



**REGULAR MEETING OF THE BOARD OF EDUCATION
LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**

**Room 103-104
100 South Brainard Avenue
La Grange, Illinois 60525
Monday, June 16, 2025 - 7:00 PM**

A G E N D A

I. OPENING & ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. AGENDA APPROVAL/ORDER OF BUSINESS

4

IV. PUBLIC HEARING

5

Public Hearing on the Lyons Township High School District 204 FY25 Amended Budget

V. PUBLIC PARTICIPATION

VI. SUPERINTENDENT'S DISTRICT REPORT

A. Miscellaneous

B. Monthly FOIA Report

VII. UNFINISHED BUSINESS

A. Action

1. Consideration of the approval of the Adoption of the FY25 Amended LTHS District 204 Budget	7
2. Consideration of Approval of Softball Field Amended Donation (Second Reading)	49
3. Consideration of Approval of Contract with Henry Brothers for the Varsity Softball Field Project	54
4. Consideration of Approval of Stipend Committee Recommendations (Second Reading)	59
5. Consideration of Approval of LTHS Student Handbook Recommendations (Second Reading)	62
6. Consideration of Approval of PRESS 118 (Second Reading)	168

VIII. NEW BUSINESS

A. Information

1. 2024-2025 Year in Review	282
2. Overview of LADSE Services	289

B. Action

1. Consideration of Approval of LADSE FY 26 Tentative Budget	300

2. Consideration for Authorization for Approval Authority to the Superintendent for all Candidate Recommendations, including Administrator Recommendations from June 16, 2025 - August 18, 2025	325
3. Consideration of Approval of Change Order with DEM Services, Inc.	326
4. Consideration of Approval of 2025-26 Board of Education Norms and Protocols	328
5. Consideration of Approval of 2025-2025 Strategic Plan Priority list	336

IX. CONSENT AGENDA

A. Payment of Bills and Financial Statements	
1. Lyons Township High School - Approval is requested for payment of bills within various funds	355
2. Lyons Township High School - The financial statement for the month ending May 31, 2025, is presented for Board Approval	356
3. La Grange Area Department of Special Education (LADSE) - Approval is requested for the financial statement for month ending May 31, 2025 and the payment of bills within various funds	359
B. Business Services	
1. Approval of Depositories/Signers	398
C. Human Resources	
1. LTHS Certified and/or Classified Staff Employment Recommendations	
2. LADSE Staff Employment Recommendations	
D. Minutes	
1. Regular Action Meeting - May 19, 2025 (Open and Closed Sessions)	
2. Committee of the Whole Meeting - June 2, 2025 (Open and Closed Sessions)	
E. Disposal of Surplus Equipment	400
F. Donations	
1. Holmes Donation	402
2. FNBC Bank Donation	403
3. Care Space Donations	404
G. Overnight Student Travel	
1. Approval of student field trip to Western Springs, South Campus Corral, as recommended by the Administration	
2. Approval of student field trip to NIU, Dekalb, as recommended by the Administration	
3. Approval of student field trip to Illinois State University, as recommended by the Administration	

X. PUBLIC PARTICIPATION

XI. CLOSED SESSION

Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees 5ILCS 120/2(c)(2)

XII. ADJOURNMENT

BY ORDER OF
TIM ALBORES
LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204

100 SOUTH BRAINARD AVENUE
LA GRANGE, IL 60525

To: Board of Education
From: Brian Waterman
Date: June 16, 2025
Re: Agenda Approval/Order of Business

Suggested Motion

. . . that the Board of Education approves the agenda as presented.

Certificate of the Publisher

La Grange Suburban Life

Description: AMENDED TENTATIVE BUDGET
2244089

MAY 16 2025

LYONS TOWNSHIP HIGH SCHOOL D204
100 S BRAINARD AVE
LAGRANGE IL 60525-2100

Shaw Media certifies that it is the publisher of the La Grange Suburban Life. The La Grange Suburban Life is a secular newspaper, has been continuously published weekly for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the Village of Westchester, County of Cook, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 ILCS 5/5.

A notice, a true copy of which is attached, was published 1 time(s) in the La Grange Suburban Life, namely one time per week for one successive week(s). Publication of the notice was made in the newspaper, dated and published on
05/08/2025

This notice was also placed on a statewide public notice website as required by 715 ILCS 5/2.1.

In witness, Shaw Media has signed this certificate by Laura Shaw, its Publisher, at Westchester, Illinois, on
8th day of May, A.D. 2025

Shaw Media By:



Laura Shaw, Publisher

Account Number 10072759

Amount \$72.62

PUBLIC NOTICE
LEGAL NOTICE /
PUBLIC NOTICE

Notice is Hereby Given by the Board of Education of District Number 204, in the County of Cook, State of Illinois, that the tentative amended budget for School District 204 for the fiscal year beginning July 1, 2024 and ending on June 30, 2025 will be on file and conveniently available for public inspection at 100 South Brainard, LaGrange, IL, in this School District after 8:00 a.m. CDST, on the 8th day of May, 2025.

Notice is Further Hereby Given that a public hearing on said amended budget will be held at 7:00 p.m., CDST, on the 16th day of June, 2025 at LaGrange, IL in this School

District Number 204, Board Conference Room 103, 100 South Brainard, LaGrange, IL.

/s/ Gioia Giannotti Frye
Secretary, Board
of Education
Lyons Township
High School
District Number 204
May 8, 2025

(Published in LaGrange
Suburban Life May 8, 2025)
2244089

Certificate of the Publisher

La Grange Suburban Life

Description: INTENT TO TRANSFER FUNDS
2244095

LYONS TOWNSHIP HIGH SCHOOL D204
100 S BRAINARD AVE
LAGRANGE IL 60525-2100

MAY 16 2025

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In witness, Shaw Media has signed this certificate by Laura Shaw, its Publisher, at Westchester, Illinois, on
8th day of May, A.D. 2025

Shaw Media By:



Laura Shaw, Publisher

Account Number 10072759

Amount \$68.54

PUBLIC NOTICE
NOTICE OF HEARING
LYONS TOWNSHIP HIGH
SCHOOL DISTRICT NO. 204
COUNTY OF COOK
STATE OF ILLINOIS
NOTICE IS HEREBY GIVEN
that a hearing will be
held on May 19, 2025, at
7:00 p.m., at 100 South
Brainard Avenue, La Grange,
Illinois 60525 in Room
NC103 to discuss the
intention of the Board of
Education of Lyons
Township High School
District No. 204, Cook
County, Illinois, to transfer
Thirteen Million, Six
Hundred Thousand Dollars
and NO/100 Cents
(\$13,600,000.00) from the
Educational Fund to the
Operations & Maintenance
Fund pursuant to Section
17-2A of the School Code
(105 ILCS 5/17-2A).
/s/ Giota Giannotti Frye
Secretary, Board
of Education
Lyons Township
High School
District Number 204
May 8, 2025
(Published in LaGrange
Suburban Life May 8, 2025)
2244095

LYONS TOWNSHIP HIGH SCHOOL

DISTRICT 204 OFFICES 100 S. Brainard Ave., LaGrange, IL 60525-2101
• Tel: (708) 579-6462 • Fax: (708) 579-6454 • Email: bstachacz@lths.net • Website: www.lths.net



Brian Stachacz
Director of Business Services

Memorandum

To: Dr. Brian Waterman, Board of Education

From: Brian Stachacz

Date: 6/11/2025

Re: FY25 Final Budget Amendment

Information: Included in your packet for review is an FY25 final amended budget. I generally do not amend the District's budget unless there is a substantial change in the numbers through the course of a year. In the case of the FY25 budget, we have had several notable changes related to expenditures.

Back in September of the current school year, while adopting the original budget, I explained to the Board of Education that there would be a need to amend the budget for construction costs related to the summer of 2025 projects that, at that time, were not known. At this time, we are also amending several other areas of the budget due to increased costs. In particular, there is a very large increase in the benefits line item that is due to medical insurance costs/claims being much higher this year than originally expected. That budget amount can vary because we are "self-funded" for our health insurance program which means that we pay the claims and not the premium. It is worth noting that the increase in the medical insurance cost for this year is an outlier in that an increase of this size is very uncommon. We will also have to continue to monitor this expenditure for the upcoming FY26 budget.

Below is a summary of the major changes that have been made to the amended budget:

Expense:

- Addition of \$8.0 million of expense in the Capital Projects Fund related to the summer of 2025 projects.
- Addition of \$2.5 million to the benefits lines for medical insurance costs. Down \$1.0 million from the tentative amended budget.
- Addition of \$.5 million for student transportation costs.
- Addition of \$.5 million of out-of-district tuition programs.
- Transfer of \$700,000 of expense from the O&M Fund, where it is not needed, to the Education Fund where it may be needed. This transfer of expense does not increase the total budget.

