600-14	Reg Ed Out of District	05/23/2023	840.00	10-4210-670-00-79-600-14
20233216	10-4210-670-00-79-600-14	Reg Ed Out of District	05/23/2023	840.00	10-4210-670-00-79-600-14
20233216	10-4210-670-00-79-600-14	Reg Ed Out of District	05/23/2023	840.00	10-4210-670-00-79-600-14
20233216	10-4210-670-00-79-600-14	Reg Ed Out of District	05/23/2023	840.00	10-4210-670-00-79-600-14
			Total	$4,200.00	
Senase, Judith					
20233203	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	05/22/2023	0.00	10-2150-310-92-79-600-14
20233203	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	05/22/2023	875.00	10-2150-310-92-79-600-14
			Total	$875.00	
Sherwin Williams Co					
20233204			05/22/2023	0.00	
20233204	20-2542-410-00-79	Supplies B & G	05/22/2023	118.68	20-2542-410-00-79
			Total	$118.68	
Therapy Staff Aequor Healthcare					
20233205	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/22/2023	10,777.00	10-1101-310-00-79-605-14
20233205	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/22/2023	0.00	10-1101-310-00-79-605-14
			Total	$10,777.00	
Trane					

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20233227			05/23/2023	0.00	
20233227	20-2542-323-00-79	Repairs & Maint Buildings	05/23/2023	1,265.00	20-2542-323-00-79
20233207	20-2542-410-00-79	Supplies B & G	05/22/2023	70.53	20-2542-410-00-79
20233207			05/22/2023	0.00	
			Total	$1,335.53	
Uline					
20233209			05/22/2023	0.00	
20233209	20-2542-410-00-79	Supplies B & G	05/22/2023	1,110.76	20-2542-410-00-79
20233208	20-2542-410-00-79	Supplies B & G	05/22/2023	1,110.76	20-2542-410-00-79
			Total	$2,221.52	
Vertiv Corporation					216
20240014			05/25/2023	0.00	
20240014	20-2542-323-00-79	Repairs & Maint Buildings	05/25/2023	19,655.50	20-2542-323-00-79
20240014			05/25/2023	0.00	
			Total	$19,655.50	
			Total	$767,526.08	

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

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 1, 2023

Subject: **Imprest Checks Issued**
Committee of the Whole Meeting, June 1, 2023
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 26, 2023 for which the Board had not previously approved purchase orders. Therefore, Administration is requesting Board Approval acknowledging the issuance of payment:

Education Fund	$	23,840.63
Operations & Maintenance Fund		55,243.83
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	$	79,084.46

RECOMMENDATION
Administration requests that the Finance Committee recommend the Board of Education approve the Imprest Checks Issued Report at the June 15, 2023 Regular Board meeting.

Vendor Name / P.O. Number	Description	Amount	State Account Number
Avila, Chris			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$75.00	
Babcock, Barbara			
	Health Services	120.00	10-2130-310-00-79-600-14
		$120.00	
Bach, Brad			
	Sports Officials HS	25.00	10-1500-319-00-71-300-13
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
		$172.00	
Barrington High School			
	Sports Dues & Fees HS	50.00	10-1500-640-00-71-300-13
		$50.00	
Bellmore, Steve			
	Sports Officials HS	244.00	10-1500-319-00-71-300-13
		$244.00	
Bidzinski, Gary			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$75.00	
Bosley, Tom			
	Sports Officials HS	147.00	10-1500-319-00-71-300-13
		$147.00	
Bowes, Jeffrey			
	Sports Officials HS	175.00	10-1500-319-00-71-300-13
		$175.00	
Brock, Robert			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$150.00	
Brophy, Tom			
	Sports Officials HS	150.00	10-1500-319-00-71-300-13
		$150.00	
Camacho, Caesar			
	Sports Officials HS	144.00	10-1500-319-00-71-300-13
		$144.00	
Choklad, Scott			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$150.00	
Chupich, Jason			
	Sports Officials HS	10.00	10-1500-319-00-71-300-13
	Sports Officials HS	147.00	10-1500-319-00-71-300-13
		$157.00	
ComEd			
	Electric	9,191.08	20-2540-466-00-79
		$9,191.08	
ComEd			

Vendor Name / P.O. Number	Description	Amount	State Account Number
	Electric	238.71	20-2540-466-00-79
		$238.71	
Cossentino, Sean			
	Cafe Food Martin	21.10	10-2560-415-00-72-120-13
		$21.10	
D158 LIGHT Program			
	STEP Supplies	255.00	10-1200-410-66-71-300-13
		$255.00	
Duran, Reyna			
	Drivers Ed Fees	250.00	10-1970
		$250.00	
Erwin, Scott			
	Sports Officials HS	175.00	10-1500-319-00-71-300-13
		$175.00	
FFP Fund IV Lessee2 LLC			
	Electric	16,411.56	20-2540-466-00-79
		$16,411.56	
Franklin, James			
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
		$72.00	
Freund, Vic			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$75.00	
Gallagher, Dean			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$75.00	
Glenbard South High School			
	Sports Dues & Fees HS	250.00	10-1500-640-00-71-300-13
		$250.00	
Goraj, Timothy			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$150.00	
Hand, Jonathan			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$75.00	
Hayunga, Tim			
	Sports Officials HS	150.00	10-1500-319-00-71-300-13
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$225.00	
Hilligoss, Ryan			
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
		$72.00	
Hogberg, Tracy			
	Student Food Svc - HS	13.00	10-1611-305
		$13.00	
Hommowun, Chris			

Vendor Name / P.O. Number	Description	Amount	State Account Number
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$75.00	
Hoshina, Raiden			
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
		$72.00	
Huntley Chamber of Commerce			
0020233193	Communications Purch Services	1,025.00	10-2633-360-00-74-500-14
		$1,025.00	
Illinois High School Association			
	Activities Fees	180.00	10-1543-640-00-71-305-13
	Activities Fees	130.00	10-1543-640-00-71-305-13
		$310.00	
Jacobs High School c/o Athletics			
	Sports Dues & Fees HS	250.00	10-1500-640-00-71-300-13
		$250.00	
Johnson, Erik			
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
		$72.00	
Johnson, Larry			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$75.00	
Johnson, Steven Drew			
	Sports Officials HS	110.00	10-1500-319-00-71-300-13
	Sports Officials HS	30.00	10-1500-319-00-71-300-13
		$140.00	
Kelm, John			
	Sports Officials HS	110.00	10-1500-319-00-71-300-13
		$110.00	
Kempf, Austin			
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
		$72.00	
Kielbasa, Joe			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$75.00	
Kissel, Olevia			
	Sports Officials HS	175.00	10-1500-319-00-71-300-13
		$175.00	
Kneip, Denny			
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$147.00	
Krueger, Dan			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$150.00	
Laman, Mike			
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
		$72.00	

Vendor Name / P.O. Number	Description	Amount	State Account Number
Lockport Twp HS			
	Sports Dues & Fees HS	315.00	10-1500-640-00-71-300-13
		$315.00	
Lonigro, Mark			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$225.00	
Lupker, Kevin			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$75.00	
Lupo, Michael			
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
		$216.00	
Machesky, Dennis			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$75.00	
Marengo Community High School			
	Sports Dues & Fees HS	130.00	10-1500-640-00-71-300-13
		$130.00	
Marengo High School			
	Sports Dues & Fees HS	200.00	10-1500-640-00-71-300-13
		$200.00	
Maurer, Lee			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
		$147.00	
McClellan, Scott			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$75.00	
McHenry High School West Campus			
	Sports Dues & Fees HS	134.66	10-1500-640-00-71-300-13
		$134.66	
McIntee, Bill			
	Sports Officials HS	147.00	10-1500-319-00-71-300-13
		$147.00	
McMahon, Tim			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$75.00	
Mena, Ben			
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
		$144.00	
Moore, Kevin			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$75.00	

Vendor Name / P.O. Number	Description	Amount	State Account Number
Natrop, Sam			
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
		$363.00	
Nicor Gas			
	Natural Gas	852.19	20-2540-465-00-79
	Natural Gas	386.61	20-2540-465-00-79
	Natural Gas	82.24	20-2540-465-00-79
	Natural Gas	741.51	20-2540-465-00-79
	Natural Gas	813.68	20-2540-465-00-79
	Natural Gas	752.27	20-2540-465-00-79
	Natural Gas	884.04	20-2540-465-00-79
	Natural Gas	922.57	20-2540-465-00-79
	Natural Gas	1,684.54	20-2540-465-00-79
	Natural Gas	875.42	20-2540-465-00-79
		$7,995.07	
O`Donnell, Patricia			
	AP Payroll Net Checks	311.70	10-475
		$311.70	
Orris, Bill			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$75.00	
Pakkos Enterprises			
0020232939	HHS Staff Devel Supplies	4,063.47	10-2213-415-00-71-300-13
0020232939	Rebate Supplies High School	2,076.53	10-2410-491-00-71-300-13
		$6,140.00	
Palatine High School			
	Sports Dues & Fees HS	35.00	10-1500-640-00-71-300-13
		$35.00	
Petty Cash-HHS SpEd			
	IDEA General Purchased Service	293.58	10-1200-310-92-79-600-14
	IDEA General Purchased Service	90.00	10-1200-310-92-79-600-14
	STEP Supplies	21.00	10-1200-410-66-71-300-13
		$404.58	
Petty Cash-LIGHT			
	STEP Supplies	21.76	10-1200-410-66-71-300-13
	STEP Purchased Services	72.00	10-1200-310-66-71-300-13
	STEP Purchased Services	13.00	10-1200-310-66-71-300-13
	STEP Purchased Services	(40.00)	10-1200-310-66-71-300-13
	STEP Supplies	48.00	10-1200-410-66-71-300-13
	STEP Supplies	15.00	10-1200-410-66-71-300-13
	STEP Supplies	210.00	10-1200-410-66-71-300-13
	STEP Supplies	25.00	10-1200-410-66-71-300-13
	STEP Supplies	32.38	10-1200-410-66-71-300-13
		$397.14	
Preshlock, Biran			
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
		$72.00	
Rasmussen, Chad			

Vendor Name / P.O. Number	Description	Amount	State Account Number
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$222.00	
Richolson, Mike			
	Sports Officials HS	150.00	10-1500-319-00-71-300-13
		$150.00	
Rivera Jr, Rafael			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$150.00	
Rockford Auburn High School			
	Athletic Trips HS	275.00	10-1500-332-00-71-300-13
		$275.00	
Russo, Mike			
	Sports Officials HS	25.00	10-1500-319-00-71-300-13
		$25.00	
Salgado, Carlos			
	Drivers Ed Fees	100.00	10-1970
		$100.00	
Savage, Gerald			
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
		$216.00	
SEDOM of McHenry County			
0020233216	Reg Ed Out of District	840.00	10-4210-670-00-79-600-14
0020233216	Reg Ed Out of District	840.00	10-4210-670-00-79-600-14
0020233216	Reg Ed Out of District	840.00	10-4210-670-00-79-600-14
0020233216	Reg Ed Out of District	840.00	10-4210-670-00-79-600-14
0020233216	Reg Ed Out of District	840.00	10-4210-670-00-79-600-14
		$4,200.00	
Shadrick, Alan			
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
		$72.00	
Smigiel, Allan			
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
		$72.00	
Southeast High School			
	Sports Dues & Fees HS	225.00	10-1500-640-00-71-300-13
		$225.00	
Spooner, Robert			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$150.00	
Stephenson, Michael			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$75.00	
Sterling, Ken			

Vendor Name / P.O. Number	Description	Amount	State Account Number
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
		$72.00	
Sycamore HS c/o Athletics			
	Sports Dues & Fees HS	125.00	10-1500-640-00-71-300-13
		$125.00	
Symmetry Energy Solutions			
	Natural Gas	14,419.26	20-2540-465-00-79
		$14,419.26	
Taylor, David			
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
	Sports Officials HS	75.00	10-1500-319-00-71-300-13
		$150.00	
Thayer, Roger			
	Sports Officials HS	175.00	10-1500-319-00-71-300-13
		$175.00	
Thivierge, Paula			
	Drivers Ed Fees	100.00	10-1970
		$100.00	
VILLAGE OF ALGONQUIN			
	Water/Sewer	1,060.28	20-2540-370-00-79
	Water/Sewer	382.68	20-2540-370-00-79
	Water/Sewer	10.00	20-2540-370-00-79
	Water/Sewer	1,026.40	20-2540-370-00-79
	Water/Sewer	1,297.44	20-2540-370-00-79
		$3,776.80	
Village of Huntley			
	Water/Sewer	1,168.28	20-2540-370-00-79
	Water/Sewer	43.07	20-2540-370-00-79
		$1,211.35	
Village of Lake in the Hills			
0020232951	Improvements not Buildings	2,000.00	20-2543-530-00-79
		$2,000.00	
Waters, Jason			
	Drivers Ed Fees	100.00	10-1970
		$100.00	
Wetendorf, Sean			
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
		$504.00	
Wilmot, Michael			
	Sports Officials HS	147.00	10-1500-319-00-71-300-13
		$147.00	
Yakimisky, Carter			
	Sports Officials HS	72.00	10-1500-319-00-71-300-13
	Sports Officials HS	144.00	10-1500-319-00-71-300-13

Vendor Name / P.O. Number	Description		Amount	State Account Number
			$216.00	
Zaragoza, Amy				
	Cafe Food Martin		44.75	10-2560-415-00-72-120-13
			$44.75	
Zaragoza, Luis				
	Cafe Food Chesak		30.70	10-2560-415-00-72-110-13
			$30.70	
Zeman, David				
	Sports Officials HS		75.00	10-1500-319-00-71-300-13
			$75.00	
		Report Total	$79,084.46	

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

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 1, 2023

Subject: **Accounts Payable Report**
Committee of the Whole Meeting, June 1, 2023
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	$	2,899.40
Operations & Maintenance Fund		0.00
Debt Service Fund		0.00
Transporation Fund		
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	$	2,899.40

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 15, 2023 Regular Board meeting.

Huntley Community School District 158

Accounts Payable Report

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
Allen, James - 1233395811				
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13
			$40.87	
Aney, Bradley - 123336330				
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13
			$40.87	
Avner, Jaclynn - 123338578				
10-1400-410-09-71-300-13	Home Economics Supplies-Meijer Food 5/2/23		40.42	10-1400-410-09-71-300-13
10-1400-410-09-71-300-13	Home Economics Supplies-Meijer Food 4/25/23		58.03	10-1400-410-09-71-300-13
10-1400-410-09-71-300-13	Home Economics Supplies-Jewel Food 4/04/23		19.64	10-1400-410-09-71-300-13
			$118.09	
Baran, Kailey - 1233400357				227
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13
			$40.87	
Brown, Dennis - 32687				
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13
10-1130-332-00-71-300-13	Travel HS-Castle Printech 5x 58.2 miles each		190.61	10-1130-332-00-71-300-13
			$231.48	
Danekas, Gibson - 1233400359				
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13
			$40.87	
DeFrancesco, Christina - 123339519				
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13
			$40.87	
DeFrancesco, Christine - 1233396012				
10-1130-490-02-71-300-13	Walmart props for thespian show		61.65	10-1130-490-02-71-300-13
10-1130-490-02-71-300-13	Auto Zone - Props for thespian show		14.67	10-1130-490-02-71-300-13
10-1130-490-02-71-300-13	Jewel/Osco-Props for thespian show		25.97	10-1130-490-02-71-300-13
10-1130-490-02-71-300-13	Walgreens-Props for thespian show		13.45	10-1130-490-02-71-300-13
10-1130-490-02-71-300-13	Amazon-Bald caps for thespian show		16.99	10-1130-490-02-71-300-13
10-1130-490-02-71-300-13	Amazon-Comforter set for thespian show		50.99	10-1130-490-02-71-300-13

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
10-1130-490-02-71-300-13	Amazon-Stickers for thespian show		12.99	10-1130-490-02-71-300-13
10-1130-490-02-71-300-13	Amazon-Spirit gum and makeup for thespian show		12.98	10-1130-490-02-71-300-13
10-1130-490-02-71-300-13	Walgreens-Props for thespian show		14.48	10-1130-490-02-71-300-13
			$224.17	
Deuerling, William - 1233400360				
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13
			$40.87	
Dowling, Brendan - 1233400361				
10-1100-211-00-79-600-14	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1100-211-00-79-600-14
			$40.87	
Easley, Amanda - 1233399065				
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13 228
			$40.87	
Fuhrer, Cindy - 03984				
10-1130-410-13-71-300-13	United flight from Texas to IL 7/20/23		199.70	10-1130-410-13-71-300-13
10-1130-410-13-71-300-13	United flight to Texas July 16,2023		303.50	10-1130-410-13-71-300-13
			$503.20	
Fulton, Courtney - 1233396883				
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13
			$40.87	
Gaudio, Jenna - 1233397682				
10-1130-332-00-71-300-13	Teacher Travel HSHS Graduation Mileage from HS to		40.87	10-1130-332-00-71-300-13
			$40.87	
Hacker, Amanda - 1233399899				
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13
			$40.87	
Henriksen, Kristy - 1233400332				
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13
			$40.87	
Jenchel, Robin - 123337192				
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13

Huntley Community School District 158

Accounts Payable Report

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
			$40.87	
Marchand, Gerard - 123333512				
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13
			$40.87	
Mennenoh, Kathleen - 1233400362				
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13
			$40.87	
Meyer, Anna - 28963				
10-2520-332-00-74-500-14	To/From CLIC Membership Meeting-Wheeling		37.60	10-2520-332-00-74-500-14
			$37.60	
Novak, Leah - 1233397332				
10-1130-490-02-71-300-13	Jimmy Johns for cast & crew Thespian Show		124.98	10-1130-490-02-71-300-13
10-1130-410-33-71-305-13	Jewel-Refreshments/dessert for Capstone Fest		123.38	10-1130-410-33-71-305-13
			$248.36	
Picchietti, Kristie - 1233400310				
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13
			$40.87	
Pocztowski, Shaina - 1233396502				
10-2213-415-00-71-300-13	Meijer-Teacher appreciation breakfast		90.75	10-2213-415-00-71-300-13
10-2213-415-00-71-300-13	Costco-Teacher appreciation breakfast		86.41	10-2213-415-00-71-300-13
10-1130-332-00-71-300-13	Teacher Travel HS-April 2023		52.40	10-1130-332-00-71-300-13
			$229.56	
Popenhagen, Cole - 1233400358				
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13
			$40.87	
Rewiako, Danielle - 1233399816				
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13
			$40.87	
Sara, Lindsay - 1233396237				
10-1200-410-66-71-300-13	Walmart party supplies for Light Graduation		17.97	10-1200-410-66-71-300-13
10-1200-410-66-71-300-13	Hobby Lobby party supplies for Light Graduation		10.98	10-1200-410-66-71-300-13

Huntley Community School District 158

Accounts Payable Report

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number	
			$28.95		
Schaefer, Samantha - 123338300					
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13	
			$40.87		
Sharkey, Anne - 123336271					
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13	
			$40.87		
Simmons, Kimberly - 1233400188					
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13	
			$40.87		
Smith, Carly - 1233398503					
10-1200-310-92-79-600-14	April & May 2023 Mileage AAC facilitator		37.99	10-1200-310-92-79-600-14	230
			$37.99		
Styers, Stephen - 09943					
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13	
			$40.87		
Wheeler, Megan E - 123334918					
10-1130-332-00-71-300-13	HS Graduation Mileage from HS to Dekalb 62.4 Miles		40.87	10-1130-332-00-71-300-13	
			$40.87		
Wilson, Glen - 1233397404					
10-1500-335-00-71-300-13	FVC AD meeting Galati`s Hideaway, Cary, IL		18.34	10-1500-335-00-71-300-13	
10-1500-335-00-71-300-13	IL Athletic Director Conf-East Peoria 4/28-4/30		210.91	10-1500-335-00-71-300-13	
			$229.25		
Zhao, Tianya - 1233396007					
10-2520-332-00-74-500-14	May 2023 Mileage		70.74	10-2520-332-00-74-500-14	
			$70.74		
		Report Total	$2,899.40		

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

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 1, 2023

Subject: **Disbursements Issued**
Committee of the Whole Meeting, June 1, 2023
Finance Committee

The following is an executive summary of the attached report titled "Disbursements Issued" which is a listing of disbursements issued from April 28, 2022 to May 26, 2023.

Education Fund	$	2,361,825.30
Operations & Maintenance Fund		1,043,203.67
Debt Service Fund		0.00
Transporation Fund		171,383.29
Municipal Retirement and Social Security Fund		16.00
Capital Projects Fund		
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	$	3,576,428.26

RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Disbursements Issued Report at the June 15, 2023 Regular Board meeting.

Huntley Community School District 158
Disbursements

Check Date: 4/28/2023 to 5/26/2023

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
A Parts Warehouse							
	66800	05/19/2023	40-2554-410-00-79	Fleet Supplies	825.00	20232863	40-2554-410-00-79
	66800	05/19/2023	40-2552-490-00-79	Inventoriable Supplies	24.00	20232952	40-2552-490-00-79
					$849.00	**Payee Vendor Total**	
ABM Industry Groups LLC							
	66650	05/05/2023	40-2550-321-00-79	Bus Sanitation	869.33	23100187	40-2550-321-00-79
	66801	05/19/2023	20-2542-320-00-79-605-14	Contractual Overtime	8,823.74	20232986	20-2542-320-00-79-605-14
	66801	05/19/2023	20-2542-320-00-79-605-14	Contractual Overtime	2,200.00	23050217	20-2542-320-00-79-605-14
	66801	05/19/2023	20-2542-320-00-79-605-14	Contractual Overtime	2,200.00	23010217	20-2542-320-00-79-605-14
	66801	05/19/2023	20-2542-319-00-79-605-14	Contractual Cust. Replacement	553.69	23040227	20-2542-319-00-79-605-14
	66801	05/19/2023	20-2542-319-00-79-605-14	Contractual Cust. Replacement	1,250.00	23030227	20-2542-319-00-79-605-14
	66801	05/19/2023	40-2550-321-00-79	Bus Sanitation	1,152.84	23100187	40-2550-321-00-79
					$17,049.60	**Payee Vendor Total**	
Accountable Healthcare St							
	66651	05/05/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,380.44	23040637	10-1101-310-00-79-605-14
	66651	05/05/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,255.94	23040637	10-1101-310-00-79-605-14
					$4,636.38	**Payee Vendor Total**	
Acutrans							
	66802	05/19/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	321.70	20233022	10-1200-310-92-79-600-14
					$321.70	**Payee Vendor Total**	
ADP LLC							
	66715	05/12/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	1,529.13	23050437	10-2520-310-00-74-500-14
	66715	05/12/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	2,085.18	23050437	10-2520-310-00-74-500-14
	66715	05/12/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	1,019.42	23050437	10-2520-310-00-74-500-14
	66715	05/12/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	1,019.42	23050437	10-2520-310-00-74-500-14
	66715	05/12/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	1,482.79	23050437	10-2520-310-00-74-500-14
	66715	05/12/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	1,529.13	23050437	10-2520-310-00-74-500-14
	66715	05/12/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	730.36	23050437	10-2520-310-00-74-500-14
	66715	05/12/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	995.95	23050437	10-2520-310-00-74-500-14
	66715	05/12/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	486.91	23050437	10-2520-310-00-74-500-14
	66715	05/12/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	486.91	23050437	10-2520-310-00-74-500-14
	66715	05/12/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	708.23	23050437	10-2520-310-00-74-500-14
	66715	05/12/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	730.36	23050437	10-2520-310-00-74-500-14
	66715	05/12/2023	10-1100-220-00-79-600-14	Regular Programs Insurance	1,746.81	23050337	10-1100-220-00-79-600-14

Huntley Community School District 158
Disbursements

Check Date: 4/28/2023 to 5/26/2023

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	66715	05/12/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	575.52	23050437	10-2520-310-00-74-500-14
	66715	05/12/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	784.80	23050437	10-2520-310-00-74-500-14
	66715	05/12/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	383.68	23050437	10-2520-310-00-74-500-14
	66715	05/12/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	383.68	23050437	10-2520-310-00-74-500-14
	66715	05/12/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	558.08	23050437	10-2520-310-00-74-500-14
	66715	05/12/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	575.51	23050437	10-2520-310-00-74-500-14
					$17,811.87	**Payee Vendor Total**	
Advance Auto Parts							
	66803	05/19/2023	40-2554-410-00-79	Fleet Supplies	(115.44)	23040717	40-2554-410-00-79
	66803	05/19/2023	40-2554-410-00-79	Fleet Supplies	317.42	23040717	40-2554-410-00-79
	66652	05/05/2023	40-2554-410-00-79	Fleet Supplies	154.43	23040717	40-2554-410-00-79
					$356.41	**Payee Vendor Total**	
Advantage Mechanical Inc							
	66653	05/05/2023	20-2542-390-00-79	Other Purchased Service	4,695.96	23050317	20-2542-390-00-79
	66653	05/05/2023	20-2542-323-00-79	Repairs & Maint Buildings	521.50	23040027	20-2542-323-00-79
	66653	05/05/2023	20-2542-323-00-79	Repairs & Maint Buildings	1,228.00	23040027	20-2542-323-00-79
	66653	05/05/2023	20-2542-323-00-79	Repairs & Maint Buildings	987.00	23040027	20-2542-323-00-79
	66653	05/05/2023	20-2542-323-00-79	Repairs & Maint Buildings	254.00	23030027	20-2542-323-00-79
	66653	05/05/2023	20-2542-323-00-79	Repairs & Maint Buildings	449.50	23030027	20-2542-323-00-79
	66653	05/05/2023	20-2542-323-00-79	Repairs & Maint Buildings	1,016.00	23050027	20-2542-323-00-79
	66653	05/05/2023	20-2542-323-00-79	Repairs & Maint Buildings	1,178.00	23050027	20-2542-323-00-79
	66653	05/05/2023	20-2542-323-00-79	Repairs & Maint Buildings	190.50	23050027	20-2542-323-00-79
	66804	05/19/2023	20-2542-323-00-79	Repairs & Maint Buildings	2,854.00	20232953	20-2542-323-00-79
	66804	05/19/2023	20-2542-323-00-79	Repairs & Maint Buildings	3,335.00	20232953	20-2542-323-00-79
	66804	05/19/2023	20-2542-323-00-79	Repairs & Maint Buildings	2,128.50	20232953	20-2542-323-00-79
	66804	05/19/2023	20-2542-323-00-79	Repairs & Maint Buildings	3,398.00	20232953	20-2542-323-00-79
	66804	05/19/2023	20-2542-323-00-79	Repairs & Maint Buildings	1,964.00	20232953	20-2542-323-00-79
					$24,199.96	**Payee Vendor Total**	
AFLAC Group							
	66594	04/28/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	3,264.35	23070427	10-2310-220-00-79-600-14
	66594	04/28/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	1,300.00	23080427	10-2310-220-00-79-600-14
	66594	04/28/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	3,397.05	23090427	10-2310-220-00-79-600-14
	66594	04/28/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	1,300.00	23090427	10-2310-220-00-79-600-14
	66594	04/28/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	1,436.78	23100427	10-2310-220-00-79-600-14
	66594	04/28/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	1,324.82	23110427	10-2310-220-00-79-600-14

Huntley Community School District 158
Disbursements

Check Date: 4/28/2023 to 5/26/2023

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	66594	04/28/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	3,381.73	23120427	10-2310-220-00-79-600-14	
	66594	04/28/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	3,454.43	23010427	10-2310-220-00-79-600-14	
	66594	04/28/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	1,400.00	23010427	10-2310-220-00-79-600-14	
	66654	05/05/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	3,400.00	23020427	10-2310-220-00-79-600-14	
	66654	05/05/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	1,463.46	23020427	10-2310-220-00-79-600-14	
	66654	05/05/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	1,036.73	23030427	10-2310-220-00-79-600-14	
	66654	05/05/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	3,690.49	23030427	10-2310-220-00-79-600-14	
					$29,849.84	**Payee Vendor Total**		
Airgas USA LLC								
	66655	05/05/2023	20-2542-410-00-79	Supplies B & G	478.79	23050237	20-2542-410-00-79	
	66655	05/05/2023	20-2542-410-00-79	Supplies B & G	76.00	23030237	20-2542-410-00-79	
	66655	05/05/2023	20-2542-410-00-79	Supplies B & G	227.81	23040237	20-2542-410-00-79	
	66655	05/05/2023	20-2542-410-00-79	Supplies B & G	303.81	23040237	20-2542-410-00-79	
	66805	05/19/2023	40-2552-490-00-79	Inventoriable Supplies	208.73	20232864	40-2552-490-00-79	234
	66805	05/19/2023	40-2552-490-00-79	Inventoriable Supplies	384.02	20232865	40-2552-490-00-79	
	66805	05/19/2023	20-2542-410-00-79	Supplies B & G	195.60	20233094	20-2542-410-00-79	
	66805	05/19/2023	20-2542-410-00-79	Supplies B & G	5.20	20233145	20-2542-410-00-79	
					$1,879.96	**Payee Vendor Total**		
Alboum & Associates LLC								
	66806	05/19/2023	10-2213-310-00-79-600-14	Special Svcs Pur Svc	55.60	20232866	10-2213-310-00-79-600-14	
	66806	05/19/2023	10-2213-310-00-79-600-14	Special Svcs Pur Svc	44.48	20232866	10-2213-310-00-79-600-14	
	66806	05/19/2023	10-2213-310-00-79-600-14	Special Svcs Pur Svc	55.60	20232866	10-2213-310-00-79-600-14	
	66806	05/19/2023	10-2213-310-00-79-600-14	Special Svcs Pur Svc	66.72	20232866	10-2213-310-00-79-600-14	
					$222.40	**Payee Vendor Total**		
Alexander Leigh Center fo								
	66656	05/05/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	30,633.51	23041617	10-4220-670-00-79-600-14	
					$30,633.51	**Payee Vendor Total**		
Alms, Greg								
	66807	05/19/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	69.51	20232867	10-1200-310-92-79-600-14	
					$69.51	**Payee Vendor Total**		
Aloha Chicago Entertainme								
	66808	05/19/2023	10-1100-310-76-79-600-14	CURES Instruc Pur Svcs	450.00	20233095	10-1100-310-76-79-600-14	
					$450.00	**Payee Vendor Total**		
Alpha Baking Company Inc								

Huntley Community School District 158
Disbursements

Check Date: 4/28/2023 to 5/26/2023

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	66657	05/05/2023	10-2560-415-00-71-300-13	Cafe Food HS	354.69	23041087	10-2560-415-00-71-300-13	
	66657	05/05/2023	10-2560-415-00-71-300-13	Cafe Food HS	584.70	23041087	10-2560-415-00-71-300-13	
	66657	05/05/2023	10-2560-415-00-71-300-13	Cafe Food HS	427.83	23041087	10-2560-415-00-71-300-13	
	66657	05/05/2023	10-2560-415-00-71-300-13	Cafe Food HS	413.48	23041087	10-2560-415-00-71-300-13	
	66657	05/05/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	57.36	23041077	10-2560-415-00-71-100-13	
	66657	05/05/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	142.72	23041077	10-2560-415-00-71-100-13	
	66657	05/05/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	176.11	23041117	10-2560-415-00-72-220-13	
	66657	05/05/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	154.60	23041117	10-2560-415-00-72-220-13	
	66657	05/05/2023	10-2560-415-00-72-120-13	Cafe Food Martin	98.16	23041107	10-2560-415-00-72-120-13	
	66657	05/05/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	54.00	23041097	10-2560-415-00-72-110-13	
	66657	05/05/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	38.24	23041097	10-2560-415-00-72-110-13	
	66657	05/05/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	38.24	23041097	10-2560-415-00-72-110-13	
	66657	05/05/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	38.24	23041097	10-2560-415-00-72-110-13	
	66657	05/05/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	147.56	23041147	10-2560-415-00-74-210-13	235
	66657	05/05/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	147.56	23041147	10-2560-415-00-74-210-13	
	66657	05/05/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	72.60	23041147	10-2560-415-00-74-210-13	
	66657	05/05/2023	10-2560-415-00-74-150-13	Cafe Food Conley	43.20	23041137	10-2560-415-00-74-150-13	
	66657	05/05/2023	10-2560-415-00-74-150-13	Cafe Food Conley	72.08	23041137	10-2560-415-00-74-150-13	
	66657	05/05/2023	10-2560-415-00-74-150-13	Cafe Food Conley	49.09	23041137	10-2560-415-00-74-150-13	
	66657	05/05/2023	10-2560-415-00-74-150-13	Cafe Food Conley	71.93	23041137	10-2560-415-00-74-150-13	
	66657	05/05/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	32.40	23041127	10-2560-415-00-74-140-13	
	66657	05/05/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	27.80	23041127	10-2560-415-00-74-140-13	
	66657	05/05/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	37.36	23041127	10-2560-415-00-74-140-13	
	66657	05/05/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	19.12	23041127	10-2560-415-00-74-140-13	
	66657	05/05/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	40.82	23041077	10-2560-415-00-71-100-13	
					$3,339.89	**Payee Vendor Total**		
American Building Service								
	66716	05/12/2023	20-2542-410-00-79	Supplies B & G	1,209.31	20230870	20-2542-410-00-79	
					$1,209.31	**Payee Vendor Total**		
AmeriGas								
	66595	04/28/2023	40-2552-461-00-79	Propane	1,561.91	23030567	40-2552-461-00-79	
	66595	04/28/2023	40-2552-461-00-79	Propane	892.43	23030567	40-2552-461-00-79	
	66595	04/28/2023	40-2552-461-00-79	Propane	837.24	23020567	40-2552-461-00-79	
	66595	04/28/2023	40-2552-461-00-79	Propane	1,275.80	23010567	40-2552-461-00-79	
	66595	04/28/2023	40-2552-461-00-79	Propane	1,487.24	23030567	40-2552-461-00-79	

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	66658	05/05/2023	40-2552-461-00-79	Propane	626.70	23030567	40-2552-461-00-79
	66658	05/05/2023	40-2552-461-00-79	Propane	940.37	23040567	40-2552-461-00-79
	66658	05/05/2023	40-2552-461-00-79	Propane	3,019.18	23040567	40-2552-461-00-79
	66717	05/12/2023	40-2552-461-00-79	Propane	1,399.13	23040567	40-2552-461-00-79
	66717	05/12/2023	40-2552-461-00-79	Propane	589.11	23040567	40-2552-461-00-79
	66809	05/19/2023	40-2552-461-00-79	Propane	883.66	23040567	40-2552-461-00-79
	66809	05/19/2023	40-2552-461-00-79	Propane	736.39	23040567	40-2552-461-00-79
	66809	05/19/2023	40-2552-461-00-79	Propane	1,877.78	23050567	40-2552-461-00-79
	66595	04/28/2023	40-2552-461-00-79	Propane	1,595.63	23020567	40-2552-461-00-79
	66658	05/05/2023	40-2552-461-00-79	Propane	1,561.61	23030567	40-2552-461-00-79
					$19,284.18	**Payee Vendor Total**	
Amita GlenOaks School							
	66810	05/19/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,733.31	20232954	10-4220-670-00-79-600-14
	66810	05/19/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	1,670.58	20232868	10-4220-670-00-79-600-14
	66810	05/19/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,290.17	20233115	10-4220-670-00-79-600-14
					$11,694.06	**Payee Vendor Total**	
AMS Store and Shred							
	66811	05/19/2023	10-2321-390-00-74-500-14	Purchased Service Supt	90.00	20232869	10-2321-390-00-74-500-14
					$90.00	**Payee Vendor Total**	
Ancora Publishing							
	66812	05/19/2023	10-1100-421-00-74-500-14	Materials 6-12	6,808.76	20232825	10-1100-421-00-74-500-14
	66812	05/19/2023	10-1100-421-00-74-500-25	Materials PK-5	5,252.82	20232825	10-1100-421-00-74-500-25
	66812	05/19/2023	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	3,387.00	20232870	10-2212-310-00-79-505-14
	66812	05/19/2023	10-2212-310-00-79-505-25	Curr Gen Pur Svc PK-5	2,613.00	20232870	10-2212-310-00-79-505-25
	66812	05/19/2023	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	3,387.00	20232871	10-2212-310-00-79-505-14
	66812	05/19/2023	10-2212-310-00-79-505-25	Curr Gen Pur Svc PK-5	2,613.00	20232871	10-2212-310-00-79-505-25
					$24,061.58	**Payee Vendor Total**	
Anderson Lock Co Inc							
	992300208	05/03/2023	20-2542-410-00-79	Supplies B & G	4,030.43	20232860	20-2542-410-00-79
	992300214	05/15/2023	10-2546-490-00-79-600-14	Security Officer Supplies	2,510.20	20232674	10-2546-490-00-79-600-14
					$6,540.63	**Payee Vendor Total**	
Anderson Pest Solutions							
	66813	05/19/2023	20-2542-321-00-79	Sanitation/Exterminating	554.47	23050037	20-2542-321-00-79
					$554.47	**Payee Vendor Total**	