Transfers:

- We are transferring \$18.6 million from the Education Fund and from the O&M Fund for the current capital project at South Campus (\$5.0 million) and for the upcoming summer of 2025

capital project at North Campus (\$13.6 million). The transfer from the Education Fund requires a public hearing at an upcoming meeting.

The amended Illinois State Board of Education budget form shows a \$2.9 million deficit in the operating funds (Education, O&M, Transportation and Working Cash Funds). Almost all of this is attributable to the increase in insurance costs.

I will continue to monitor the entire budget for any significant changes prior to the Board meeting in June and will make those changes as necessary.

The process for adopting a any school district budget in Illinois is to adopt a tentative budget during a regular Board of Education meeting. Notice must then be placed in a local newspaper that a tentative budget is available for review and that a public hearing will take place on this budget during the meeting in which the budget will be adopted. The budget must be on display for at least 30 days before the final can be adopted at the next available meeting. In our case, we can accomplish this with adoption of a tentative amended budget in at tonight's meeting and a final in the month of May.

Recommendation: The Board of Education adopt the final Fiscal Year 2025 amended budget as presented.

FY 25 Final Amended Budget By Fund Summary
(Ed., O&M, Transportation, SS/IMRF, Capital Projects and Working Cash)

	<u>Education Fund</u>	<u>O&M Fund</u>	<u>Trans. Fund</u>	<u>SS & IMR Fund</u>	<u>Capital Projects Fund</u>	<u>Working Cash Fund</u>	<u>Total All Funds</u>
Beginning Fund Balance	41,557,948	13,927,468	5,583,821	2,025,879	25,681,560	4,709,105	93,485,781
Revenue							
Property Taxes	68,173,479	9,703,559	2,288,958	3,107,461			83,273,457
CPPRT	4,636,710			300,000			4,936,710
Earnings on Investments	1,025,256	388,256	201,257	53,876	282,830	145,266	2,096,741
Other Local Sources	3,216,665	178,000					3,394,665
Evidence Based Funding	2,803,000						2,803,000
State Aid Categorical	913,300		975,000				1,888,300
Federal Aid	1,407,500						1,407,500
Transfer from O&M Fund and Ed. Fund					18,600,000		
Total Revenue (All Sources)	82,175,910	10,269,815	3,465,215	3,461,337	282,830	145,266	99,800,373
Expenditures							
Salaries	54,725,704	4,431,837					59,157,541
Employee Benefits	10,372,944	1,079,024		3,449,907			14,901,875
Purchased Services	8,560,092	2,117,000	3,882,000				14,559,092
Supplies	2,177,585	2,229,200					4,406,785
Capital Outlay	768,375	1,740,000	210,000		39,018,148		41,736,523
Other Objects	4,354,870	600					4,355,470
Non Capital Equipment	2,307,256						2,307,256
Total Expenditures (All Uses)	83,266,826	11,597,661	4,092,000	3,449,907	39,018,148	0	141,424,542
Excess Revenue over Expenses w/Fund 60	(1,090,916)	(1,327,846)	(626,785)	11,430	(38,735,318)	145,266	(41,624,169)
Excess Revenue over Expenses w/o Fund 60							(2,888,851)
Transfer To Capital Projects Fund	13,600,000	5,000,000					
Estimated Ending Fund Balance	26,867,032	7,599,622	4,957,036	2,037,309	5,546,242	4,854,371	51,861,612

District 204 Self-Insured Medical Plan History
FY15 to FY25

<u>School Year</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025*</u>
Claims Budget	\$4,658,883	\$5,100,000	\$5,338,198	\$5,850,724	\$6,402,062	\$6,183,028	\$6,207,623	\$6,585,758	\$7,659,362	\$7,890,709	\$7,374,361
Claims Actual	\$4,934,501	\$5,156,096	\$6,154,623	\$6,204,337	\$5,819,196	\$5,730,641	\$6,190,083	\$7,240,825	\$7,265,680	\$6,561,241	\$9,323,573
Under/Over	(\$275,618)	(\$56,096)	(\$816,425)	(\$353,613)	\$582,866	\$452,387	\$17,540	(\$655,067)	\$393,682	\$1,329,468	(\$1,949,212)
*Through May of 2025											

District Type:

☒ School District
☐ Joint Agreement

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

SCHOOL DISTRICT/JOINT AGREEMENT BUDGET FORM *
July 1, 2024 - June 30, 2025

Accounting Basis:

☐ Cash
☒ Accrual

Is this an amended budget? Yes _____

Date of Amended Budget: 06/16/2025
(MM/DD/YY)

District Name: Lyons Twp HSD 204

District RCDT No: 06016204017

Unbalanced budget; however, a Deficit Reduction Plan is not required at this time.

If your FY2024 AFR states that you need to do a deficit reduction plan and your FY2025 budget is balanced, please state the measures you took to have your budget become balanced. (Bckgrnd-Assumpt 25-26)

Budget of Lyons Twp HSD 204, County of Cook, State of Illinois, for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025.

WHEREAS the Board of Education of Lyons Twp HSD 204, County of Cook, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 16th day of June, 2025, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, Be it resolved by the Board of Education of said district as follows:

Section 1: That the fiscal year of this school district be and the same hereby is fixed and declared to be beginning July 1, 2024 and ending June 30, 2025.

Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and expenditures from each be and the same is hereby adopted as the budget of this school district for said fiscal year.

ADOPTION OF BUDGET

The budget shall be approved and signed below by members of the School Board. Adopted this 16th day of June, 2025 by a roll call vote of _____ Yeas, and _____ Nays, to wit:

** MEMBERS VOTING YEA:	** MEMBERS VOTING NAY:

* Based on the 23 Illinois Administrative Code-Part 100 and inconformity with Section 17-1 of the School Code.

** Type in the members who voted "YEA" nor "NAY". Actual school board member signatures are not required for electronic submission.

- (1) A certified copy of this document must be filed with the county clerk within 30 days of adoption as required by Section 18-50 of the Property Tax Code (35 ILCS 200/18-50).
- (2) Districts are required to submit the adopted/amended budget electronically to ISBE within 30 days of adoption or by October 30, whichever comes first. Budgets are submitted through IWAS: <https://apps.isbe.net/iwas/asp/login.asp?s=true>

Please type the member signatures before submitting to ISBE. We do not accept PDF copies.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.											
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	
3	ESTIMATED BEGINNING FUND BALANCE (without Student Activity Funds) ¹ as of July 1, 2024		41,557,948	13,927,468	896,899	5,583,821	2,025,879	25,681,560	4,709,105	0	0	
4	RECEIPTS/REVENUES (without Student Activity Funds)											
5	LOCAL SOURCES	1000	77,052,110	10,269,815	3,024,075	2,490,215	3,461,337	282,830	145,266	0	0	
6	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0					
7	STATE SOURCES	3000	3,716,300	0	0	975,000	0	0	0	0	0	
8	FEDERAL SOURCES	4000	1,407,500	0	0	0	0	0	0	0	0	
9	Total Direct Receipts/Revenues ⁸		82,175,910	10,269,815	3,024,075	3,465,215	3,461,337	282,830	145,266	0	0	
10	Receipts/Revenues for "On Behalf" Payments ²	3998										
11	Total Receipts/Revenues		82,175,910	10,269,815	3,024,075	3,465,215	3,461,337	282,830	145,266	0	0	
12	DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)											
13	INSTRUCTION	1000	54,285,025				1,153,969			0		
14	SUPPORT SERVICES	2000	25,702,604	11,597,661		4,092,000	2,275,140	39,018,148		0	0	
15	COMMUNITY SERVICES	3000	386,697	0		0	20,798			0		
16	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	2,892,500	0	0	0	0	0		0	0	
17	DEBT SERVICES	5000	0	0	2,775,000	0	0			0	0	
18	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
19	Total Direct Disbursements/Expenditures ⁹		83,266,826	11,597,661	2,775,000	4,092,000	3,449,907	39,018,148		0	0	
20	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0	
21	Total Disbursements/Expenditures		83,266,826	11,597,661	2,775,000	4,092,000	3,449,907	39,018,148		0	0	
22	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(1,090,916)	(1,327,846)	249,075	(626,785)	11,430	(38,735,318)	145,266	0	0	
23	OTHER SOURCES/USES OF FUNDS											
24	OTHER SOURCES OF FUNDS (7000)											
25	PERMANENT TRANSFER FROM VARIOUS FUNDS											
26	Abolishment the Working Cash Fund ¹⁶	7110										
27	Abatement of the Working Cash Fund ¹⁶	7110										
28	Transfer of Working Cash Fund Interest	7120										
29	Transfer Among Funds	7130		13,600,000								
30	Transfer of Interest	7140										
31	Transfer from Capital Projects Fund to O&M Fund	7150		0								
32	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	7160		0								
33	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int ^{3a} Proceeds to Debt Service Fund	7170			0							
34	SALE OF BONDS (7200)											
35	Principal on Bonds Sold ⁴	7210										
36	Premium on Bonds Sold	7220										
37	Accrued Interest on Bonds Sold	7230										
38	Sale or Compensation for Fixed Assets ⁵	7300										
39	Transfer to Debt Service to Pay Principal on GASB 87 Leases	7400			0							
40	Transfer to Debt Service to Pay Interest on GASB 87 Leases	7500			0							
41	Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			0							
42	Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0							
43	Transfer to Capital Projects Fund	7800						18,600,000				
44	ISBE Loan Proceeds	7900										
45	Other Sources Not Classified Elsewhere	7990										
46	Total Other Sources of Funds ⁸		0	13,600,000	0	0	0	18,600,000	0	0	0	

	A	B	C	D	E	F	G	H	I	J	K	L
1	Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.											
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	
47	OTHER USES OF FUNDS (8000)											
49	TRANSFER TO VARIOUS OTHER FUNDS (8100)											
50	Abolishment or Abatement of the Working Cash Fund ¹⁶	8110							0			
51	Transfer of Working Cash Fund Interest	8120							0			
52	Transfer Among Funds	8130	13,600,000									
53	Transfer of Interest ⁶	8140										
54	Transfer from Capital Projects Fund to O&M Fund	8150										
55	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	8160										
56	Transfer of Excess Accumulated Fire Prev & Safety Bond ^{3a} and Int Proceeds to Debt Service Fund	8170										
57	Taxes Pledged to Pay Principal on GASB 87 Leases	8410										
58	Grants/Reimbursements Pledged to Pay Principal on GASB 87 Leases	8420										
59	Other Revenues Pledged to Pay Principal on GASB 87 Leases	8430										
60	Fund Balance Transfers Pledged to Pay Principal on GASB 87 Leases	8440										
61	Taxes Pledged to Pay Interest on GASB 87 Leases	8510										
62	Grants/Reimbursements Pledged to Pay Interest on GASB 87 Leases	8520										
63	Other Revenues Pledged to Pay Interest on GASB 87 Leases	8530										
64	Fund Balance Transfers Pledged to Pay Interest on GASB 87 Leases	8540										
65	Taxes Pledged to Pay Principal on Revenue Bonds	8610										
66	Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8620										
67	Other Revenues Pledged to Pay Principal on Revenue Bonds	8630										
68	Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640										
69	Taxes Pledged to Pay Interest on Revenue Bonds	8710										
70	Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720										
71	Other Revenues Pledged to Pay Interest on Revenue Bonds	8730										
72	Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740										
73	Taxes Transferred to Pay for Capital Projects	8810										
74	Grants/Reimbursements Pledged to Pay for Capital Projects	8820										
75	Other Revenues Pledged to Pay for Capital Projects	8830										
76	Fund Balance Transfers Pledged to Pay for Capital Projects	8840		18,600,000								
77	Transfer to Debt Service Fund to Pay Principal on ISBE Loans	8910										
78	Other Uses Not Classified Elsewhere	8990										
79	Total Other Uses of Funds ⁹		13,600,000	18,600,000	0	0	0	0	0	0	0	
80	Total Other Sources/Uses of Fund		(13,600,000)	(5,000,000)	0	0	0	18,600,000	0	0	0	
81	ESTIMATED ENDING FUND BALANCE (without Student Activity Funds) as of June 30, 2025		26,867,032	7,599,622	1,145,974	4,957,036	2,037,309	5,546,242	4,854,371	0	0	
82												
83	Student Activity (Fund 11) ESTIMATED BEGINNING FUND BALANCE as of July 1, 2024		2,240,222									
84	RECEIPTS/REVENUES (For Student Activity Funds)											
85	Total Student Activity Direct Receipts/Revenues (Local Sources)	1799	2,350,000									
86	DISBURSEMENTS/EXPENDITURES (For Student Activity Funds)											
87	Total Student Activity Direct Disbursements/Expenditures	1999	2,275,000									
88	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		75,000									
89	Student Activity ESTIMATED ENDING FUND BALANCE as of June 30, 2025		2,315,222									
90												

	A	B	C	D	E	F	G	H	I	J	K	L
1	Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.											
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	
91	Total ESTIMATED BEGINNING FUND BALANCE (All Sources Including Student Activity Funds) as of July 1, 2024		43,798,170	13,927,468	896,899	5,583,821	2,025,879	25,681,560	4,709,105	0	0	
92	RECEIPTS/REVENUES (All Sources with Student Activity Funds)											
93	LOCAL SOURCES	1000	79,402,110	10,269,815	3,024,075	2,490,215	3,461,337	282,830	145,266	0	0	
94	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0	0	0	0	0	0	
95	STATE SOURCES	3000	3,716,300	0	0	975,000	0	0	0	0	0	
96	FEDERAL SOURCES	4000	1,407,500	0	0	0	0	0	0	0	0	
97	Total Direct Receipts/Revenues ⁸		84,525,910	10,269,815	3,024,075	3,465,215	3,461,337	282,830	145,266	0	0	
98	Receipts/Revenues for "On Behalf" Payments ²	3998	0	0	0	0	0	0	0	0	0	
99	Total Receipts/Revenues		84,525,910	10,269,815	3,024,075	3,465,215	3,461,337	282,830	145,266	0	0	
100	DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds)											
101	INSTRUCTION	1000	56,560,025				1,153,969			0		
102	SUPPORT SERVICES	2000	25,702,604	11,597,661		4,092,000	2,275,140	39,018,148		0	0	
103	COMMUNITY SERVICES	3000	386,697	0		0	20,798			0		
104	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	2,892,500	0	0	0	0	0		0	0	
105	DEBT SERVICES	5000	0	0	2,775,000	0	0			0	0	
106	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
107	Total Direct Disbursements/Expenditures ⁹		85,541,826	11,597,661	2,775,000	4,092,000	3,449,907	39,018,148		0	0	
108	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0	
109	Total Disbursements/Expenditures		85,541,826	11,597,661	2,775,000	4,092,000	3,449,907	39,018,148		0	0	
110	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(1,015,916)	(1,327,846)	249,075	(626,785)	11,430	(38,735,318)	145,266	0	0	
111	OTHER SOURCES/USES OF FUNDS											
112	OTHER SOURCES OF FUNDS (7000)											
113	Total Other Sources of Funds ⁸		0	13,600,000	0	0	0	18,600,000	0	0	0	
114	OTHER USES OF FUNDS (8000)											
116	Total Other Uses of Funds ⁹		13,600,000	18,600,000	0	0	0	0	0	0	0	
117	Total Other Sources/Uses of Fund		(13,600,000)	(5,000,000)	0	0	0	18,600,000	0	0	0	
118	ESTIMATED ENDING FUND BALANCE (All Sources with Student Activity Funds) as of June 30, 2025		29,182,254	7,599,622	1,145,974	4,957,036	2,037,309	5,546,242	4,854,371	0	0	
119												
120	SUMMARY OF EXPENDITURES Without Student Activity Funds (by Major Object)											
121												
122	Description	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	Total By Object
123	Object Name											
124	Salaries	100	54,725,704	4,431,837		0		0		0	0	59,157,541
125	Employee Benefits	200	10,372,944	1,079,024		0	3,449,907	0		0	0	14,901,875
126	Purchased Services	300	8,560,092	2,117,000	0	3,882,000		0		0	0	14,559,092
127	Supplies & Materials	400	2,177,585	2,229,200		0		0		0	0	4,406,785
128	Capital Outlay	500	768,375	1,740,000		210,000		39,018,148		0	0	41,736,523
129	Other Objects	600	4,354,870	600	2,775,000	0	0	0		0	0	7,130,470
130	Non-Capitalized Equipment	700	2,307,256	0		0		0		0	0	2,307,256
131	Termination Benefits	800	0	0		0				0		0
132	Total Expenditures		83,266,826	11,597,661	2,775,000	4,092,000	3,449,907	39,018,148		0	0	144,199,542