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Angelilli, Kelly							
	66596	04/28/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	330.00	23011962	10-1200-310-92-79-600-14
					$330.00	**Payee Vendor Total**	
AnthroMed LLC							
	66814	05/19/2023	10-2150-310-72-79-600-14	ARP IDEA Speech Svc	2,888.20	20232955	10-2150-310-72-79-600-14
	66814	05/19/2023	10-2150-310-72-79-600-14	ARP IDEA Speech Svc	2,372.45	20232872	10-2150-310-72-79-600-14
	66814	05/19/2023	10-2150-310-72-79-600-14	ARP IDEA Speech Svc	2,888.20	20233023	10-2150-310-72-79-600-14
	66814	05/19/2023	10-2150-310-72-79-600-14	ARP IDEA Speech Svc	2,888.20	20233116	10-2150-310-72-79-600-14
					$11,037.05	**Payee Vendor Total**	
Aramark Refreshment Servi							
	66815	05/19/2023	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	156.03	20232985	10-1120-323-00-74-210-13
	66815	05/19/2023	10-2213-415-00-72-120-13	Martin Staff Devel Supplies	182.05	20233029	10-2213-415-00-72-120-13
					$338.08	**Payee Vendor Total**	
Artlow Systems, Inc							
	66659	05/05/2023	20-2542-329-00-79	Buildings - Small Projects	7,350.00	20230156	20-2542-329-00-79
					$7,350.00	**Payee Vendor Total**	
Auto Glass Service							
	66816	05/19/2023	40-2550-323-00-79	Repairs and Maintenance	325.00	20233096	40-2550-323-00-79
					$325.00	**Payee Vendor Total**	
Auto Tech Centers Inc							
	992300219	05/23/2023	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	215.20	20233097	20-2545-323-00-79-600-14
					$215.20	**Payee Vendor Total**	
Avanzando LLC							
	66817	05/19/2023	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	1,000.00	20232956	10-2210-390-82-79-605-14
	66817	05/19/2023	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	2,000.00	20232956	10-2210-390-82-79-605-14
					$3,000.00	**Payee Vendor Total**	
Avila, Chris							
	66752	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
					$75.00	**Payee Vendor Total**	
Avner, Jaclynn							
	66925	05/17/2023	10-1400-410-09-71-300-13	Home Economics Supplies	17.59	0	10-1400-410-09-71-300-13
	66925	05/17/2023	10-1400-410-09-71-300-13	Home Economics Supplies	38.02	0	10-1400-410-09-71-300-13
	66925	05/17/2023	10-1400-410-09-71-300-13	Home Economics Supplies	60.31	0	10-1400-410-09-71-300-13

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	66925	05/17/2023	10-1400-410-09-71-300-13	Home Economics Supplies	52.74	0	10-1400-410-09-71-300-13
	66925	05/17/2023	10-1400-410-09-71-300-13	Home Economics Supplies	81.49	0	10-1400-410-09-71-300-13
	66925	05/17/2023	10-1400-410-09-71-300-13	Home Economics Supplies	69.89	0	10-1400-410-09-71-300-13
	66925	05/17/2023	10-1400-410-09-71-300-13	Home Economics Supplies	47.53	0	10-1400-410-09-71-300-13
	66925	05/17/2023	10-1400-410-09-71-300-13	Home Economics Supplies	37.24	0	10-1400-410-09-71-300-13
	66925	05/17/2023	10-1400-410-09-71-300-13	Home Economics Supplies	26.95	0	10-1400-410-09-71-300-13
	66925	05/17/2023	10-1400-410-09-71-300-13	Home Economics Supplies	48.62	0	10-1400-410-09-71-300-13
	66925	05/17/2023	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	96.55	0	10-2213-415-00-71-300-13
	66925	05/17/2023	10-1400-410-09-71-300-13	Home Economics Supplies	19.64	0	10-1400-410-09-71-300-13
					$596.57	**Payee Vendor Total**	
Aya Healthcare Inc							
	66818	05/19/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	10,344.60	20232873	10-1101-310-00-79-605-14
	66818	05/19/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	7,425.00	20233117	10-1101-310-00-79-605-14
					$17,769.60	**Payee Vendor Total**	
Babcock, Barbara							
	66921	05/17/2023	10-2130-310-00-79-600-14	Health Services	120.00	0	10-2130-310-00-79-600-14
					$120.00	**Payee Vendor Total**	
Bach, Brad							
	66634	05/05/2023	10-1500-319-00-71-300-13	Sports Officials HS	25.00	0	10-1500-319-00-71-300-13
					$25.00	**Payee Vendor Total**	
Barrington High School							
	66753	05/12/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	50.00	0	10-1500-640-00-71-300-13
					$50.00	**Payee Vendor Total**	
Basargin, Beth							
	66963	05/19/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	119.87	0	10-1200-310-92-79-600-14
	66963	05/19/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	35.76	0	10-1200-310-92-79-600-14
					$155.63	**Payee Vendor Total**	
Bellmore, Steve							
	66635	05/05/2023	10-1500-319-00-71-300-13	Sports Officials HS	244.00	0	10-1500-319-00-71-300-13
	66819	05/19/2023	10-1500-319-00-72-220-13	Sports Officials Marlowe	150.00	20232957	10-1500-319-00-72-220-13
					$394.00	**Payee Vendor Total**	
Benchmark Education Compa							
	66660	05/05/2023	10-1100-421-00-74-500-25	Materials PK-5	50.00	20231584	10-1100-421-00-74-500-25

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	66660	05/05/2023	10-1100-421-00-74-500-25	Materials PK-5	500.00	20231584	10-1100-421-00-74-500-25
					$550.00	**Payee Vendor Total**	
Bencko, Robert							
	66706	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	216.00	0	10-1500-319-00-71-300-13
					$216.00	**Payee Vendor Total**	
Benefitfocus.com Inc							
	66718	05/12/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	1,839.48	23050197	10-2310-220-00-79-600-14
					$1,839.48	**Payee Vendor Total**	
Bessey, Christina							
	66926	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	44.82	0	10-1100-423-00-74-500-25
	66926	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	100.03	0	10-1100-423-00-74-500-25
	66926	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	18.15	0	10-1100-423-00-74-500-25
	66926	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	29.10	0	10-1100-423-00-74-500-25
	66926	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	56.98	0	10-1100-423-00-74-500-25
					$249.08	**Payee Vendor Total**	
Bilingual Speech Solution							
	66820	05/19/2023	10-2150-310-72-79-600-14	ARP IDEA Speech Svc	881.25	20232958	10-2150-310-72-79-600-14
					$881.25	**Payee Vendor Total**	
Blazerworks							
	66661	05/05/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	(375.00)	23040527	10-1101-310-00-79-605-14
	66661	05/05/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,000.00	23040527	10-1101-310-00-79-605-14
	66661	05/05/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,398.44	23040527	10-1101-310-00-79-605-14
	66661	05/05/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,350.00	23040527	10-1101-310-00-79-605-14
	66661	05/05/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,912.50	23040527	10-1101-310-00-79-605-14
	66661	05/05/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	975.00	23040527	10-1101-310-00-79-605-14
	66661	05/05/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,912.50	23040527	10-1101-310-00-79-605-14
	66661	05/05/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,862.50	23040527	10-1101-310-00-79-605-14
	66661	05/05/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	975.00	23040527	10-1101-310-00-79-605-14
	66661	05/05/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,000.00	23040527	10-1101-310-00-79-605-14
	66661	05/05/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,160.00	23040527	10-1101-310-00-79-605-14
	66661	05/05/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,398.44	23040527	10-1101-310-00-79-605-14
	66821	05/19/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,000.00	23040527	10-1101-310-00-79-605-14
	66821	05/19/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,398.44	23040527	10-1101-310-00-79-605-14
	66821	05/19/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,540.00	23040527	10-1101-310-00-79-605-14

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	66821	05/19/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,162.50	23040527	10-1101-310-00-79-605-14
	66821	05/19/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	975.00	23040527	10-1101-310-00-79-605-14
					$37,645.32	**Payee Vendor Total**	
Bley, Lindsay							
	66964	05/19/2023	10-1225-410-95-79-600-14	ECE Instr Supplies	29.99	0	10-1225-410-95-79-600-14
					$29.99	**Payee Vendor Total**	
Blu Petroleum							
	66597	04/28/2023	40-2552-464-00-79	Diesel/Gasoline	3,003.43	23040827	40-2552-464-00-79
	66597	04/28/2023	40-2552-464-00-79	Diesel/Gasoline	650.03	23041647	40-2552-464-00-79
	66597	04/28/2023	40-2552-464-00-79	Diesel/Gasoline	5,813.56	23041647	40-2552-464-00-79
	66597	04/28/2023	40-2552-464-00-79	Diesel/Gasoline	4,129.43	23040827	40-2552-464-00-79
	66662	05/05/2023	40-2552-464-00-79	Diesel/Gasoline	3,746.22	23040827	40-2552-464-00-79
	66662	05/05/2023	40-2552-464-00-79	Diesel/Gasoline	(33.00)	23021647	40-2552-464-00-79
	66662	05/05/2023	40-2552-464-00-79	Diesel/Gasoline	469.34	23051647	40-2552-464-00-79
	66719	05/12/2023	40-2552-464-00-79	Diesel/Gasoline	4,560.58	23040827	40-2552-464-00-79
	66719	05/12/2023	40-2552-464-00-79	Diesel/Gasoline	741.65	23051647	40-2552-464-00-79
	66719	05/12/2023	40-2552-464-00-79	Diesel/Gasoline	4,442.12	23040827	40-2552-464-00-79
	66822	05/19/2023	40-2552-464-00-79	Diesel/Gasoline	3,886.28	23050827	40-2552-464-00-79
	66822	05/19/2023	40-2552-464-00-79	Diesel/Gasoline	3,530.73	23050827	40-2552-464-00-79
	66662	05/05/2023	40-2552-464-00-79	Diesel/Gasoline	312.60	23021647	40-2552-464-00-79
					$35,252.97	**Payee Vendor Total**	
Blue Cross Blue Shield							
	202304280	04/28/2023	10-1100-220-00-79-600-14	Regular Programs Insurance	280,336.34	23040417	10-1100-220-00-79-600-14
	202305220	05/22/2023	10-1100-220-00-79-600-14	Regular Programs Insurance	442,427.16	23050417	10-1100-220-00-79-600-14
	992300033	05/08/2023	10-1100-220-00-79-600-14	Regular Programs Insurance	552,683.59	23050417	10-1100-220-00-79-600-14
					$1,275,447.09	**Payee Vendor Total**	
BMI Audit Services							
	66823	05/19/2023	10-2520-390-00-74-500-14	Purch Serv Fiscal	2,400.00	20233155	10-2520-390-00-74-500-14
					$2,400.00	**Payee Vendor Total**	
Bosley, Tom							
	66754	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	147.00	0	10-1500-319-00-71-300-13
					$147.00	**Payee Vendor Total**	
Bowie, Jennifer							
	66927	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	11.36	0	10-1100-423-00-74-500-25

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	66927	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	19.86	0	10-1100-423-00-74-500-25
	66927	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	8.99	0	10-1100-423-00-74-500-25
	66927	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	132.54	0	10-1100-423-00-74-500-25
	66927	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	50.82	0	10-1100-423-00-74-500-25
					$223.57	**Payee Vendor Total**	
Brancato,Suzanne							
	66928	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	63.98	0	10-1100-423-00-74-500-25
	66928	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	29.64	0	10-1100-423-00-74-500-25
	66928	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	151.75	0	10-1100-423-00-74-500-25
	66928	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	4.63	0	10-1100-423-00-74-500-25
					$250.00	**Payee Vendor Total**	
Brents Mailing Equipment							
	66824	05/19/2023	10-2630-341-00-74-500-14	Postage Central Office	1,200.00	20232874	10-2630-341-00-74-500-14
					$1,200.00	**Payee Vendor Total**	
Brock, Robert							
	66755	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
					$75.00	**Payee Vendor Total**	
Brophy, Tom							
	66756	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	150.00	0	10-1500-319-00-71-300-13
					$150.00	**Payee Vendor Total**	
Brown, Jennifer							
	63319	05/12/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	(390.00)	0	10-2310-230-00-74-500-14
					($390.00)	**Payee Vendor Total**	
Brucker Company							
	992300186	05/26/2023	20-2542-323-00-79	Repairs & Maint Buildings	(1,675.00)	20232354	20-2542-323-00-79
	992300215	05/15/2023	20-2542-410-00-79	Supplies B & G	1,174.62	20232422	20-2542-410-00-79
	992300215	05/15/2023	20-2542-410-00-79	Supplies B & G	3,615.78	20232422	20-2542-410-00-79
	992300215	05/15/2023	20-2542-410-00-79	Supplies B & G	1,090.76	20232422	20-2542-410-00-79
	992300215	05/15/2023	20-2542-410-00-79	Supplies B & G	731.40	20232422	20-2542-410-00-79
	992300215	05/15/2023	20-2542-410-00-79	Supplies B & G	333.64	20232422	20-2542-410-00-79
	992300215	05/15/2023	20-2542-410-00-79	Supplies B & G	1,276.46	20232422	20-2542-410-00-79
	992300215	05/15/2023	20-2542-410-00-79	Supplies B & G	1,014.91	20232422	20-2542-410-00-79
	992300215	05/15/2023	20-2542-410-00-79	Supplies B & G	1,069.27	20232422	20-2542-410-00-79
	992300215	05/15/2023	20-2542-410-00-79	Supplies B & G	1,069.27	20232422	20-2542-410-00-79

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$9,701.11	**Payee Vendor Total**	
BryMax Enterprises Inc							
	66663	05/05/2023	10-2560-415-00-71-300-13	Cafe Food HS	201.60	23041907	10-2560-415-00-71-300-13
	66663	05/05/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,188.60	23041917	10-2560-415-00-72-220-13
	66663	05/05/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,209.60	23051917	10-2560-415-00-72-220-13
	66663	05/05/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	604.80	23041927	10-2560-415-00-74-210-13
	66663	05/05/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	302.40	23041927	10-2560-415-00-74-210-13
					$3,507.00	**Payee Vendor Total**	
Building Technology Consu							
	66825	05/19/2023	20-2540-310-00-79	Professional & Technical	630.00	20233066	20-2540-310-00-79
					$630.00	**Payee Vendor Total**	
Butcher on the Block							
	66826	05/19/2023	10-2210-312-97-79-600-14	All Children Prof Dev	570.00	20233146	10-2210-312-97-79-600-14
					$570.00	**Payee Vendor Total**	
Camacho, Caesar							
	66757	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	144.00	0	10-1500-319-00-71-300-13
					$144.00	**Payee Vendor Total**	
Camelot Therapeutic Schoo							
	66664	05/05/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,985.90	23120517	10-4220-670-00-79-600-14
	66664	05/05/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,183.08	23030517	10-4220-670-00-79-600-14
					$13,168.98	**Payee Vendor Total**	
Cangiolosi, Cheryl							
	63214	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	(22.50)	0	10-2560-415-00-71-300-13
	66707	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	22.50	0	10-2560-415-00-71-300-13
					$0.00	**Payee Vendor Total**	
Canteen Refreshments							
	66827	05/19/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	62.50	20233018	10-2560-410-00-71-300-13
	66827	05/19/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	330.00	20233018	10-2560-410-00-71-300-13
					$392.50	**Payee Vendor Total**	
Carlson, Jennifer							
	66965	05/19/2023	10-1400-410-09-71-300-13	Home Economics Supplies	49.90	0	10-1400-410-09-71-300-13
					$49.90	**Payee Vendor Total**	
Carnegie Learning							

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	66598	04/28/2023	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	45,900.00	20232766	10-2212-310-00-79-505-14
					$45,900.00	**Payee Vendor Total**	
Carolina Biological Suppl							
	66599	04/28/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	17.29	20232562	10-1130-410-67-71-300-13
	66599	04/28/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	126.80	20232562	10-1130-410-67-71-300-13
	66599	04/28/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	49.30	20232562	10-1130-410-67-71-300-13
	66599	04/28/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	17.29	20232562	10-1130-410-67-71-300-13
	66599	04/28/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	95.96	20232562	10-1130-410-67-71-300-13
	66599	04/28/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	53.77	20232562	10-1130-410-67-71-300-13
	66599	04/28/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	17.29	20232562	10-1130-410-67-71-300-13
	66599	04/28/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	50.87	20232561	10-1130-410-67-71-300-13
	66599	04/28/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	74.17	20232561	10-1130-410-67-71-300-13
	66599	04/28/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	17.34	20232561	10-1130-410-67-71-300-13
	66599	04/28/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	17.34	20232561	10-1130-410-67-71-300-13
	66599	04/28/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	36.95	20232561	10-1130-410-67-71-300-13
	66599	04/28/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	13.77	20232561	10-1130-410-67-71-300-13
	66720	05/12/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	65.00	20231928	10-1130-410-67-71-300-13
	66720	05/12/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	1,325.00	20231928	10-1130-410-67-71-300-13
	66720	05/12/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	36.95	20231894	10-1130-410-67-71-300-13
	66720	05/12/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	17.29	20231894	10-1130-410-67-71-300-13
	66720	05/12/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	17.29	20231894	10-1130-410-67-71-300-13
	66720	05/12/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	17.29	20231894	10-1130-410-67-71-300-13
	66720	05/12/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	123.25	20231894	10-1130-410-67-71-300-13
	66720	05/12/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	12.68	20231894	10-1130-410-67-71-300-13
					$2,202.89	**Payee Vendor Total**	
Cassandra Strings							
	66828	05/19/2023	10-1130-410-12-71-300-13	Music Supplies HS	69.90	20232959	10-1130-410-12-71-300-13
	66828	05/19/2023	10-1110-410-36-71-100-13	Orchestra Supplies Leggee	(67.04)	20232784	10-1110-410-36-71-100-13
	66828	05/19/2023	10-1110-410-36-71-100-13	Orchestra Supplies Leggee	384.00	20232784	10-1110-410-36-71-100-13
	66828	05/19/2023	10-1110-410-36-71-100-13	Orchestra Supplies Leggee	19.96	20232784	10-1110-410-36-71-100-13
	66828	05/19/2023	10-1110-410-36-71-100-13	Orchestra Supplies Leggee	13.99	20232784	10-1110-410-36-71-100-13
	66828	05/19/2023	10-1110-410-36-71-100-13	Orchestra Supplies Leggee	13.99	20232784	10-1110-410-36-71-100-13
	66828	05/19/2023	10-1110-410-36-71-100-13	Orchestra Supplies Leggee	55.96	20232784	10-1110-410-36-71-100-13
	66828	05/19/2023	10-1110-410-36-71-100-13	Orchestra Supplies Leggee	31.90	20232784	10-1110-410-36-71-100-13
	66828	05/19/2023	10-1110-410-36-74-150-13	Conley Orchestra Supplies	47.49	20233098	10-1110-410-36-74-150-13

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	66828	05/19/2023	10-1110-410-36-74-150-13	Conley Orchestra Supplies	87.50	20233098	10-1110-410-36-74-150-13
					$657.65	**Payee Vendor Total**	
Castans, Rita M							
	66966	05/19/2023	10-2213-410-00-79-600-14	Special Svcs Supplies	35.00	0	10-2213-410-00-79-600-14
	66966	05/19/2023	10-2213-410-00-79-600-14	Special Svcs Supplies	25.74	0	10-2213-410-00-79-600-14
	66966	05/19/2023	10-2213-410-00-79-600-14	Special Svcs Supplies	9.74	0	10-2213-410-00-79-600-14
	66966	05/19/2023	10-2213-410-00-79-600-14	Special Svcs Supplies	44.95	0	10-2213-410-00-79-600-14
	66966	05/19/2023	10-2213-410-00-79-600-14	Special Svcs Supplies	33.09	0	10-2213-410-00-79-600-14
	66966	05/19/2023	10-2213-410-00-79-600-14	Special Svcs Supplies	37.31	0	10-2213-410-00-79-600-14
					$185.83	**Payee Vendor Total**	
CDW Government Inc							
	66600	04/28/2023	10-2321-410-00-74-500-14	Supplies Supt	1,683.15	20232608	10-2321-410-00-74-500-14
	66665	05/05/2023	10-2660-410-00-79-600-14	Supplies Tech	374.00	20232750	10-2660-410-00-79-600-14
	66665	05/05/2023	10-2660-319-61-79-600-14	Software Maintenance	13,500.00	20232708	10-2660-319-61-79-600-14
	66829	05/19/2023	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	2,160.00	20232491	10-2660-490-00-79-600-14
	66829	05/19/2023	10-2660-470-00-79-600-14	Software Technology	3,073.68	20232946	10-2660-470-00-79-600-14
					$20,790.83	**Payee Vendor Total**	
Ceithaml, Patrick							
	66929	05/17/2023	20-2542-410-00-79	Supplies B & G	100.00	0	20-2542-410-00-79
					$100.00	**Payee Vendor Total**	
Center for Education & Em							
	64969	05/12/2023	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	(179.00)	20231587	10-2546-390-00-79-600-14
					($179.00)	**Payee Vendor Total**	
Center for Psychological							
	66830	05/19/2023	10-2140-310-72-79-600-14	ARP IDEA Psych Svc	600.00	20233118	10-2140-310-72-79-600-14
					$600.00	**Payee Vendor Total**	
Central States Bus Sales							
	66601	04/28/2023	40-2554-410-00-79	Fleet Supplies	108.00	23040727	40-2554-410-00-79
	66601	04/28/2023	40-2554-410-00-79	Fleet Supplies	369.34	23040727	40-2554-410-00-79
	66721	05/12/2023	40-2554-410-00-79	Fleet Supplies	97.74	23050727	40-2554-410-00-79
	66721	05/12/2023	40-2554-410-00-79	Fleet Supplies	367.42	23050727	40-2554-410-00-79
	66831	05/19/2023	40-2554-410-00-79	Fleet Supplies	230.00	23050727	40-2554-410-00-79
	66831	05/19/2023	40-2554-410-00-79	Fleet Supplies	49.84	23050727	40-2554-410-00-79

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					$1,222.34	Payee Vendor Total	
Century Springs							
	66832	05/19/2023	10-2410-490-00-71-300-13	HS Staff Recognition	30.96	20232960	10-2410-490-00-71-300-13
	66832	05/19/2023	10-2410-490-00-71-300-13	HS Staff Recognition	30.96	20232960	10-2410-490-00-71-300-13
	66832	05/19/2023	10-2410-490-00-71-300-13	HS Staff Recognition	30.96	20232960	10-2410-490-00-71-300-13
	66832	05/19/2023	10-2410-490-00-71-300-13	HS Staff Recognition	22.97	20232960	10-2410-490-00-71-300-13
	66832	05/19/2023	10-2410-490-00-71-300-13	HS Staff Recognition	27.00	20232960	10-2410-490-00-71-300-13
	66832	05/19/2023	10-2410-490-00-71-300-13	HS Staff Recognition	27.00	20232960	10-2410-490-00-71-300-13
	66832	05/19/2023	10-2410-490-00-71-300-13	HS Staff Recognition	27.00	20232960	10-2410-490-00-71-300-13
	66832	05/19/2023	10-1200-410-66-71-300-13	STEP Supplies	52.94	20232875	10-1200-410-66-71-300-13
					$249.79	Payee Vendor Total	
Choklad, Scott							
	66636	05/05/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
	66758	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
					$150.00	Payee Vendor Total	
Chupich, Jason							
	66759	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	10.00	0	10-1500-319-00-71-300-13
	66759	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	147.00	0	10-1500-319-00-71-300-13
					$157.00	Payee Vendor Total	
Cintas Corporation No 2							
	66833	05/19/2023	10-2560-410-00-74-150-13	Cafe Supplies Conley	19.88	20232876	10-2560-410-00-74-150-13
	66833	05/19/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	66.57	20232876	10-2560-410-00-74-210-13
	66833	05/19/2023	10-2560-410-00-72-110-13	Cafe Supplies Chesak	94.28	20232876	10-2560-410-00-72-110-13
	66833	05/19/2023	10-2560-410-00-72-120-13	Cafe Supplies Martin	77.14	20232876	10-2560-410-00-72-120-13
	66833	05/19/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	86.54	20232876	10-2560-415-00-74-210-13
	66833	05/19/2023	10-2560-410-00-71-100-13	Cafe Supplies Leggee	30.73	20232876	10-2560-410-00-71-100-13
	66833	05/19/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	65.43	20232876	10-2560-410-00-71-300-13
	66833	05/19/2023	10-2560-410-00-74-150-13	Cafe Supplies Conley	74.52	20232876	10-2560-410-00-74-150-13
					$515.09	Payee Vendor Total	
CINTAS							
	992300209	05/03/2023	40-2550-325-00-79	Rental Trans	185.90	23040757	40-2550-325-00-79
	992300211	05/08/2023	40-2550-325-00-79	Rental Trans	185.90	23050757	40-2550-325-00-79
	992300216	05/15/2023	40-2550-325-00-79	Rental Trans	185.90	23050757	40-2550-325-00-79
	992300220	05/23/2023	40-2550-325-00-79	Rental Trans	185.90	23050757	40-2550-325-00-79

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					$743.60	**Payee Vendor Total**	
Clare Woods Academy							
	66834	05/19/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	3,722.40	20233024	10-4220-670-00-79-600-14
					$3,722.40	**Payee Vendor Total**	
CLIC							
	66835	05/19/2023	10-2310-318-00-74-500-14	Legal Board	2,916.61	20232961	10-2310-318-00-74-500-14
	66835	05/19/2023	10-2310-318-00-74-500-14	Legal Board	15,082.00	20232961	10-2310-318-00-74-500-14
					$17,998.61	**Payee Vendor Total**	
ClientFirst Technology Co							
	66836	05/19/2023	10-2660-390-00-79-600-14	Purchased Service Technology	903.75	20232962	10-2660-390-00-79-600-14
					$903.75	**Payee Vendor Total**	
Colley Elevator Co							
	66837	05/19/2023	20-2542-323-00-79	Repairs & Maint Buildings	684.00	20232877	20-2542-323-00-79
	66837	05/19/2023	20-2542-323-00-79	Repairs & Maint Buildings	228.00	20233110	20-2542-323-00-79
	66837	05/19/2023	20-2542-323-00-79	Repairs & Maint Buildings	228.00	20233110	20-2542-323-00-79
	66837	05/19/2023	20-2542-323-00-79	Repairs & Maint Buildings	228.00	20233110	20-2542-323-00-79
					$1,368.00	**Payee Vendor Total**	
Comcast Business							
	66838	05/19/2023	20-2540-340-00-79	Telephone - Districtwide	294.85	23050367	20-2540-340-00-79
					$294.85	**Payee Vendor Total**	
ComEd							
	66587	04/28/2023	20-2540-466-00-79	Electric	11,772.42	0	20-2540-466-00-79
					$11,772.42	**Payee Vendor Total**	
ComEd							
	66922	05/17/2023	20-2540-466-00-79	Electric	9,191.08	0	20-2540-466-00-79
					$9,191.08	**Payee Vendor Total**	
ComEd							
	66760	05/12/2023	20-2540-466-00-79	Electric	238.71	0	20-2540-466-00-79
					$238.71	**Payee Vendor Total**	
CommonLit Inc							
	66666	05/05/2023	10-1100-310-76-79-600-14	CURES Instruc Pur Svcs	30,000.00	20232589	10-1100-310-76-79-600-14
	66666	05/05/2023	10-1100-310-76-79-600-14	CURES Instruc Pur Svcs	15,000.00	20232590	10-1100-310-76-79-600-14
					$45,000.00	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Contextual Learning Conce							
	66839	05/19/2023	10-1130-390-67-71-300-13	PLTW Pur Svc 6-12	1,895.00	20232878	10-1130-390-67-71-300-13
					$1,895.00	**Payee Vendor Total**	
Cornett, Brenda							
	66967	05/19/2023	10-1200-310-66-71-300-13	STEP Purchased Services	85.94	0	10-1200-310-66-71-300-13
					$85.94	**Payee Vendor Total**	
Cossentino, Sean							
	66761	05/12/2023	10-2560-415-00-72-120-13	Cafe Food Martin	21.10	0	10-2560-415-00-72-120-13
					$21.10	**Payee Vendor Total**	
Cove School							
	66840	05/19/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,745.78	23041959	10-4220-670-00-79-600-14
					$5,745.78	**Payee Vendor Total**	
Crown Restrooms							
	66841	05/19/2023	10-1120-390-00-74-210-13	Heineman Purchased Service	38.57	20233153	10-1120-390-00-74-210-13
					$38.57	**Payee Vendor Total**	
Crown Trophy							
	66842	05/19/2023	10-2321-410-00-74-500-14	Supplies Supt	432.00	20232879	10-2321-410-00-74-500-14
					$432.00	**Payee Vendor Total**	
CT Veach Inc							
	66843	05/19/2023	20-2543-320-00-79-600-14	Grounds Contract	19,845.14	23050157	20-2543-320-00-79-600-14
					$19,845.14	**Payee Vendor Total**	
Curriculum Associates LLC							
	66844	05/19/2023	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	15,586.67	20233021	10-2210-390-82-79-605-14
	66844	05/19/2023	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	14,125.42	20233021	10-2210-390-82-79-605-14
					$29,712.09	**Payee Vendor Total**	
D158 Food Service							
	202303311	04/30/2023	10-121	Food Service Receivable	690.09		10-163
	202303311	04/30/2023	10-1690-305	Other Food Serv Rev HS	(690.09)		10-1690-305
	202303311	04/30/2023	10-121	Food Service Receivable	98.00		10-163
	202303311	04/30/2023	10-1690-305	Other Food Serv Rev HS	(98.00)		10-1690-305
	202303311	04/30/2023	40-2554-410-00-79	Fleet Supplies	60.86		40-2554-410-00-79
	202303311	04/30/2023	10-1690-215	Other Food Serv Rev Heineman	(60.86)		10-1690-215
	202303311	04/30/2023	10-2546-490-00-79-600-14	Security Officer Supplies	436.10		10-2546-490-00-79-600-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202303311	04/30/2023	10-1690-155	Other Food Serv Rev Conley	(436.10)		10-1690-155
	202303311	04/30/2023	10-2213-415-00-74-500-25	Staff Dev Supplies PK-5	27.55		10-2213-415-00-74-500-25
	202303311	04/30/2023	10-1690-215	Other Food Serv Rev Heineman	(27.55)		10-1690-215
					$0.00	**Payee Vendor Total**	
Dabe, Aimee							
	66968	05/19/2023	10-1200-310-66-71-300-13	STEP Purchased Services	101.26	0	10-1200-310-66-71-300-13
					$101.26	**Payee Vendor Total**	
Dany Tree Service							
	66602	04/28/2023	20-2543-323-00-79	Repairs-Grounds	3,300.00	20232764	20-2543-323-00-79
					$3,300.00	**Payee Vendor Total**	
Datamation Imaging Servic							
	66845	05/19/2023	10-2660-390-00-79-600-14	Purchased Service Technology	125.00	20233148	10-2660-390-00-79-600-14
					$125.00	**Payee Vendor Total**	
del Castillo, Rocio							
	66969	05/19/2023	10-2213-410-00-79-600-14	Special Svcs Supplies	276.65	0	10-2213-410-00-79-600-14
					$276.65	**Payee Vendor Total**	
Delahanty, Eileen							
	66970	05/19/2023	10-2630-332-00-74-500-14	Communications Travel	34.06	0	10-2630-332-00-74-500-14
					$34.06	**Payee Vendor Total**	
Devine, Rosemary							
	66930	05/17/2023	10-2130-310-00-79-600-14	Health Services	89.00	0	10-2130-310-00-79-600-14
					$89.00	**Payee Vendor Total**	
DeYoung, Jamie							
	66931	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
	66931	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$780.00	**Payee Vendor Total**	
Doubek, Robin							
	66971	05/19/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
	66971	05/19/2023	10-1110-332-00-71-100-13	Teacher Travel Leggee	18.34	0	10-1110-332-00-71-100-13
	66971	05/19/2023	10-1110-332-00-71-100-13	Teacher Travel Leggee	18.34	0	10-1110-332-00-71-100-13
	66971	05/19/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$816.68	**Payee Vendor Total**	
DuPage Federation on Huma							

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Disbursements

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	66846	05/19/2023	10-2213-310-00-79-600-14	Special Svcs Pur Svc	163.35	20233111	10-2213-310-00-79-600-14
					$163.35	**Payee Vendor Total**	
Duran, Reyna							
	66762	05/12/2023	10-1970	Drivers Ed Fees	250.00	0	10-1970
					$250.00	**Payee Vendor Total**	
Easterseals							
	66667	05/05/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	4,800.00	23030597	10-2210-314-92-79-605-14
					$4,800.00	**Payee Vendor Total**	
Eds Automotive							
	66722	05/12/2023	40-2550-310-00-79	Prof & Tech Service Trans	575.00	23040707	40-2550-310-00-79
					$575.00	**Payee Vendor Total**	
Emotional ABCs Inc							
	66847	05/19/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	171.00	20232963	10-1200-310-92-79-600-14
					$171.00	**Payee Vendor Total**	
Enabling Devices Inc							
	66723	05/12/2023	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	129.95	20232554	10-1100-410-72-79-600-14
					$129.95	**Payee Vendor Total**	
Engler Callaway Baasten &							
	66848	05/19/2023	10-2310-318-00-74-500-14	Legal Board	2,675.00	20232880	10-2310-318-00-74-500-14
	66848	05/19/2023	10-2310-318-00-74-500-14	Legal Board	9,275.00	20233156	10-2310-318-00-74-500-14
					$11,950.00	**Payee Vendor Total**	
Escatel, Eduardo							
	66972	05/19/2023	10-2520-332-00-74-500-14	Travel Fiscal	44.54	0	10-2520-332-00-74-500-14
	66972	05/19/2023	10-2520-332-00-74-500-14	Travel Fiscal	44.54	0	10-2520-332-00-74-500-14
					$89.08	**Payee Vendor Total**	
Escudero, Michelle							
	66973	05/19/2023	10-2561-332-00-79-605-14	Dir Food Service Travel	60.26	0	10-2561-332-00-79-605-14
					$60.26	**Payee Vendor Total**	
Everdriven Technologies L							
	66603	04/28/2023	40-2552-331-00-79	Contracted Transportation	9,240.00	23030697	40-2552-331-00-79
	66668	05/05/2023	40-2552-331-00-79	Contracted Transportation	7,962.50	23050697	40-2552-331-00-79
	66724	05/12/2023	40-2552-331-00-79	Contracted Transportation	8,987.50	23050697	40-2552-331-00-79
	66849	05/19/2023	40-2552-331-00-79	Contracted Transportation	8,927.50	20232964	40-2552-331-00-79

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$35,117.50	**Payee Vendor Total**	
Fastsigns Crystal Lake							
	66850	05/19/2023	10-2190-410-00-71-300-12	Graduation Supplies HHS	36.25	20233154	10-2190-410-00-71-300-12
					$36.25	**Payee Vendor Total**	
Feld, Rebecca							
	66974	05/19/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$390.00	**Payee Vendor Total**	
FFP Fund IV Lessee2 LLC							
	66763	05/12/2023	20-2540-466-00-79	Electric	16,411.56	0	20-2540-466-00-79
					$16,411.56	**Payee Vendor Total**	
Flinn Scientific Inc							
	66669	05/05/2023	10-1130-410-13-71-300-13	Science Supplies HS	8.68	20230385	10-1130-410-13-71-300-13
					$8.68	**Payee Vendor Total**	
Follett Content Solutions							
	66725	05/12/2023	10-1100-421-00-74-500-25	Materials PK-5	128.70	20232269	10-1100-421-00-74-500-25
	66725	05/12/2023	10-1100-421-00-74-500-25	Materials PK-5	271.26	20232269	10-1100-421-00-74-500-25
	66725	05/12/2023	10-1100-421-00-74-500-25	Materials PK-5	142.92	20232269	10-1100-421-00-74-500-25
	66725	05/12/2023	10-1100-421-00-74-500-25	Materials PK-5	129.42	20232269	10-1100-421-00-74-500-25
	66725	05/12/2023	10-1100-421-00-74-500-25	Materials PK-5	128.70	20232269	10-1100-421-00-74-500-25
	66725	05/12/2023	10-1100-421-00-74-500-25	Materials PK-5	157.14	20232269	10-1100-421-00-74-500-25
	66725	05/12/2023	10-2220-430-00-74-140-13	Media Center Mackeben	366.04	20232187	10-2220-430-00-74-140-13
	66725	05/12/2023	10-1100-421-00-74-500-14	Materials 6-12	273.12	20232145	10-1100-421-00-74-500-14
	66725	05/12/2023	10-1100-421-00-74-500-14	Materials 6-12	221.91	20232145	10-1100-421-00-74-500-14
					$1,819.21	**Payee Vendor Total**	
Fowler, Renee							
	66975	05/19/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
	66975	05/19/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
	66975	05/19/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$1,170.00	**Payee Vendor Total**	
Fox Valley Fire Safety							
	992300217	05/15/2023	20-2542-323-00-79	Repairs & Maint Buildings	392.00	23020097	20-2542-323-00-79
	992300217	05/15/2023	20-2542-323-00-79	Repairs & Maint Buildings	392.00	23020097	20-2542-323-00-79
	992300217	05/15/2023	20-2542-390-00-79	Other Purchased Service	801.00	23050817	20-2542-390-00-79

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					$1,585.00	**Payee Vendor Total**		
Fracz, Marek								
	63882	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	(113.00)	0	10-1500-319-00-71-300-13	
					($113.00)	**Payee Vendor Total**		
Galgay, Kathleen M.								
	66976	05/19/2023	10-1100-423-00-74-500-25	New Adoption PK-5	16.98	0	10-1100-423-00-74-500-25	
	66976	05/19/2023	10-1100-423-00-74-500-25	New Adoption PK-5	230.37	0	10-1100-423-00-74-500-25	
					$247.35	**Payee Vendor Total**		
Gallagher, Dean								
	66923	05/17/2023	10-1543-310-00-71-305-13	Activities Judges/Officials	75.00	0	10-1543-310-00-71-305-13	
					$75.00	**Payee Vendor Total**		
General Parts LLC								
	992300212	05/08/2023	10-2560-323-00-71-300-13	Cafe Repairs HS	132.17	23041667	10-2560-323-00-71-300-13	251
	992300212	05/08/2023	10-2560-323-00-71-300-13	Cafe Repairs HS	791.06	23051667	10-2560-323-00-71-300-13	
	992300212	05/08/2023	10-2560-323-00-72-220-13	Cafe Repairs Marlowe	641.08	23041697	10-2560-323-00-72-220-13	
	992300212	05/08/2023	10-2560-323-00-72-220-13	Cafe Repairs Marlowe	715.64	23051697	10-2560-323-00-72-220-13	
	992300212	05/08/2023	10-2560-323-00-74-210-13	Cafe Repairs Heineman	1,040.68	23041727	10-2560-323-00-74-210-13	
					$3,320.63	**Payee Vendor Total**		
GFC Leasing WI								
	992300221	05/23/2023	10-2900-325-00-79-600-14	Copier Leases	(1,243.93)	23050617	10-2900-325-00-79-600-14	
	992300221	05/23/2023	10-2900-325-00-79-600-14	Copier Leases	(5,040.00)	23050617	10-2900-325-00-79-600-14	
	992300221	05/23/2023	10-2900-325-00-79-600-14	Copier Leases	6,421.44	23050617	10-2900-325-00-79-600-14	
					$137.51	**Payee Vendor Total**		
Gill Athletics Inc								
	66851	05/19/2023	10-1500-410-00-74-210-13	Training Supplies Heineman	1,307.00	20232945	10-1500-410-00-74-210-13	
					$1,307.00	**Payee Vendor Total**		
Ginczycki, Michael								
	66977	05/19/2023	10-2520-332-00-74-500-14	Travel Fiscal	129.69	0	10-2520-332-00-74-500-14	
					$129.69	**Payee Vendor Total**		
Glenbard South High Schoo								
	66764	05/12/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	250.00	0	10-1500-640-00-71-300-13	
					$250.00	**Payee Vendor Total**		
Global Water Technology I								

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	66852	05/19/2023	20-2542-410-00-79	Supplies B & G	543.41	20232941	20-2542-410-00-79
					$543.41	**Payee Vendor Total**	
Goldstein, Amy							
	66932	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	22.44	0	10-1100-423-00-74-500-25
					$22.44	**Payee Vendor Total**	
Golovin, Jennifer							
	64392	05/26/2023	10-1200-310-66-71-300-13	STEP Purchased Services	(42.38)	0	10-1200-310-66-71-300-13
	64392	05/26/2023	10-1200-310-66-71-300-13	STEP Purchased Services	(52.81)	0	10-1200-310-66-71-300-13
					($95.19)	**Payee Vendor Total**	
Goraj, Timothy							
	66765	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
					$75.00	**Payee Vendor Total**	
Gordon Flesch Co Inc							252
	992300222	05/23/2023	10-2900-390-00-79-600-14	Copier Maintenance	2,555.07	20232881	10-2900-390-00-79-600-14
	992300222	05/23/2023	10-2900-390-00-79-600-14	Copier Maintenance	1,056.00	20232881	10-2900-390-00-79-600-14
	992300222	05/23/2023	10-2900-390-00-79-600-14	Copier Maintenance	755.36	20232881	10-2900-390-00-79-600-14
	992300222	05/23/2023	10-2900-390-00-79-600-14	Copier Maintenance	4,388.24	20232881	10-2900-390-00-79-600-14
	992300222	05/23/2023	10-2900-390-00-79-600-14	Copier Maintenance	814.91	20232881	10-2900-390-00-79-600-14
	992300222	05/23/2023	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	126.22	20233037	10-2410-410-00-72-220-14
	992300222	05/23/2023	10-2900-390-00-79-600-14	Copier Maintenance	3,811.03	20232882	10-2900-390-00-79-600-14
	992300222	05/23/2023	10-2900-390-00-79-600-14	Copier Maintenance	872.94	20232882	10-2900-390-00-79-600-14
	992300222	05/23/2023	10-2900-390-00-79-600-14	Copier Maintenance	599.58	20232882	10-2900-390-00-79-600-14
	992300222	05/23/2023	10-2900-390-00-79-600-14	Copier Maintenance	1,056.00	20232882	10-2900-390-00-79-600-14
	992300222	05/23/2023	10-2900-390-00-79-600-14	Copier Maintenance	2,185.11	20232882	10-2900-390-00-79-600-14
					$18,220.46	**Payee Vendor Total**	
Gordon Food Service							
	66670	05/05/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	177.68	23041167	10-2560-410-00-71-300-13
	66670	05/05/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	385.88	23041167	10-2560-410-00-71-300-13
	66670	05/05/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	88.92	23041167	10-2560-410-00-71-300-13
	66670	05/05/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	275.54	23041167	10-2560-410-00-71-300-13
	66670	05/05/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	321.80	23041167	10-2560-410-00-71-300-13
	66670	05/05/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	145.83	23041167	10-2560-410-00-71-300-13
	66670	05/05/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	61.17	23041167	10-2560-410-00-71-300-13
	66670	05/05/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	71.34	23041167	10-2560-410-00-71-300-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	66670	05/05/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	64.36	23041167	10-2560-410-00-71-300-13
	66670	05/05/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	422.02	23041167	10-2560-410-00-71-300-13
	66670	05/05/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	171.42	23041167	10-2560-410-00-71-300-13
	66670	05/05/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	374.22	23041167	10-2560-410-00-71-300-13
	66670	05/05/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	124.27	23041167	10-2560-410-00-71-300-13
	66670	05/05/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	199.22	23041167	10-2560-410-00-71-300-13
	66670	05/05/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	124.84	23041167	10-2560-410-00-71-300-13
	66670	05/05/2023	10-2560-410-00-71-100-13	Cafe Supplies Leggee	132.41	23041157	10-2560-410-00-71-100-13
	66670	05/05/2023	10-2560-410-00-71-100-13	Cafe Supplies Leggee	70.24	23041157	10-2560-410-00-71-100-13
	66670	05/05/2023	10-2560-410-00-71-100-13	Cafe Supplies Leggee	210.77	23041157	10-2560-410-00-71-100-13
	66670	05/05/2023	10-2560-410-00-71-100-13	Cafe Supplies Leggee	122.55	23041157	10-2560-410-00-71-100-13
	66670	05/05/2023	10-2560-410-00-71-100-13	Cafe Supplies Leggee	198.67	23041157	10-2560-410-00-71-100-13
	66670	05/05/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	383.19	23041197	10-2560-410-00-72-220-13
	66670	05/05/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	263.48	23041197	10-2560-410-00-72-220-13
	66670	05/05/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	493.12	23041197	10-2560-410-00-72-220-13
	66670	05/05/2023	10-2560-410-00-72-110-13	Cafe Supplies Chesak	82.57	23041177	10-2560-410-00-72-110-13
	66670	05/05/2023	10-2560-410-00-72-110-13	Cafe Supplies Chesak	405.69	23041177	10-2560-410-00-72-110-13
	66670	05/05/2023	10-2560-410-00-72-110-13	Cafe Supplies Chesak	79.96	23041177	10-2560-410-00-72-110-13
	66670	05/05/2023	10-2560-410-00-72-110-13	Cafe Supplies Chesak	42.59	23041177	10-2560-410-00-72-110-13
	66670	05/05/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	292.41	23041227	10-2560-410-00-74-210-13
	66670	05/05/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	282.56	23041227	10-2560-410-00-74-210-13
	66670	05/05/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	(42.41)	23041227	10-2560-410-00-74-210-13
	66670	05/05/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	727.47	23041227	10-2560-410-00-74-210-13
	66670	05/05/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	177.85	23041227	10-2560-410-00-74-210-13
	66670	05/05/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	592.92	23041227	10-2560-410-00-74-210-13
	66670	05/05/2023	10-2560-410-00-74-150-13	Cafe Supplies Conley	39.98	23041217	10-2560-410-00-74-150-13
	66670	05/05/2023	10-2560-410-00-74-150-13	Cafe Supplies Conley	91.40	23041217	10-2560-410-00-74-150-13
	66670	05/05/2023	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	101.39	23041207	10-2560-410-00-74-140-13
	66670	05/05/2023	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	92.20	23041207	10-2560-410-00-74-140-13
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	492.79	23041247	10-2560-415-00-71-300-13
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	21.41	23041247	10-2560-415-00-71-300-13
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	3,118.66	23041247	10-2560-415-00-71-300-13
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	2,992.86	23041247	10-2560-415-00-71-300-13
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	20.06	23041247	10-2560-415-00-71-300-13
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	18.57	23041247	10-2560-415-00-71-300-13

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	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	1,863.68	23041247	10-2560-415-00-71-300-13	
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	564.32	23041247	10-2560-415-00-71-300-13	
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	2,686.26	23041247	10-2560-415-00-71-300-13	
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	3,389.05	23041247	10-2560-415-00-71-300-13	
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	850.49	23041247	10-2560-415-00-71-300-13	
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	44.55	23041247	10-2560-415-00-71-300-13	
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	141.11	23041247	10-2560-415-00-71-300-13	
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	996.46	23041247	10-2560-415-00-71-300-13	
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	4,904.86	23041247	10-2560-415-00-71-300-13	
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	3,274.29	23041247	10-2560-415-00-71-300-13	
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	1,711.11	23041247	10-2560-415-00-71-300-13	
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	58.18	23041247	10-2560-415-00-71-300-13	
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	42.73	23041247	10-2560-415-00-71-300-13	
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	2,171.11	23041247	10-2560-415-00-71-300-13	254
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	5,316.10	23041247	10-2560-415-00-71-300-13	
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	227.40	23041247	10-2560-415-00-71-300-13	
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	505.53	23041247	10-2560-415-00-71-300-13	
	66726	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	4,194.11	23041247	10-2560-415-00-71-300-13	
	66726	05/12/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	1,663.98	23041237	10-2560-415-00-71-100-13	
	66726	05/12/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	87.16	23041237	10-2560-415-00-71-100-13	
	66726	05/12/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	1,483.14	23041237	10-2560-415-00-71-100-13	
	66726	05/12/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	1,702.67	23041237	10-2560-415-00-71-100-13	
	66726	05/12/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	377.23	23041237	10-2560-415-00-71-100-13	
	66726	05/12/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	30.75	23041237	10-2560-415-00-71-100-13	
	66726	05/12/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	61.74	23041237	10-2560-415-00-71-100-13	
	66726	05/12/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	373.84	23041237	10-2560-415-00-71-100-13	
	66726	05/12/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	2,005.85	23041237	10-2560-415-00-71-100-13	
	66726	05/12/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	159.86	23041277	10-2560-415-00-72-220-13	
	66726	05/12/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	3,754.75	23041277	10-2560-415-00-72-220-13	
	66726	05/12/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	42.59	23041277	10-2560-415-00-72-220-13	
	66726	05/12/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	57.15	23041277	10-2560-415-00-72-220-13	
	66726	05/12/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	4,171.74	23041277	10-2560-415-00-72-220-13	
	66726	05/12/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	711.02	23041277	10-2560-415-00-72-220-13	
	66726	05/12/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	(77.11)	23041277	10-2560-415-00-72-220-13	
	66726	05/12/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	3,190.46	23041277	10-2560-415-00-72-220-13	

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	66726	05/12/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	2,155.45	23041277	10-2560-415-00-72-220-13	
	66726	05/12/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	180.72	23041277	10-2560-415-00-72-220-13	
	66726	05/12/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	61.64	23041277	10-2560-415-00-72-220-13	
	66726	05/12/2023	10-2560-415-00-72-120-13	Cafe Food Martin	119.80	23041267	10-2560-415-00-72-120-13	
	66726	05/12/2023	10-2560-415-00-72-120-13	Cafe Food Martin	1,992.36	23041267	10-2560-415-00-72-120-13	
	66726	05/12/2023	10-2560-415-00-72-120-13	Cafe Food Martin	117.44	23041267	10-2560-415-00-72-120-13	
	66726	05/12/2023	10-2560-415-00-72-120-13	Cafe Food Martin	1,296.03	23041267	10-2560-415-00-72-120-13	
	66726	05/12/2023	10-2560-415-00-72-120-13	Cafe Food Martin	209.30	23041267	10-2560-415-00-72-120-13	
	66726	05/12/2023	10-2560-415-00-72-120-13	Cafe Food Martin	2,079.62	23041267	10-2560-415-00-72-120-13	
	66726	05/12/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	1,618.62	23041257	10-2560-415-00-72-110-13	
	66726	05/12/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	1,293.69	23041257	10-2560-415-00-72-110-13	
	66726	05/12/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	913.16	23041257	10-2560-415-00-72-110-13	
	66726	05/12/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	230.98	23041257	10-2560-415-00-72-110-13	
	66726	05/12/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	2,159.95	23041257	10-2560-415-00-72-110-13	255
	66726	05/12/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	(20.98)	23041307	10-2560-415-00-74-210-13	
	66726	05/12/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	1,140.73	23041307	10-2560-415-00-74-210-13	
	66726	05/12/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	74.30	23041307	10-2560-415-00-74-210-13	
	66726	05/12/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	3,361.00	23041307	10-2560-415-00-74-210-13	
	66726	05/12/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	2,439.41	23041307	10-2560-415-00-74-210-13	
	66726	05/12/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	234.09	23041307	10-2560-415-00-74-210-13	
	66726	05/12/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	207.90	23041307	10-2560-415-00-74-210-13	
	66726	05/12/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	2,086.65	23041307	10-2560-415-00-74-210-13	
	66726	05/12/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	1,070.12	23041307	10-2560-415-00-74-210-13	
	66726	05/12/2023	10-2560-415-00-74-150-13	Cafe Food Conley	953.07	23041297	10-2560-415-00-74-150-13	
	66726	05/12/2023	10-2560-415-00-74-150-13	Cafe Food Conley	(14.42)	23041297	10-2560-415-00-74-150-13	
	66726	05/12/2023	10-2560-415-00-74-150-13	Cafe Food Conley	213.51	23041297	10-2560-415-00-74-150-13	
	66726	05/12/2023	10-2560-415-00-74-150-13	Cafe Food Conley	353.51	23041297	10-2560-415-00-74-150-13	
	66726	05/12/2023	10-2560-415-00-74-150-13	Cafe Food Conley	1,044.74	23041297	10-2560-415-00-74-150-13	
	66726	05/12/2023	10-2560-415-00-74-150-13	Cafe Food Conley	684.79	23041297	10-2560-415-00-74-150-13	
	66726	05/12/2023	10-2560-415-00-74-150-13	Cafe Food Conley	535.32	23041297	10-2560-415-00-74-150-13	
	66726	05/12/2023	10-2560-415-00-74-150-13	Cafe Food Conley	390.05	23041297	10-2560-415-00-74-150-13	
	66726	05/12/2023	10-2560-415-00-74-150-13	Cafe Food Conley	1,007.21	23041297	10-2560-415-00-74-150-13	
	66726	05/12/2023	10-2560-415-00-74-150-13	Cafe Food Conley	33.48	23041297	10-2560-415-00-74-150-13	
	66726	05/12/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	1,187.17	23041287	10-2560-415-00-74-140-13	
	66726	05/12/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	1,219.89	23041287	10-2560-415-00-74-140-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	66726	05/12/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	1,275.77	23041287	10-2560-415-00-74-140-13
	66726	05/12/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	1,404.53	23041287	10-2560-415-00-74-140-13
	66726	05/12/2023	10-1400-410-09-71-300-13	Home Economics Supplies	12.02	20230157	10-1400-410-09-71-300-13
	66726	05/12/2023	10-1400-410-09-71-300-13	Home Economics Supplies	42.25	20230157	10-1400-410-09-71-300-13
	66726	05/12/2023	10-1400-410-09-71-300-13	Home Economics Supplies	88.74	20230157	10-1400-410-09-71-300-13
	66853	05/19/2023	10-2560-415-95-79-600-14	ECE Snacks	6.05	20233151	10-2560-415-95-79-600-14
	66853	05/19/2023	10-2560-415-95-79-600-14	ECE Snacks	97.92	20233151	10-2560-415-95-79-600-14
	66853	05/19/2023	10-2560-415-97-79-600-14	All Children Snacks	6.05	20233152	10-2560-415-97-79-600-14
	66853	05/19/2023	10-2560-415-97-79-600-14	All Children Snacks	304.16	20233152	10-2560-415-97-79-600-14
	66853	05/19/2023	10-2560-415-97-79-600-14	All Children Snacks	83.75	20233152	10-2560-415-97-79-600-14
	66670	05/05/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	272.90	23041187	10-2560-410-00-72-220-13
	66670	05/05/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	139.08	23041187	10-2560-410-00-72-220-13
	66670	05/05/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	447.97	23041187	10-2560-410-00-72-220-13
	66670	05/05/2023	10-2560-410-00-74-150-13	Cafe Supplies Conley	18.25	23041217	10-2560-410-00-74-150-13
					$104,081.77	**Payee Vendor Total**	
Gore, Elizabeth							
	66933	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	207.40	0	10-1100-423-00-74-500-25
	66933	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	42.99	0	10-1100-423-00-74-500-25
					$250.39	**Payee Vendor Total**	
Gore, Rita							
	64157	05/12/2023	10-2520-332-00-74-500-14	Travel Fiscal	(40.00)	0	10-2520-332-00-74-500-14
	66708	05/12/2023	10-2520-332-00-74-500-14	Travel Fiscal	40.00	0	10-2520-332-00-74-500-14
	66934	05/17/2023	10-2520-332-00-74-500-14	Travel Fiscal	15.72	0	10-2520-332-00-74-500-14
	66934	05/17/2023	10-2520-332-00-74-500-14	Travel Fiscal	36.68	0	10-2520-332-00-74-500-14
					$52.40	**Payee Vendor Total**	
Gray, Shelley							
	66854	05/19/2023	10-1500-319-00-74-210-13	Sports Officials Heineman	210.00	20233150	10-1500-319-00-74-210-13
					$210.00	**Payee Vendor Total**	
Gullifor, Kateri							
	66978	05/19/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	140.76	0	10-1200-310-92-79-600-14
					$140.76	**Payee Vendor Total**	
Hacker, Valerie							
	66935	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
	66935	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	66935	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$1,170.00	**Payee Vendor Total**	
Hajek, Jill							
	66936	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$390.00	**Payee Vendor Total**	
Hamwi, Rana Salom							
	66855	05/19/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	150.00	20233025	10-1200-310-92-79-600-14
					$150.00	**Payee Vendor Total**	
Hand, Jonathan							
	66766	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
					$75.00	**Payee Vendor Total**	
Hayden Construction & Ser							
	66856	05/19/2023	20-2542-323-00-79	Repairs & Maint Buildings	1,250.00	20232883	20-2542-323-00-79
					$1,250.00	**Payee Vendor Total**	
Hedrick, Emily							
	66937	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	73.87	0	10-1100-423-00-74-500-25
	66937	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	5.99	0	10-1100-423-00-74-500-25
					$79.86	**Payee Vendor Total**	
Henriksen, Kristy							
	66938	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	260.00	0	10-2310-230-00-74-500-14
	66938	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$650.00	**Payee Vendor Total**	
Hershey Creamery Company							
	66672	05/05/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	380.98	23041817	10-2560-415-00-74-210-13
	66672	05/05/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	(12.52)	23041817	10-2560-415-00-74-210-13
					$368.46	**Payee Vendor Total**	
Heward, Katie							
	66939	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$390.00	**Payee Vendor Total**	
Hogberg, Tracy							
	66767	05/12/2023	10-1611-305	Student Food Svc - HS	13.00	0	10-1611-305
					$13.00	**Payee Vendor Total**	

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Huntley Community School District 158
Disbursements

Check Date: 4/28/2023 to 5/26/2023

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
Home Depot Credit Service								
	66673	05/05/2023	20-2542-410-00-79	Supplies B & G	16.96	23020067	20-2542-410-00-79	
	66673	05/05/2023	20-2542-410-00-79	Supplies B & G	215.81	23020067	20-2542-410-00-79	
	66673	05/05/2023	20-2542-410-00-79	Supplies B & G	182.19	23030067	20-2542-410-00-79	
	66673	05/05/2023	20-2542-410-00-79	Supplies B & G	29.98	23030067	20-2542-410-00-79	
	66673	05/05/2023	20-2542-410-00-79	Supplies B & G	399.15	23030067	20-2542-410-00-79	
	66673	05/05/2023	20-2542-410-00-79	Supplies B & G	45.84	23030067	20-2542-410-00-79	
	66673	05/05/2023	20-2542-410-00-79	Supplies B & G	86.38	23030067	20-2542-410-00-79	
	66673	05/05/2023	20-2542-410-00-79	Supplies B & G	369.00	23030067	20-2542-410-00-79	
	66673	05/05/2023	20-2542-410-00-79	Supplies B & G	31.30	23030067	20-2542-410-00-79	
	66673	05/05/2023	20-2542-410-00-79	Supplies B & G	7.28	23030067	20-2542-410-00-79	
					$1,383.89	**Payee Vendor Total**		
Hommowun, Chris								
	66768	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13	258
					$75.00	**Payee Vendor Total**		
Hoshina, Raiden								
	66637	05/05/2023	10-1500-319-00-71-300-13	Sports Officials HS	72.00	0	10-1500-319-00-71-300-13	
					$72.00	**Payee Vendor Total**		
HR Green								
	66604	04/28/2023	20-2540-310-00-79	Professional & Technical	550.69	20231192	20-2540-310-00-79	
					$550.69	**Payee Vendor Total**		
Hulen, Kimberly								
	66979	05/19/2023	10-2210-640-92-79-605-14	IDEA Other Objects	225.00	0	10-2210-640-92-79-605-14	
					$225.00	**Payee Vendor Total**		
ID Wholesaler								
	66729	05/12/2023	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	797.97	20232189	10-2410-410-00-72-220-14	
	66729	05/12/2023	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	(238.22)	20232189	10-2410-410-00-72-220-14	
					$559.75	**Payee Vendor Total**		
Illinois Communications S								
	66730	05/12/2023	10-2546-490-00-79-600-14	Security Officer Supplies	106.61	20232275	10-2546-490-00-79-600-14	
	66730	05/12/2023	10-2546-490-00-79-600-14	Security Officer Supplies	145.38	20232275	10-2546-490-00-79-600-14	
	66730	05/12/2023	10-2546-490-00-79-600-14	Security Officer Supplies	949.79	20232275	10-2546-490-00-79-600-14	
	66730	05/12/2023	10-2546-490-00-79-600-14	Security Officer Supplies	629.97	20232275	10-2546-490-00-79-600-14	
	66730	05/12/2023	10-2546-490-00-79-600-14	Security Officer Supplies	678.42	20232275	10-2546-490-00-79-600-14	

Huntley Community School District 158
Disbursements

Check Date: 4/28/2023 to 5/26/2023

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	66730	05/12/2023	10-2546-490-00-79-600-14	Security Officer Supplies	125.99	20232275	10-2546-490-00-79-600-14
	66730	05/12/2023	10-2546-490-00-79-600-14	Security Officer Supplies	87.23	20232275	10-2546-490-00-79-600-14
	66730	05/12/2023	10-2546-490-00-79-600-14	Security Officer Supplies	106.61	20232275	10-2546-490-00-79-600-14
					$2,830.00	**Payee Vendor Total**	
Illinois High School Asso							
	66924	05/17/2023	10-1543-640-00-71-305-13	Activities Fees	180.00	0	10-1543-640-00-71-305-13
	66924	05/17/2023	10-1543-640-00-71-305-13	Activities Fees	130.00	0	10-1543-640-00-71-305-13
					$310.00	**Payee Vendor Total**	
Illinois Tollway Quarterl							
	66857	05/19/2023	40-2552-640-00-79	Dues & Fees	1,469.95	20232885	40-2552-640-00-79
					$1,469.95	**Payee Vendor Total**	
Illinois Tollway Violatio							
	66858	05/19/2023	40-2552-640-00-79	Dues & Fees	34.40	20232884	40-2552-640-00-79
	66858	05/19/2023	40-2552-640-00-79	Dues & Fees	27.70	20233099	40-2552-640-00-79
					$62.10	**Payee Vendor Total**	
Industrial Door Company							
	66605	04/28/2023	20-2549-323-00-74-600	Insurance Claim Repair	3,995.00	20232532	20-2549-323-00-74-600
					$3,995.00	**Payee Vendor Total**	
Instrument Barn, The							
	66859	05/19/2023	10-1110-410-36-71-100-13	Orchestra Supplies Leggee	185.00	20232886	10-1110-410-36-71-100-13
					$185.00	**Payee Vendor Total**	
Instrumentalist Awards LL							
	66860	05/19/2023	10-1543-410-00-71-305-13	Activities Awards	363.00	20232965	10-1543-410-00-71-305-13
					$363.00	**Payee Vendor Total**	
Isaacson, Katherine							
	66980	05/19/2023	10-1130-410-02-71-300-13	Art Supplies HS	30.02	0	10-1130-410-02-71-300-13
	66980	05/19/2023	10-1130-410-02-71-300-13	Art Supplies HS	20.16	0	10-1130-410-02-71-300-13
	66980	05/19/2023	10-1130-410-02-71-300-13	Art Supplies HS	43.74	0	10-1130-410-02-71-300-13
	66980	05/19/2023	10-1130-410-02-71-300-13	Art Supplies HS	6.00	0	10-1130-410-02-71-300-13
	66980	05/19/2023	10-1130-410-02-71-300-13	Art Supplies HS	15.44	0	10-1130-410-02-71-300-13
	66980	05/19/2023	10-1130-332-00-71-300-13	Teacher Travel HS	61.18	0	10-1130-332-00-71-300-13
	66980	05/19/2023	10-1130-332-00-71-300-13	Teacher Travel HS	15.07	0	10-1130-332-00-71-300-13
					$191.61	**Payee Vendor Total**	

Huntley Community School District 158
Disbursements

Check Date: 4/28/2023 to 5/26/2023

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
J.W. Pepper & Son Inc							
	66731	05/12/2023	10-1130-410-12-71-300-13	Music Supplies HS	52.50	20232606	10-1130-410-12-71-300-13
	66731	05/12/2023	10-1130-410-12-71-300-13	Music Supplies HS	62.50	20232606	10-1130-410-12-71-300-13
					$115.00	**Payee Vendor Total**	
Jacobs High School c/o At							
	66638	05/05/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	250.00	0	10-1500-640-00-71-300-13
					$250.00	**Payee Vendor Total**	
James, Cynthia							
	66981	05/19/2023	10-1200-310-66-71-300-13	STEP Purchased Services	17.42	0	10-1200-310-66-71-300-13
					$17.42	**Payee Vendor Total**	
Jarosz, Margaret							
	66940	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$390.00	**Payee Vendor Total**	
Jenkins, Laura							
	66982	05/19/2023	10-1543-332-00-71-305-13	Activities Travel	50.97	0	10-1543-332-00-71-305-13
					$50.97	**Payee Vendor Total**	
Jensen, Julie							
	66983	05/19/2023	10-1200-310-66-71-300-13	STEP Purchased Services	351.01	0	10-1200-310-66-71-300-13
					$351.01	**Payee Vendor Total**	
Jensens Plumbing & Heatin							
	66861	05/19/2023	20-2542-323-00-79	Repairs & Maint Buildings	594.00	20232887	20-2542-323-00-79
					$594.00	**Payee Vendor Total**	
JJ Keller & Associates In							
	66862	05/19/2023	40-2550-310-00-79	Prof & Tech Service Trans	612.00	20233067	40-2550-310-00-79
					$612.00	**Payee Vendor Total**	
Johnson, Catherine M							
	66984	05/19/2023	10-1100-423-00-74-500-25	New Adoption PK-5	52.69	0	10-1100-423-00-74-500-25
	66984	05/19/2023	10-1100-423-00-74-500-25	New Adoption PK-5	171.10	0	10-1100-423-00-74-500-25
					$223.79	**Payee Vendor Total**	
Johnson, Emily							
	66863	05/19/2023	10-1120-390-02-74-210-13	Heineman Fine Arts Pur Svc	300.00	20233030	10-1120-390-02-74-210-13
					$300.00	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Johnson, Larry							
	66588	04/28/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
	66639	05/05/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
					$150.00	**Payee Vendor Total**	
Johnson, Steven Drew							
	66640	05/05/2023	10-1500-319-00-71-300-13	Sports Officials HS	110.00	0	10-1500-319-00-71-300-13
					$110.00	**Payee Vendor Total**	
Jones, Kristin							
	66864	05/19/2023	10-1120-390-02-74-210-13	Heineman Fine Arts Pur Svc	300.00	20233031	10-1120-390-02-74-210-13
					$300.00	**Payee Vendor Total**	
Kampert, Lisa							
	66941	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	8.95	0	10-1100-423-00-74-500-25
	66941	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	44.97	0	10-1100-423-00-74-500-25
	66985	05/19/2023	10-1100-423-00-74-500-25	New Adoption PK-5	17.77	0	10-1100-423-00-74-500-25
	66985	05/19/2023	10-1100-423-00-74-500-25	New Adoption PK-5	171.23	0	10-1100-423-00-74-500-25
	66985	05/19/2023	10-1100-423-00-74-500-25	New Adoption PK-5	6.99	0	10-1100-423-00-74-500-25
					$249.91	**Payee Vendor Total**	
Kane, Jessica							
	66942	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	61.18	0	10-1100-423-00-74-500-25
	66942	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	29.04	0	10-1100-423-00-74-500-25
	66942	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	9.99	0	10-1100-423-00-74-500-25
	66942	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	35.98	0	10-1100-423-00-74-500-25
	66942	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	13.99	0	10-1100-423-00-74-500-25
	66942	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	19.59	0	10-1100-423-00-74-500-25
	66942	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	11.99	0	10-1100-423-00-74-500-25
	66942	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	7.99	0	10-1100-423-00-74-500-25
	66942	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	14.12	0	10-1100-423-00-74-500-25
	66942	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	18.35	0	10-1100-423-00-74-500-25
	66942	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	27.98	0	10-1100-423-00-74-500-25
					$250.20	**Payee Vendor Total**	
Kasprzak, Camille							
	66865	05/19/2023	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	2,430.00	20232966	10-2150-310-92-79-600-14
					$2,430.00	**Payee Vendor Total**	
Kelly, Jill							