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	BEGINNING CASH BALANCE ON HAND (without Student Activity Funds) ⁷ as of July 1, 2024		40,979,485	14,168,021	1,250,489	5,586,279	2,092,868	27,496,905	4,289,165	0	0
4	Total Direct Receipts & Other Sources ⁸		82,175,910	23,869,815	3,024,075	3,465,215	3,461,337	18,882,830	145,266	0	0
5	OTHER RECEIPTS										
6	Interfund Loans Payable (Loans from Other Funds)	411									
7	Interfund Loans Receivable (Repayment of Loans)	141									
8	Notes and Warrants Payable	433									
9	Other Current Assets	199									
10	Total Other Receipts		0	0	0	0	0	0	0	0	0
11	Total Direct Receipts, Other Sources, & Other Receipts		82,175,910	23,869,815	3,024,075	3,465,215	3,461,337	18,882,830	145,266	0	0
12	Total Amount Available		123,155,395	38,037,836	4,274,564	9,051,494	5,554,205	46,379,735	4,434,431	0	0
13	Total Direct Disbursements & Other Uses ⁹		96,866,826	30,197,661	2,775,000	4,092,000	3,449,907	39,018,148	0	0	0
14	OTHER DISBURSEMENTS										
15	Interfund Loans Receivable (Loans to Other Funds) ¹⁰	141									
16	Interfund Loans Payable (Repayment of Loans)	411									
17	Notes and Warrants Payable	433									
18	Other Current Liabilities	499									
19	Total Other Disbursements		0	0	0	0	0	0	0	0	0
20	Total Direct Disbursements, Other Uses, & Other Disbursements		96,866,826	30,197,661	2,775,000	4,092,000	3,449,907	39,018,148	0	0	0
21	ENDING CASH BALANCE ON HAND (without Student Activity Funds) as of June 30, 2025		26,288,569	7,840,175	1,499,564	4,959,494	2,104,298	7,361,587	4,434,431	0	0
22											
23	Activity Funds BEGINNING CASH BALANCE ON HAND ⁷ as of July 1, 2024		2,240,222								
24	Total Direct Receipts & Other Sources ⁸		2,350,000								
25	Total Amount Available		4,590,222								
26	Total Direct Disbursements & Other Uses ⁹		2,275,000								
27	Activity funds ENDING CASH BALANCE ON HAND ⁷ as of June 30, 2025		2,315,222								
28											
29	Total BEGINNING CASH BALANCE ON HAND (with Student Activity Funds) ⁷ as of July 1, 2024		43,219,707	14,168,021	1,250,489	5,586,279	2,092,868	27,496,905	4,289,165	0	0
30	Total Direct Receipts & Other Sources ⁸		84,525,910	23,869,815	3,024,075	3,465,215	3,461,337	18,882,830	145,266	0	0
31	Total Other Receipts		0	0	0	0	0	0	0	0	0
32	Total Direct Receipts, Other Sources, & Other Receipts		84,525,910	23,869,815	3,024,075	3,465,215	3,461,337	18,882,830	145,266	0	0
33	Total Amount Available		127,745,617	38,037,836	4,274,564	9,051,494	5,554,205	46,379,735	4,434,431	0	0
34	Total Direct Disbursements & Other Uses ⁹		99,141,826	30,197,661	2,775,000	4,092,000	3,449,907	39,018,148	0	0	0
35	Total Other Disbursements		0	0	0	0	0	0	0	0	0
36	Total Direct Disbursements, Other Uses, & Other Disbursements		99,141,826	30,197,661	2,775,000	4,092,000	3,449,907	39,018,148	0	0	0
37	Total ENDING CASH BALANCE ON HAND (with Student Activity Funds) ⁷ as of June 30, 2025		28,603,791	7,840,175	1,499,564	4,959,494	2,104,298	7,361,587	4,434,431	0	0

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	RECEIPTS/REVENUES FROM LOCAL SOURCES (1000)										
4	AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY	1100									
5	Designated Purposes Levies ¹¹ (1110-1120)	-	67,769,908	9,703,559	2,982,810	2,288,958	3,107,461				
6	Leasing Purposes Levy ¹²	1130									
7	Special Education Purposes Levy	1140	403,571								
8	FICA and Medicare Only Levies	1150									
9	Area Vocational Construction Purposes Levy	1160									
10	Summer School Purposes Levy	1170									
11	Other Tax Levies (Describe & Itemize)	1190									
12	Total Ad Valorem Taxes Levied by District		68,173,479	9,703,559	2,982,810	2,288,958	3,107,461	0	0	0	0
13	PAYMENTS IN LIEU OF TAXES	1200									
14	Mobile Home Privilege Tax	1210									
15	Payments from Local Housing Authority	1220									
16	Corporate Personal Property Replacement Taxes ¹³	1230	4,636,710				300,000				
17	Other Payments in Lieu of Taxes (Describe & Itemize)	1290									
18	Total Payments in Lieu of Taxes		4,636,710	0	0	0	300,000	0	0	0	0
19	TUITION	1300									
20	Regular Tuition from Pupils or Parents (In State)	1311									
21	Regular Tuition from Other Districts (In State)	1312									
22	Regular Tuition from Other Sources (In State)	1313									
23	Regular Tuition from Other Sources (Out of State)	1314									
24	Summer School Tuition from Pupils or Parents (In State)	1321	260,000								
25	Summer School Tuition from Other Districts (In State)	1322									
26	Summer School Tuition from Other Sources (In State)	1323									
27	Summer School Tuition from Other Sources (Out of State)	1324									
28	CTE Tuition from Pupils or Parents (In State)	1331									
29	CTE Tuition from Other Districts (In State)	1332									
30	CTE Tuition from Other Sources (In State)	1333									
31	CTE Tuition from Other Sources (Out of State)	1334									
32	Special Education Tuition from Pupils or Parents (In State)	1341									
33	Special Education Tuition from Other Districts (In State)	1342									
34	Special Education Tuition from Other Sources (In State)	1343									
35	Special Education Tuition from Other Sources (Out of State)	1344									
36	Adult Tuition from Pupils or Parents (In State)	1351									
37	Adult Tuition from Other Districts (In State)	1352									
38	Adult Tuition from Other Sources (In State)	1353									
39	Adult Tuition from Other Sources (Out of State)	1354									
40	Total Tuition		260,000								
41	TRANSPORTATION FEES	1400									
42	Regular Transportation Fees from Pupils or Parents (In State)	1411									
43	Regular Transportation Fees from Other Districts (In State)	1412									
44	Regular Transportation Fees from Other Sources (In State)	1413									
45	Regular Transportation Fees from Co-curricular Activities (In State)	1415									
46	Regular Transportation Fees from Other Sources (Out of State)	1416									
47	Summer School Transportation Fees from Pupils or Parents (In State)	1421									
48	Summer School Transportation Fees from Other Districts (In State)	1422									
49	Summer School Transportation Fees from Other Sources (In State)	1423									
50	Summer School Transportation Fees from Other Sources (Out of State)	1424									
51	CTE Transportation Fees from Pupils or Parents (In State)	1431									
52	CTE Transportation Fees from Other Districts (In State)	1432									
53	CTE Transportation Fees from Other Sources (In State)	1433									
54	CTE Transportation Fees from Other Sources (Out of State)	1434									
55	Special Education Transportation Fees from Pupils or Parents (In State)	1441									
56	Special Education Transportation Fees from Other Districts (In State)	1442									

16

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
57	Special Education Transportation Fees from Other Sources (In State)	1443									
58	Special Education Transportation Fees from Other Sources (Out of State)	1444									
59	Adult Transportation Fees from Pupils or Parents (In State)	1451									
60	Adult Transportation Fees from Other Districts (In State)	1452									
61	Adult Transportation Fees from Other Sources (In State)	1453									
62	Adult Transportation Fees from Other Sources (Out of State)	1454									
63	Total Transportation Fees					0					
64	EARNINGS ON INVESTMENTS	1500									
65	Interest on Investments	1510	1,025,256	388,256	41,265	201,257	53,876	282,830	145,266		
66	Gain or Loss on Sale of Investments	1520									
67	Total Earnings on Investments		1,025,256	388,256	41,265	201,257	53,876	282,830	145,266	0	0
68	FOOD SERVICE	1600									
69	Sales to Pupils - Lunch	1611	925,000								
70	Sales to Pupils - Breakfast	1612									
71	Sales to Pupils - A la Carte	1613	195,000								
72	Sales to Pupils - Other (Describe & Itemize)	1614									
73	Sales to Adults	1620									
74	Other Food Service (Describe & Itemize)	1690									
75	Total Food Service		1,120,000								
76	DISTRICT/SCHOOL ACTIVITY INCOME	1700									
77	Admissions - Athletic	1711	30,000								
78	Admissions - Other	1719									
79	Fees	1720	665,250								
80	Book Store Sales	1730									
81	Other District/School Activity Revenue (Describe & Itemize)	1790	422,250								
82	Student Activity Fund Revenues	1799	2,350,000								
83	Total District/School Activity Income (without Student Activity Funds 1799)		1,117,500	0							
84	Total District/School Activity Income (with Student Activity Funds 1799)		3,467,500								
85	TEXTBOOK INCOME	1800									
86	Textbook Rentals - Regular Textbooks	1811	235,000								
87	Textbook Rentals - Summer School Textbooks	1812									
88	Textbook Rentals - Adult/Continuing Education Textbooks	1813									
89	Textbook Rentals - Other (Describe & Itemize)	1819									
90	Textbook Sales - Regular Textbooks	1821	305,000								
91	Textbook Sales - Summer School	1822									
92	Textbook Sales - Adult/Continuing Education	1823									
93	Textbook Sales - Other (Describe & Itemize)	1829									
94	Other Textbook Income (Describe & Itemize)	1890									
95	Total Textbooks		540,000								
96	OTHER REVENUE FROM LOCAL SOURCES	1900									
97	Rentals	1910		175,000							
98	Contributions and Donations from Private Sources	1920									
99	Impact Fees from Municipal or County Governments	1930									
100	Services Provided Other Districts	1940									
101	Refund of Prior Years' Expenditures	1950									
102	Payments of Surplus Moneys from TIF Districts	1960									
103	Drivers' Education Fees	1970	55,000								
104	Proceeds from Vendors' Contracts	1980	25,000								
105	School Facility Occupation Tax Proceeds	1983									
106	Payment from Other Districts	1991									
107	Sale of Vocational Projects	1992									
108	Other Local Fees (Describe & Itemize)	1993									
109	Other Local Revenues (Describe & Itemize)		99,165	3,000							
110	Total Other Revenue from Local Sources		179,165	178,000	17	0	0	0	0	0	0