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Disbursements

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	66986	05/19/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	88.03	0	10-1200-310-92-79-600-14
					$88.03	**Payee Vendor Total**	
Kelso Burnett Co							
	66606	04/28/2023	10-2660-390-00-79-600-14	Purchased Service Technology	574.00	23040557	10-2660-390-00-79-600-14
	66866	05/19/2023	10-2546-323-00-79-600-14	Security Officer Repairs	36.00	20232898	10-2546-323-00-79-600-14
	66866	05/19/2023	10-2546-323-00-79-600-14	Security Officer Repairs	240.00	20232898	10-2546-323-00-79-600-14
	66866	05/19/2023	10-2546-323-00-79-600-14	Security Officer Repairs	375.00	20232898	10-2546-323-00-79-600-14
	66866	05/19/2023	10-2546-323-00-79-600-14	Security Officer Repairs	24.00	20232899	10-2546-323-00-79-600-14
	66866	05/19/2023	10-2546-323-00-79-600-14	Security Officer Repairs	240.00	20232899	10-2546-323-00-79-600-14
	66866	05/19/2023	10-2546-323-00-79-600-14	Security Officer Repairs	250.00	20232899	10-2546-323-00-79-600-14
					$1,739.00	**Payee Vendor Total**	
Kempf, Austin							
	66769	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	72.00	0	10-1500-319-00-71-300-13
					$72.00	**Payee Vendor Total**	
Kennedy, Michael							
	66987	05/19/2023	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	291.48	0	10-2212-332-00-74-500-14
					$291.48	**Payee Vendor Total**	
Kielbasa, Joe							
	66770	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
					$75.00	**Payee Vendor Total**	
Kish, Shelly							
	66988	05/19/2023	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	299.99	0	10-2212-332-00-74-500-14
					$299.99	**Payee Vendor Total**	
Kissel, Olevia							
	66771	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	175.00	0	10-1500-319-00-71-300-13
					$175.00	**Payee Vendor Total**	
Klein Thorpe & Jenkins Lt							
	66674	05/05/2023	10-2310-318-00-74-500-14	Legal Board	286.00	23031537	10-2310-318-00-74-500-14
					$286.00	**Payee Vendor Total**	
Kneip, Denny							
	66772	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	72.00	0	10-1500-319-00-71-300-13
					$72.00	**Payee Vendor Total**	
Knight, Amy							

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Disbursements

Check Date: 4/28/2023 to 5/26/2023

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	66989	05/19/2023	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	78.40	0	10-2410-410-00-72-220-14
					$78.40	**Payee Vendor Total**	
Knotts, Heath							
	66990	05/19/2023	10-2520-332-00-74-500-14	Travel Fiscal	15.00	0	10-2520-332-00-74-500-14
	66990	05/19/2023	10-2520-332-00-74-500-14	Travel Fiscal	31.44	0	10-2520-332-00-74-500-14
	66990	05/19/2023	10-2520-332-00-74-500-14	Travel Fiscal	7.86	0	10-2520-332-00-74-500-14
					$54.30	**Payee Vendor Total**	
Komos, Laura							
	66943	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	55.98	0	10-1100-423-00-74-500-25
	66943	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	18.99	0	10-1100-423-00-74-500-25
					$74.97	**Payee Vendor Total**	
Kopp, Emily							
	66991	05/19/2023	10-2520-332-00-74-500-14	Travel Fiscal	74.67	0	10-2520-332-00-74-500-14
					$74.67	**Payee Vendor Total**	
Kresal, Nicole							
	66944	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	36.96	0	10-1100-423-00-74-500-25
	66944	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	146.36	0	10-1100-423-00-74-500-25
	66944	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	56.99	0	10-1100-423-00-74-500-25
					$240.31	**Payee Vendor Total**	
Krivosik, Kevin							
	66992	05/19/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
	66992	05/19/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$780.00	**Payee Vendor Total**	
Krueger, Dan							
	66641	05/05/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
					$75.00	**Payee Vendor Total**	
Kunde, Lisa							
	66993	05/19/2023	10-1100-423-00-74-500-25	New Adoption PK-5	10.98	0	10-1100-423-00-74-500-25
	66993	05/19/2023	10-1100-423-00-74-500-25	New Adoption PK-5	21.96	0	10-1100-423-00-74-500-25
					$32.94	**Payee Vendor Total**	
Kunz, Donna							
	66945	05/17/2023	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	255.00	0	10-1100-410-72-79-600-14
					$255.00	**Payee Vendor Total**	

Huntley Community School District 158
Disbursements

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Lakeshore Learning Materi							
	66607	04/28/2023	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	408.61	20232557	10-1100-410-72-79-600-14
					$408.61	**Payee Vendor Total**	
Lanham, Kimberly							
	66946	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$390.00	**Payee Vendor Total**	
Lardino, Candi							
	66947	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	165.00	0	10-2310-230-00-74-500-14
	66947	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	165.00	0	10-2310-230-00-74-500-14
					$330.00	**Payee Vendor Total**	
Leach Enterprises Inc							
	992300210	05/03/2023	40-2554-410-00-79	Fleet Supplies	(108.00)	23010787	40-2554-410-00-79
	992300210	05/03/2023	40-2554-410-00-79	Fleet Supplies	131.76	23010787	40-2554-410-00-79
	992300210	05/03/2023	40-2554-410-00-79	Fleet Supplies	255.30	23010787	40-2554-410-00-79
	992300213	05/08/2023	40-2554-410-00-79	Fleet Supplies	499.46	23050787	40-2554-410-00-79
	992300223	05/23/2023	40-2554-410-00-79	Fleet Supplies	645.30	20232888	40-2554-410-00-79
	992300223	05/23/2023	40-2554-410-00-79	Fleet Supplies	1,339.16	23050787	40-2554-410-00-79
					$2,762.98	**Payee Vendor Total**	
Learning A-Z							
	66732	05/12/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	351.00	20232662	10-1200-310-92-79-600-14
					$351.00	**Payee Vendor Total**	
Letheby, Corey							
	66948	05/17/2023	20-2542-410-00-79	Supplies B & G	100.00	0	20-2542-410-00-79
					$100.00	**Payee Vendor Total**	
Lexia Learning Systems LL							
	66733	05/12/2023	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	2,000.00	20232318	10-2210-390-82-79-605-14
					$2,000.00	**Payee Vendor Total**	
Libraries First							
	66867	05/19/2023	10-2220-430-00-71-300-13	Media Center HS	140.00	20232967	10-2220-430-00-71-300-13
					$140.00	**Payee Vendor Total**	
Lincoln National Life							
	66608	04/28/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	846.05	23040447	10-2310-220-00-79-600-14
	66608	04/28/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	19,295.92	23040447	10-2310-220-00-79-600-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	66868	05/19/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	919.49	23050447	10-2310-220-00-79-600-14
	66868	05/19/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	20,970.34	23050447	10-2310-220-00-79-600-14
					$42,031.80	**Payee Vendor Total**	
Little City Foundation							
	66869	05/19/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	28,504.62	20233026	10-4220-670-00-79-600-14
					$28,504.62	**Payee Vendor Total**	
Lockport Twp HS							
	66773	05/12/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	315.00	0	10-1500-640-00-71-300-13
					$315.00	**Payee Vendor Total**	
Lonigro, Mark							
	66774	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
	66774	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
					$150.00	**Payee Vendor Total**	
Lupo, Michael							
	66642	05/05/2023	10-1500-319-00-71-300-13	Sports Officials HS	72.00	0	10-1500-319-00-71-300-13
					$72.00	**Payee Vendor Total**	
MacGill & Co							
	66734	05/12/2023	10-2546-490-00-79-600-14	Security Officer Supplies	479.88	20232200	10-2546-490-00-79-600-14
					$479.88	**Payee Vendor Total**	
Mandala South Asian Perfo							
	66870	05/19/2023	10-1100-310-76-79-600-14	CURES Instruc Pur Svcs	800.00	20232968	10-1100-310-76-79-600-14
					$800.00	**Payee Vendor Total**	
Marengo Community High Sc							
	66775	05/12/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	130.00	0	10-1500-640-00-71-300-13
					$130.00	**Payee Vendor Total**	
Marianjoy Rehab Hospital							
	66871	05/19/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	852.00	20232889	10-1200-310-92-79-600-14
					$852.00	**Payee Vendor Total**	
Marklund Children`s Home							
	66675	05/05/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	10,033.29	23030507	10-4220-670-00-79-600-14
	66675	05/05/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	10,033.29	23030507	10-4220-670-00-79-600-14
	66872	05/19/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,543.45	23040507	10-4220-670-00-79-600-14
	66872	05/19/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,543.45	23040507	10-4220-670-00-79-600-14

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$33,153.48	**Payee Vendor Total**	
Maryville Academy (Psychi							
	66873	05/19/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	2,492.58	20232890	10-4220-670-00-79-600-14
					$2,492.58	**Payee Vendor Total**	
McClellan, Scott							
	66776	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
					$75.00	**Payee Vendor Total**	
McHenry County Collector							
	66874	05/19/2023	10-2310-318-00-74-500-14	Legal Board	699.08	20233149	10-2310-318-00-74-500-14
	66874	05/19/2023	10-2310-318-00-74-500-14	Legal Board	1,401.58	20233149	10-2310-318-00-74-500-14
	66874	05/19/2023	10-2310-318-00-74-500-14	Legal Board	3,453.42	20233149	10-2310-318-00-74-500-14
					$5,554.08	**Payee Vendor Total**	
McHenry High School West							
	66777	05/12/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	134.66	0	10-1500-640-00-71-300-13
					$134.66	**Payee Vendor Total**	
McHenry Specialties							
	66875	05/19/2023	10-2190-410-00-71-300-12	Graduation Supplies HHS	375.00	20232969	10-2190-410-00-71-300-12
	66875	05/19/2023	10-2190-410-00-71-300-12	Graduation Supplies HHS	150.00	20232969	10-2190-410-00-71-300-12
	66875	05/19/2023	10-1400-410-62-71-300-13	Co-Op Supplies	50.00	20232969	10-1400-410-62-71-300-13
	66875	05/19/2023	10-1130-410-33-71-305-13	Academies Supplies	45.00	20232970	10-1130-410-33-71-305-13
	66875	05/19/2023	10-1130-410-33-71-305-13	Academies Supplies	37.00	20233100	10-1130-410-33-71-305-13
	66875	05/19/2023	10-1130-410-33-71-305-13	Academies Supplies	670.50	20233100	10-1130-410-33-71-305-13
	66875	05/19/2023	10-1130-410-33-71-305-13	Academies Supplies	99.00	20233101	10-1130-410-33-71-305-13
	66875	05/19/2023	10-1130-410-33-71-305-13	Academies Supplies	278.50	20233102	10-1130-410-33-71-305-13
	66875	05/19/2023	10-1543-410-00-71-305-13	Activities Awards	9.00	20233113	10-1543-410-00-71-305-13
					$1,714.00	**Payee Vendor Total**	
McIntee, Bill							
	66778	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	147.00	0	10-1500-319-00-71-300-13
					$147.00	**Payee Vendor Total**	
McLaughlin, Julie							
	66949	05/17/2023	10-1100-423-00-74-500-25	New Adoption PK-5	106.53	0	10-1100-423-00-74-500-25
					$106.53	**Payee Vendor Total**	
McLaughlin, Tanya							

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	66950	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
	66950	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$780.00	**Payee Vendor Total**	
McMaster Carr Supply Co							
	66735	05/12/2023	20-2542-410-00-79	Supplies B & G	22.58	23030287	20-2542-410-00-79
					$22.58	**Payee Vendor Total**	
MDC Environmental Serv							
	66876	05/19/2023	20-2542-321-00-79	Sanitation/Exterminating	3,195.10	23050117	20-2542-321-00-79
					$3,195.10	**Payee Vendor Total**	
Mena, Ben							
	66779	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	72.00	0	10-1500-319-00-71-300-13
	66779	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	72.00	0	10-1500-319-00-71-300-13
					$144.00	**Payee Vendor Total**	
Menards Inc							
	66609	04/28/2023	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	9.00	20232689	10-1130-490-02-71-300-13
	66609	04/28/2023	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	109.00	20232689	10-1130-490-02-71-300-13
	66609	04/28/2023	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	677.26	20232689	10-1130-490-02-71-300-13
	66609	04/28/2023	20-2542-410-00-79	Supplies B & G	(622.44)	23020127	20-2542-410-00-79
	66609	04/28/2023	20-2542-410-00-79	Supplies B & G	5,092.08	20232824	20-2542-410-00-79
	66609	04/28/2023	20-2540-341-00-79-605-14	Postage	4.00	20232824	20-2540-341-00-79-605-14
	66609	04/28/2023	20-2540-341-00-79-605-14	Postage	109.00	20232824	20-2540-341-00-79-605-14
	66609	04/28/2023	20-2542-410-00-79	Supplies B & G	754.11	23020127	20-2542-410-00-79
	66676	05/05/2023	20-2542-329-00-79	Buildings - Small Projects	133.01	23020127	20-2542-329-00-79
					$6,265.02	**Payee Vendor Total**	
Mesirow Insurance Service							
	66677	05/05/2023	10-1100-220-00-79-600-14	Regular Programs Insurance	16,500.00	23050467	10-1100-220-00-79-600-14
					$16,500.00	**Payee Vendor Total**	
Metlife							
	66678	05/05/2023	10-1100-220-00-79-600-14	Regular Programs Insurance	69,491.90	23051597	10-1100-220-00-79-600-14
					$69,491.90	**Payee Vendor Total**	
Metro Prep							
	66679	05/05/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	10,690.92	23011958	10-4220-670-00-79-600-14
	66679	05/05/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	10,128.24	23031958	10-4220-670-00-79-600-14

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	66679	05/05/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,064.12	23031958	10-4220-670-00-79-600-14
					$25,883.28	**Payee Vendor Total**	
MidAmerica Books							
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	24.95	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	4.99	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	29.94	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	69.86	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	39.92	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	24.95	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	29.94	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	24.95	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	14.97	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	4.99	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	9.98	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	24.95	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	4.99	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	29.94	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	19.96	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	14.97	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	29.94	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	4.99	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	9.98	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	9.98	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	24.95	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	4.99	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	24.95	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	29.94	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	14.97	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	14.97	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	29.94	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	9.98	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	19.96	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	24.95	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	24.95	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	14.97	20232080	10-2220-430-00-71-100-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	29.94	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	4.99	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	29.94	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	4.99	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	29.94	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	19.96	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	4.99	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	44.91	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	24.95	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	14.97	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	4.99	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	4.99	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	4.99	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	90.32	20232080	10-2220-430-00-71-100-13
	66736	05/12/2023	10-2220-430-00-71-100-13	Media Center Leggee	9.98	20232080	10-2220-430-00-71-100-13
					$993.51	**Payee Vendor Total**	
Midwest Mechanical Group							
	66877	05/19/2023	20-2542-520-00-79	Building projects	30,257.99	20231834	20-2542-520-00-79
	66877	05/19/2023	20-2542-520-00-79	Building projects	679,250.71	20231834	20-2542-520-00-79
					$709,508.70	**Payee Vendor Total**	
Midwest Media Educators A							
	66878	05/19/2023	10-1130-335-00-71-300-13	Curriculum/FVC Competitions	100.00	20232891	10-1130-335-00-71-300-13
					$100.00	**Payee Vendor Total**	
Midwest Transit Equip Kan							
	66879	05/19/2023	40-2550-323-00-79	Repairs and Maintenance	108.65	20232971	40-2550-323-00-79
	66879	05/19/2023	40-2552-490-00-79	Inventoriable Supplies	70.25	20232972	40-2552-490-00-79
	66879	05/19/2023	40-2552-490-00-79	Inventoriable Supplies	392.51	20232973	40-2552-490-00-79
					$571.41	**Payee Vendor Total**	
Miller Hall & Triggs LLC							
	66610	04/28/2023	10-2310-318-00-74-500-14	Legal Board	2,940.50	23031527	10-2310-318-00-74-500-14
					$2,940.50	**Payee Vendor Total**	
Moore, Kevin							
	66780	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
					$75.00	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Moore, Kimberly							
	66705	05/12/2023	10-2321-332-00-74-500-14	Travel Supt	71.90	0	10-2321-332-00-74-500-14
					$71.90	**Payee Vendor Total**	
MSDSonline Inc							
	66880	05/19/2023	20-2542-390-00-79	Other Purchased Service	8,178.35	20232974	20-2542-390-00-79
					$8,178.35	**Payee Vendor Total**	
Murphy, Kathy							
	66951	05/17/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	414.00	0	10-2210-314-92-79-605-14
	66951	05/17/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	155.25	0	10-2210-314-92-79-605-14
					$569.25	**Payee Vendor Total**	
Music Theatre Internation							
	66881	05/19/2023	10192	Prepaid Expenses	1,985.00	20233039	10-192
					$1,985.00	**Payee Vendor Total**	
National Lift Truck Inc							
	992300224	05/23/2023	20-2542-323-00-79	Repairs & Maint Buildings	114.95	20232975	20-2542-323-00-79
	992300224	05/23/2023	20-2542-323-00-79	Repairs & Maint Buildings	143.69	20232975	20-2542-323-00-79
	992300224	05/23/2023	20-2542-323-00-79	Repairs & Maint Buildings	243.98	20232975	20-2542-323-00-79
	992300224	05/23/2023	20-2542-323-00-79	Repairs & Maint Buildings	204.43	20232975	20-2542-323-00-79
					$707.05	**Payee Vendor Total**	
Natrop, Sam							
	66643	05/05/2023	10-1500-319-00-71-300-13	Sports Officials HS	72.00	0	10-1500-319-00-71-300-13
	66643	05/05/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
					$147.00	**Payee Vendor Total**	
NCPERS Group Life Ins							
	66738	05/12/2023	50454	IMRF & SS (Board)	16.00	0	50-481
					$16.00	**Payee Vendor Total**	
New England Center for Ch							
	66680	05/05/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	733.95	23041057	10-1200-310-92-79-600-14
					$733.95	**Payee Vendor Total**	
New York Blower Co							
	66681	05/05/2023	20-2542-410-00-79	Supplies B & G	4,857.75	20232123	20-2542-410-00-79
					$4,857.75	**Payee Vendor Total**	
Nicor Gas							

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	66589	04/28/2023	20-2540-465-00-79	Natural Gas	325.26	0	20-2540-465-00-79
	66589	05/01/2023	20-2540-465-00-79	Natural Gas	(325.26)	0	20-2540-465-00-79
	66617	05/01/2023	20-2540-465-00-79	Natural Gas	113.87	0	20-2540-465-00-79
					$113.87	**Payee Vendor Total**	
North American Corporatio							
	66739	05/12/2023	20-2542-410-00-79	Supplies B & G	2,299.90	23030017	20-2542-410-00-79
	66739	05/12/2023	20-2542-410-00-79	Supplies B & G	1,239.35	23040017	20-2542-410-00-79
	66739	05/12/2023	20-2542-410-00-79	Supplies B & G	1,163.51	23040017	20-2542-410-00-79
	66739	05/12/2023	20-2542-410-00-79	Supplies B & G	8,433.63	23050017	20-2542-410-00-79
	66882	05/19/2023	20-2542-323-00-79	Repairs & Maint Buildings	643.20	20232892	20-2542-323-00-79
	66882	05/19/2023	20-2542-410-00-79	Supplies B & G	2,960.10	23050017	20-2542-410-00-79
					$16,739.69	**Payee Vendor Total**	
North Shore Transit Inc							
	66883	05/19/2023	40-2552-331-00-79	Contracted Transportation	1,026.57	20232893	40-2552-331-00-79
					$1,026.57	**Payee Vendor Total**	
Northwestern Illinois Ass							
	66884	05/19/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	40,650.00	20232894	10-4220-670-00-79-600-14
	66884	05/19/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	2,626.80	20232894	10-4220-670-00-79-600-14
					$43,276.80	**Payee Vendor Total**	
Northwestern Memorial Hea							
	66885	05/19/2023	10-1500-311-00-71-300-13	Athletic Trainer Services	16,000.00	20232895	10-1500-311-00-71-300-13
					$16,000.00	**Payee Vendor Total**	
Norton, Gina							
	66994	05/19/2023	10-1200-310-66-71-300-13	STEP Purchased Services	98.38	0	10-1200-310-66-71-300-13
					$98.38	**Payee Vendor Total**	
Nutri-Link Technologies I							
	66886	05/19/2023	10-2560-640-00-71-300-13	Cafe Dues & Fees HS	297.50	20233103	10-2560-640-00-71-300-13
	66886	05/19/2023	10-2560-640-00-71-100-13	Cafe Dues & Fees Leggee	297.50	20233103	10-2560-640-00-71-100-13
	66886	05/19/2023	10-2560-640-00-72-220-13	Cafe Dues & Fees Marlowe	297.50	20233103	10-2560-640-00-72-220-13
	66886	05/19/2023	10-2560-640-00-72-120-13	Cafe Dues & Fees Martin	297.50	20233103	10-2560-640-00-72-120-13
	66886	05/19/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	297.50	20233103	10-2560-415-00-72-220-13
	66886	05/19/2023	10-2560-640-00-74-210-13	Cafe Dues & Fees Heineman	297.50	20233103	10-2560-640-00-74-210-13
	66886	05/19/2023	10-2560-640-00-74-150-13	Cafe Dues & Fees Conley	297.50	20233103	10-2560-640-00-74-150-13
	66886	05/19/2023	10-2560-640-00-74-140-13	Cafe Dues & Fees Mackeben	297.50	20233103	10-2560-640-00-74-140-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$2,380.00	Payee Vendor Total	
O`Donnell, Patricia							
	66618	05/02/2023	10475	AP Payroll Net Checks	311.70	0	10-475
					$311.70	Payee Vendor Total	
O`Keefe, Stacy							
	66952	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
	66952	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
	66952	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
	66952	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	260.00	0	10-2310-230-00-74-500-14
	66952	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	130.00	0	10-2310-230-00-74-500-14
					$1,560.00	Payee Vendor Total	
Omni Commercial Lighting							
	66887	05/19/2023	20-2542-323-00-79	Repairs & Maint Buildings	142.50	23020177	20-2542-323-00-79
					$142.50	Payee Vendor Total	
Orris, Bill							
	66781	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
					$75.00	Payee Vendor Total	
Ottosen DiNolfo Hasenbalg							
	66611	04/28/2023	10-2310-318-00-74-500-14	Legal Board	3,055.00	23030797	10-2310-318-00-74-500-14
					$3,055.00	Payee Vendor Total	
P & M Distributors Inc							
	66888	05/19/2023	10-2560-415-00-71-300-13	Cafe Food HS	609.10	20232896	10-2560-415-00-71-300-13
	66888	05/19/2023	10-2560-415-00-71-300-13	Cafe Food HS	288.90	20232896	10-2560-415-00-71-300-13
	66888	05/19/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	(351.00)	20232896	10-2560-415-00-72-220-13
	66888	05/19/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	351.00	20232896	10-2560-415-00-72-220-13
	66888	05/19/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,016.73	20232896	10-2560-415-00-72-220-13
	66888	05/19/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	71.09	20232896	10-2560-415-00-72-220-13
					$1,985.82	Payee Vendor Total	
Pagnotta, Carolyn							
	66995	05/19/2023	10-2210-312-97-79-600-14	All Children Prof Dev	39.04	0	10-2210-312-97-79-600-14
					$39.04	Payee Vendor Total	
PAHCS II Northwestern Med							
	66889	05/19/2023	10-2130-220-00-79-600-14	Health Services Insurance	1,078.00	23051547	10-2130-220-00-79-600-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	66889	05/19/2023	10-2130-220-00-79-600-14	Health Services Insurance	84.00	23051547	10-2130-220-00-79-600-14
	66889	05/19/2023	10-2130-220-00-79-600-14	Health Services Insurance	42.00	23051547	10-2130-220-00-79-600-14
					$1,204.00	**Payee Vendor Total**	
Pakkos Enterprises							
	66632	05/05/2023	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	4,063.47	20232939	10-2213-415-00-71-300-13
	66632	05/05/2023	10-2410-491-00-71-300-13	Rebate Supplies High School	2,076.53	20232939	10-2410-491-00-71-300-13
					$6,140.00	**Payee Vendor Total**	
Palatine High School							
	66782	05/12/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	35.00	0	10-1500-640-00-71-300-13
					$35.00	**Payee Vendor Total**	
Parkland Preparatory Acad							
	66890	05/19/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	8,017.20	20233027	10-4220-670-00-79-600-14
					$8,017.20	**Payee Vendor Total**	
Partnering for Prevention							
	66682	05/05/2023	10-1500-390-00-71-300-13	Student Drug Testing	3,150.00	23051767	10-1500-390-00-71-300-13
	66682	05/05/2023	10-2120-310-75-79-600-14	ESSER III Guidance Pur Svc	6,508.75	23051777	10-2120-310-75-79-600-14
					$9,658.75	**Payee Vendor Total**	
Pauly`s Custom Apparel Co							
	66891	05/19/2023	10-1100-410-76-79-600-14	CURES Instruc Supplies	125.75	20232897	10-1100-410-76-79-600-14
					$125.75	**Payee Vendor Total**	
Pearl, Terri							
	66892	05/19/2023	10-1120-390-02-74-210-13	Heineman Fine Arts Pur Svc	300.00	20233016	10-1120-390-02-74-210-13
					$300.00	**Payee Vendor Total**	
Peisert, McKenzie							
	66953	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$390.00	**Payee Vendor Total**	
Pepsi-Cola Gen Bot Inc							
	66683	05/05/2023	10-2560-415-00-71-300-13	Cafe Food HS	1,787.92	23041487	10-2560-415-00-71-300-13
	66683	05/05/2023	10-2560-415-00-71-300-13	Cafe Food HS	1,861.14	23041487	10-2560-415-00-71-300-13
	66683	05/05/2023	10-2560-415-00-71-300-13	Cafe Food HS	1,047.47	23041487	10-2560-415-00-71-300-13
	66683	05/05/2023	10-2560-415-00-71-300-13	Cafe Food HS	690.37	23041487	10-2560-415-00-71-300-13
	66683	05/05/2023	10-2560-415-00-71-300-13	Cafe Food HS	1,103.71	23041487	10-2560-415-00-71-300-13
	66683	05/05/2023	10-2560-415-00-71-300-13	Cafe Food HS	751.35	23041487	10-2560-415-00-71-300-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$7,241.96	**Payee Vendor Total**	
Perspectives Ltd							
	66684	05/05/2023	10-2510-220-00-79-600-14	Direction of Business Serv Ins	1,326.00	23050277	10-2510-220-00-79-600-14
					$1,326.00	**Payee Vendor Total**	
Petty Cash-HHS SpEd							
	66783	05/12/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	293.58	0	10-1200-310-92-79-600-14
					$293.58	**Payee Vendor Total**	
Petty Cash-LIGHT							
	66590	04/28/2023	10-1200-310-66-71-300-13	STEP Purchased Services	49.00	0	10-1200-310-66-71-300-13
	66784	05/12/2023	10-1200-310-66-71-300-13	STEP Purchased Services	72.00	0	10-1200-310-66-71-300-13
	66784	05/12/2023	10-1200-310-66-71-300-13	STEP Purchased Services	13.00	0	10-1200-310-66-71-300-13
	66784	05/12/2023	10-1200-310-66-71-300-13	STEP Purchased Services	(40.00)	0	10-1200-310-66-71-300-13
	66784	05/12/2023	10-1200-410-66-71-300-13	STEP Supplies	48.00	0	10-1200-410-66-71-300-13
	66784	05/12/2023	10-1200-410-66-71-300-13	STEP Supplies	15.00	0	10-1200-410-66-71-300-13
	66784	05/12/2023	10-1200-410-66-71-300-13	STEP Supplies	210.00	0	10-1200-410-66-71-300-13
	66784	05/12/2023	10-1200-410-66-71-300-13	STEP Supplies	21.76	0	10-1200-410-66-71-300-13
					$388.76	**Payee Vendor Total**	
Pioneer Valley Books							
	66685	05/05/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	67.50	20232822	10-1110-410-00-74-150-13
	66685	05/05/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	675.00	20232822	10-1110-410-00-74-150-13
					$742.50	**Payee Vendor Total**	
PlumbMaster Inc							
	66893	05/19/2023	20-2542-410-00-79	Supplies B & G	1,862.00	20232987	20-2542-410-00-79
					$1,862.00	**Payee Vendor Total**	
Pocztowski, Shaina							
	66996	05/19/2023	10-2213-410-00-79-600-14	Special Svcs Supplies	710.49	0	10-2213-410-00-79-600-14
					$710.49	**Payee Vendor Total**	
Pomps Tire Service Inc							
	66740	05/12/2023	40-2554-410-00-79	Fleet Supplies	2,563.54	23030837	40-2554-410-00-79
	66740	05/12/2023	40-2554-410-00-79	Fleet Supplies	2,075.58	23040837	40-2554-410-00-79
					$4,639.12	**Payee Vendor Total**	
Porter Pipe & Supply							
	66894	05/19/2023	20-2542-410-00-79	Supplies B & G	185.46	20232976	20-2542-410-00-79

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$185.46	**Payee Vendor Total**	
Prevent School Violence I							
	66612	04/28/2023	10-2213-310-00-79-600-14	Special Svcs Pur Svc	3,000.00	20231376	10-2213-310-00-79-600-14
					$3,000.00	**Payee Vendor Total**	
Quadient Leasing USA							
	66895	05/19/2023	10-2630-341-00-74-500-14	Postage Central Office	1,968.00	20232900	10-2630-341-00-74-500-14
					$1,968.00	**Payee Vendor Total**	
Quest Food Management							
	66896	05/19/2023	10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest	3,000.00	20232901	10-2560-315-00-74-500-14
	66896	05/19/2023	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	1,373.95	20232901	10-2560-310-00-71-300-13
	66896	05/19/2023	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	3,615.67	20232901	10-2560-310-00-71-300-13
					$7,989.62	**Payee Vendor Total**	
Quinlan & Fabish Music Co							275
	992300225	05/23/2023	10-1130-410-12-71-300-13	Music Supplies HS	212.00	20232977	10-1130-410-12-71-300-13
	992300225	05/23/2023	10-1130-410-12-71-300-13	Music Supplies HS	177.00	20232977	10-1130-410-12-71-300-13
	992300225	05/23/2023	10-1130-410-12-71-300-13	Music Supplies HS	187.00	20232977	10-1130-410-12-71-300-13
	992300225	05/23/2023	10-1110-410-36-71-100-13	Orchestra Supplies Leggee	63.98	20232978	10-1110-410-36-71-100-13
	992300225	05/23/2023	10-1110-410-36-71-100-13	Orchestra Supplies Leggee	56.98	20232978	10-1110-410-36-71-100-13
	992300225	05/23/2023	10-1110-410-36-71-100-13	Orchestra Supplies Leggee	51.98	20232978	10-1110-410-36-71-100-13
	992300225	05/23/2023	10-1110-410-36-71-100-13	Orchestra Supplies Leggee	56.98	20232978	10-1110-410-36-71-100-13
					$805.92	**Payee Vendor Total**	
Radcliffe, Andrea							
	66954	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$390.00	**Payee Vendor Total**	
Radi-Link Inc							
	66897	05/19/2023	40-2552-490-00-79	Inventoriable Supplies	1,700.00	20233040	40-2552-490-00-79
					$1,700.00	**Payee Vendor Total**	
Rasmussen, Chad							
	66785	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
	66785	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	72.00	0	10-1500-319-00-71-300-13
					$147.00	**Payee Vendor Total**	
Ratkowski, Kari							
	66997	05/19/2023	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	66.81	0	10-2210-332-82-79-605-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$66.81	**Payee Vendor Total**	
Reilly, Mary L							
	66998	05/19/2023	10-1100-423-00-74-500-25	New Adoption PK-5	69.99	0	10-1100-423-00-74-500-25
					$69.99	**Payee Vendor Total**	
Renkosik, Doug							
	66955	05/17/2023	20-2540-332-00-79	Travel	111.61	0	20-2540-332-00-79
	66999	05/19/2023	20-2540-332-00-79	Travel	64.19	0	20-2540-332-00-79
					$175.80	**Payee Vendor Total**	
Rex Radiator & Welding Co							
	66898	05/19/2023	40-2550-323-00-79	Repairs and Maintenance	595.00	20233073	40-2550-323-00-79
					$595.00	**Payee Vendor Total**	
Reynolds Club RC U of C S							
	60545	05/12/2023	10-1543-640-00-71-305-13	Activities Fees	(200.00)	0	10-1543-640-00-71-305-13
	60709	05/12/2023	10-1543-640-00-71-305-13	Activities Fees	(60.00)	0	10-1543-640-00-71-305-13
					($260.00)	**Payee Vendor Total**	
Richolson, Mike							
	66786	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	150.00	0	10-1500-319-00-71-300-13
					$150.00	**Payee Vendor Total**	
Ricker, Krysta							
	67000	05/19/2023	10-1110-332-00-71-100-13	Teacher Travel Leggee	30.62	0	10-1110-332-00-71-100-13
					$30.62	**Payee Vendor Total**	
Riddiford Roofing Company							
	66899	05/19/2023	20-2542-323-00-79	Repairs & Maint Buildings	2,485.72	20233104	20-2542-323-00-79
					$2,485.72	**Payee Vendor Total**	
Rivera Jr, Rafael							
	66644	05/05/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
	66787	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
					$150.00	**Payee Vendor Total**	
Rizzo, Annette							
	66956	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$390.00	**Payee Vendor Total**	
Rockford Auburn High Scho							
	66645	05/05/2023	10-1500-332-00-71-300-13	Athletic Trips HS	275.00	0	10-1500-332-00-71-300-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$275.00	**Payee Vendor Total**	
Rockford T-shirt Company							
	66900	05/19/2023	10-2410-410-00-74-210-13	Office Supplies Heineman	1,746.63	20232979	10-2410-410-00-74-210-13
					$1,746.63	**Payee Vendor Total**	
Rodriguez, Tom							
	67001	05/19/2023	10-2520-332-00-74-500-14	Travel Fiscal	168.99	0	10-2520-332-00-74-500-14
	67001	05/19/2023	10-2520-332-00-74-500-14	Travel Fiscal	6.57	0	10-2520-332-00-74-500-14
	67001	05/19/2023	10-2520-332-00-74-500-14	Travel Fiscal	22.00	0	10-2520-332-00-74-500-14
	67001	05/19/2023	10-2520-332-00-74-500-14	Travel Fiscal	60.00	0	10-2520-332-00-74-500-14
					$257.56	**Payee Vendor Total**	
Route 47 Taxi Transportat							
	66901	05/19/2023	40-2552-331-00-79	Contracted Transportation	6,300.00	20232980	40-2552-331-00-79
					$6,300.00	**Payee Vendor Total**	
Rubio, Jacki							
	66957	05/17/2023	10-2213-415-00-79-600-14	Staff Dev Supplies Spec Svcs	52.16	0	10-2213-415-00-79-600-14
					$52.16	**Payee Vendor Total**	
Rush Truck Center Huntley							
	66613	04/28/2023	40-2554-410-00-79	Fleet Supplies	83.02	23040747	40-2554-410-00-79
	66613	04/28/2023	40-2554-410-00-79	Fleet Supplies	58.75	23040747	40-2554-410-00-79
	66613	04/28/2023	40-2550-323-00-79	Repairs and Maintenance	410.00	23020737	40-2550-323-00-79
	66613	04/28/2023	40-2554-410-00-79	Fleet Supplies	640.06	23040747	40-2554-410-00-79
	66613	04/28/2023	40-2554-410-00-79	Fleet Supplies	111.72	23040747	40-2554-410-00-79
	66613	04/28/2023	40-2554-410-00-79	Fleet Supplies	1,129.02	23040747	40-2554-410-00-79
	66613	04/28/2023	40-2554-410-00-79	Fleet Supplies	93.10	23040747	40-2554-410-00-79
	66613	04/28/2023	40-2554-410-00-79	Fleet Supplies	200.28	23040747	40-2554-410-00-79
	66686	05/05/2023	40-2554-410-00-79	Fleet Supplies	49.38	23050747	40-2554-410-00-79
	66686	05/05/2023	40-2554-410-00-79	Fleet Supplies	243.07	23050747	40-2554-410-00-79
	66686	05/05/2023	40-2554-410-00-79	Fleet Supplies	1,740.00	23050747	40-2554-410-00-79
	66686	05/05/2023	40-2554-410-00-79	Fleet Supplies	713.40	23040747	40-2554-410-00-79
	66686	05/05/2023	40-2554-410-00-79	Fleet Supplies	242.58	23040747	40-2554-410-00-79
	66686	05/05/2023	40-2554-410-00-79	Fleet Supplies	655.73	23050747	40-2554-410-00-79
	66686	05/05/2023	40-2554-410-00-79	Fleet Supplies	(450.60)	23050747	40-2554-410-00-79
	66741	05/12/2023	40-2554-410-00-79	Fleet Supplies	863.10	23050747	40-2554-410-00-79
	66902	05/19/2023	40-2554-410-00-79	Fleet Supplies	195.50	23050747	40-2554-410-00-79

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	66902	05/19/2023	40-2554-410-00-79	Fleet Supplies	58.75	23050747	40-2554-410-00-79
	66902	05/19/2023	40-2554-410-00-79	Fleet Supplies	214.08	23050747	40-2554-410-00-79
	66902	05/19/2023	40-2554-410-00-79	Fleet Supplies	723.21	23050747	40-2554-410-00-79
					$7,974.15	**Payee Vendor Total**	
Ryan, Debra							
	67002	05/19/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	27.51	0	10-1200-310-92-79-600-14
					$27.51	**Payee Vendor Total**	
Safety Kleen Systems Inc							
	66687	05/05/2023	40-2550-310-00-79	Prof & Tech Service Trans	217.50	23011067	40-2550-310-00-79
	66687	05/05/2023	40-2550-310-00-79	Prof & Tech Service Trans	200.00	23121067	40-2550-310-00-79
					$417.50	**Payee Vendor Total**	
Sara, Lindsay							
	67003	05/19/2023	10-1200-310-66-71-300-13	STEP Purchased Services	17.29	0	10-1200-310-66-71-300-13
	67003	05/19/2023	10-1200-310-66-71-300-13	STEP Purchased Services	17.29	0	10-1200-310-66-71-300-13
					$34.58	**Payee Vendor Total**	
Savage, Gerald							
	66788	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	72.00	0	10-1500-319-00-71-300-13
					$72.00	**Payee Vendor Total**	
Schmuhl, Jessica							
	66958	05/17/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	67.03	0	10-1120-410-09-72-220-13
	66958	05/17/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	11.36	0	10-1120-410-09-72-220-13
	67004	05/19/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	24.97	0	10-1120-410-09-72-220-13
	67004	05/19/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	8.68	0	10-1120-410-09-72-220-13
					$112.04	**Payee Vendor Total**	
Schocks Towing							
	66903	05/19/2023	40-2550-323-00-79	Repairs and Maintenance	225.00	20233074	40-2550-323-00-79
					$225.00	**Payee Vendor Total**	
Scholastic Inc							
	66904	05/19/2023	10-1100-421-00-74-500-14	Materials 6-12	39.96	20232902	10-1100-421-00-74-500-14
	66904	05/19/2023	10-1100-421-00-74-500-14	Materials 6-12	399.60	20232902	10-1100-421-00-74-500-14
					$439.56	**Payee Vendor Total**	
School Health Corporation							
	66619	05/02/2023	10-2130-410-00-79-600-14	Supplies Health	33.36	20230007	10-2130-410-00-79-600-14

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	66619	05/02/2023	10-2130-410-00-79-600-14	Supplies Health	526.23	20230002	10-2130-410-00-79-600-14
	66742	05/12/2023	10-2130-410-00-79-600-14	Supplies Health	183.47	20230004	10-2130-410-00-79-600-14
	66742	05/12/2023	10-1200-410-66-71-300-13	STEP Supplies	56.55	20232559	10-1200-410-66-71-300-13
					$799.61	**Payee Vendor Total**	
Schoolbells Ltd							
	66905	05/19/2023	40-2552-331-00-79	Contracted Transportation	43,006.00	23050657	40-2552-331-00-79
					$43,006.00	**Payee Vendor Total**	
Schuring & Schuring Inc							
	66688	05/05/2023	10-2560-415-00-71-300-13	Cafe Food HS	351.86	23041327	10-2560-415-00-71-300-13
	66688	05/05/2023	10-2560-415-00-71-300-13	Cafe Food HS	87.70	23041327	10-2560-415-00-71-300-13
	66688	05/05/2023	10-2560-415-00-71-300-13	Cafe Food HS	173.92	23041327	10-2560-415-00-71-300-13
	66688	05/05/2023	10-2560-415-00-71-300-13	Cafe Food HS	261.14	23041327	10-2560-415-00-71-300-13
	66688	05/05/2023	10-2560-415-00-71-300-13	Cafe Food HS	72.66	23041327	10-2560-415-00-71-300-13
	66688	05/05/2023	10-2560-415-00-71-300-13	Cafe Food HS	294.50	23041327	10-2560-415-00-71-300-13
	66688	05/05/2023	10-2560-415-00-71-300-13	Cafe Food HS	72.66	23041327	10-2560-415-00-71-300-13
	66688	05/05/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	298.33	23041317	10-2560-415-00-71-100-13
	66688	05/05/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	135.41	23041317	10-2560-415-00-71-100-13
	66688	05/05/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	342.18	23041317	10-2560-415-00-71-100-13
	66688	05/05/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	328.42	23041317	10-2560-415-00-71-100-13
	66688	05/05/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	342.18	23041317	10-2560-415-00-71-100-13
	66688	05/05/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	45.14	23041375	10-2560-415-00-72-220-13
	66688	05/05/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	73.94	23041375	10-2560-415-00-72-220-13
	66688	05/05/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	73.94	23041375	10-2560-415-00-72-220-13
	66688	05/05/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	72.66	23041375	10-2560-415-00-72-220-13
	66688	05/05/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	58.90	23041375	10-2560-415-00-72-220-13
	66688	05/05/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	60.18	23041375	10-2560-415-00-72-220-13
	66688	05/05/2023	10-2560-415-00-72-120-13	Cafe Food Martin	134.12	23041374	10-2560-415-00-72-120-13
	66688	05/05/2023	10-2560-415-00-72-120-13	Cafe Food Martin	147.88	23041374	10-2560-415-00-72-120-13
	66688	05/05/2023	10-2560-415-00-72-120-13	Cafe Food Martin	60.18	23041374	10-2560-415-00-72-120-13
	66688	05/05/2023	10-2560-415-00-72-120-13	Cafe Food Martin	134.12	23041374	10-2560-415-00-72-120-13
	66688	05/05/2023	10-2560-415-00-72-120-13	Cafe Food Martin	134.12	23041374	10-2560-415-00-72-120-13
	66688	05/05/2023	10-2560-415-00-72-120-13	Cafe Food Martin	134.12	23041374	10-2560-415-00-72-120-13
	66688	05/05/2023	10-2560-415-00-72-120-13	Cafe Food Martin	147.88	23041374	10-2560-415-00-72-120-13
	66688	05/05/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	208.06	23041373	10-2560-415-00-72-110-13
	66688	05/05/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	177.97	23041373	10-2560-415-00-72-110-13

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	66688	05/05/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	208.06	23041373	10-2560-415-00-72-110-13
	66688	05/05/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	239.44	23041373	10-2560-415-00-72-110-13
	66688	05/05/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	194.30	23041373	10-2560-415-00-72-110-13
	66688	05/05/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	239.44	23041373	10-2560-415-00-72-110-13
	66688	05/05/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	161.64	23041387	10-2560-415-00-74-210-13
	66688	05/05/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	194.30	23041387	10-2560-415-00-74-210-13
	66688	05/05/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	206.78	23041387	10-2560-415-00-74-210-13
	66688	05/05/2023	10-2560-415-00-74-150-13	Cafe Food Conley	193.02	23041377	10-2560-415-00-74-150-13
	66688	05/05/2023	10-2560-415-00-74-150-13	Cafe Food Conley	179.26	23041377	10-2560-415-00-74-150-13
	66688	05/05/2023	10-2560-415-00-74-150-13	Cafe Food Conley	177.97	23041377	10-2560-415-00-74-150-13
	66688	05/05/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	147.88	23041367	10-2560-415-00-74-140-13
	66688	05/05/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	176.69	23041367	10-2560-415-00-74-140-13
	66688	05/05/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	176.69	23041367	10-2560-415-00-74-140-13
	66688	05/05/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	120.36	23041367	10-2560-415-00-74-140-13
	66688	05/05/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	120.36	23041367	10-2560-415-00-74-140-13
	66688	05/05/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	221.82	23041367	10-2560-415-00-74-140-13
	66688	05/05/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	88.99	23041367	10-2560-415-00-74-140-13
	66688	05/05/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	221.82	23041367	10-2560-415-00-74-140-13
	66688	05/05/2023	10-2560-415-97-79-600-14	All Children Snacks	44.97	23041397	10-2560-415-97-79-600-14
	66688	05/05/2023	10-2560-415-97-79-600-14	All Children Snacks	44.97	23041397	10-2560-415-97-79-600-14
	66688	05/05/2023	10-2560-415-97-79-600-14	All Children Snacks	44.97	23041397	10-2560-415-97-79-600-14
	66688	05/05/2023	10-2560-415-97-79-600-14	All Children Snacks	44.97	23041397	10-2560-415-97-79-600-14
					$7,872.87	**Payee Vendor Total**	
Schwerzler, Therese							
	67005	05/19/2023	10-2410-332-00-71-300-13	Prin Travel HS	17.36	0	10-2410-332-00-71-300-13
					$17.36	**Payee Vendor Total**	
Seal of Illinois							
	66906	05/19/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,397.71	20233028	10-4220-670-00-79-600-14
					$5,397.71	**Payee Vendor Total**	
Secretary of State 11							
	66620	05/02/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	23050947	40-2550-310-00-79
					$4.00	**Payee Vendor Total**	
Secretary of State10							
	61236	05/12/2023	40-2550-310-00-79	Prof & Tech Service Trans	(4.00)	22020937	40-2550-310-00-79

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	66622	05/02/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	23050937	40-2550-310-00-79
	66709	05/12/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	22020937	40-2550-310-00-79
					$4.00	**Payee Vendor Total**	
Secretary of State1							
	66621	05/02/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	23050847	40-2550-310-00-79
					$4.00	**Payee Vendor Total**	
Secretary of State2							
	66623	05/02/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	23050857	40-2550-310-00-79
					$4.00	**Payee Vendor Total**	
Secretary of State3							
	66624	05/02/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	23050867	40-2550-310-00-79
					$4.00	**Payee Vendor Total**	
Secretary of State4							
	66625	05/02/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	23050877	40-2550-310-00-79
					$4.00	**Payee Vendor Total**	
Secretary of State5							
	61240	05/12/2023	40-2550-310-00-79	Prof & Tech Service Trans	(4.00)	22020887	40-2550-310-00-79
	64528	05/12/2023	40-2550-310-00-79	Prof & Tech Service Trans	(4.00)	23110887	40-2550-310-00-79
	66626	05/02/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	23050887	40-2550-310-00-79
	66710	05/12/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	22020887	40-2550-310-00-79
					$0.00	**Payee Vendor Total**	
Secretary of State6							
	61241	05/12/2023	40-2550-310-00-79	Prof & Tech Service Trans	(4.00)	22020897	40-2550-310-00-79
	64529	05/12/2023	40-2550-310-00-79	Prof & Tech Service Trans	(4.00)	23110897	40-2550-310-00-79
	66627	05/02/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	23050897	40-2550-310-00-79
	66711	05/12/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	22020897	40-2550-310-00-79
					$0.00	**Payee Vendor Total**	
Secretary of State7							
	61242	05/12/2023	40-2550-310-00-79	Prof & Tech Service Trans	(4.00)	22020907	40-2550-310-00-79
	64530	05/12/2023	40-2550-310-00-79	Prof & Tech Service Trans	(4.00)	23110907	40-2550-310-00-79
	66628	05/02/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	23050907	40-2550-310-00-79
	66712	05/12/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	22020907	40-2550-310-00-79
					$0.00	**Payee Vendor Total**	

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Secretary of State8							
	61243	05/12/2023	40-2550-310-00-79	Prof & Tech Service Trans	(4.00)	22020917	40-2550-310-00-79
	64531	05/12/2023	40-2550-310-00-79	Prof & Tech Service Trans	(4.00)	23110917	40-2550-310-00-79
	66629	05/02/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	23050917	40-2550-310-00-79
	66713	05/12/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	22020917	40-2550-310-00-79
					$0.00	**Payee Vendor Total**	
Secretary of State9							
	61244	05/12/2023	40-2550-310-00-79	Prof & Tech Service Trans	(4.00)	22020927	40-2550-310-00-79
	64532	05/12/2023	40-2550-310-00-79	Prof & Tech Service Trans	(4.00)	23110927	40-2550-310-00-79
	66630	05/02/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	23050927	40-2550-310-00-79
	66714	05/12/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	22020927	40-2550-310-00-79
					$0.00	**Payee Vendor Total**	
SEDOM of McHenry County							
	66907	05/19/2023	10-4210-670-00-79-600-14	Reg Ed Out of District	760.00	20232981	10-4210-670-00-79-600-14
	66907	05/19/2023	10-4210-670-00-79-600-14	Reg Ed Out of District	760.00	20232981	10-4210-670-00-79-600-14
					$1,520.00	**Payee Vendor Total**	
Seyller, Ann							
	63346	05/12/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	(390.00)	0	10-2310-230-00-74-500-14
					($390.00)	**Payee Vendor Total**	
Shadrick, Alan							
	66789	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	72.00	0	10-1500-319-00-71-300-13
					$72.00	**Payee Vendor Total**	
Sherwin Williams Co							
	66908	05/19/2023	20-2542-410-00-79	Supplies B & G	42.53	20233114	20-2542-410-00-79
					$42.53	**Payee Vendor Total**	
Skulls Unlimited							
	66614	04/28/2023	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	47.40	20232722	10-1120-410-13-72-220-08
	66614	04/28/2023	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	151.00	20232722	10-1120-410-13-72-220-08
	66614	04/28/2023	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	172.00	20232722	10-1120-410-13-72-220-08
	66614	04/28/2023	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	121.00	20232722	10-1120-410-13-72-220-08
	66614	04/28/2023	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	182.00	20232722	10-1120-410-13-72-220-08
	66614	04/28/2023	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	151.00	20232722	10-1120-410-13-72-220-08
	66614	04/28/2023	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	109.00	20232722	10-1120-410-13-72-220-08
	66614	04/28/2023	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	117.00	20232722	10-1120-410-13-72-220-08

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					$1,050.40	Payee Vendor Total		
Smigiel, Allan								
	66790	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	72.00	0	10-1500-319-00-71-300-13	
					$72.00	Payee Vendor Total		
Smith, Sandra								
	66959	05/17/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	70.09	0	10-1200-310-92-79-600-14	
	66959	05/17/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	13.10	0	10-1200-310-92-79-600-14	
					$83.19	Payee Vendor Total		
SNA Depository								
	66909	05/19/2023	10-2561-640-00-79-600-14	Dir Food Service Dues & Fees	166.00	20232903	10-2561-640-00-79-600-14	
					$166.00	Payee Vendor Total		
Sobey, Marta								
	66960	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14	283
	66960	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14	
	66960	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14	
					$1,170.00	Payee Vendor Total		
South Campus								
	66690	05/05/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,494.42	23041961	10-4220-670-00-79-600-14	
	66690	05/05/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,494.42	23041961	10-4220-670-00-79-600-14	
	66690	05/05/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,337.70	23041961	10-4220-670-00-79-600-14	
					$15,326.54	Payee Vendor Total		
Southeast High School								
	66646	05/05/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	225.00	0	10-1500-640-00-71-300-13	
					$225.00	Payee Vendor Total		
Southpaw Enterprises								
	66743	05/12/2023	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	1.75	20231882	10-1100-410-72-79-600-14	
	66743	05/12/2023	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	633.25	20231882	10-1100-410-72-79-600-14	
	66743	05/12/2023	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	1,642.74	20232426	10-1100-410-72-79-600-14	
					$2,277.74	Payee Vendor Total		
Spoeth, Holly								
	67006	05/19/2023	10-1200-310-66-71-300-13	STEP Purchased Services	65.96	0	10-1200-310-66-71-300-13	
					$65.96	Payee Vendor Total		
Spooner, Robert								

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	66791	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
	66791	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
					$150.00	**Payee Vendor Total**	
Spotter Staffing LLC							
	66691	05/05/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,870.75	23040647	10-1101-310-00-79-605-14
	66691	05/05/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	4,057.50	23040647	10-1101-310-00-79-605-14
	66910	05/19/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,965.75	23040647	10-1101-310-00-79-605-14
					$11,894.00	**Payee Vendor Total**	
Starnes, Sara							
	66961	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$390.00	**Payee Vendor Total**	
Steiner Electric Company							
	66911	05/19/2023	20-2542-410-00-79	Supplies B & G	327.20	23031637	20-2542-410-00-79
					$327.20	**Payee Vendor Total**	
Stepping Stones Group							
	66692	05/05/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	9,541.04	23041960	10-1101-310-00-79-605-14
	66692	05/05/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,990.00	23031960	10-1101-310-00-79-605-14
					$13,531.04	**Payee Vendor Total**	
Sterling, Ken							
	66792	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	72.00	0	10-1500-319-00-71-300-13
					$72.00	**Payee Vendor Total**	
Sunrise Southwest LLC							
	66912	05/19/2023	40-2552-331-00-79	Contracted Transportation	3,435.66	20233075	40-2552-331-00-79
					$3,435.66	**Payee Vendor Total**	
Sycamore HS c/o Athletics							
	66647	05/05/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	125.00	0	10-1500-640-00-71-300-13
					$125.00	**Payee Vendor Total**	
Symmetry Energy Solutions							
	66591	04/28/2023	20-2540-465-00-79	Natural Gas	31,115.99	0	20-2540-465-00-79
					$31,115.99	**Payee Vendor Total**	
Talerico Martin Corp							
	66693	05/05/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	52.92	23030377	10-2560-415-00-74-210-13
	66693	05/05/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	121.32	23030377	10-2560-415-00-74-210-13

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	66693	05/05/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	41.44	23030377	10-2560-415-00-74-210-13	
	66693	05/05/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	108.72	23030377	10-2560-415-00-74-210-13	
	66693	05/05/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	108.72	23030377	10-2560-415-00-74-210-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	451.28	23040378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	402.02	23030378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	440.84	23030378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	80.91	23030378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	80.91	23030378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	440.84	23030378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	80.91	23030378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	517.17	23030378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	53.35	23030378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	517.17	23030378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	517.17	23030378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	80.91	23030378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	51.00	23030378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	517.17	23030378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	517.17	23040378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	92.07	23040378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	517.17	23040378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	80.91	23040378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	440.84	23040378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	92.07	23040378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	440.84	23040378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	80.91	23040378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	80.91	23040378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	80.91	23040378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	97.02	23040378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-71-300-13	Cafe Food HS	92.07	23040378	10-2560-415-00-71-300-13	
	66744	05/12/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	108.24	23050377	10-2560-415-00-74-210-13	
	66744	05/12/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	55.32	23050377	10-2560-415-00-74-210-13	
					$7,441.22	**Payee Vendor Total**		
Taylor, David								
	66793	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13	
	66793	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$150.00	**Payee Vendor Total**	
Team Reil Inc							
	66615	04/28/2023	20-2543-323-00-79	Repairs-Grounds	9,355.00	20231312	20-2543-323-00-79
	66615	04/28/2023	20-2543-323-00-79	Repairs-Grounds	10,425.00	20231311	20-2543-323-00-79
					$19,780.00	**Payee Vendor Total**	
Therapy Staff Aequor Heal							
	66694	05/05/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	6,642.50	23040547	10-1101-310-00-79-605-14
	66694	05/05/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	5,466.50	23040547	10-1101-310-00-79-605-14
	66745	05/12/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	6,583.50	23040547	10-1101-310-00-79-605-14
					$18,692.50	**Payee Vendor Total**	
Thermosystems Building Sy							
	992300226	05/23/2023	20-2542-410-00-79	Supplies B & G	386.22	20232904	20-2542-410-00-79
	992300226	05/23/2023	20-2542-323-00-79	Repairs & Maint Buildings	1,097.01	20232905	20-2542-323-00-79
	992300226	05/23/2023	20-2542-323-00-79	Repairs & Maint Buildings	849.12	20232982	20-2542-323-00-79
	992300226	05/23/2023	20-2542-323-00-79	Repairs & Maint Buildings	910.00	20233068	20-2542-323-00-79
	992300226	05/23/2023	20-2542-410-00-79	Supplies B & G	107.62	20233069	20-2542-410-00-79
	992300226	05/23/2023	20-2542-390-00-79	Other Purchased Service	6,107.75	20233105	20-2542-390-00-79
					$9,457.72	**Payee Vendor Total**	
Thomson Reuters							
	66695	05/05/2023	10-2660-470-00-79-600-14	Software Technology	1,024.23	23050307	10-2660-470-00-79-600-14
					$1,024.23	**Payee Vendor Total**	
T-Mobile							
	66696	05/05/2023	20-2540-340-00-79	Telephone - Districtwide	2,550.00	23040357	20-2540-340-00-79
	66746	05/12/2023	20-2540-340-00-79	Telephone - Districtwide	2,275.50	23050357	20-2540-340-00-79
	66746	05/12/2023	20-2540-340-00-79	Telephone - Districtwide	2,550.00	23050357	20-2540-340-00-79
					$7,375.50	**Payee Vendor Total**	
Tobii Dynavox LLC							
	66913	05/19/2023	10-1200-710-92-79-600-14	IDEA Instructional Non-Cap Eqp	17,129.60	20232664	10-1200-710-92-79-600-14
					$17,129.60	**Payee Vendor Total**	
Trane							
	992300218	05/15/2023	20-2542-410-00-79	Supplies B & G	2,292.22	20232748	20-2542-410-00-79
	992300218	05/15/2023	20-2542-410-00-79	Supplies B & G	456.78	20231925	20-2542-410-00-79
	992300227	05/23/2023	20-2542-410-00-79	Supplies B & G	685.17	20231925	20-2542-410-00-79

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$3,434.17	**Payee Vendor Total**	
Truax, Brian							
	67007	05/19/2023	10-2213-410-00-79-600-14	Special Svcs Supplies	753.89	0	10-2213-410-00-79-600-14
	67007	05/19/2023	10-2213-410-00-79-600-14	Special Svcs Supplies	19.99	0	10-2213-410-00-79-600-14
	67007	05/19/2023	10-2213-410-00-79-600-14	Special Svcs Supplies	60.00	0	10-2213-410-00-79-600-14
	67007	05/19/2023	10-2213-410-00-79-600-14	Special Svcs Supplies	46.51	0	10-2213-410-00-79-600-14
					$880.39	**Payee Vendor Total**	
Uline							
	66914	05/19/2023	20-2542-410-00-79	Supplies B & G	78.61	20233033	20-2542-410-00-79
	66914	05/19/2023	20-2542-410-00-79	Supplies B & G	1,033.20	20233033	20-2542-410-00-79
					$1,111.81	**Payee Vendor Total**	
Ulrich, Samantha							
	67008	05/19/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$390.00	**Payee Vendor Total**	
United Way of McHenry Co							
	66747	05/12/2023	10461	United Way Payable	11.43	0	10-498
	66747	05/12/2023	10461	United Way Payable	11.43	0	10-498
					$22.86	**Payee Vendor Total**	
UPS Store #6063							
	66915	05/19/2023	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	725.90	20233076	10-1100-410-72-79-600-14
					$725.90	**Payee Vendor Total**	
Verizon Wireless							
	66748	05/12/2023	20-2540-340-00-79	Telephone - Districtwide	6,102.65	23051607	20-2540-340-00-79
					$6,102.65	**Payee Vendor Total**	
VILLAGE OF ALGONQUIN							
	66592	04/28/2023	20-2540-370-00-79	Water/Sewer	518.20	0	20-2540-370-00-79
	66592	04/28/2023	20-2540-370-00-79	Water/Sewer	1,178.86	0	20-2540-370-00-79
	66592	04/28/2023	20-2540-370-00-79	Water/Sewer	1,026.40	0	20-2540-370-00-79
	66592	04/28/2023	20-2540-370-00-79	Water/Sewer	10.00	0	20-2540-370-00-79
	66697	05/05/2023	20-2546-310-00-71-305	Resource Officer	10,289.21	23050137	20-2546-310-00-71-305
	66592	04/28/2023	20-2540-370-00-79	Water/Sewer	924.76	0	20-2540-370-00-79
					$13,947.43	**Payee Vendor Total**	
Village of Huntley							

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	66593	04/28/2023	20-2540-370-00-79	Water/Sewer	1,742.00	0	20-2540-370-00-79
	66593	04/28/2023	20-2540-370-00-79	Water/Sewer	5,294.24	0	20-2540-370-00-79
	66593	04/28/2023	20-2540-370-00-79	Water/Sewer	985.96	0	20-2540-370-00-79
	66593	04/28/2023	20-2540-370-00-79	Water/Sewer	154.92	0	20-2540-370-00-79
	66593	04/28/2023	20-2540-370-00-79	Water/Sewer	935.08	0	20-2540-370-00-79
	66593	04/28/2023	20-2540-370-00-79	Water/Sewer	128.24	0	20-2540-370-00-79
	66593	04/28/2023	20-2540-370-00-79	Water/Sewer	39.52	0	20-2540-370-00-79
					$9,279.96	**Payee Vendor Total**	
Village of Huntley							
	66916	05/19/2023	20-2546-310-00-71-305	Resource Officer	536.25	20233070	20-2546-310-00-71-305
	66916	05/19/2023	20-2546-310-00-71-305	Resource Officer	325.00	20233071	20-2546-310-00-71-305
	66916	05/19/2023	20-2546-310-00-71-305	Resource Officer	6,235.29	23051517	20-2546-310-00-71-305
	66916	05/19/2023	20-2546-310-00-71-305	Resource Officer	195.00	20232906	20-2546-310-00-71-305
	66916	05/19/2023	20-2546-310-00-71-305	Resource Officer	276.25	20232907	20-2546-310-00-71-305
	66916	05/19/2023	20-2546-310-00-71-305	Resource Officer	162.50	20232908	20-2546-310-00-71-305
					$7,730.29	**Payee Vendor Total**	
Village of Lake in the Hi							
	66698	05/05/2023	20-2546-310-00-71-305	Resource Officer	6,527.00	23050687	20-2546-310-00-71-305
	66633	05/05/2023	20-2543-530-00-79	Improvements not Buildings	2,000.00	20232951	20-2543-530-00-79
					$8,527.00	**Payee Vendor Total**	
Virtual Connections Acade							
	66699	05/05/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,659.88	23041757	10-4220-670-00-79-600-14
	66699	05/05/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,659.88	23041757	10-4220-670-00-79-600-14
	66699	05/05/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,659.88	23021757	10-4220-670-00-79-600-14
					$19,979.64	**Payee Vendor Total**	
VSP of Illinois NFP							
	66700	05/05/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	35.64	23050457	10-2310-220-00-79-600-14
	66749	05/12/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	7,666.46	23050457	10-2310-220-00-79-600-14
					$7,702.10	**Payee Vendor Total**	
Warehouse Direct Cardunal							
	66750	05/12/2023	10-2130-410-00-79-600-14	Supplies Health	9.39	20230011	10-2130-410-00-79-600-14
	66750	05/12/2023	10-2130-410-00-79-600-14	Supplies Health	36.83	20230011	10-2130-410-00-79-600-14
	66750	05/12/2023	10-2130-410-00-79-600-14	Supplies Health	46.78	20230011	10-2130-410-00-79-600-14
	66750	05/12/2023	10-2130-410-00-79-600-14	Supplies Health	206.32	20230011	10-2130-410-00-79-600-14

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	66750	05/12/2023	10-2130-410-00-79-600-14	Supplies Health	103.16	20230011	10-2130-410-00-79-600-14
	66750	05/12/2023	10-1100-211-00-79-600-14	TRS	83.61	20230011	10-1100-211-00-79-600-14
					$486.09	**Payee Vendor Total**	
WE Carlson Corp							
	66917	05/19/2023	20-2542-323-00-79	Repairs & Maint Buildings	1,345.00	20232667	20-2542-323-00-79
					$1,345.00	**Payee Vendor Total**	
WEPA Libros LLC							
	66918	05/19/2023	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	742.57	20232909	10-1800-410-84-79-605-14
	66918	05/19/2023	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	796.15	20232909	10-1800-410-84-79-605-14
	66918	05/19/2023	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	786.33	20232909	10-1800-410-84-79-605-14
	66918	05/19/2023	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	681.24	20232909	10-1800-410-84-79-605-14
	66918	05/19/2023	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	783.64	20232909	10-1800-410-84-79-605-14
	66918	05/19/2023	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	687.64	20232909	10-1800-410-84-79-605-14
	66918	05/19/2023	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	419.44	20232909	10-1800-410-84-79-605-14
	66918	05/19/2023	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	199.79	20232910	10-1800-410-84-79-605-14
					$5,096.80	**Payee Vendor Total**	
West Music Company							
	66631	05/02/2023	10-1110-410-12-72-120-13	Music SuppliesMartin	107.14	20231936	10-1110-410-12-72-120-13
	66631	05/02/2023	10-1110-410-12-72-120-13	Music SuppliesMartin	42.88	20231936	10-1110-410-12-72-120-13
	66631	05/02/2023	10-1110-410-12-72-120-13	Music SuppliesMartin	95.30	20231936	10-1110-410-12-72-120-13
	66631	05/02/2023	10-1110-410-12-72-120-13	Music SuppliesMartin	57.18	20231936	10-1110-410-12-72-120-13
					$302.50	**Payee Vendor Total**	
Wetendorf, Sean							
	66794	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	72.00	0	10-1500-319-00-71-300-13
	66648	05/05/2023	10-1500-319-00-71-300-13	Sports Officials HS	72.00	0	10-1500-319-00-71-300-13
	66794	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	72.00	0	10-1500-319-00-71-300-13
	66794	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	72.00	0	10-1500-319-00-71-300-13
					$288.00	**Payee Vendor Total**	
WEX BANK							
	66701	05/05/2023	40-2552-464-00-79	Diesel/Gasoline	160.07	23040767	40-2552-464-00-79
	66701	05/05/2023	10-1500-332-00-71-300-13	Athletic Trips HS	363.16	23040777	10-1500-332-00-71-300-13
	66701	05/05/2023	10-1500-332-00-71-300-13	Athletic Trips HS	550.19	23040777	10-1500-332-00-71-300-13
					$1,073.42	**Payee Vendor Total**	
Wilmot, Michael							

Huntley Community School District 158
Disbursements

Check Date: 4/28/2023 to 5/26/2023

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	66795	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	147.00	0	10-1500-319-00-71-300-13
					$147.00	**Payee Vendor Total**	
Winston Knolls Education							
	66702	05/05/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,610.42	23041747	10-4220-670-00-79-600-14
					$5,610.42	**Payee Vendor Total**	
Wold Architects and Engin							
	66703	05/05/2023	20-2540-310-00-79	Professional & Technical	179.95	20230493	20-2540-310-00-79
	66703	05/05/2023	20-2540-310-00-79	Professional & Technical	246.60	20232084	20-2540-310-00-79
	66703	05/05/2023	20-2540-310-00-79	Professional & Technical	4,932.11	20232084	20-2540-310-00-79
	66703	05/05/2023	20-2540-310-00-79	Professional & Technical	287.97	20231226	20-2540-310-00-79
	66703	05/05/2023	20-2540-310-00-79	Professional & Technical	959.90	20231226	20-2540-310-00-79
	66703	05/05/2023	20-2540-310-00-79	Professional & Technical	1,151.87	20231226	20-2540-310-00-79
	66703	05/05/2023	20-2540-310-00-79	Professional & Technical	4,780.26	20231226	20-2540-310-00-79
	66703	05/05/2023	20-2540-310-00-79	Professional & Technical	287.96	20231226	20-2540-310-00-79
	66703	05/05/2023	20-2540-310-00-79	Professional & Technical	959.89	20231226	20-2540-310-00-79
	66703	05/05/2023	20-2540-310-00-79	Professional & Technical	1,151.88	20231226	20-2540-310-00-79
	66703	05/05/2023	20-2540-310-00-79	Professional & Technical	4,780.27	20231226	20-2540-310-00-79
	66703	05/05/2023	20-2540-310-00-79	Professional & Technical	8,277.00	20231212	20-2540-310-00-79
	66703	05/05/2023	20-2540-310-00-79	Professional & Technical	245.36	20232084	20-2540-310-00-79
	66703	05/05/2023	20-2540-310-00-79	Professional & Technical	4,907.15	20232084	20-2540-310-00-79
					$33,148.17	**Payee Vendor Total**	
Woodstock Community Unit							
	66919	05/19/2023	10-2410-491-00-72-120-13	Rebate Supplies Martin	1,629.20	20232911	10-2410-491-00-72-120-13
					$1,629.20	**Payee Vendor Total**	
Yakimisky, Carter							
	66796	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	72.00	0	10-1500-319-00-71-300-13
	66796	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	144.00	0	10-1500-319-00-71-300-13
					$216.00	**Payee Vendor Total**	
Yale Center for Emotional							
	66920	05/19/2023	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	1,000.00	20232984	10-2212-310-00-79-505-14
					$1,000.00	**Payee Vendor Total**	
Zaleski, Angela							
	66962	05/17/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14

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Huntley Community School District 158
Disbursements

Check Date: 4/28/2023 to 5/26/2023

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$390.00	Payee Vendor Total	
Zaragoza, Amy							
	66797	05/12/2023	10-2560-415-00-72-120-13	Cafe Food Martin	44.75	0	10-2560-415-00-72-120-13
					$44.75	Payee Vendor Total	
Zaragoza, Luis							
	66649	05/05/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	30.70	0	10-2560-415-00-72-110-13
					$30.70	Payee Vendor Total	
Zeman, David							
	66798	05/12/2023	10-1500-319-00-71-300-13	Sports Officials HS	75.00	0	10-1500-319-00-71-300-13
					$75.00	Payee Vendor Total	
Zhao, Tianya							
	67009	05/19/2023	10-2520-332-00-74-500-14	Travel Fiscal	79.91	0	10-2520-332-00-74-500-14
					$79.91	Payee Vendor Total	
Zieglers Ace Hardware							
	66616	04/28/2023	20-2542-410-00-79	Supplies B & G	9.99	23010267	20-2542-410-00-79
	66616	04/28/2023	20-2542-410-00-79	Supplies B & G	17.57	23010267	20-2542-410-00-79
	66704	05/05/2023	20-2542-410-00-79	Supplies B & G	38.35	23010267	20-2542-410-00-79
	66704	05/05/2023	20-2542-410-00-79	Supplies B & G	22.56	23010267	20-2542-410-00-79
	66751	05/12/2023	20-2542-410-00-79	Supplies B & G	12.99	23010267	20-2542-410-00-79
	66799	05/12/2023	20-2542-410-00-79	Supplies B & G	3.59	23010267	20-2542-410-00-79
					$105.05	Payee Vendor Total	
				Report Total	$3,576,428.26		

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HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

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 1, 2023

Subject: **Monthly Fiscal Updates**
Committee of the Whole Meeting, June 1, 2023
Finance Committee

Listed below are major tasks and/or projects the Fiscal Department has been working on during the month.

GENERAL

During the month, Fiscal's primary projects included:

- ✓ **April month-end Close** - See the Executive Summary under separate cover
- ✓ **Budget & 5 Year Plan** - Continuing the process of accumulating data and resources for the District's FY24 Budget and 5 Year Plan. The next draft of the budget will be shared at this month's Board Meeting.
- ✓ **Year end Audit Preparation** – Beginning the process of pulling together documentation for the annual audit. The Audit is scheduled to begin the second week of August.
- ✓ **New Construction Legislation** - During the last several months, in an effort to recapture new construction dollars for underassessed properties, I have been meeting with our Association's lobbyist's (from IASA and IASBO) in an attempt to create legislation for the next legislative session. Legislation has been drafted, and we will discuss opportunities as they arise. I will continue to keep the Board apprised.