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
111	Total Receipts/Revenues from Local Sources (without Student Activity Funds 1799)	1000	77,052,110	10,269,815	3,024,075	2,490,215	3,461,337	282,830	145,266	0	0
112	Total Receipts/Revenues from Local Sources (with Student Activity Funds 1799)		79,402,110								
113	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT (2000)										
114	Flow-Through Revenue from State Sources	2100									
115	Flow-Through Revenue from Federal Sources	2200									
116	Other Flow-Through Revenue (Describe & Itemize)	2300									
117	Total Flow-Through Receipts/Revenues From One District to Another District	2000	0	0		0	0				
118	RECEIPTS/REVENUES FROM STATE SOURCES (3000)										
119	UNRESTRICTED GRANTS-IN-AID (3001-3099)										
120	Evidence Based Funding Formula (Section 18-8.15)	3001	2,803,000								
121	Reorganization Incentives (Accounts 3005-3021)	3005									
122	Fast Growth District Grants	3030									
123	Other Unrestricted Grants-In-Aid From State Sources (Describe & Itemize)	3099									
124	Total Unrestricted Grants-In-Aid		2,803,000	0	0	0	0	0		0	0
125	RESTRICTED GRANTS-IN-AID (3100-3900)										
126	SPECIAL EDUCATION										
127	Special Education - Private Facility Tuition	3100	710,000								
128	Special Education - Funding for Children Requiring Sp Ed Services	3105									
129	Special Education - Personnel	3110									
130	Special Education - Orphanage - Individual	3120									
131	Special Education - Orphanage - Summer Individual	3130									
132	Special Education - Summer School	3145									
133	Special Education - Other (Describe & Itemize)	3199									
134	Total Special Education		710,000	0		0					
135	CAREER AND TECHNICAL EDUCATION (CTE)										
136	CTE - Technical Education - Tech Prep	3200	95,000								
137	CTE - Secondary Program Improvement (CTEI)	3220									
138	CTE - WECEP	3225									
139	CTE - Agriculture Education	3235									
140	CTE - Instructor Practicum	3240									
141	CTE - Student Organizations	3270									
142	CTE - Other (Describe & Itemize)	3299									
143	Total Career and Technical Education		95,000	0			0				
144	BILINGUAL EDUCATION										
145	Bilingual Education - Downstate - TPI and TBE	3305									
146	Bilingual Education - Downstate - Transitional Bilingual Education	3310									
147	Total Bilingual Education		0				0				
148	State Free Lunch & Breakfast	3360	800								
149	School Breakfast Initiative	3365									
150	Driver Education	3370	105,000								
151	Adult Education (from ICCB)	3410									
152	Adult Education - Other (Describe & Itemize)	3499									
153	TRANSPORTATION										
154	Transportation - Regular and Vocational	3500				50,000					
155	Transportation - Special Education	3510				925,000					
156	Transportation - Other (Describe & Itemize)	3599									
157	Total Transportation		0	0		975,000	0				
158	Learning Improvement - Change Grants	3610									
159	Scientific Literacy	3660									
160	Truant Alternative/Optional Education	3695									

18

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
161	Early Childhood - Block Grant	3705									
162	Chicago General Education Block Grant	3766									
163	Chicago Educational Services Block Grant	3767									
164	School Safety & Educational Improvement Block Grant	3775									
165	Technology - Technology for Success	3780									
166	State Charter Schools	3815									
167	Extended Learning Opportunities - Summer Bridges	3825									
168	Infrastructure Improvements - Planning/Construction	3920									
169	School Infrastructure - Maintenance Projects	3925									
170	Other Restricted Revenue from State Sources <i>(Describe & Itemize)</i>	3999	2,500								
171	Total Restricted Grants-In-Aid		913,300	0	0	975,000	0	0	0	0	0
172	Total Receipts/Revenues from State Sources	3000	3,716,300	0	0	975,000	0	0	0	0	0
173	RECEIPTS/REVENUES FROM FEDERAL SOURCES (4000)										
174	UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT. (4001-4009)										
175	Federal Impact Aid	4001									
176	Other Unrestricted Grants-In-Aid Received from Fed. Govt. <i>(Describe & Itemize)</i>	4009									
177	Total Unrestricted Grants-In-Aid Received Directly from Fed Govt		0	0	0	0	0	0	0	0	0
178	RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT (4045-4090)										
179	Head Start	4045									
180	Construction (Impact Aid)	4050									
181	MAGNET	4060									
182	Other Restricted Grants-In-Aid Received from Fed. Govt. <i>(Describe & Itemize)</i>	4090									
183	Total Restricted Grants-In-Aid Received Directly from Federal Govt.		0	0		0	0	0			0
184	RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE (4100-4999)										
185	TITLE V										
186	Title V - Flexibility and Accountability	4100									
187	Title V - SEA Projects	4105									
188	Title V - Rural Education Initiative (REI)	4107									
189	Title V - Other <i>(Describe & Itemize)</i>	4199									
190	Total Title V		0	0		0	0				
191	FOOD SERVICE										
192	Breakfast Start-Up Expansion	4200									
193	National School Lunch Program	4210									
194	Special Milk Program	4215	8,500								
195	School Breakfast Program	4220									
196	Summer Food Service Admin/Program	4225									
197	Child and Adult Care Food Program	4226									
198	Fresh Fruit and Vegetables	4240									
199	Food Service - Other <i>(Describe & Itemize)</i>	4299									
200	Total Food Service		8,500				0				
201	TITLE I										
202	Title I - Low Income	4300	150,000								
203	Title I - Low Income - Neglected, Private	4305									
204	Title I - Migrant Education	4340									
205	Title I - Other <i>(Describe & Itemize)</i>	4399									
206	Total Title I		150,000	0		0	0				
207	TITLE IV										
208	Title IV - Student Support & Academic Enrichment Grant	4400	14,000								
209	Title IV - Part A - Student Support & Academic Enrichment Grants Safe and Drug Free Schools	4415									

19

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
210	Title IV - 21st Century	4421									
211	Title IV - Other (Describe & Itemize)	4499									
212	Total Title IV		14,000	0		0	0				
213	FEDERAL - SPECIAL EDUCATION										
214	Federal Special Education - Preschool Flow-Through	4600									
215	Federal Special Education - Preschool Discretionary	4605									
216	Federal Special Education - IDEA Flow Through	4620	850,000								
217	Federal Special Education - IDEA Room & Board	4625	200,000								
218	Federal Special Education - IDEA Discretionary	4630									
219	Federal Special Education - IDEA - Other (Describe & Itemize)	4699									
220	Total Federal Special Education		1,050,000	0		0	0				
221	CTE - PERKINS										
222	CTE - Perkins-Title III-E Tech Prep	4770	40,000								
223	CTE - Other (Describe & Itemize)	4799									
224	Total CTE - Perkins		40,000	0			0				
225	Federal - Adult Education	4810									
226	ARRA - General State Aid - Education Stabilization	4850									
227	ARRA - Title I - Low Income	4851									
228	ARRA - Title I - Neglected, Private	4852									
229	ARRA - Title I - Delinquent, Private	4853									
230	ARRA - Title I - School Improvement (Part A)	4854									
231	ARRA - Title I - School Improvement (Section 1003g)	4855									
232	ARRA - IDEA - Part B - Preschool	4856									
233	ARRA - IDEA - Part B - Flow-Through	4857									
234	ARRA - Title IID - Technology - Formula	4860									
235	ARRA - Title IID - Technology - Competitive	4861									
236	ARRA - McKinney - Vento Homeless Education	4862									
237	ARRA - Child Nutrition Equipment Assistance	4863									
238	Impact Aid Formula Grants	4864									
239	Impact Aid Competitive Grants	4865									
240	Qualified Zone Academy Bond Tax Credits	4866									
241	Qualified School Construction Bond Credits	4867									
242	Build America Bond Tax Credits	4868			20						
243	Build America Bond Interest Reimbursement	4869									
244	ARRA - General State Aid - Other Government Services Stabilization	4870									
245	Other ARRA Funds - II	4871									
246	Other ARRA Funds - III	4872									
247	Other ARRA Funds - IV	4873									
248	Other ARRA Funds - V	4874									
249	ARRA - Early Childhood	4875									
250	Other ARRA Funds - VII	4876									
251	Other ARRA Funds - VIII	4877									
252	Other ARRA Funds - IX	4878									
253	Other ARRA Funds - X	4879									
254	Other ARRA Funds - Ed Job Fund Program	4880									
255	Total Stimulus Programs		0	0	0	0	0	0		0	0
256	Race to the Top Program	4901			20						
257	Race to the Top - Preschool Expansion Grant	4902									
258	Title III - Instruction for English Learners & Immigrant Students	4905									
259	Title III - English Language Acquisition	4909									
260	McKinney Education for Homeless Children	4920									
261	Title II - Eisenhower - Professional Development Formula	4930									
262	Title II - Teacher Quality	4932	60,000								
263	Title II - Part A - Supporting Effective Instruction - State Grants	4935									
264	Federal Charter Schools	4960									
265	State Assessment Grants	4981									