SPECIFIC TASKS TO ADDRESS DURING JUNE 2023

- **June (TBD)** – Investigation and Ascertainment of Prevailing Rate of Wages: Requires a School Board to adopt a resolution establishing prevailing rates for its area, publicly post or keep available for inspection the prevailing rate of wages, file a certified copy of the resolution with the Secretary of State and the Department of Labor in Springfield no later than July 15 of each year, and publish a legal notice of its wage rate determination within 30 days of the filing (820 ILCS 130/9).
- **June (TBD)** – Prepare for Year-End Closing:
- **June 30** – Last day of the fiscal year for most Illinois school districts.

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COMING UP IN JULY 2023

- First day of the new fiscal year for most Illinois school districts
- Prevailing Wage: School districts must file a certified copy of the prevailing rate of wages with the Secretary of State and the Department of Labor in Springfield, and publish a legal notice of its wage rate determination within 30 days of the filing (820 ILCS 130/9).
- ESSA Site-Based Reporting data based on June 30 financials is submitted through IWAS.
- File IDEA Part B Grants Completion/Final Expenditure Report

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

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 1, 2023

Subject: **Activity Fund Balance Report**
Committee of the Whole Meeting – June 1, 2023
Finance Committee

Presented for the Committee's review is the Activity Fund Balance Report as of April 30, 2023.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

April 30, 2023 Financial Executive Summary - Activity Accounts

The Month to Date results are as follows:

Activity Accounts by Building/Class	Beginning Balance	Revenues	Expenses	Ending Balance
District Office	$ 97,365.07	$ 4,584.60	$ 11,242.19	$ 90,707.48
Scholarships	18,580.89	-	-	18,580.89
Early Childhood	3,848.11	-	38.46	3,809.65
Mackeben	10,426.99	10.00	1,278.87	9,158.12
Heineman	48,426.80	6,889.00	11,915.72	43,400.08
Conley	18,744.92	14,648.99	3,682.68	29,711.23
Chesak	31,095.21	1,160.99	2,788.63	29,467.57
Leggee	25,635.39	1,670.93	1,857.71	25,448.61
Martin	40,800.92	3,567.65	5,330.68	39,037.89
Marlowe	87,538.89	9,224.41	7,885.45	88,877.85
High School Athletics	226,821.14	66,967.65	33,766.32	260,022.47
High School Activities	292,482.32	14,586.29	36,759.15	270,309.46
Total All Funds	**$ 901,766.65**	**$ 123,310.51**	**$ 116,545.86**	**$ 908,531.30**

The material transactions involving Revenues and Expenditures for the month are as follows:

District Office: The majority of the $4,600 of revenue was from the St. Baldrick's fundraiser $3,200, and Interest $1,300. The majority of the ($11,200) of expenditures was for the St. Baldrick's fundraiser shirts ($10,800).

Heineman: The majority of the $6,900 of revenue was from 8th Grade Six Flags Trip $6,500. The majority of the ($11,900) of expenditures was for 8th Grade Six Flags trip ($7,500), Chorus/Band Chicago Wolves performance tickets ($2,500), and Snow Hawks ski trips ($700).

Conley: The majority of the $14,600 of revenue was from Library book fair $8,400, In & Out for Kamila fundraiser $3,600, and Field Trips for Challenger missions $2,600. The majority of the ($3,700) of expenditures was for the Challenger Field Trips balance ($2,800), and Library book fair books ($700).

Martin: The majority of the $3,600 of revenue was from Field Trips for Challenger missions $3,500. The majority of the ($5,300) of expenditures was for the Challenger Field Trips ($2,600), Art supplies ($1,700), and Fundraising supplies ($700).

Marlowe: The majority of the $9,200 of revenue was from PE climbing wall activity $3,700, School Store $2,700, 8th Grade $1,500, and Chorus/Band $1,200. The majority of the ($7,900) of expenditures was for Snow Stangs ski trips ($2,400), Ecology Club supplies ($1,400), 8th Grade field trips ($1,200), and Musical cast shirts ($900).

High School Athletics: The majority of the $67,000 of revenue was from Boys Track $25,100, Girls Basketball $10,500, Softball $9,400, Girls Lacrosse $9,200, Athletics $5,100, Girls Track $3,100, Poms $2,900, Baseball $1,300, and Girls Bowling $1,100. The majority of the ($33,800) of expenditures was for Football apparel, jerseys, & coaches shoes ($9,500), Athletics girls basketball uniforms, scoreboard repairs, spring sports equipment rental & awards ($8,300), Baseball apparel,senior banners & supplies ($3,900), Poms banquet ($3,900), Softball equipment & supplies ($2,300), Girls Lacrosse pullovers ($1,500), Wrestling apparel ($1,100), Girls Track equipment & supplies ($900), and Swimming banquet ($700).

High School Activities: The majority of the $14,600 of revenue was from Marching Band $6,600, Journalism trip $2,700, PE uniforms $1,400, Drama Club $1,000, Orchesis Club $900, and Community Service Club $700. The majority of the ($36,800) of expenditures was for Journalism trip lodging & shirts ($7,300), Tech & Industrial Arts materials ($6,500), Student Council prom centerpieces & supplies ($4,700), Assessments ISA & PSAT testing tables and food service ($4,400), Drama Club supplies ($1,900), Ski Club trip ($1,300), Marching Band & Colorguard shirts ($1,100), Leos Club JDRF donation ($800), and Orchesis Club supplies ($800).

For further detail, see attached list of major cash expenditures and revenues received.

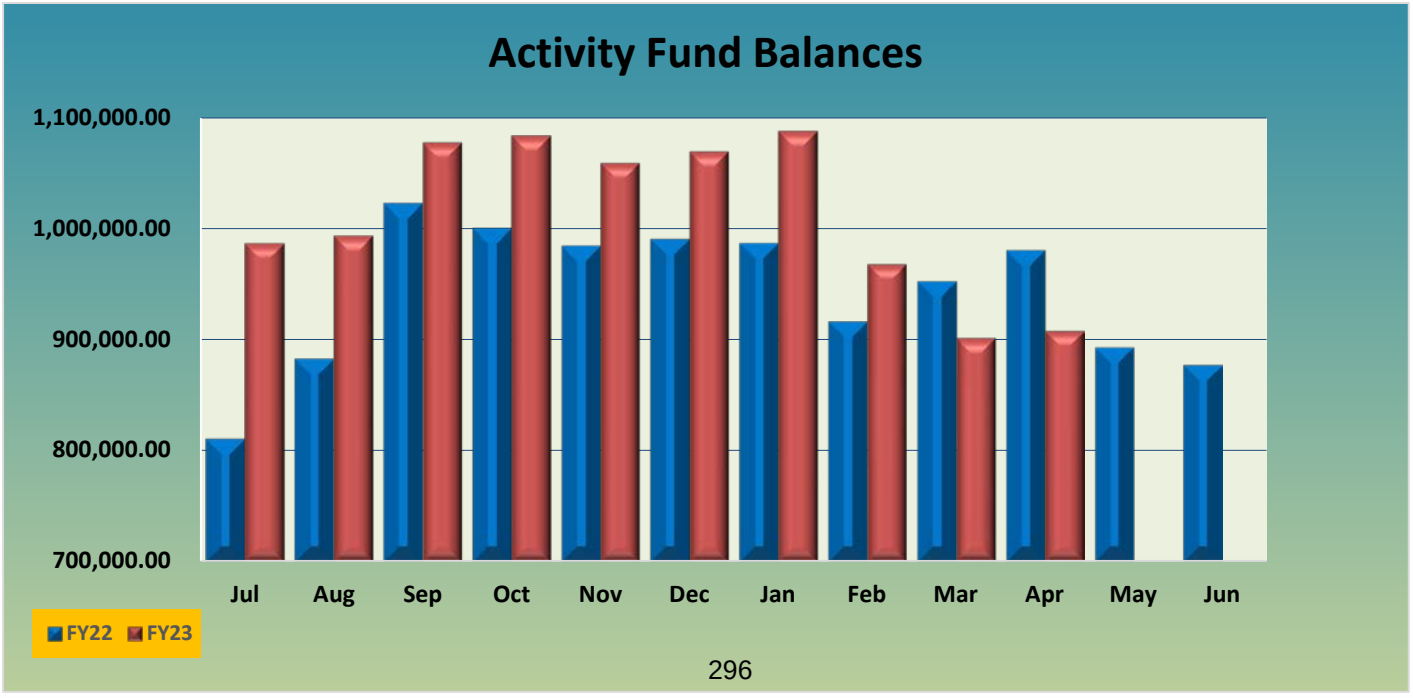
Huntley Community School District 158

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

April 30, 2023 Financial Executive Summary - Activity Accounts

Major transactions for the Month include:

Major Cash Expenditures		Description	Major Revenues Received	
Huntley Community School Dist 158	46,522.09	P-Card charges (2/21 - 3/20)	HS Boys Track	25,132.41
AIA Services LLC	11,840.50	St. Baldrick's fundraiser shirts	HS Girls Basketball	10,525.00
Six Flags Great America	7,449.25	HMS 8th grade field trip	HS Softball	9,392.02
BSN Sports LLC	7,380.60	HS Girls BB & Football jerseys	HS Girls Lacrosse	9,200.25
Woodstock CUSD # 200	5,371.00	Conley & Martin Challenger trips	Conley Library	8,386.99
Edge Sports Apparel, The	4,956.00	HS Football/Girls Lacrosse apparel	HS Marching Band	6,561.00
IDville	4,510.50	HS Dean's Activity ID maker	Heineman 8th Grade Trips	6,445.00
Ed`s Rental & Sales Inc # 1	3,571.30	HS Assessments testing tables	HS Athletic Varsity	5,130.00
M & P Floral and Event Production, Inc.	3,304.00	HS STUCO prom centerpieces	Marlowe PE	3,734.00
Alpine Valley Resort	2,425.00	Marlowe Snowstangs ski trips	Conley In & Out	3,644.00
Discovery Center Museum	2,286.00	Chesak 2nd grade field trips	Martin Field Trips	3,541.65
MIDWEZTHEAT	2,090.00	HS Football coaches shoes	District In & Out	3,175.40
Correct Digital Displays Inc	1,375.00	HS Athletics BB scoreboard repairs	HS Girls Track	3,132.90
Valley Athletics	1,203.89	HS Baseball apparel	HS Pom Pons	2,900.00
On Target Sales	1,174.50	HS Marching Band shirts	HS Journalism	2,695.00
IHMEC	1,086.00	Marlowe 8th grade field trip	Conley Field Trips	2,600.00
Graphic Edge, The	1,008.19	HS Wrestling apparel	Marlowe School Store	2,057.02
Collectible Canvas LLC	860.00	HS Baseball senior gifts	Marlowe 8th Grade	1,476.41
Huntley CSD 158 Food Service	788.09	Food for HS PSAT testing	HS PE	1,355.63
Robles, Noel	700.00	HS Senior Sunset event DJ	HS Baseball	1,342.40
Service Sanitation Inc.	689.92	HS Athletics porta potties	Interest/Service Charge	1,320.43



Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
100	District In & Out	10,797.50	3,175.40	12,468.70	10,519.60	(1,949.10)	1,949.10	0.00
101	Interest/Service Charge	0.00	1,320.43	386.33	9,280.63	8,894.30	64,262.46	73,156.76
102	District Pepsi Account	43.94	168.37	3,086.80	480.14	(2,606.66)	10,036.54	7,429.88
104	Activity Food Service	400.75	(79.60)	708.28	(79.60)	(787.88)	3,726.24	2,938.36
105	District Recycling	0.00	0.00	0.00	0.00	0.00	5,124.57	5,124.57
111	Huntley Hootenanny	0.00	0.00	1,492.31	1,492.31	0.00	0.00	0.00
112	Foundation Grants	0.00	0.00	2,564.68	0.00	(2,564.68)	2,564.68	0.00
113	Schaffenegger Memorial	0.00	0.00	0.00	0.00	0.00	18,580.89	18,580.89
118	Gifted Program	0.00	0.00	2,500.00	0.00	(2,500.00)	2,500.00	0.00
1202	Mackeben Pop	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1203	Mackeben Recycling	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1204	Mackeben Art	355.02	0.00	2,364.58	1,639.27	(725.31)	3,650.43	2,925.12
1205	Mackeben Reading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1209	Mackeben Field Trips	0.00	0.00	1,695.00	0.00	(1,695.00)	4,816.46	3,121.46
1210	Mackeben Library	352.89	10.00	8,720.58	5,409.78	(3,310.80)	5,230.15	1,919.35
1212	Mackeben Market Day	0.00	0.00	0.00	0.00	0.00	526.40	526.40
1240	Mackeben In & Out	570.96	0.00	3,181.48	404.20	(2,777.28)	3,443.07	665.79
1400	Heineman LRC	69.27	0.00	755.99	135.86	(620.13)	681.61	61.48
1401	Heineman Snow Hawks	730.00	0.00	16,953.00	18,245.00	1,292.00	2,241.02	3,533.02
1402	Heineman Play	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1403	Heineman Yearbook	0.00	0.00	12.89	25.00	12.11	1,115.66	1,127.77
1404	Heineman PBIS	273.60	81.00	489.23	354.60	(134.63)	1,672.15	1,537.52
1405	Heineman Service Club	0.00	0.00	0.00	0.00	0.00	0.11	0.11
1406	Heineman Chorus/Band	2,538.98	0.00	25,767.78	25,039.00	(728.78)	5,738.17	5,009.39
1407	Heineman Wrestling	0.00	0.00	66.33	162.17	95.84	35.81	131.65
1408	Heineman Cheerleading	0.00	0.00	1,549.01	995.00	(554.01)	912.95	358.94
1409	Heineman Track	0.00	0.00	0.00	0.00	0.00	820.54	820.54
1410	Heineman Charitable Contributions	0.00	0.00	230.00	1,000.00	770.00	1,196.85	1,966.85
1411	Heineman Cross Country	0.00	0.00	0.00	105.00	105.00	153.53	258.53
1412	Heineman Volleyball	0.00	0.00	1,032.00	1,047.00	15.00	95.43	110.43
1413	Heineman PE	0.00	0.00	5,758.50	6,778.00	1,019.50	1,705.11	2,724.61
1414	Heineman Student Council	0.00	0.00	558.96	1,535.00	976.04	906.00	1,882.04
1416	Heineman Poms	0.00	0.00	232.81	1,033.90	801.09	170.47	971.56
1417	Heineman Girls Basketball	0.00	0.00	827.50	831.00	3.50	22.16	25.66
1418	Heineman Outdoor Activity	0.00	0.00	21,961.34	22,895.00	933.66	6,700.31	7,633.97
1419	Heineman Athletics	421.82	0.00	1,992.56	1,957.50	(35.06)	1,254.62	1,219.56

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Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
1420	Heineman Boys Basketball	0.00	0.00	876.00	876.00	0.00	1,472.88	1,472.88
1421	Heineman Ecology Club	0.00	0.00	0.00	300.00	300.00	0.00	300.00
1422	Heineman Computer Lab	0.00	0.00	0.00	0.00	0.00	743.24	743.24
1423	Heineman Art Club	0.00	0.00	0.00	80.00	80.00	743.20	823.20
1425	Heineman Engineering Club	0.00	0.00	0.00	0.00	0.00	23.34	23.34
1440	Heineman In & Out	332.80	363.00	3,235.55	2,247.98	(987.57)	1,597.37	609.80
1441	Heineman Foods Club	0.00	0.00	388.91	390.00	1.09	1,308.65	1,309.74
1442	Heineman Board Game Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1461	Heineman 6th Grade Team 1	0.00	0.00	0.00	262.14	262.14	54.77	316.91
1462	Heineman 6th Grade Team 2	0.00	0.00	62.25	262.14	199.89	54.67	254.56
1471	Heineman 7th Grade Team 1	0.00	0.00	3,890.29	2,148.14	(1,742.15)	2,770.11	1,027.96
1472	Heineman 7th Grade Team 2	0.00	0.00	0.00	262.14	262.14	186.71	448.85
1480	Heineman 8th Grade Trips	7,549.25	6,445.00	7,549.25	7,335.00	(214.25)	4,636.54	4,422.29
1481	Heineman 8th Grade Team 1	0.00	0.00	1,008.00	1,271.14	263.14	84.68	347.82
1482	Heineman 8th Grade Team 2	0.00	0.00	1,050.00	1,384.14	334.14	1,591.72	1,925.86
1701	Conley School Store	0.00	0.00	108.39	0.00	(108.39)	1,142.82	1,034.43
1702	Conley Pop	0.00	0.00	112.51	20.86	(91.65)	176.62	84.97
1703	Conley Recycling	0.00	0.00	0.00	0.00	0.00	106.94	106.94
1704	Conley PBIS	0.00	0.00	0.00	0.00	0.00	2.00	2.00
1706	Conley Band	0.00	0.00	1,794.28	3,280.70	1,486.42	285.04	1,771.46
1707	Conley Jean Fund	0.00	0.00	0.00	0.00	0.00	19.24	19.24
1708	Conley Disc Golf Club	0.00	18.00	56.30	564.00	507.70	95.28	602.98
1709	Conley Field Trips	2,800.00	2,600.00	2,990.00	2,600.00	(390.00)	1,263.28	873.28
1710	Conley Library	676.18	8,386.99	6,240.63	16,888.63	10,648.00	4,244.26	14,892.26
1712	Conley Art	0.00	0.00	12.21	1,511.68	1,499.47	2,584.64	4,084.11
1713	Conley Yearbook	0.00	0.00	0.00	0.00	0.00	1,653.31	1,653.31
1740	Conley In & Out	206.50	3,644.00	3,521.60	5,156.50	1,634.90	2,951.35	4,586.25
195	LIGHT Program	0.00	0.00	0.00	0.00	0.00	1,506.34	1,506.34
196	Music Camps District-wide	0.00	0.00	0.00	0.00	0.00	0.00	0.00
198	MS Orchestra District-wide	0.00	0.00	0.00	0.00	0.00	551.57	551.57
199	Preschool	38.46	0.00	664.95	1,539.28	874.33	2,935.32	3,809.65
202	Chesak Pop	0.00	0.00	39.53	112.90	73.37	11.63	85.00
203	Chesak Recycling	0.00	0.00	0.00	0.00	0.00	171.34	171.34
204	Chesak Art	138.66	0.00	391.65	2,739.56	2,347.91	4,672.78	7,020.69
205	Chesak Yearbook	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206	Chesak Music	38.97	0.00	844.59	42.60	(801.99)	4,109.67	3,307.68

Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date		Fund Balance		
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
209	Chesak Field Trips	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210	Chesak Library	325.00	118.00	9,965.68	9,860.77	(104.91)	13,947.87	13,842.96
212	Chesak Dine & Share	0.00	0.00	0.00	0.00	0.00	796.70	796.70
240	Chesak In & Out	2,286.00	1,042.99	15,410.22	16,258.25	848.03	3,395.17	4,243.20
301	Leggee School Store	765.76	631.71	7,439.33	4,238.08	(3,201.25)	9,415.46	6,214.21
302	Leggee Pop	0.00	54.38	160.55	272.98	112.43	190.33	302.76
303	Leggee Recycling	0.00	0.00	0.00	0.00	0.00	15.92	15.92
304	Leggee Art	446.60	0.00	1,119.46	2,513.03	1,393.57	4,034.19	5,427.76
305	Leggee Chorus/Band	46.71	0.00	46.71	2,120.00	2,073.29	0.00	2,073.29
306	Leggee Fundraisers	0.00	0.00	0.00	0.00	0.00	8.00	8.00
307	Leggee Donations & Grants	0.00	0.00	0.00	0.00	0.00	2,440.52	2,440.52
308	Leggee Music	0.00	0.00	305.64	0.00	(305.64)	416.21	110.57
309	Leggee Field Trips	0.00	0.00	0.00	0.00	0.00	988.11	988.11
310	Leggee Library	0.00	0.00	7,116.68	10,136.56	3,019.88	15.00	3,034.88
311	Leggee Recreation	585.65	984.84	3,442.50	5,737.69	2,295.19	1,012.06	3,307.25
313	Leggee Yearbook	0.00	0.00	0.00	1,175.24	1,175.24	223.28	1,398.52
340	Leggee In & Out	12.99	0.00	1,348.21	86.00	(1,262.21)	1,389.03	126.82
400	Marlowe LRC	0.00	0.00	339.98	0.00	(339.98)	529.95	189.97
401	Marlowe Pop	344.87	380.00	3,789.26	1,559.68	(2,229.58)	2,778.30	548.72
402	Marlowe Fundraiser Funds	0.00	0.00	0.00	0.00	0.00	404.25	404.25
403	Marlowe Yearbook	180.62	0.00	3,713.55	1,707.40	(2,006.15)	5,596.67	3,590.52
404	Marlowe School Store	380.00	2,057.02	801.69	2,217.02	1,415.33	5,144.65	6,559.98
405	Marlowe Student Council	0.00	0.00	413.95	642.85	228.90	166.96	395.86
406	Marlowe Chorus/Band	312.00	1,152.00	60,718.01	65,818.00	5,099.99	12,923.90	18,023.89
407	Marlowe Wrestling	0.00	0.00	806.79	620.00	(186.79)	807.22	620.43
408	Marlowe Cheerleading	104.00	0.00	1,955.02	3,359.00	1,403.98	1,814.91	3,218.89
409	Marlowe Track	0.00	0.00	0.00	0.00	0.00	84.47	84.47
410	Marlowe Spanish Club	0.00	0.00	0.00	0.00	0.00	162.44	162.44
411	Marlowe Cross Country	0.00	0.00	7.28	0.00	(7.28)	14.71	7.43
412	Marlowe Volleyball	0.00	0.00	562.55	1,805.00	1,242.45	2,710.93	3,953.38
413	Marlowe Philanthropy	0.00	0.00	0.00	0.00	0.00	6,464.47	6,464.47
414	Marlowe Academic Club	0.00	0.00	0.00	40.00	40.00	1.68	41.68
415	Marlowe Play	0.00	0.00	40.00	0.00	(40.00)	46.37	6.37
416	Marlowe Service Club	32.98	0.00	186.84	0.00	(186.84)	1,397.70	1,210.86
417	Marlowe Girls Basketball	0.00	62.00	1,575.10	370.00	(1,205.10)	1,353.33	148.23
418	Marlowe Outdoor Activity	0.00	0.00	38,979.90	38,265.75	(714.15)	12,897.01	12,182.86

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Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date		Fund Balance		
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
419	Marlowe Athletics	30.00	0.00	723.39	0.00	(723.39)	3,320.06	2,596.67
420	Marlowe Boys Basketball	121.00	0.00	1,284.25	0.00	(1,284.25)	14,835.07	13,550.82
421	Marlowe Snow Stangs	2,425.00	0.00	24,916.00	23,700.00	(1,216.00)	315.02	(900.98)
422	Marlowe Tech Lab	0.00	0.00	4.98	0.00	(4.98)	128.98	124.00
423	Marlowe Art Class	437.73	0.00	2,786.71	270.00	(2,516.71)	3,692.49	1,175.78
424	Marlowe PE	0.00	3,734.00	4,400.00	8,814.00	4,414.00	2,370.12	6,784.12
425	Marlowe Ecology	1,428.09	271.98	1,428.09	271.98	(1,156.11)	1,156.11	0.00
426	Marlowe Poms	0.00	0.00	6,941.26	610.00	(6,331.26)	9,414.65	3,083.39
427	Marlowe Musical	863.25	0.00	863.25	1,428.00	564.75	399.32	964.07
428	Marlowe Chess Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
440	Marlowe In & Out	0.00	0.00	444.36	25.00	(419.36)	783.66	364.30
441	Marlowe Foods Club	39.91	91.00	176.37	156.00	(20.37)	98.29	77.92
461	Marlowe 6th Grade	0.00	0.00	0.00	0.00	0.00	52.95	52.95
471	Marlowe 7th Grade	0.00	0.00	26.54	0.00	(26.54)	103.07	76.53
481	Marlowe 8th Grade	1,186.00	1,476.41	2,589.21	1,476.41	(1,112.80)	4,226.38	3,113.58
500	HS Leos Club	762.25	0.00	944.47	1,153.74	209.27	366.68	575.95
501	HS Raider Nation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502	HS Art	0.00	0.00	0.00	0.00	0.00	294.97	294.97
503	HS Yearbook	0.00	0.00	391.58	924.00	532.42	497.78	1,030.20
504	HS Girls Cross Country	0.00	0.00	0.00	0.00	0.00	0.00	0.00
505	HS Student Council	4,726.08	0.00	58,242.01	52,364.90	(5,877.11)	49,140.58	43,263.47
506	HS Chorus	0.00	0.00	21.00	0.00	(21.00)	488.60	467.60
507	HS Color Guards	0.00	0.00	0.00	0.00	0.00	0.00	0.00
508	HS Pop	332.43	147.30	2,562.16	1,904.42	(657.74)	902.13	244.39
509	HS Math Club	0.00	0.00	135.46	800.00	664.54	353.92	1,018.46
510	HS Girls Golf	0.00	0.00	6,199.40	4,776.75	(1,422.65)	4,721.72	3,299.07
511	HS Drama Club	1,900.12	960.00	8,535.28	8,789.87	254.59	1,092.47	1,347.06
512	HS Pom Pons	3,929.50	2,900.00	75,454.01	56,835.10	(18,618.91)	14,776.15	(3,842.76)
513	HS Ski Club	1,255.00	0.00	39,111.90	40,865.00	1,753.10	3,799.63	5,552.73
514	HS World Languages Club	0.00	0.00	100.40	0.00	(100.40)	769.86	669.46
515	HS Boys Track	365.00	25,132.41	7,708.50	30,977.41	23,268.91	6,717.71	29,986.62
516	HS Dean Activity	4,538.99	310.00	20,079.04	8,956.62	(11,122.42)	24,481.11	13,358.69
517	HS HOSA Medical Club	0.00	0.00	2,281.94	2,959.00	677.06	2,315.93	2,992.99
518	HS NHS	0.00	0.00	3,608.60	1,994.60	(1,614.00)	4,936.47	3,322.47
519	HS Co-Op (VICA)	211.42	0.00	1,211.42	0.00	(1,211.42)	10,698.38	9,486.96
520	HS Musical	678.50	135.00	1,240.85	1,135.00	(105.85)	585.02	479.17

Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
521	HS Athletic Varsity	8,260.42	5,130.00	68,141.88	66,515.19	(1,626.69)	11,304.34	9,677.65
522	HS Girls Volleyball	0.00	0.00	39,099.50	37,955.56	(1,143.94)	9,821.20	8,677.26
523	HS Boys Golf	0.00	0.00	9,097.18	8,925.00	(172.18)	2,137.94	1,965.76
524	HS Softball	2,250.01	9,392.02	10,026.59	10,122.22	95.63	7,677.41	7,773.04
525	HS Baseball	3,942.93	1,342.40	17,251.29	17,546.55	295.26	4,445.85	4,741.11
526	HS Girls Basketball	478.17	10,525.00	23,441.33	32,665.36	9,224.03	3,148.52	12,372.55
527	HS Boys Basketball	482.49	0.00	32,315.00	39,860.00	7,545.00	4,877.75	12,422.75
528	HS Cheerleading	0.00	0.00	67,769.23	93,480.75	25,711.52	19,821.58	45,533.10
529	HS Wrestling	1,128.70	0.00	19,227.54	16,554.51	(2,673.03)	15,800.14	13,127.11
530	HS Boys Cross Country	0.00	0.00	3,332.76	3,642.50	309.74	1,928.08	2,237.82
531	HS FBLA	0.00	0.00	6,134.38	623.04	(5,511.34)	14,363.75	8,852.41
532	Heuck Memorial Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	0.00
533	HS Speech	0.00	0.00	161.00	150.00	(11.00)	2,299.46	2,288.46
534	HS Academic Team	0.00	0.00	0.00	0.00	0.00	4.76	4.76
535	HS Journalism	7,305.98	2,695.00	47,151.92	53,306.13	6,154.21	7,641.01	13,795.22
536	HS Soccer	0.00	0.00	28,193.04	36,093.51	7,900.47	62,960.38	70,860.85
537	HS Field Trips	195.00	0.00	423.00	1,378.00	955.00	395.75	1,350.75
538	HS Football	9,465.30	0.00	148,754.40	143,900.50	(4,853.90)	11,833.73	6,979.83
539	HS Special Olympics	0.00	0.00	0.00	0.00	0.00	445.09	445.09
540	HS In & Out	374.65	385.00	28,656.68	31,101.22	2,444.54	1,955.67	4,400.21
541	HS Tech & Ind Arts	6,501.75	0.00	15,582.23	14,214.50	(1,367.73)	2,752.14	1,384.41
542	HS PE	106.43	1,355.63	40,001.94	39,226.73	(775.21)	32,597.24	31,822.03
543	HS Girls Track	935.49	3,132.90	16,681.28	17,939.91	1,258.63	11,635.54	12,894.17
544	HS Blooms Courtyard	0.00	0.00	0.00	0.00	0.00	540.90	540.90
545	HS Tennis	0.00	0.00	3,837.98	3,992.51	154.53	209.62	364.15
546	HS Media Center	0.00	0.00	0.00	0.00	0.00	1,727.25	1,727.25
547	HS Buddies Club	0.00	0.00	1,040.67	702.00	(338.67)	3,020.01	2,681.34
548	HS Robotics Club	656.38	0.00	10,339.87	9,795.00	(544.87)	6,767.21	6,222.34
549	HS Assessments	4,359.39	0.00	7,181.92	1,226.00	(5,955.92)	30,219.83	24,263.91
550	HS Community Service Club	0.00	673.92	681.40	673.92	(7.48)	2,795.26	2,787.78
551	HS Custom Designs	18.80	0.00	427.26	10.00	(417.26)	2,389.53	1,972.27
552	HS Orchesis Club	760.04	931.00	2,776.37	2,930.80	154.43	2,724.72	2,879.15
553	HS Recycling	464.50	432.44	1,283.90	592.24	(691.66)	1,051.00	359.34
554	HS Art Club	0.00	0.00	250.43	294.40	43.97	421.77	465.74
555	HS Boys Lacrosse	320.00	(867.33)	376.00	(867.33)	(1,243.33)	2,116.66	873.33
556	HS Marching Band	1,078.50	6,561.00	47,953.52	36,122.10	(11,831.42)	25,423.29	13,591.87

Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
557	HS Culinary Club	0.00	0.00	167.41	0.00	(167.41)	234.91	67.50
558	HS Fashion Club	54.78	0.00	180.71	259.20	78.49	407.24	485.73
559	HS Social Studies Trips	0.00	0.00	8,283.20	7,618.00	(665.20)	3,868.07	3,202.87
560	HS PBIS Raider Way	0.00	0.00	280.00	355.00	75.00	2,532.88	2,607.88
561	HS Girls Bowling	0.00	1,080.00	2,853.71	4,871.45	2,017.74	367.02	2,384.76
562	HS Swimming	660.00	0.00	11,243.58	10,701.00	(542.58)	1,131.07	588.49
563	HS Fishing Club	0.00	0.00	2,242.00	2,629.85	387.85	371.25	759.10
564	HS Science Club	0.00	0.00	48.52	0.00	(48.52)	3,271.49	3,222.97
565	HS Psychology Club	0.00	0.00	0.00	0.00	0.00	1,657.42	1,657.42
566	HS Horticulture Club	0.00	0.00	0.00	0.00	0.00	3,092.14	3,092.14
567	HS Orchestra	0.00	0.00	1,716.25	2,841.06	1,124.81	0.00	1,124.81
568	HS Medical Academy	0.00	0.00	2,509.71	2,540.00	30.29	219.72	250.01
569	HS Athletic Trainers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
570	HS SES Program	0.00	0.00	0.00	0.00	0.00	714.90	714.90
571	HS Girls Lacrosse	1,548.31	9,200.25	8,318.81	13,993.75	5,674.94	9,428.70	15,103.64
572	HS Autos Club	0.00	0.00	1,823.71	3,465.05	1,641.34	186.18	1,827.52
573	HS Boys Volleyball	0.00	0.00	2,232.00	2,970.30	738.30	1,061.03	1,799.33
574	HS Life Skills	0.00	0.00	551.97	180.00	(371.97)	760.76	388.79
575	HS Job Skills	478.16	0.00	1,574.61	0.00	(1,574.61)	2,942.20	1,367.59
576	HS Chess Team	0.00	0.00	1,122.46	1,640.00	517.54	328.61	846.15
577	HS Boys Bowling	0.00	0.00	800.00	835.20	35.20	167.64	202.84
598	HS Incubator Pgm	0.00	0.00	474.36	5,000.00	4,525.64	29,485.70	34,011.34
599	HS Senior Class Gift	0.00	0.00	0.00	0.00	0.00	8,742.94	8,742.94
701	Martin School Store	332.68	0.00	1,618.39	836.76	(781.63)	4,699.79	3,918.16
702	Martin Pop	0.00	0.00	55.95	115.32	59.37	326.07	385.44
703	Martin Recycling	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704	Martin Art	1,695.40	0.00	4,345.12	1,982.70	(2,362.42)	9,549.06	7,186.64
706	Martin Band	71.94	0.00	1,919.07	3,960.00	2,040.93	723.94	2,764.87
709	Martin Fieldtrips	2,571.00	3,541.65	6,771.00	4,689.65	(2,081.35)	4,275.00	2,193.65
710	Martin Library	0.00	26.00	18,273.21	21,311.57	3,038.36	10,292.89	13,331.25
712	Martin Fundraising	659.66	0.00	3,417.98	1,875.99	(1,541.99)	6,173.18	4,631.19
713	Martin Yearbook	0.00	0.00	0.00	0.00	0.00	4,255.34	4,255.34
740	Martin In & Out	0.00	0.00	3,124.00	3,108.50	(15.50)	386.85	371.35
		$116,545.86	$123,310.51	$1,370,390.08	$1,401,005.16	$30,615.08	$877,916.22	$908,531.30

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

April 2023 Financial Executive Summary

The April 2023 month and YTD results are as follows:

Operating Funds: 10, 20, 40, 50, and 70	FY23 April	FY23 YTD	FY23 Budget	
Total Local	$ 6,946,727	$ 63,786,809	$ 81,620,603	78%
Total State	5,011,235	29,848,711	$ 33,973,821	88%
Total Federal	107,452	4,163,396	$ 8,009,340	52%
Operating Revenues	$ 12,065,414	$ 97,798,916	$ 123,603,764	79%
Salaries	$ 6,222,496	$ 61,343,130	$ 73,946,957	**83%**
Employee Benefits	$ 2,368,887	$ 17,398,646	$ 19,581,166	**89%**
Purchased Services	$ 1,043,495	$ 10,772,322	$ 12,064,781	**89%**
Supplies & Materials	$ 509,929	$ 5,084,563	$ 9,738,164	**52%**
Capital Outlay	$ 45,743	$ 1,213,730	$ 3,615,966	**34%**
Other Objects	$ 348,894	$ 2,004,886	$ 4,404,282	**46%**
Operating Expenses	10,539,443	97,817,277	123,351,315	79%
Net Operating Surplus (Deficit)	$ 1,525,970	$ (18,361)	$ 252,449	

All Funds:	FY23 April	FY23 YTD	FY23 Budget	
Total Revenues	$ 12,988,717	$ 107,782,634	$ 135,470,455	80%
Total Expenses	10,657,029	109,854,207	136,204,163	81%
Net All Funds Surplus (Deficit)	$ 2,331,688	$ (2,071,573)	$ (733,708)	

Primarily driven by Federal reimbursement less than budget, the District closed April with an operating net deficit of ($18K). The majority of the revenue was due to recognition of monthly 2022 Levy as well as EBF, Transportation and MCAT revenue. Total revenues are at 80% of budget, and total expenditures are at 81% of the budget.