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
266	Grant for State Assessments and Related Activities	4982									
267	Medicaid Matching Funds - Administrative Outreach	4991	65,000								
268	Medicaid Matching Funds - Fee-For-Service Program	4992	20,000								
269	Other Restricted Grants Received from Fed. Govt. thru State <i>(Describe & Itemize)</i>	4998									
270	Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State		1,407,500	0	0	0	0	0		0	0
271	TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES	4000	1,407,500	0	0	0	0	0	0	0	0
272	TOTAL DIRECT RECEIPTS/REVENUES (without Student Activity Funds 1799)		82,175,910	10,269,815	3,024,075	3,465,215	3,461,337	282,830	145,266	0	0
273	TOTAL DIRECT RECEIPTS/REVENUES (with Student Activity Funds 1799)		84,525,910								

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
3	10 - EDUCATIONAL FUND (ED)										
4	INSTRUCTION (ED)	1000									
5	Regular Programs	1100	29,671,419	5,130,713	780,876	913,317	53,766	5,295	1,036,210		37,591,596
6	Tuition Payment to Charter Schools	1115									0
7	Pre-K Programs	1125									0
8	Special Education Programs (Functions 1200 - 1220)	1200	7,049,831	1,572,580	50,550	43,900	30,041	2,850	4,434		8,754,186
9	Special Education Programs Pre-K	1225									0
10	Remedial and Supplemental Programs K-12	1250	40,000	29,307	71,500	50,000					190,807
11	Remedial and Supplemental Programs Pre-K	1275									0
12	Adult/Continuing Education Programs	1300	5,500	2,315							7,815
13	CTE Programs	1400			10,000	16,500					26,500
14	Interscholastic Programs	1500	1,661,893	19,092	427,550	263,715	50,152	12,000	8,000		2,442,402
15	Summer School Programs	1600	239,847	2,450	202,000	8,250					452,547
16	Gifted Programs	1650									0
17	Driver's Education Programs	1700	481,981	108,712	51,700	9,350		150			651,893
18	Bilingual Programs	1800			4,500	5,000					9,500
19	Truant Alternative & Optional Programs	1900	446,279	125,600	32,200	700					604,779
20	Pre-K Programs - Private Tuition	1910									0
21	Regular K-12 Programs Private Tuition	1911									0
22	Special Education Programs K-12 Private Tuition	1912						3,553,000			3,553,000
23	Special Education Programs Pre-K Tuition	1913									0
24	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
25	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
26	Adult/Continuing Education Programs Private Tuition	1916									0
27	CTE Programs Private Tuition	1917									0
28	Interscholastic Programs Private Tuition	1918									0
29	Summer School Programs Private Tuition	1919									0
30	Gifted Programs Private Tuition	1920									0
31	Bilingual Programs Private Tuition	1921									0
32	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
33	Student Activity Fund Expenditures	1999						2,275,000			2,275,000
34	Total Instruction ¹⁴ (Without Student Activity Funds 1999)	1000	39,596,750	6,990,769	1,630,876	1,310,732	133,959	3,573,295	1,048,644	0	54,285,025
35	Total Instruction ¹⁴ (With Student Activity Funds 1999)	1000	39,596,750	6,990,769	1,630,876	1,310,732	133,959	5,848,295	1,048,644	0	56,560,025
36	SUPPORT SERVICES (ED)	2000									
37	Support Services - Pupil	2100									
38	Attendance & Social Work Services	2110	1,582,044	551,107	13,850	5,900		1,000			2,153,901
39	Guidance Services	2120	4,070,918	803,892	211,430	51,600		3,150	13,147		5,154,137
40	Health Services	2130	284,850	87,697	42,530	9,650	5,216				429,943
41	Psychological Services	2140									0
42	Speech Pathology & Audiology Services	2150									0
43	Other Support Services - Pupils (Describe & Itemize)	2190	131,450	426	88,005	52,800					272,681
44	Total Support Services - Pupil	2100	6,069,262	1,443,122	355,815	119,950	5,216	4,150	13,147	0	8,010,662
45	Support Services - Instructional Staff	2200									
46	Improvement of Instruction Services	2210	407,267	100,101	140,150	26,700	31,200	375	30,465		736,258
47	Educational Media Services	2220	1,986,322	459,254	437,056	126,650	598,000	1,800	265,000		3,874,082
48	Assessment & Testing	2230	279,112	15,300	220,745	37,250					552,407
49	Total Support Services - Instructional Staff	2200	2,672,701	574,655	797,951	190,600	629,200	2,175	295,465	0	5,162,747
50	Support Services - General Administration	2300									
51	Board of Education Services	2310			447,000	29,000		25,000			501,000
52	Executive Administration Services	2320	361,363	124,420	59,000	8,450		7,500			560,733
53	Special Area Administration Services	2330									0
54	Tort Immunity Services	2361, 2365									0
55	Total Support Services - General Administration	2300	361,363	124,420	506,000	37,450	0	32,500	0	0	1,061,733
56	Support Services - School Administration	2400									
57	Office of the Principal Services	2410	3,938,017	731,146	83,350	46,100		3,850			4,802,463
58	Other Support Services - School Administration (Describe & Itemize)	2490			32,800	1,000					33,800
59	Total Support Services - School Administration	2400	3,938,017	731,146	116,150	47,100	0	3,850	0	0	4,836,263

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
2											
60	Support Services - Business	2500									
61	Direction of Business Support Services	2510	216,697	69,402	1,500			550			288,149
62	Fiscal Services	2520	387,689	94,012	31,050	4,650		150,000			667,401
63	Operation & Maintenance of Plant Services	2540			173,500	3,500					177,000
64	Pupil Transportation Services	2550									0
65	Food Services	2560			1,310,000	11,000			950,000		2,271,000
66	Internal Services	2570	212,956	99,212	37,500	355,500					705,168
67	Total Support Services - Business	2500	817,342	262,626	1,553,550	374,650	0	150,550	950,000	0	4,108,718
68	Support Services - Central	2600									
69	Direction of Central Support Services	2610									0
70	Planning, Research, Development & Evaluation Services	2620									0
71	Information Services	2630	254,981	34,701	150,050	2,050		500			442,282
72	Staff Services	2640	498,460	132,547	345,000	7,500		2,500			986,007
73	Data Processing Services	2660	223,028	42,817	180,450	500		350			447,145
74	Total Support Services - Central	2600	976,469	210,065	675,500	10,050	0	3,350	0	0	1,875,434
75	Other Support Services - Misc. (Describe & Itemize)	2900		34,047	613,000						647,047
76	Total Support Services	2000	14,835,154	3,380,081	4,617,966	779,800	634,416	196,575	1,258,612	0	25,702,604
77	COMMUNITY SERVICES (ED)	3000	293,800	2,094	3,750	87,053					386,697
78	PAYMENTS TO OTHER DIST & GOVT UNITS (ED)	4000									
79	Payments to Other Dist & Govt Units (In-State)	4100									
80	Payments for Regular Programs	4110									0
81	Payments for Special Education Programs	4120			2,307,500			15,000			2,322,500
82	Payments for Adult/Continuing Education Programs	4130									0
83	Payments for CTE Programs	4140									0
84	Payments for Community College Programs	4170									0
85	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
86	Total Payments to Other Dist & Govt Units (In-State)	4100			2,307,500			15,000			2,322,500
87	Payments for Regular Programs - Tuition	4210									0
88	Payments for Special Education Programs - Tuition	4220						570,000			570,000
89	Payments for Adult/Continuing Education Programs - Tuition	4230									0
90	Payments for CTE Programs - Tuition	4240									0
91	Payments for Community College Programs - Tuition	4270									0
92	Payments for Other Programs - Tuition	4280									0
93	Other Payments to In-State Govt Units - Tuition (Describe & Itemize)	4290									0
94	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						570,000			570,000
95	Payments for Regular Programs - Transfers	4310									0
96	Payments for Special Education Programs - Transfers	4320									0
97	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
98	Payments for CTE Programs - Transfers	4340									0
99	Payments for Community College Program - Transfers	4370									0
100	Payments for Other Programs - Transfers	4380									0
101	Other Payments to In-State Govt Units - Transfers (Describe & Itemize)	4390									0
102	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
103	Payments to Other Dist & Govt Units (Out of State)	4400									0
104	Total Payments to Other Dist & Govt Units	4000			2,307,500			585,000			2,892,500
105	DEBT SERVICE (ED)	5000									
106	Debt Service - Interest on Short-Term Debt	5100									
107	Tax Anticipation Warrants	5110									0
108	Tax Anticipation Notes	5120									0
109	Corporate Personal Property Repl Tax Anticipated Notes	5130									0
110	State Aid Anticipation Certificates	5140									0
111	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
112	Total Debt Service - Interest on Short-Term Debt	5100						0			0
113	Debt Service - Interest on Long-Term Debt	5200									0
114	Total Debt Service	5000						0			0
115	PROVISION FOR CONTINGENCIES (ED)	6000									0
116	Total Direct Disbursements/Expenditures (without Student Activity Funds (1999))		54,725,704	10,372,944	8,560,092	2,177,585	768,375	4,354,870	2,307,256	0	83,266,826