April operating revenues of $12M are primarily due to the recognition of $6.8M levy 2022 property taxes, $2.6M State Evidence Based Funding (EBF), and $406k for April FY23 SpEd Private Facility Tuition, $1M Regular and Special Ed Transportation. Local revenue includes $228k student foodservice and $191k CPPRT. State revenue includes $28k Preschool for All. Federal revenues include $92k is for the National School Lunch Program.

Approximately 82% of April operating expenditures cover salaries and benefits. Major expenditures making up the $1M in operating Purchased Services was for the custodial contract ($174k), substitute teacher contracted ($139k), contracted speech services ($125k), contracted transportation ($47k), curriculum consulting ($46k), and professional development ($44k). The $509k in Supplies and Materials includes cafe food ($133k), ESSER III Instructional supplies ($54k), electricity ($26k), natural gas ($41k), buildings and grounds supplies ($40k), and transportation fuel ($26k). Capital Outlay of $45k is for a new ComEd transformer and new boiler air vents at Heineman. The majority of the Other Objects is for special ed tution.

The District began FY23 with $60.7 million in cash and as of the end of April 2023, the cash balance approximated $26.9 million. The District holds $1M with BMO, $7.2M through PMA, $12.33M with UMB and $5.56M with Fifth Third.

HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

April 2023 Financial Executive Summary

Major transactions for April 2023 include:

Non-Salary Major Cash Expenditures		
Blue Cross Blue Shield (Medical Ins)	$	1,779,738
ABM Industry Group (O&M)	$	185,895
BMO Mastercard (P-Card)	$	163,372
Veregy (Solar Bus Infrastructure)	$	140,137
Parallel Beh. Heath (Cont. Speech Path)	$	125,000
Gordon Food Service (Food purch)	$	104,316
Metlife (Dental Ins)	$	69,381
Alexander Leigh Center (SpEd Tution)	$	69,021
Little City Foundation (SpEd Tution)	$	60,176
Schoolbells Ltd. (Cont. Trans)	$	48,055
Carnegie Learning (Curriculum Material)	$	45,900
Build Capacity Cons (Prof Dev)	$	44,000
Northwestern IL Assoc (SpEd Tuition)	$	41,796
McHenry CC (Dual degree Tuition)	$	41,760
Team Reil (Playground Repairs)	$	36,207
Maxim Healthcare (Cont. Aides)	$	35,818
Everdriven Tech (Cont. Trans)	$	34,853

Major Revenues Received/Recognized	
Monthly Op Levy 2022 Recognition	$6,852,083
Evidence Based Funding	$2,646,876
Transportation Claim	$1,045,904
Monthly MCAT Recognition	$406,843
IDEA Grant	$303,097
Student Foodservice	$228,952
CPPRT	$191,834

April 2023 ISBE (State) Receivable

FY22 Other	$1,005,861
FY23 Other	$17,253
FY23 MCATs	$1,442,482
Total	**$2,465,596**

Monthly Insurance Update:

Claims Paid	**Feb 2023**	**Mar 2023**	**Apr 2023**	**FY23 YTD**
	$ 990,459	$ 1,248,281	$ 1,162,573	$ 5,770,322
Total	$ 990,459	$ 1,248,281	$ 1,162,573	$ 5,770,322
Settlement Costs - BC/BS	289,184	280,336	273,944	2,228,197
Average Monthly Claims Based upon the last 12 months of claims	$ 952,165	$ 971,664	$ 997,433	
Total Insurance Costs **Includes employee contributions**	$ 1,223,572	$ 1,333,501	$ 1,298,425	$ 10,993,280
FY23 Budget				$ 11,158,946

April 2023 claims of $1.16M compares to $853K in April 2022. Average claims per month for FY23 (10 months) is $997k and compares to $796k for the same period in FY22, representing an approximate 25% increase over prior year. (These figures include stop loss credits of $2.77M.) FY23 total health costs, including employee contributions, are $10.99M which is tracking greater than budget due to an increase in large claims this year.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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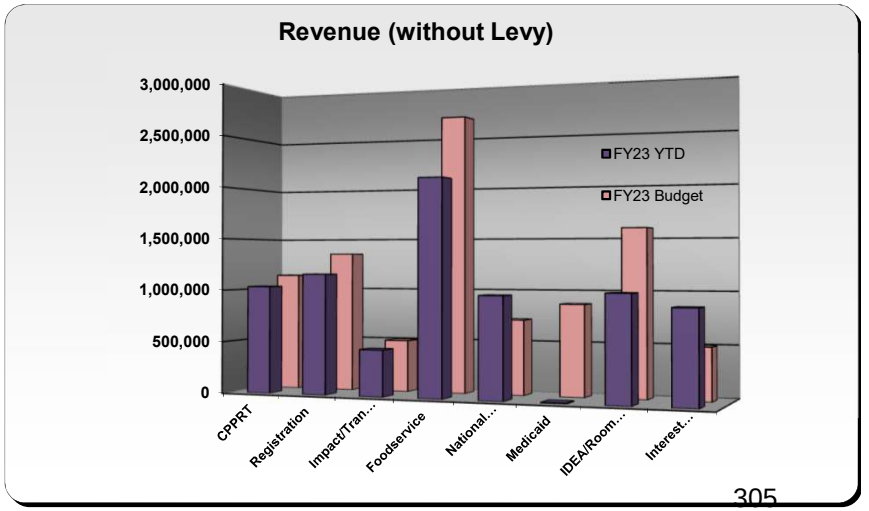
April 2023 Dashboard

Revenue					
	Prior YTD	FY23 YTD	FY23 Budget	%	Variance
Operating Levies	56,394,857	60,724,093	72,586,563	84%	11,862,470
MCATs	3,578,544	4,820,548	4,469,835	108%	(350,713)
CPPRT	930,553	1,032,855	1,137,000	91%	104,145
Registration	524,418	1,154,841	1,350,367	86%	195,526
Impact/Transition Fees	776,762	443,505	500,000	89%	56,495
Foodservice	771,709	2,060,393	2,675,194	77%	614,801
National School Lunch	2,940,118	966,413	720,464	134%	(245,949)
Medicaid	311,764	7,112	875,000	1%	867,888
IDEA/Room & Board	1,095,225	998,332	1,591,650	63%	593,318
Interest Earnings-Total	19,434	876,531	500,000	175%	(376,531)

Tracking with Budget
Plus or minus 10 percent of Budget
Unfavorable budget variance exceeding 10%

Monthly Notes - Revenue

►The District continues to investigate Medicaid. Reimbursements from HFS are still lagging.

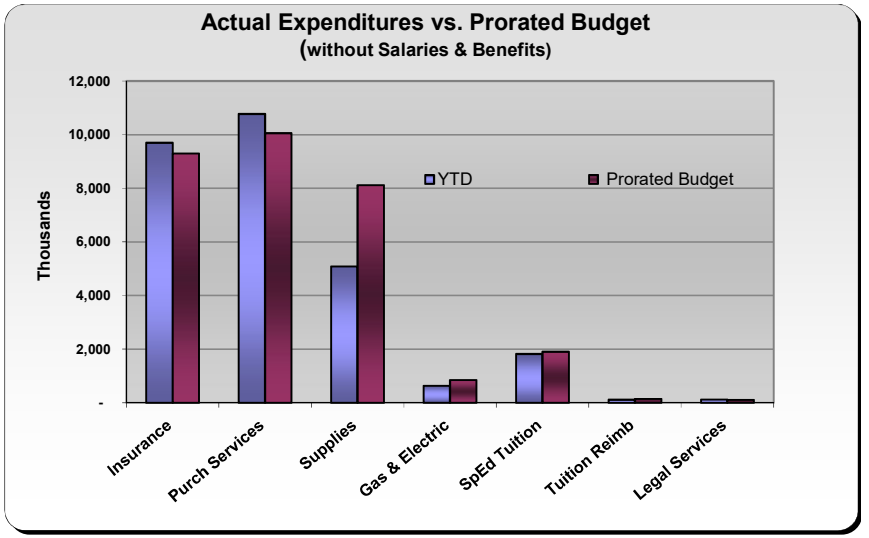


Key Operating Expenditures					
	Prior YTD	FY23 YTD	FY23 Budget	%	Budget Bal.
Salaries & Benefits	72,625,879	78,741,776	93,354,170	84%	14,612,394
Insurance	7,321,983	9,694,855	11,158,946	87%	1,464,091
Purchased Services	8,889,171	10,772,322	12,064,781	89%	1,292,459
Supplies	5,431,420	5,084,563	9,738,164	52%	4,653,601
Gas & Electric	860,871	631,928	1,010,000	63%	378,072
SpEd Tuition	1,675,438	1,819,618	2,280,000	80%	460,382
Tuition Reimb	108,728	110,014	165,000	67%	54,986
Legal Services	130,124	115,953	125,000	93%	9,047

Tracking with Budget
Plus or minus 10 percent of Budget
Unfavorable budget variance exceeding 10%

Monthly Notes - Expenditures

►We continue to monitor insurance claims. During the month, claims were reduced compared to the previous month. We are still seeing a significant increase in large claimants.



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
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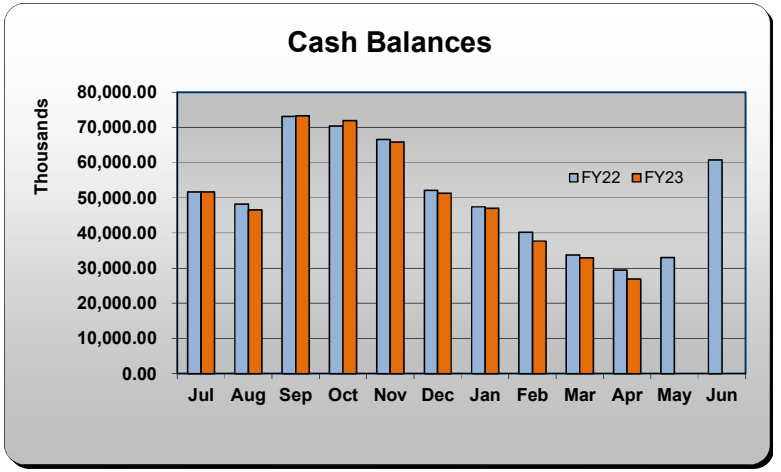
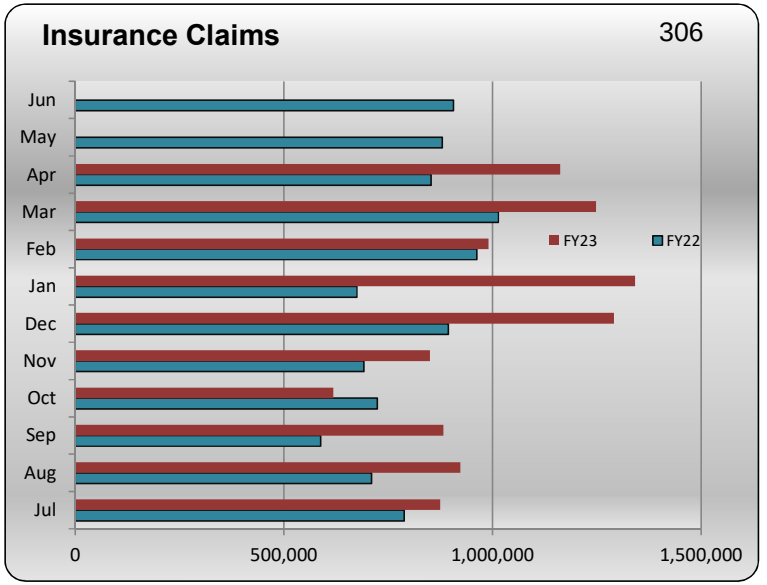
April 2023 Dashboard

Balance Sheet - Cash Flow				
	Prior YTD	FY23 YTD	%	Variance
Cash and Investments	33,790,408	26,921,038	80%	(6,869,370)
A/R Total	1,578,293	2,513,449	159%	935,156
A/R State	1,244,518	2,277,744	183%	1,033,227
Deferred Revenue	62,551,556	66,323,544	106%	3,771,987
Contracts Payable	7,220,043	7,806,143	108%	586,099
Self Insurance Res.	2,487,781	2,487,781	100%	0



Monthly Notes - Balance Sheet

►State Receivables are $1M greater than PY primarily due to the IL EPA Grant.
►Deferred Revenue is $3.7M greater than prior year primarily due to recognition of Levy 2022.
►Contracts Payable has been adjusted for 2023 summer payrolls.



FY22 AFR Data				
	FY22	FY21	%	Variance
Fund Balance to Revenue Ratio	0.33	0.35	93%	(0.03)
Expenditure to Revenue Ratio	1.01	0.98	98%	(0.02)
Days Cash on Hand	159.39	170.28	94%	(10.89)
Percent Short-Term Borrowing Max Rema	100.00	100.00	100%	0.00
Percent Long-Term Debt Margin Remaini	57.69	58.52	99%	(0.83)
ISBE Rating	**3.45**	**3.80**	91%	(0.35)
Operating Expense per Pupil	13,831.00	12,616.00	110%	1,215.00
	REVIEW	**RECOGNITION**		

► The District ISBE rating fell to REVIEW in FY22 due to an increased Expenditure to Revenue Ratio compared to FY21. This is due to the budgeted operating deficit and is not unexpected.

Revenue Report

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Huntley Community School District 158

Educational Fund 10

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
1100	Designated Levies	4,973,237.36	45,836,288.11	(57,762,572.00)	(11,926,283.89)	79.35		
1200	Payments In Lieu Of Taxes	191,834.12	1,032,855.14	(972,550.00)	60,305.14	106.20		
1300	Tuition	6,000.00	48,627.45	(336,982.02)	(288,354.57)	14.43		
1500	Earnings On Investments	32.07	227,936.84	(160,226.67)	67,710.17	142.26		
1600	Food Service	229,452.14	2,060,393.37	(2,675,194.01)	(614,800.64)	77.16		
1700	District/School Activity Income	10,563.00	362,240.25	(2,393,613.14)	(2,031,372.89)	15.13		
1800	Textbook Income	17,923.30	1,154,841.25	(1,350,367.36)	(195,526.11)	85.52		
1900	Other Local Revenues	74,397.66	488,010.44	(395,623.70)	107,386.74	127.08		
1000	RECEIPTS/REVENUE FROM LOCAL SOURCES	5,503,439.65	51,211,192.85	(66,047,128.90)	(14,820,936.05)	77.57	*	Source of Revenue
3001	General State Aide	2,646,876.00	23,842,616.51	(27,019,401.81)	(3,176,785.30)	88.24		
3100	Special Education	406.843.47	1,389,597.63	(1,249,494.04)	140,103.59	111.21		
3200	Career And Technical Education (Cte) - Tech Prep	0.00	0.00	(34,058.00)	(34,058.00)	0.00		
3300	Bilingual/StateFreeLunch/Dr Ed	545.94	27,868.04	(67,279.86)	(39,411.82)	41.42		
3500	Transportation - Reg/Voc/SpEd	0.00	0.00	0.00	0.00	0.00		
3700	Early Childhood	28,767.00	227,369.00	(292,033.02)	(64,664.02)	77.86		
3900	Other State Revenue	0.00	0.00	0.00	0.00	0.00		
3000	RECEIPTS/REVENUE FROM STATE SOURCES	3,083,032.41	25,487,451.18	(28,662,266.73)	(3,174,815.55)	88.92	*	Source of Revenue
4100	Title V	0.00	0.00	0.00	0.00	0.00		
4200	Child Nutrition	96,302.41	966,412.69	(720,464.00)	245,948.69	134.14		
4300	Title I - Low Income	0.00	173,623.00	(180,696.00)	(7,073.00)	96.09		
4400	Title IV - Safe And Drug-Free Schools - Formula	0.00	0.00	(12,766.00)	(12,766.00)	0.00		
4620	Federal Special Education - IDEA Flow-Through/ Low	0.00	998,332.00	(1,591,650.14)	(593,318.14)	62.72		
4700	CTE	0.00	0.00	(38,361.00)	(38,361.00)	0.00		
4800	Federal - ARRA	0.00	0.00	(720,527.00)	(720,527.00)	0.00		
4900	Other Restricted Grants Received From Federal	11,150.00	2,025,028.24	(4,744,876.00)	(2,719,847.76)	42.68		
4000	RECEIPTS/REVENUE FROM FEDERAL SOURCES	107,452.41	4,163,395.93	(8,009,340.14)	(3,845,944.21)	51.98	*	Source of Revenue
7100	Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00		
7200	Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00		
7300	Sale Or Compensation For Loss Of Fixed Assets	0.00	0.00	0.00	0.00	0.00		

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Revenue Report

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Huntley Community School District 158

Educational Fund 10

Source of Revenue 7000 SOURCES OF FUNDS
Source of Revenue 7400 Transfers From Other Funds To Pay Principal On Cap

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
7400	**Transfers From Other Funds To Pay Principal On Cap**	0.00	0.00	0.00	0.00	0.00		
7500	**Transfers From Other Funds To Pay Interest On Capi**	0.00	0.00	0.00	0.00	0.00		
7900	**Isbe Loan Proceeds**	0.00	0.00	0.00	0.00	0.00		
7000	**SOURCES OF FUNDS**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
10	**Educational Fund**	8,693,924.47	80,862,039.96	(102,718,735.77)	(21,841,695.81)	78.74		Fund

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Revenue Report

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Huntley Community School District 158

Operations & Maintenance Fund 20

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
1100	Designated Levies	779,401.78	7,175,421.81	(9,052,505.00)	(1,877,083.19)	79.26		
1500	Earnings On Investments	11,674.03	143,273.44	(115,162.93)	28,110.51	124.41		
1900	Other Local Revenues	139,364.38	488,788.13	(280,000.00)	210,503.13	175.18		
1000	RECEIPTS/REVENUE FROM LOCAL SOURCES	930,440.19	7,807,483.38	(9,447,667.93)	(1,638,469.55)	82.66	*	Source of Revenue
3001	General State Aide	0.00	0.00	(2,096,243.19)	(2,096,243.19)	0.00		
3900	Other State Revenue	0.00	50,000.00	0.00	50,000.00	0.00		
3000	RECEIPTS/REVENUE FROM STATE SOURCES	0.00	50,000.00	(2,096,243.19)	(2,046,243.19)	2.39	*	Source of Revenue
4500		0.00	0.00	0.00	0.00	0.00		
4900	Other Restricted Grants Received From Federal	0.00	0.00	0.00	0.00	0.00		
4000	RECEIPTS/REVENUE FROM FEDERAL SOURCES	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
7100	Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00		
7200	Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00		
7300	Sale Or Compensation For Loss Of Fixed Assets	0.00	0.00	0.00	0.00	0.00		
7900	Isbe Loan Proceeds	0.00	0.00	0.00	0.00	0.00		
7000	SOURCES OF FUNDS	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
20	Operations & Maintenance Fund	930,440.19	7,857,483.38	(11,543,911.12)	(3,684,712.74)	68.08		Fund

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Revenue Report

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Huntley Community School District 158

Debt Service Fund or Fund Group 30

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
1100	Designated Levies	896,176.08	9,201,196.53	(11,412,251.00)	(2,211,054.47)	80.63		
1500	Earnings On Investments	25,329.83	281,131.13	(89,118.67)	192,012.46	315.46		
1900	Other Local Revenues	0.00	0.00	0.00	0.00	0.00		
1000	RECEIPTS/REVENUE FROM LOCAL SOURCES	921,505.91	9,482,327.66	(11,501,369.67)	(2,019,042.01)	82.45	*	Source of Revenue
7100	Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00		
7200	Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00		
7400	Transfers From Other Funds To Pay Principal On Cap	0.00	0.00	0.00	0.00	0.00		
7500	Transfers From Other Funds To Pay Interest On Capi	0.00	0.00	0.00	0.00	0.00		
7600	Transfers From Other Funds To Pay Principal On Rev	0.00	0.00	0.00	0.00	0.00		
7700	Transfers From Other Funds To Pay Interest On Reve	0.00	0.00	0.00	0.00	0.00		
7900	Isbe Loan Proceeds	0.00	0.00	0.00	0.00	0.00		
7000	SOURCES OF FUNDS	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
30	Debt Service Fund or Fund Group	921,505.91	9,482,327.66	(11,501,369.67)	(2,019,042.01)	82.45		Fund

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Revenue Report

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Huntley Community School District 158

Transportation Fund 40

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number	
1100	**Designated Levies**	196,959.00	1,813,279.72	(2,287,602.00)	(474,322.28)	79.27			
1400	**Transportation Fees**	900.25	1,071.79	(69,699.93)	(68,628.14)	1.54			
1500	**Earnings On Investments**	6,486.79	72,013.19	(65,092.14)	6,921.05	110.63			
1900	**Other Local Revenues**	737.00	32,269.48	0.00	32,269.48	0.00			
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	205,083.04	1,918,634.18	(2,422,394.07)	(503,759.89)	79.20	*	Source of Revenue	
3500	**Transportation - Reg/Voc/SpEd**	1,045,904.15	3,428,962.17	(3,215,311.00)	213,651.17	106.64			
3900	**Other State Revenue**	0.00	0.00	0.00	0.00	0.00			
3000	**RECEIPTS/REVENUE FROM STATE SOURCES**	1,045,904.15	3,428,962.17	(3,215,311.00)	213,651.17	106.64	*	Source of Revenue	
7300	**Sale Or Compensation For Loss Of Fixed Assets**	0.00	0.00	0.00	0.00	0.00			
7900	**Isbe Loan Proceeds**	0.00	0.00	0.00	0.00	0.00			
7000	**SOURCES OF FUNDS**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue	
40	**Transportation Fund**	1,250,987.19	5,347,596.35	(5,637,705.07)	(290,108.72)	94.85		Fund	311

Revenue Report

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Huntley Community School District 158

Municipal Retirement and Social Security Fund 50

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget	Account Number	
1100	**Designated Levies**	262,091.21	2,412,899.12	(3,044,081.00)	(631,181.88)	79.27		
1200	**Payments In Lieu Of Taxes**	0.00	0.00	(164,450.00)	(164,450.00)	0.00		
1500	**Earnings On Investments**	6,822.14	76,514.99	(40,056.70)	36,458.29	191.02		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	268,913.35	2,489,414.11	(3,248,587.70)	(759,173.59)	76.63	* Source of Revenue	
50	**Municipal Retirement and Social Security Fund**	268,913.35	2,489,414.11	(3,248,587.70)	(759,173.59)	76.63	Fund	

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Revenue Report

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Huntley Community School District 158

Capital Projects Fund or Fund Group 60

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1500 Earnings On Investments

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
1500	**Earnings On Investments**	1,796.99	64,191.81	(15,021.25)	49,170.56	427.34		
1900	**Other Local Revenues**	0.00	437,192.52	(350,000.00)	87,192.52	124.91		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	1,796.99	501,384.33	(365,021.25)	136,363.08	137.36	*	Source of Revenue
3900	**Other State Revenue**	0.00	0.00	0.00	0.00	0.00		
3000	**RECEIPTS/REVENUE FROM STATE SOURCES**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
7100	**Transfers From Various Funds**	0.00	0.00	0.00	0.00	0.00		
7200	**Proceeds From The Sale Of Bonds**	0.00	0.00	0.00	0.00	0.00		
7300	**Sale Or Compensation For Loss Of Fixed Assets**	0.00	0.00	0.00	0.00	0.00		
7900	**Isbe Loan Proceeds**	0.00	0.00	0.00	0.00	0.00		
7000	**SOURCES OF FUNDS**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
60	**Capital Projects Fund or Fund Group**	1,796.99	501,384.33	(365,021.25)	136,363.08	137.36		Fund

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Revenue Report

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Huntley Community School District 158

Working Cash Fund 70

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
1100	**Designated Levies**	37,866.36	348,620.89	(439,803.00)	(91,182.11)	79.27		
1500	**Earnings On Investments**	984.03	11,463.62	(15,021.25)	(3,557.63)	76.32		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	38,850.39	360,084.51	(454,824.25)	(94,739.74)	79.17	*	Source of Revenue
70	**Working Cash Fund**	38,850.39	360,084.51	(454,824.25)	(94,739.74)	79.17		Fund

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Revenue Report

Printed: 5/18/2023 2:50 PM
Huntley Community School District 158

Fire Prevention and Safety Fund or Fund Group 90

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
1100	**Designated Levies**	0.00	0.00	0.00	0.00	0.00		
1500	**Earnings On Investments**	0.01	5.70	(300.41)	(294.71)	1.90		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	0.01	5.70	(300.41)	(294.71)	1.90	*	Source of Revenue
90	**Fire Prevention and Safety Fund or Fund Group**	0.01	5.70	(300.41)	(294.71)	1.90		Fund
	Report Total:	12,106,418.50	106,900,336.00	(135,470,455.24)	(28,553,404.24)	78.93		

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Expenditure Report - Board of Education

Printed: 5/18/2023 2:53 PM
Huntley Community School District 158

Educational Fund 10

Function 1000 INSTRUCTION
Object 100 SALARIES

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
100	SALARIES	4,174,834.97	41,431,781.13	0.00	50,116,980.82	8,677,155.02	82.68		
200	EMPLOYEE BENEFITS	1,803,990.94	9,922,116.11	278,990.87	11,026,601.12	(82,317.79)	100.75		
300	PURCHASED SERVICES	301,531.70	2,206,964.79	887,223.56	1,957,113.92	(1,174,325.15)	155.83		
400	SUPPLIES & MATERIALS	84,849.39	1,504,581.64	746,585.45	3,265,254.00	698,988.56	76.58		
500	CAPITAL OUTLAY	0.00	16,612.91	0.00	20,000.00	10,487.09	61.30		
600	OTHER OBJECTS	507.60	47,448.42	100.00	2,017,689.00	1,968,575.92	2.43		
700	NON-CAPITALIZED EQUIPMENT	21,598.51	53,794.74	14,719.93	152,005.00	93,884.73	47.70		
1000	INSTRUCTION	6,387,313.11	55,183,299.74	1,927,619.81	68,555,643.86	10,192,448.38	85.11	*	Function
100	SALARIES	1,681,442.61	16,423,740.09	0.00	19,007,356.80	2,535,738.89	86.63		
200	EMPLOYEE BENEFITS	304,023.83	3,247,562.24	126,296.82	3,320,383.61	(105,957.54)	103.19		
300	PURCHASED SERVICES	255,414.32	3,495,604.49	576,643.11	4,381,242.57	557,532.82	88.41		
400	SUPPLIES & MATERIALS	227,907.77	1,827,245.97	1,523,850.27	3,362,067.00	(118,828.33)	103.50		316
500	CAPITAL OUTLAY	0.00	78,569.87	11,168.48	57,000.00	(60,138.35)	303.17		
600	OTHER OBJECTS	4,104.29	69,899.04	25.00	97,374.00	24,976.46	74.35		
700	NON-CAPITALIZED EQUIPMENT	0.00	4,662.03	0.00	21,947.00	17,284.97	21.24		
2000	SUPPORT SERVICES	2,472,892.82	25,147,283.73	2,237,983.68	30,247,370.98	2,850,608.92	90.70	*	Function
100	SALARIES	5,433.76	73,970.29	0.00	83,000.00	6,029.71	92.46		
300	PURCHASED SERVICES	400.00	87,605.00	0.00	27,398.00	9,201.00	90.50		
400	SUPPLIES & MATERIALS	(8,691.49)	2,112.16	2,378.07	25,000.00	1,509.77	74.84		
3000	COMMUNITY SERVICES	(2,857.73)	163,687.45	2,378.07	135,398.00	16,740.48	90.84	*	Function
300	PURCHASED SERVICES	1,327.00	7,758.10	0.00	10,000.00	2,241.90	77.58		
600	OTHER OBJECTS	322,964.55	1,819,618.47	782,014.35	2,280,000.00	(541,393.33)	123.49		
4000	PAYMENTS TO OTHER DISTRICTS AND GOVERNMENTAL UNITS	324,291.55	1,827,376.57	782,014.35	2,290,000.00	(539,151.43)	123.29	*	Function
10	Educational Fund	9,181,639.75	82,321,647.49	4,949,995.91	101,228,412.84	12,520,646.35	87.68		Fund

Expenditure Report - Board of Education

Printed: 5/18/2023 2:53 PM
Huntley Community School District 158

Operations & Maintenance Fund 20

Function 2000 SUPPORT SERVICES
Object 100 SALARIES

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
100	SALARIES	126,146.55	1,236,350.46	0.00	1,528,535.47	292,185.01	80.88		
200	EMPLOYEE BENEFITS	(6,013.28)	190,214.85	0.00	255,431.97	65,217.12	74.47		
300	PURCHASED SERVICES	372,955.68	3,770,367.93	735,610.52	4,824,779.67	59,285.74	98.75		
400	SUPPLIES & MATERIALS	116,734.85	1,110,492.99	81,901.02	2,200,843.00	854,277.35	59.72		
500	CAPITAL OUTLAY	45,742.95	793,501.38	4,216,523.55	2,538,966.00	(3,182,567.63)	225.35		
600	OTHER OBJECTS	(435.00)	3,387.31	432.88	3,000.00	(820.19)	127.34		
700	NON-CAPITALIZED EQUIPMENT	0.00	1,995.00	0.00	0.00	(1,995.00)	0.00		
2000	SUPPORT SERVICES	655,131.75	7,106,309.92	5,034,467.97	11,351,556.11	(1,914,417.60)	117.12	*	Function
600	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00		
5000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	*	Function
20	Operations & Maintenance Fund	655,131.75	7,106,309.92	5,034,467.97	11,351,556.11	(1,914,417.60)	117.12		Fund

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Expenditure Report - Board of Education

Printed: 5/18/2023 2:53 PM
Huntley Community School District 158

Debt Service Fund or Fund Group 30

Function 5000 DEBT SERVICE
Object 600 OTHER OBJECTS

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
600	**OTHER OBJECTS**	0.00	11,447,073.90	0.00	11,600,187.88	153,113.98	98.68		
5000	**DEBT SERVICE**	0.00	11,447,073.90	0.00	11,600,187.88	153,113.98	98.68	*	Function
30	**Debt Service Fund or Fund Group**	0.00	11,447,073.90	0.00	11,600,187.88	153,113.98	98.68		Fund

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Expenditure Report - Board of Education

Printed: 5/18/2023 2:53 PM
Huntley Community School District 158

Transportation Fund 40

Function 2000 SUPPORT SERVICES
Object 100 SALARIES

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget	Account Number	
100	SALARIES	234,637.94	2,177,287.69	0.00	3,037,131.59	828,514.90	72.44		
200	EMPLOYEE BENEFITS	(9,012.24)	1,292,260.50	0.00	1,706,324.70	410,393.20	75.90		
300	PURCHASED SERVICES	111,865.93	1,204,021.52	95,665.74	864,246.93	(520,733.98)	160.25		
400	SUPPLIES & MATERIALS	89,128.77	640,130.36	284,613.00	885,000.00	(90,550.10)	110.23		
500	CAPITAL OUTLAY	0.00	325,045.74	2,553,251.62	1,000,000.00	(1,878,297.36)	287.83		
600	OTHER OBJECTS	153.95	4,081.10	190.10	6,219.00	415.75	93.31		
2000	SUPPORT SERVICES	426,774.35	5,642,826.91	2,933,720.46	7,498,922.22	(1,250,257.59)	116.75	*	Function
40	Transportation Fund	426,774.35	5,642,826.91	2,933,720.46	7,498,922.22	(1,250,257.59)	116.75		Fund

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Expenditure Report - Board of Education

Printed: 5/18/2023 2:53 PM
Huntley Community School District 158

Municipal Retirement and Social Security Fund 50

Function 1000 INSTRUCTION
Object 200 EMPLOYEE BENEFITS

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
200	**EMPLOYEE BENEFITS**	109,337.41	1,031,836.58	0.00	1,320,883.80	301,797.22	77.37		
1000	**INSTRUCTION**	109,337.41	1,031,836.58	0.00	1,320,883.80	301,797.22	77.37	*	Function
200	**EMPLOYEE BENEFITS**	165,675.91	1,705,633.03	0.00	1,951,540.36	245,907.33	87.40		
2000	**SUPPORT SERVICES**	165,675.91	1,705,633.03	0.00	1,951,540.36	245,907.33	87.40	*	Function
200	**EMPLOYEE BENEFITS**	884.12	9,023.18	0.00	0.00	(9,023.18)	0.00		
3000	**COMMUNITY SERVICES**	884.12	9,023.18	0.00	0.00	(9,023.18)	0.00	*	Function
50	**Municipal Retirement and Social Security Fund**	275,897.44	2,746,492.79	0.00	3,272,424.16	538,681.37	83.60		Fund

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Expenditure Report - Board of Education

Printed: 5/18/2023 2:53 PM
Huntley Community School District 158

Capital Projects Fund or Fund Group 60

Function 2000 SUPPORT SERVICES
Object 400 SUPPLIES & MATERIALS

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
400	**SUPPLIES & MATERIALS**	117,585.58	117,585.58	624,387.42	741,973.00	0.00	100.00		
2000	**SUPPORT SERVICES**	117,585.58	117,585.58	624,387.42	741,973.00	0.00	100.00	*	Function
600	**OTHER OBJECTS**	0.00	472,270.55	0.00	510,687.10	38,416.55	92.48		
5000	**DEBT SERVICE**	0.00	472,270.55	0.00	510,687.10	38,416.55	92.48	*	Function
60	**Capital Projects Fund or Fund Group**	117,585.58	589,856.13	624,387.42	1,252,660.10	38,416.55	96.93		Fund
	Report Total:	10,657,028.87	109,854,207.14	13,542,571.76	136,204,163.31	10,086,183.06	92.60		

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

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 1, 2023

Subject: **Revenue Contract Approval**
Committee of the Whole Meeting – June 1, 2023
Finance Committee

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

Organization Benefited	**Vendor**	**Net Revenue**
Martin Elementary	Art to Remember	$1,200
Heineman Music	Rite Bite Fundraising	$5,000
Heineman 6th Grade	Premier Fundraising	$9,000

RECOMMENDATION
Administration requests that the Finance Committee recommends the Board of Education approve the contracts and agreements form at the June 15, 2023 Regular Board Meeting.

Fundraising Authorization Form

Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your Building Principal a minimum of **45 days prior** to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 4/27/2023 School: Martin Elementary

Name of School Organization: Art Department

Sponsor / Coach's Name: Monica Dase Phone: 847-659-5442

Starting Date of Event: 8/16/2023 Ending Date of Event: 12/21/2023

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: $ 1,200.00

Type of Sale / Event: Personalized products w/ student artwork

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

Name of Vendor (if applicable): Art to Remember

Type of Product or Service Provided by Vendor: Creates items w/ personalized artwork

How will compensation be used/distributed? to purchase consumables for art classroom

Name of Activity Account: Martin Art Activity Activity Account #: 704

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over $1,000).

Monica Dase 4/27/2023
Sponsor Signature Date

Michelle Happold 4/28/23
Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event* Date

Chief Financial Officer Signature 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 board.