23

	A	B	C	D	E	F	G	H	I	J	K	
1	Description: Enter Whole Numbers Only	Funct #	(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)	
2			Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total	
117	Total Direct Disbursements/Expenditures (with Student Activity Funds (1999))		54,725,704	10,372,944	8,560,092	2,177,585	768,375	6,629,870	2,307,256	0	85,541,826	
118	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (without Student Activity Funds 1999)										(1,090,916)	
119	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (with Student Activity Funds 1999)										(1,015,916)	
120												
121	20 - OPERATIONS AND MAINTENANCE FUND (O&M)											
122	SUPPORT SERVICES (O&M)	2000										
123	Support Services - Pupil	2100										
124	Other Support Services - Pupils (Describe & Itemize)	2190									0	
125	Support Services - Business	2500										
126	Direction of Business Support Services	2510									0	
127	Facilities Acquisition & Construction Services	2530									0	
128	Operation & Maintenance of Plant Services	2540	4,431,837	1,079,024	2,117,000	2,229,200	1,725,000	600			11,582,661	
129	Pupil Transportation Services	2550									0	
130	Food Services	2560					15,000				15,000	
131	Total Support Services - Business	2500	4,431,837	1,079,024	2,117,000	2,229,200	1,740,000	600	0	0	11,597,661	
132	Other Support Services - Misc. (Describe & Itemize)	2900										
133	Total Support Services	2000	4,431,837	1,079,024	2,117,000	2,229,200	1,740,000	600	0	0	11,597,661	
134	COMMUNITY SERVICES (O&M)	3000									0	
135	PAYMENTS TO OTHER DIST & GOVT UNITS (O&M)	4000										
136	Payments to Other Dist & Govt Units (In-State)	4100										
137	Payments for Regular Programs	4110									0	
138	Payments for Special Education Programs	4120									0	
139	Payments for CTE Program	4140									0	
140	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0	
141	Total Payments to Other Dist & Govt Units (In-State)	4100			0						0	
142	Payments to Other Dist & Govt Units (Out of State) ¹⁴	4400									0	
143	Total Payments to Other Dist & Govt Unit	4000			0						0	
144	DEBT SERVICE (O&M)	5000										
145	Debt Service - Interest on Short-Term Debt	5100										
146	Tax Anticipation Warrants	5110									0	
147	Tax Anticipation Notes	5120									0	
148	Corporate Personal Prop Repl Tax Anticipated Notes	5130									0	
149	State Aid Anticipation Certificates	5140									0	
150	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0	
151	Total Debt Service - Interest on Short-Term Debt	5100									0	0
152	Debt Service - Interest on Long-Term Debt	5200										0
153	Total Debt Service	5000		0								
154	PROVISION FOR CONTINGENCIES (O&M)	6000										
155	Total Direct Disbursements/Expenditures		4,431,837	1,079,024	2,117,000	2,229,200	1,740,000	600	0	0	11,597,661	
156	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(1,327,846)	
157												
158	30 - DEBT SERVICE FUND (DS)											
159	PAYMENTS TO OTHER DIST & GOVT UNITS (DS)	4000										
160	Payments to Other Dist & Govt Units (In-State)	4100										
161	Payments for Regular Programs	4110									0	
162	Payments for Special Education Programs	4120									0	
163	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0	
164	Total Payments to Other Dist & Govt Units (In-State)	4000						0			0	
165	DEBT SERVICE (DS)	5000										
166	Debt Service - Interest on Short-Term Debt	5100										
167	Tax Anticipation Warrants	5110									0	
168	Tax Anticipation Notes	5120									0	
169	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0	
170	State Aid Anticipation Certificates	5140									0	

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
171	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
172	Total Debt Service - Interest On Short-Term Debt	5100						0			0
173	Debt Service - Interest on Long-Term Debt	5200						1,195,000			1,195,000
174	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) <i>(Describe & Itemize)</i>	5300						1,580,000			1,580,000
175	Debt Service - Other <i>(Describe & Itemize)</i>	5400									0
176	Total Debt Service	5000			0			2,775,000			2,775,000
177	PROVISION FOR CONTINGENCIES (DS)	6000									0
178	Total Direct Disbursements/Expenditures				0			2,775,000			2,775,000
179	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										249,075
180											
181	40 - TRANSPORTATION FUND (TR)										
182	SUPPORT SERVICES (TR)	2000									
183	Support Services - Pupils	2100									
184	Other Support Services - Pupils <i>(Describe & Itemize)</i>	2190									0
185	Support Services - Business										
186	Pupil Transportation Services	2550			3,882,000		210,000				4,092,000
187	Other Support Services - Business <i>(Describe & Itemize)</i>	2900									0
188	Total Support Services	2000	0	0	3,882,000	0	210,000	0	0	0	4,092,000
189	COMMUNITY SERVICES (TR)	3000									0
190	PAYMENTS TO OTHER DIST & GOVT UNITS (TR)	4000									
191	Payments to Other Dist & Govt Units (In-State)	4100									
192	Payments for Regular Program	4110									0
193	Payments for Special Education Programs	4120									0
194	Payments for Adult/Continuing Education Programs	4130									0
195	Payments for CTE Programs	4140									0
196	Payments for Community College Programs	4170									0
197	Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
198	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
199	Payments to Other Dist & Govt Units (Out-of-State) <i>(Describe & Itemize)</i>	4400									0
200	Total Payments to Other Dist & Govt Units	4000			0			0			0
201	DEBT SERVICE (TR)	5000									
202	Debt Service - Interest on Short-Term Debt	5100									
203	Tax Anticipation Warrants	5110									0
204	Tax Anticipation Notes	5120									0
205	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
206	State Aid Anticipation Certificates	5140									0
207	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
208	Total Debt Service - Interest On Short-Term Debt	5100						0			0
209	Debt Service - Interest on Long-Term Debt	5200									0
210	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) <i>(Describe & Itemize)</i>	5300									0
211	Debt Service - Other <i>(Describe & Itemize)</i>	5400									0
212	Total Debt Service	5000						0			0
213	PROVISION FOR CONTINGENCIES (TR)	6000									0
214	Total Direct Disbursements/Expenditures		0	0	3,882,000	0	210,000	0	0	0	4,092,000
215	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(626,785)
216											
217	50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS)										
218	INSTRUCTION (MR/SS)	1000									
219	Regular Program	1100		566,180							566,180
220	Pre-K Programs	1125									0
221	Special Education Programs (Functions 1200-1220)	1200		417,415							417,415
222	Special Education Programs Pre-K	1225									0
223	Remedial and Supplemental Programs K-12	1250		2,350							2,350