☐ Superintendent's Copy ☐ Fiscal Services Copy

Date of Board Approval: _____

Art to Remember
ArtToRemember.com

Fall 2023

Program Confirmation Form
Martin Elementary

Please review the dates and details below, sign the form, and return it to AtR via fax or email. Alternatively, you may send an email acknowledgement that the information is correct. Please inform us of any changes prior to the start of your program.

Program Schedule	
First day of school	8/16/2023
AtR ships starter kit to school	8/9/2023
School emails class lists to AtR	8/25/2023
School sends artwork to AtR	9/26/2023
Personalized order forms arrive at school	10/5/2023
Teacher hands out order forms to students	10/10/2023
Order & payment deadline for parents	10/20/2023
Main orders arrive / Online only closes	10/25/2023
Approximate date products ship to school	11/14/2023
Late order deadline	1/1/2024
Last day of school	12/21/2023

School Information	
AtR ID #:	1591
Shipping Address:	10920 Reed Rd
City:	Lake in the Hills
State:	IL
Zip Code:	60156-1093
UPS Shipping Days:	1
School Phone:	847-659-5300
School Coordinator:	Monica Dase
School Coordinator Email:	mdase@district158.org
Add'l School Contact:	
# of Enrolled Students:	800

AtR Contact & Billing Info	
AtR Program Coordinator:	Lori Dahlby
Email:	Lori@ArtToRemember.com
Phone:	1-800-895-8777
Program Type:	A2R
Starting Profit Percentage:	25%
Online Only Program:	Yes
Ship to Home Only Program:	No
Refund Check Payable to: (if applicable)	Martin Elementary
Invoice Recipient:	Monica Dase
Invoice Email:	mdase@district158.org

School Information on Order Form	
Questions please contact:	Monica Dase
Email:	mdase@district158.org
Phone:	
Checks payable to:	Online Only
Message from the school:	

School Profit	
Every School Receives a Guaranteed Minimum of 25% of Gross Sales Schools can increase their School Profit as Follows:	
Incentive Goal^	Add'l Profiit %
Class List Received within 14 Calendar Days of FDOS°	1.0%
Artwork Received within 42 Calendar Days of FDOS°	2.0%
Artwork Received within 56 Calendar Days of FDOS°	1.0%
Participation > 20% and < 25%	1.0%
Participation > 25% and < 30%	2.0%
Participation > 30% and < 40%	3.0%
Participation > 40% and < 50%	4.0%
Participation > 50%	5.0%

School Breaks
No School: Sep 4, 2023 - Sep 4, 2023
No School: Oct 6, 2023 - Oct 9, 2023
No School: Nov 20, 2023 - Nov 24, 2023

° First Day of School
^ Incentive goals are NOT cumulative, i.e., Schools may qualify for 1 Artwork Received Goal and 1 Participation Goal
* Participation % = Number of School Orders / # of Students Submitting Artwork

On the reverse side are additional Terms and Conditions including information about sales tax, purchase orders, timely delivery, late art, late order policy and free shipping restrictions. Please sign, date, and return this page to verify accuracy and your understanding of the information contained on this page and shown in Terms and Conditions.

Signature

4/26/2023
Date

Art to Remember ("AtR") Terms & Conditions

1. **Sales Tax / School Commission.** AtR will collect and remit all required sales taxes for online orders. Your school will earn a commission (*i.e.*, profit) as set forth on page 1 of this Order Confirmation. AtR will send the commission check as soon as practicable (normally within 30 days) following your school's program end date.

2. **Purchase Orders.** If a P.O. is required, please inform your AtR Program Coordinator, or contact our accounting department at accounting@arttoremember.com.

3. **Stay on Schedule.** Timely delivery of your products depends on the accuracy of the information on page one of this Program Confirmation Form and your adherence to the program schedule. We have reserved production time for your school based on this schedule. Changes to your school's schedule must be promptly communicated to your AtR Program Coordinator. The order delivery date on your schedule is approximate, however, adhering to your schedule guarantees delivery of your main order before your school's winter/summer break. If your artwork or orders arrive after your scheduled date, production of your products may be delayed and AtR cannot guarantee delivery before semester break.

4. **Late Orders.** Families wishing to purchase products after your main order deadline can place orders online at arttoremember.com and pay to have them shipped to their home.

5. **Out-of-Program Orders.** Families can purchase keepsake products on AtR's website after your school's program has closed. If your school signs up for an AtR fundraiser during the next school year, it will receive 15% of all out-of-program orders associated with your school.

6. **Free Shipping.** AtR offers free shipping to the school within the 48 contiguous states. Orders shipped outside the 48 contiguous states are subject to shipping charges. Please consult with your AtR Program Coordinator for additional information.

Send Artwork and Orders to:
9425 E. 59th Street **Indianapolis, IN 46216**

Send Purchase Orders to:
Fax: (866) 754-8840 **Email: Accounting@ArtToRemember.com**

Send Payments and other Mail to:
Art to Remember **9425 E. 59th Street** **Indianapolis, IN 46216**

Fundraising Authorization Form

Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your Building Principal a minimum of **45 days prior** to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: May 11, 2023 School: Heineman

Name of School OrgMayanization: HMS Music Team/Heineman Middle School

Sponsor / Coach's Name: Moore/Jorgensen/Rohde/Whitaker Phone: 847-659-4483

Starting Date of Event: September 8 Ending Date of Event: September 22

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: $ 5000

Type of Sale / Event: Butter braid Pastry ✓

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

Name of Vendor (if applicable): Rite Bite Fundraising

Type of Product or Service Provided by Vendor: Frozen Pastry

How will compensation be used/distributed? Each student's profit will go towards their individual fundraising account

Name of Activity Account: HMS Music Activity Account #: 1406

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over $1,000).

Emily Moore — Sponsor Signature — Date: 5/15/23

Stephanie Mitchell — Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event* — Date: 5/16/23

Ok — Chief Financial Officer Signature — Date: 5-23-23

* 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 board.

☐ Superintendent's Copy ☐ Fiscal Services Copy Date of Board Approval: _____

Gmail maria

2
Mail
Chat
Spaces
Meet

Compose

Inbox 2
Starred
Snoozed
Important
Sent
Drafts 464
Categories
Social
Updates 6
Forums 2
Promotions 7
More

Labels

Calls
Incoming
Outgoing
Clutter 1

Fundraiser Confirmation and Details- Revised Dates

External Inbox ×

Maria Beery Thu, May 11, 11:43 AM (4 days ago)
to me

Dear Emily,

Thank you for choosing to run a fundraiser with Rite Bite Fundraising! We sincerely appreciate this opportunity to partner with you for your fundraising needs. It is our intention to help you reach your fundraising goals and deliver a great experience.

Below is important information, please verify that the information is correct and reply back to us.

Click HERE to set up your group's online ordering site!

Product:	**Butter Braid Pastries**
Group Name:	Heineman Music Department
Contact Person:	Emily Moore
Contact Phone Number:	847-659-4483
Mail Order Forms Date:	8/23/23
Start Date:	9/6/23
End Date:	9/18/23
Submit Order Date:	9/18/23
Delivery Date & Rite Bite Fundraising Arrival Time:	9/22/23 at 01:30 PM
Product Distribution Time:	02:30 PM to 04:30 PM

THE ONE AND ONLY Butter Braid® FROZEN PASTRY DOUGH

Thanks so much for your support!

Return Order Date: **09/18/23**	Delivery Date: **09/22/23**

PLEASE NOTE: *These extremely high quality and exceptionally great tasting Butter Braid products have been known to make customers want more!*

In the case that this may happen to you, please be advised to order more than one as you will not be able to get more until another fundraiser comes to your area.

My Name: _____ My Phone: _____

Organization: **Heineman Music Department**

Make Checks To: **Heineman Middle School**

Contact Name: **Emily Moore** Contact Phone #: **(847) 659-4483**

Please collect payment when taking orders.

MY GOAL
items

328 **The profit per braid is $5.00.**

PRODUCT INFO.
Each 1lb. 6 oz. braided pastry (icing included) will serve 11 people.

Just allow your frozen pastry to thaw and rise until about double in size, then bake for a great, homemade tasting pastry.

	Customer Name	Phone	Apple	Blueberry & Cream Cheese	Cinnamon	Cream Cheese	Raspberry	Strawberry & Cream Cheese	Caramel Rolls (9 Per Package)	Cinnamon Rolls (9 Per Package)	Items	Amount
			$16	**$16**	**$16**	**$16**	**$16**	**$16**	**$16**	**$16**		
1		- -										$
2		- -										$
3		- -										$
4		- -										$
5		- -										$
6		- -										$
7		- -										$
8		- -										$
9		- -										$
10		- -										$
11		- -										$
12		- -										$
13		- -										$
14		- -										$
15		- -										$
16		- -										$
17		- -										$
18		- -										$
			AP	**BC**	**CI**	**CC**	**RA**	**SC**	**CA**	**CR**	**Items**	**Amount**
		Please Total:										

ALLERGEN NOTICE:
This product may contain Egg, Milk, Soy, Wheat.

This product does not contain nuts, but is manufactured in a facility and on equipment which processes nut products.

Rite Bite Fundraising
(630)262-3778
info@ritebitefundraising.com

www.butterbraid.com

Fundraising Authorization Form

Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your Building Principal a minimum of **45 days prior** to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: May 24th, 2023 School: Heineman

Name of School Organization: 6th Grade

Sponsor / Coach's Name: Conlon/Busam Phone: 847659-4428

Starting Date of Event: August 18th Ending Date of Event: Approx. Sept 1

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: $ Approx $ 9000

Type of Sale / Event: Fundraiser cards

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

Name of Vendor (if applicable): Derek Garza @ Premier Fundraising

Type of Product or Service Provided by Vendor: Fundraiser Cards

How will compensation be used/distributed? Individual fundraiser used to help pay for Atwood. Student gets $10 off trip for each card sold.

Name of Activity Account: Atwood Outdoor Ed Activity Account #: 1418

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over $1,000).

Denise Conlon & Nicole Busam — May 24th, 2023
Sponsor Signature — Date

Stephanie Mitchell — 5/25/23
Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event* — Date

Chief Financial Officer Signature — 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 board.

☐ Superintendent's Copy ☐ Fiscal Services Copy

Date of Board Approval: _____

Savings Products
Division of Great American

PREMIER FUNDRAISING

PROGRAM AGREEMENT

Representative: Derek Garza | Cell Phone: (630) 247-4798 | GA Rep#:

GROUP INFORMATION

Organization: Heineman Middle School
Group: Heineman/Marlowe 6th grade Atwood
Sponsor Name: Denise Conlon
Total Members: 250-300 # of Classes: 2
Address: 725 John Burkey Dr.
City: Algonquin ST: IL Zip: 60102
Work#: (847) 659-4300 Home#: ( )
Cell#: ( ) Fax#: ( )
Email:

IMPORTANT DATES

Need by: August 10th 2023
Kick Off: August 18th 2023
Sale End (Invoice Date): September 1, 2023

SHIPPING INFORMATION

Ship To:
- [x] Representative
- [x] Sponsor
- [ ] Other
- [ ] GIVEN OUT by Sales Rep

Ship To Other:
Name:
Address:

NOTES

Keep program the same as last year.

SAVINGS PASS

- [ ] New Account
- [x] Repeat
- [x] Custom $20
- [x] Total Order Qty:
- [ ]

2000 cards

SAVINGS PASS FLYERS

[x] Order Taker Flyers Total Order Qty: 250-300 Price: [x] Yes $20.00 [ ] No

SPECIALTY ITEMS

[x] National Savings Card (1072672) Total Order Qty: online

CITY SAVER BOOKS

NAME OF BOOK

Order Qty.

Profit%: ○40 ○45 ⊗50

[ ] Order Taker (1073165) [ ] Clear Bag Small (1062141) [ ] Clear Bag Large (1054609)

Total Order Qty: Total Order Qty: Total Order Qty:

APPROVALS

Front Proofs:	[x] Representative	[x] Sponsor
Back Proofs:	[x] Representative	[x] Sponsor

Proof Email/Fax #:

SCRATCH CARDS

STYLE: [ ] 30 Dot

COUPONS: [ ] National [ ] Custom [ ] Custom Full

AGREEMENT GUARANTEES & POLICIES

GUIDELINES: Premier Savings Products agrees to contact merchants to secure discounts, design and print cards at no initial cost to organization. Group agrees to sell the product for face value printed on product and begin selling the product based on the kickoff date stated above.

DELIVERY: Premier agrees to deliver the product on the stated "Need By" date, PROVIDED ALL MATERIALS ARE RECEIVED AS FOLLOWS: Program Agreement, Merchant Wish List, and Artwork Form. We reserve the right to move back the "Need By" date if all materials are not received on time or are incomplete. Any approval requests not responded to in 24 hours could delay delivery dates.

REORDERS: Minimum 300 cards. Any initial order of 600+ cards minimum reorder is 100 cards

PAYMENT: Group agrees to make payment to Premier Fundraising within 45 days after the kickoff date.

PROGRAM AUTHORIZATION

I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS.

Authorized Signature: PERSON RESPONSIBLE FOR PAYMENT
Print Name: Denise Conlon
Date: PO#:

OFFICE USE ONLY

ARL# SPR#
GRP# CONT#
MAT# SCH#
ORDER# REORDER#

PROGRAM AGREEMENT V. 07/2018

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

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 1, 2023

Subject: **Signatories for Bank/Financial Accounts**
Committee of the Whole Meeting, June 1, 2023
Finance Committee

Huntley Community School District 158 requires two signatories on all disbursement accounts.

RECOMMENDATION
Administration requests that the Finance Committee recommends that Mark Altmayer, CFO/Treasurer and Jessica Lombard, Interim Superintendent, be approved as signatories for all bank/financial accounts at the June 15, 2023 Regular Board Meeting.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

To: Board of Education

From: Mark Altmayer, Chief Financial Officer / Treasurer

Date: June 1, 2023

Subject: **Designation of Depositories**
Committee of the Whole Meeting, June 1, 2023
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 authorize depositories of School District Funds. The depositories are as follows:

Fifth Third Securities
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
Administration requests that the Finance Committee recommend 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 15, 2023 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 15th day of June 2023.

AYES:_____

NAYES:_____

ABSENT:_____

_____
President, Board of Education

Attest:

_____
Secretary, Board of Education

Exhibit A

Fifth Third Securities
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

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 1, 2023

Subject: **Appointment of Treasurer / Treasurer's Bond**
Committee of the Whole Meeting, June 1, 2023
Finance Committee

RECOMMENDATION

Administration requests that the Finance Committee recommends the Board of Education approve Mr. Mark Altmayer as Treasurer for FY24 at the June 15, 2023 Regular Board meeting.

June 15, 2023

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, 2023 and extending through June 30, 2024 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 $11,970,203 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, 2023 to June 30, 2024

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

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

DATE: June 1, 2023

TO: Building and Grounds Committee

FROM: Doug Renkosik, Director of Operations and Maintenance

RE: O & M Updates **(R)**
Building and Grounds Committee
Committee of the Whole, June 1, 2023

Below is a recap of activities in the O&M Department that have taken place since the May 25, 2023, BOE meeting and highlights of upcoming events.

1. Delivered completion and closeout of the following capital project with the exception of the insurance claim follow-up restoration of the gym floor:
   a. Roof System Replacement Phase 4 at Huntley High School.
2. Coordinated construction of the following capital improvement projects:
   a. Guaranteed Energy savings contract RFP 2022-32 with Veregy to install the electrical distribution system and solar power array to support District 158's EV bus fleet initiative – *Existing electric service transformer at the Administration Transportation Center has been upgraded from a 350 kVA to a 1,000 kVa transformer over spring break. Notices have been posted and mailed to residents in the area adjacent to the new 195 kVA solar arrays installation and a Public Hearing at the Algonquin Village Hall occurred on April 10th. The Village of Algonquin Committee of the whole voted to move the project forward to the May 2nd Board meeting for a full vote.*
   b. Guaranteed Energy Savings Contract RFP 2022-32A DX cooling system replacements *DX Heat Pump inverters are in stock at the supplier's facility in preparation for the installation over the summer of 2023.*
   c. Roof System Replacement Phase 5 at Huntley High School
   d. Track Resurfacing at Heineman Middle School
   e. Preheat system installation for Boiler Makeup Air serving Heineman boiler room *Roof curbs installation has commenced over spring break*
   f. Asphalt Sealcoat newer pavement at Marlowe Middle School
   g. Backstop netting system installation at Huntley High School's varsity baseball and softball diamonds – *the project is 95% complete at this time.*
   h. Pavement Improvements in the D158 Transportation Center Bus lot
   i. Pavement Improvements at Reed Road Campus including connecting drive between Martin and Marlowe and Martin bus lot and receiving area
   j. Curtain wall restoration and unit ventilator ductwork modifications at Huntley High School's two-story, 1996 section
   k. Huntley High School Foods Lab configuration and casework
   l. Community Solar installation at Reed Road Campus.

3. Coordinate GSF start-up of the new Custodial Services contract starting June 1, 2023.
4. Coordinate summer break O&M staff PM, projects assignments, contract cleaning summer performance schedule, and summer school support.

DR/jk

Huntley Community School District 158 – Board of Education

Finance Agenda

Date: Thursday, May 4, 2023
Meeting: Committee of the Whole with Closed Session
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. Andrew Bittman; Vice President, Ms. Laura Murray; Secretary, Ms. Gina Galligar; Mr. Sean Cratty; Mr. Michael Thompson; Mr. Paul Troy; Mr. Anthony Quagliano.

Agenda

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

1. **Call to Order / Roll Call (A)** (Mr. Bittman)
Call to Order the Committee of the Whole meeting for **Thursday May 4, 2023**, at 6:03p.m.
A quorum must be met.
Roll Call: Ayes 5/ Absent 1/ Motion Carried
Mr. Troy is Absent
Members: Mr. Cratty, Mr. Quagliano, Mr. Troy, Mrs. Murray, Mrs. Galligar, Mr. Bittman, Mr. Thompson
2. **Pledge of Allegiance** (Mr. Bittman)

3. **Academic Spotlight** - (Dr. Zehr)
Employee Recognition- Several employees attended the Board Meeting to accept their years of service awards.

4. **Public Comment** -None
5. **Revision and Adoption of the Agenda (A)** (Mr. Bittman)
Agenda was adopted with no changes.
Mr. Bittman moved, Mr. Quagliano 2nd
Voice Call: Ayes 6/ Nays 0/ Motion Carried
Recommendation: Seeking approval of the agenda.
6. **Finance Committee** (Mr. Quagliano-chair, Mr. Bittman, Mr. Thompson)

1. **Payables (A)** (Mr. Altmayer)
The Finance Committee summitted purchase orders for $282,995.97; imprest checks at $121,584.85; accounts payable at $13,838.84; and disbursements issued at $9,500,905.52; for review and seeking approval to move forward.
2. **Monthly Fiscal Updates (R)** (Mr. Altmayer)
Mr. Altmayer provided the monthly fiscal updates and the Activity Fund Balance Report.
3. **Revenue & Expenditures Report (R)** (Mr. Altmayer)
Monthly report for review and comment.
4. **Revenue Contract (A)** (Mr. Altmayer)
Mr. Altmayer sought approval of the fundraising contracts as presented.

7. **Building and Grounds (B&G) Committee** (Mr. Troy- chair, Mr. Quagliano, Mr. Cratty)

1. **O&M Updates (R)** (Mr. Renkosik)
Mr. Renkosik provided a project update to the BOE.
Recommendation: For informational purposes only.
2. **Change Order No. 1 to Roof System Replacement Bid # 2022-68 (A)** (Mr. Renkosik)
Mr. Renkosik presented the Roof System Replacement to the Board.
Recommendation: Seeking approval at the next Regular Meeting.
3. **Alarm Monitoring Services Contract (A)** (Mr. Renkosik)
Mr. Renkosik presented the Fox Valley Fire's proposal for a five-year contract for upgrading the burglar alarm to wireless communication and monitoring services for a five-year term.

Recommendation: Seeking approval at the next Regular Meeting.

8. **Policy Committee** (Mr. Bittman-chair, Mr. Quagliano, Mrs. Murray)

1. **Recommended Changes for Board Policy (A)** (Dr Rowe)

PRESS Updates - March 2023, Issue 111

9. **Curriculum and Instruction Committee** (Mr. Thompson-chair, Mrs. Galligar, Mr. Troy)

1. **Regional Safe School Program (A)** (Ms. Lombard)

Ms. Lombard present a resolution authorizing participation in the McHenry County Regional Safe School program. Ms. Lombard explained the how the Regional Safe School of the McHenry County operates. Evergreen Academy provides services for grades 6-12. Students have been outplaced because of a discipline matter.

Recommendation: Seeking approval at the next Regular Meeting.

2. **Partner for Prevention (A)** (Ms. Lombard)

Ms. Lombard presented the Partner for Prevention agreement to the Board.

PFP provides random drug screening for High School students involved in activities and sports. They also provide one on one drug and alcohol counseling for students that need it.

Recommendation: Seeking approval at the next Regular Board Meeting.

10. **Legislation Committee** (Mr. Bittman-chair, Mr. Quagliano, Mrs. Murray)

1. **Legislation Updates (R)**

Legislative updates were given

11. **Board of Education** (Mr. Bittman)

1. **Minutes (A)**

The following meeting minutes have been prepared for review and approval.

Recommendation: Seeking approval of the Board at their next regular meeting.

12. **New Business**

Request future agenda item for a LIGHT program update.

Request future agenda item for a discipline process review including the parent advisory committee

Request future agenda item for an update from Mr. Altmayer on the Electric Buses

Request future agenda item for an update from Mr. Altmayer on the cost of the addition to the HHS Coffee.

13. **Closed Session / Roll Call (A)** (Mr. Bittman)

Move to enter into Closed Session at 8:06p.m. as indicated in the Open Meetings Act and 5ILCS120/2c ford 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.

Closed session ended @9:41

14. **Roll Call: Ayes 6/ Nays 0/ Absent 1-Mr. Troy / Motion Carried**

1. **Exit Closed Session / Voice Call (A)** (Mr. Bittman)

Resume in Public Session / Roll Call (A) (Mr. Bittman)

Resume the Committee of the Whole meeting at 9:45p.m.

Roll Call: Ayes 6/ Absent 1/ Motion Carried

15. **Adjournment (A)** (Mr. Bittman)

Motion to adjourn the meeting at 9:46p.m.

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

Huntley Community School District 158 – Board of Education

Regular Agenda

Date: Thursday, May 18, 2023
Meeting: Regular Meeting with Closed Session
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. Andrew Bittman; Vice President, Ms. Laura Murray; Secretary, Ms. Gina Galligar; Mr. Sean Cratty; Mr. Michael Thompson; Mr. Paul Troy; Mr. Anthony Quagliano.

Agenda

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

1. **Call to Order / Roll Call (A)** (Mr. Bittman)
Call to order the Regular Meeting at 6:00 p.m. A quorum must be met.
Roll Call: Ayes 6/ Absent 1/ Motion Carried
Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Galligar, Mr. Thompson
Mr. Quagliano was absent
2. **Closed Session / Roll Call (A)** (Mr. Bittman)
Move to enter into closed session at 6:01 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; **(14)** Discussion of minutes of meetings lawfully closed under this Act.
Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Galligar, Mr. Thompson
Roll Call: Ayes 6/ Nays / 1 Absent / Motion Carried
    1. **Exit or Suspend Closed Session / Voice Call (A)**
    Move to suspend closed session at 7:00p.m. and return to open session.
    Voice Call: Ayes 6 / Nays 1/ Motion Carried
3. **Resume in Public Session / Roll Call (A)** (Mr. Bittman) *approx. 7:00 p.m*.
Resume the Regular meeting at 7:03 p.m.
Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Galligar, Mr. Thompson
Mr. Bittman moved, Mr. Thompson 2nd
Roll Call: Ayes 6 / Absent 1/ Motion Carried
    1. **Action as Required / Roll Call** (Mr. Bittman)
    No Action from the Board
4. **Pledge of Allegiance** (Mr. Bittman)
5. **Public Comment** (Mr. Bittman)
The following people had public comment. April Nervida who had concerns about Dual Language. Veronica Aleman has concerns about students with IEP's. She is also very concerned about student safety in her child's classroom. Melissa Garza praised the district. She removed her daughter from the Dual Language program. She feels there isn't enough support. Kari Cross had concerns about internet security on student chrome books. Kari Cross is looking forward to the Light Program Update.
6. **Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Bittman)
The Agenda was adopted with Item #18 removed. Mr. Troy asked for Item 18 to be removed.
Mr. Bittman moved, Mr. Cratty 2nd.
Action: Adoption of the Agenda.
Mr. Bittman moved, Mr. Cratty 2nd
Voice Call: Ayes 5 / Nays 1 (Mrs. Murray) / Motion Carried
7. **Superintendent's Report** (Dr. Rowe)
Updates were provided.
Recommendation: For informational purposes only.
    1. **HHS Athletic Improvements (R)** (Dr. Rowe)

Dr. Rowe shared a detailed presentation of the athletic capital enhancement planning and engage the board in discussion surrounding priority and gather feedback on the projects. Dr. Rowe shared that the District had been names a Lighthouse District. Dr. Rowe feel this is a crowning moment for District 158.

8. **Special Education** (Gina Gallicar-Chair, Mrs. Murray, Mr. Troy)
    1. **LIGHT Program Update (R)** (Dr. Rowe)

    Dr. Rowe shared a presentation of the different options the district is looking at for the Light program. Wold Architect gave the BOE an overview of different renovations they have been looking into. The BOE asked several questions.

    Mrs. Allen provided a very detailed program review for IDEA.
9. **Associate Superintendent's Report (R)** (Ms. Lombard)

Ms. Lombard shared the Final 2023-2024 calendar has been submitted.

The book Wonder will be the Raiders Read Together Summer Program. The book will be sent home with the youngest child in the house. ECC families will receive the Picture book of Wonder. HHS student can obtain a copy in the front office of the High School.

10. **Assistant Superintendent Elementary Learning and Innovation (R)** (Dr. MacCrindle)

Dr. MacCrindle informed the BOE that students are completing universal screeners. Teams will set goals for the school improvement plan. The data will be reviewed for the school improvement plan.

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

High School Cafe Storage Area (R) (Mr. Altmayer)

Coffee Bar-anticipating revenue of $1,000-$1,500 per day. Additional storage was needed so a 2 walled storage area was added. Now revenue is $2,500-$2,800 per day. Mr. Bittman commented that it would be great to have a class run the coffee shop as well as have the Spec Ed program students participate in the coffee shop.

Electric Buses and Infrastructure Update (R) (Mr. Altmayer)

Mr. Altmayer presented information regarding the District's previously approved Electric Bus Purchase and the related EV Infrastructure. Mr. Altymayer purported that we are the greenest district in the state. This is a guaranteed energy saving project. VW settlement- funding paid for 75% of the cost of the electric buses making the cost of the buses less than what a diesel bus costs; EPA clean school bus program waiting to hear if we get funding from that program; DERA; Inflationary Reduction Act $7,500 rebated per each electric van purchased; SRECS- state of Illinois fund, State Transportation Reimbursement Claim- state funding for gen ed and Spec Ed funding, Transportation Fund-fund balance 6.5 million. Guaranteed energy savings RFP-. Revenue- 2.989 million over a 15-year period for the 4 electric buses on order. Cash flow- expenses- 1.5 million…break even 4-5 years.

Recommendation: For informational purposes only.

12. **Community Relations & Student Outreach** (Mrs. Murray-chair, Mr. Thompson, Mr. Cratty)
    1. **Freedom of Information Act (FOIA) Requests (R)**

    A report was provided in the packet.

    Recommendation: For informational purposes only.
13. **Legislation Committee** (Mr. Bittman-chair, Mr. Quagliano, Mrs. Murray)

Recommendation: For informational purposes only.

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

    The teacher tenure law may adjust to a 3-year period of time.

    District may be required to provide Kosher Meals.
14. **President's Report** (Mr. Bittman)

Mr. Bittman talked about how there hasn't been a lot of change on the board and that having a 4-member change is unprecedented. Many board members have met with teachers, staff and administration and we have received a warm welcome and lots of positive comments. It is nice to have different opinions.

Budget comments- we want to hold taxation steady. That will put constraints on the budget. The priority would be staff and tools for the staff. Secondary priority would be on admin and building and grounds spending. We need to focus on academic improvements in the classroom. Reducing behaviors in the classroom is a top priority because that helps with academics.

15. **Consent Agenda (A)** (Mr. Bittman)

All of the following Consent Agenda items have gone through the Committee of the Whole. Prior to adoption, revisions are presented here.

Mr. Bittman moved, Mr. Cratty 2nd

Roll Call: Ayes 6/ Nays 0/ Motion Cratty

Recommendation: Seeking approval and adoption of the Consent Agenda as follows:

1. **Finance Committee** (Mr. Quagliano-chair, Mr. Bittman, Mr. Thompson)
    1. **Payables (A)** (Mr. Altmayer)
    Mr. Altmayer sought approval of the Purchase Orders issued at $282,995.97; Accounts Payable issued at $13,838.84; Imprest issued at $121,584.85 and Disbursements issued at $9,500,905.52, as presented.
    2. **Revenue Contracts (A)** (Mr. Altmayer)
    Mr. Altmayer sought approval of the revenue contracts for various fundraising activities.
2. **Human Resources Committee** (Mr. Cratty-chair, Mr. Bittman, Mrs. Galligar)
    1. **HR Personnel (A)** (Dr. Zehr)
    Dr. Zehr sought 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.

3. **Board of Education** (Mr. Bittman)
    1. **Minutes (A)**
    The following minutes are presented for approval.

4. **Curriculum Committee** (Mr. Thompson, Mrs. Galligar, Mr. Troy)
    1. **Partner for Prevention (A)** (Ms. Lombard)
    At the Committee of the Whole meeting, on May 4, 2023, the Curriculum and Instruction Committee recommended moving the contract with Partnering for Prevention forward to the May 18th, 2023 Regular Board of Education meeting for approval.
    2. **Regional Safe School Program (A)** (Ms. Lombard)
    At the Committee of the Whole meeting, on May 4, 2023, the Curriculum and Instruction Committee recommended moving the Intergovernmental Agreement extension resolution for utilization of the McHenry County Regional Safe Schools Program, forward to the May 18th, 2023 Regular Board of Education meeting for approval.
5. **Buildings and Grounds Committee** (Mr. Troy-chair, Mr. Quagliano, Mr. Cratty)
    1. **Alarm Monitoring Services Contract (A)** (Mr. Renkosik)
    At the Committee of the Whole meeting, on May 4, 2023, the Curriculum and Instruction Committee recommended moving the Intergovernmental Agreement extension resolution for utilization of the McHenry County Regional Safe Schools Program, forward to the May 18th, 2023 Regular Board of Education meeting for approval.
    2. **Change Order No. 1 to Roof System Replacement Bid # 2022-68 (A)** (Mr. Renkosik)
    The Building & Grounds Committee met on May 4, 2023 and requested the Board of Education approve Change Order No.1 to Anthony Roofing, A Tecta America Company, in the amount of $10,570.30 as attached at the May 18, 2023 Board
    Meeting.
6. **Policy Committee (**Mr. Bittman, Mr. Quagliano, Mrs. Murray)
    1. **Recommended Changes for Board Policy (A)** (Dr Rowe)
    PRESS Updates - March 2023, Issue 111
    At the Committee of the Whole meeting on May 4, 2023, the Policy Committee recommended moving the PRESS Updates forward for a First Reading at the May 18, 2023 Regular Board of Education meeting for approval.
    Recommended Changes for Board Policy

16. **Action Items / Roll/ Voice Call** (Mr. Bittman)

Action items require a motion and a second; discussion if needed; and roll or voice call.

1. **Buildings and Grounds Committee** (Mr. Troy-chair, Mr. Quagliano, Mr. Cratty)
    1. **Exterior Window Repairs Bid # 2023-08 (A)** (Mr. Renkosik)
    Mr. Renkosik presented the Exterior Window Repair Bid 2023-08
    Recommendation: Seeking approval as presented.
    Roll Call: Ayes 6 / Nays 0 / Motion Carried
    Mr. Troy moved, Mr. Cratty 2nd
2. **Finance Committee** (Mr. Quagliano-chair, Mr. Bittman, Mr. Thompson)
    1. **Supplemental Purchase Orders (A)** (Mr. Altmayer)
    Administration recommends approval of the Supplemental Purchase Orders Report at $3,381,422.18

and Supplemental Accounts Payable at $9,785.12 as presented.
Mr. Bittman moved, Mr. Thompson 2nd
Roll Call: Ayes 6 / Nays 0 / Motion Carried
Recommendation: Seeking approval by the Board as presented.

2. **Bond Issuance - 2023 Forward Refunding Parameters Resolution (A)** (Mr. Altmayer)
Mr. Altmayer presented a Resolution amending a resolution previously approved by the Board providing for the issue of not to exceed $7,500,000 General Obligation Refunding School Bonds of the District for the purpose of extending the time period during which said bonds may be sold.
Recommendation: Seeking approval of the Board as presented.
Mr. Bittman moved, Mr. Thompson 2nd
Roll Call: Ayes 6 / Nays 0 / Motion Carried

3. **Extracurricular Base Salary Increase (A)** (Mr. Altmayer)
The Huntley Extra-Curricular Committee reviewed and recommended a change to the activity salary schedule for the 2023-2024 school year.
Recommendation: Seeking approval of the Board as presented.
Mr. Bittman moved, Mrs. Galligar 2nd
Roll Call: Ayes 6 / Nays 0 / Motion Carried

16.2.4**Equipment Declared as Surplus - Buses (A)** (Mr. Altmayer)
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.
Recommendation: Seeking approval of the Board as presented.
Mr. Bittman moved, Mr. Cratty 2nd
Roll Call: Ayes 6 / Nays 0 / Motion Carried

17. **Human Resources Committee** (Mr. Cratty-chair, Mr. Bittman, Mrs. Galligar)

1. **HESPA MOU Paraprofessionals ESY (A)** (Dr. Zehr)
Dr. Zehr sought the approval of the MOU.
Recommendation: Seeking approval as presented.
Mr. Cratty moved, Mr. Troy 2nd
Roll Call: Ayes 6/ Nays 0 /Motion Carried

2. **HESPA MOU Nurses ESY (A)** (Dr. Zehr)
Dr. Zehr sought the approval of the MOU.
Recommendation: Seeking approval as presented.
Mr. Cratty moved, Mr. Troy 2nd
Roll Call: Ayes 6 / Nays 0 / Motion Carried

3. **HESPA Job Descriptions (A)** (Dr. Zehr)
Dr. Zehr sought the approval of the job descriptions.
Recommendation: Seeking approval as presented.
Mr. Cratty moved, Mrs. Galligar 2nd
Roll Call: Ayes 6/ Nays 0 / Motion Carried

4. **Multi-Year Contract for Associate Superintendent & Interim Superintendent (A) (Dr. Rowe)**
The board approved a 5-year contract for Ms. Jessica Lombard as Associate Superintendent with a provision she serves as Interim Superintendent for the 2023/2024 school year.
Mr. Cratty moved, Mrs. Galligar 2nd
Roll Call: Ayes 6/ Nays 0/Motion passes.

18. New Business-removed

19. Mr. Troy moved to suspend open session to return to closed session @

20. **Adjournment (A)** (Mr. Bittman)
Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Galligar, Mr. Thompson
Motion to adjourn the meeting at 11:20 p.m.
Voice Call: Ayes 6 / Nays 0/ Motion Carried