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
224	Remedial and Supplemental Programs Pre-K	1275									0
225	Adult/Continuing Education Programs	1300		1,750							1,750
226	CTE Programs	1400									0
227	Interscholastic Programs	1500		120,093							120,093
228	Summer School Programs	1600		20,500							20,500
229	Gifted Programs	1650									0
230	Driver's Education Programs	1700		19,871							19,871
231	Bilingual Programs	1800									0
232	Truant Alternative & Optional Programs	1900		5,810							5,810
233	Total Instruction	1000		1,153,969							1,153,969
234	SUPPORT SERVICES (MR/SS)	2000									
235	Support Services - Pupil	2100									
236	Attendance & Social Work Services	2110		226,792							226,792
237	Guidance Services	2120		199,060							199,060
238	Health Services	2130		19,187							19,187
239	Psychological Services	2140									0
240	Speech Pathology & Audiology Services	2150									0
241	Other Support Services - Pupils <i>(Describe & Itemize)</i>	2190		21,371							21,371
242	Total Support Services - Pupil	2100		466,410							466,410
243	Support Services - Instructional Staff	2200									
244	Improvement of Instruction Services	2210		20,102							20,102
245	Educational Media Services	2220		326,159							326,159
246	Assessment & Testing	2230		19,400							19,400
247	Total Support Services - Instructional Staff	2200		365,661							365,661
248	Support Services - General Administration	2300									
249	Board of Education Services	2310									0
250	Executive Administration Services	2320		23,770							23,770
251	Special Area Administrative Services	2330									0
252	Claims Paid from Self Insurance Fund	2361									0
253	Risk Management and Claims Services Payments	2365									0
254	Total Support Services - General Administration	2300		23,770							23,770
255	Support Services - School Administration	2400									
256	Office of the Principal Services	2410		204,838							204,838
257	Other Support Services - School Administration <i>(Describe & Itemize)</i>	2490									0
258	Total Support Services - School Administration	2400		204,838							204,838
259	Support Services - Business	2500									
260	Direction of Business Support Services	2510		3,005							3,005
261	Fiscal Services	2520		80,757							80,757
262	Facilities Acquisition & Construction Services	2530									0
263	Operation & Maintenance of Plant Service	2540		939,693							939,693
264	Pupil Transportation Services	2550									0
265	Food Services	2560									0
266	Internal Services	2570		38,499							38,499
267	Total Support Services - Business	2500		1,061,954							1,061,954
268	Support Services - Central	2600									
269	Direction of Central Support Services	2610									0
270	Planning, Research, Development & Evaluation Services	2620									0
271	Information Services	2630		52,746							52,746
272	Staff Services	2640		52,863							52,863
273	Data Processing Services	2660		46,898							46,898
274	Total Support Services - Central	2600		152,507							152,507
275	Other Support Services - Misc. (Describe & Itemize)	2900									0
276	Total Support Services	2000		2,275,140							2,275,140
277	COMMUNITY SERVICES (MR/SS)	3000		20,798							20,798
278	PAYMENTS TO OTHER DIST & GOVT UNITS (MR/SS)	4000									
279	Payments for Regular Programs	4110			26						0
280	Payments for Special Education Programs	4120									0
281	Payments for CTE Programs	4140									0

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
282	Total Payments to Other Dist & Govt Units	4000		0							0
283	DEBT SERVICE (MR/SS)	5000									
284	Debt Service - Interest on Short-Term Debt	5100									
285	Tax Anticipation Warrants	5110									0
286	Tax Anticipation Notes	5120									0
287	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
288	State Aid Anticipation Certificates	5140									0
289	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
290	Total Debt Service	5000						0			0
291	PROVISION FOR CONTINGENCIES (MR/SS)	6000									0
292	Total Direct Disbursements/Expenditures			3,449,907				0			3,449,907
293	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										11,430
294											
295	60 - CAPITAL PROJECTS (CP)										
296	SUPPORT SERVICES (CP)	2000									
297	Support Services - Business										
298	Facilities Acquisition & Construction Services	2530					39,018,148				39,018,148
299	Other Support Services - Business (Describe & Itemize)	2900									0
300	Total Support Services	2000	0	0	0	0	39,018,148	0	0		39,018,148
301	PAYMENTS TO OTHER DIST & GOVT UNITS (CP)	4000									
302	Payments to Other Dist & Govt Units (In-State)	4100									
303	Payments to Regular Programs	4110									0
304	Payment for Special Education Programs	4120									0
305	Payment for CTE Programs	4140									0
306	Payments to Other Govt Units - Programs (In-State) (Describe & Itemize)	4190									0
307	Total Payments to Other Districts & Govt Units	4000			0			0			0
308	PROVISION FOR CONTINGENCIES (CP)	6000									0
309	Total Direct Disbursements/Expenditures		0	0	0	0	39,018,148	0	0		39,018,148
310	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(38,735,318)
311											
312	70 WORKING CASH FUND (WC)										
313											
314	80 - TORT FUND (TF)										
315	INSTRUCTION (TF)	1000									
316	Regular Programs	1100									0
317	Tuition Payment to Charter Schools	1115									0
318	Pre-K Programs	1125									0
319	Special Education Programs (Functions 1200 - 1220)	1200									0
320	Special Education Programs Pre-K	1225									0
321	Remedial and Supplemental Programs K-12	1250									0
322	Remedial and Supplemental Programs Pre-K	1275									0
323	Adult/Continuing Education Programs	1300									0
324	CTE Programs	1400									0
325	Interscholastic Programs	1500									0
326	Summer School Programs	1600									0
327	Gifted Programs	1650									0
328	Driver's Education Programs	1700									0
329	Bilingual Programs	1800									0
330	Truant Alternative & Optional Programs	1900									0
331	Pre-K Programs - Private Tuition	1910									0
332	Regular K-12 Programs Private Tuition	1911									0
333	Special Education Programs K-12 Private Tuition	1912									0
334	Special Education Programs Pre-K Tuition	1913									0
335	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
336	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
337	Adult/Continuing Education Programs Private Tuition	1916									0
338	CTE Programs Private Tuition	1917									0

27

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
339	Interscholastic Programs Private Tuition	1918									0
340	Summer School Programs Private Tuition	1919									0
341	Gifted Programs Private Tuition	1920									0
342	Bilingual Programs Private Tuition	1921									0
343	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
344	Total Instruction¹⁴	1000	0	0	0	0	0	0	0	0	0
345	SUPPORT SERVICES (TF)	2000									
346	Support Services - Pupil	2100									
347	Attendance & Social Work Services	2110									0
348	Guidance Services	2120									0
349	Health Services	2130									0
350	Psychological Services	2140									0
351	Speech Pathology & Audiology Services	2150									0
352	Other Support Services - Pupils (Describe & Itemize)	2190									0
353	Total Support Services - Pupil	2100	0	0	0	0	0	0	0	0	0
354	Support Services - Instructional Staff	2200									
355	Improvement of Instruction Services	2210									0
356	Educational Media Services	2220									0
357	Assessment & Testing	2230									0
358	Total Support Services - Instructional Staff	2200	0	0	0	0	0	0	0	0	0
359	Support Services - General Administration	2300									
360	Board of Education Services	2310									0
361	Executive Administration Services	2320									0
362	Special Area Administration Services	2330									0
363	Claims Paid from Self Insurance Fund	2361									0
364	Risk Management and Claims Services Payments	2365									0
365	Total Support Services - General Administration	2300	0	0	0	0	0	0	0	0	0
366	Support Services - School Administration	2400									
367	Office of the Principal Services	2410									0
368	Other Support Services - School Administration (Describe & Itemize)	2490									0
369	Total Support Services - School Administration	2400	0	0	0	0	0	0	0	0	0
370	Support Services - Business	2500									
371	Direction of Business Support Services	2510									0
372	Fiscal Services	2520									0
373	Facilities Acquisition & Construction Services	2530									0
374	Operation & Maintenance of Plant Services	2540									0
375	Pupil Transportation Services	2550									0
376	Food Services	2560									0
377	Internal Services	2570									0
378	Total Support Services - Business	2500	0	0	0	0	0	0	0	0	0
379	Support Services - Central	2600									
380	Direction of Central Support Services	2610									0
381	Planning, Research, Development & Evaluation Services	2620									0
382	Information Services	2630									0
383	Staff Services	2640									0
384	Data Processing Services	2660									0
385	Total Support Services - Central	2600	0	0	0	0	0	0	0	0	0
386	Other Support Services - Misc. (Describe & Itemize)	2900									0
387	Total Support Services	2000	0	0	0	0	0	0	0	0	0
388	COMMUNITY SERVICES (TF)	3000									0
389	PAYMENTS TO OTHER DIST & GOVT UNITS (TF)	4000									
390	Payments to Other Dist & Govt Units (In-State)	4100									
391	Payments for Regular Programs	4110									0
392	Payments for Special Education Programs	4120									0
393	Payments for Adult/Continuing Education Programs	4130									0
394	Payments for CTE Programs	4140									0
395	Payments for Community College Programs	4170									0

28

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
396	Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
397	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
398	Payments for Regular Programs - Tuition	4210									0
399	Payments for Special Education Programs - Tuition	4220									0
400	Payments for Adult/Continuing Education Programs - Tuition	4230									0
401	Payments for CTE Programs - Tuition	4240									0
402	Payments for Community College Programs - Tuition	4270									0
403	Payments for Other Programs - Tuition	4280									0
404	Other Payments to In-State Govt Units - Tuition <i>(Describe & Itemize)</i>	4290									0
405	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						0			0
406	Payments for Regular Programs - Transfers	4310									0
407	Payments for Special Education Programs - Transfers	4320									0
408	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
409	Payments for CTE Programs - Transfers	4340									0
410	Payments for Community College Program - Transfers	4370									0
411	Payments for Other Programs - Transfers	4380									0
412	Other Payments to In-State Govt Units - Transfers <i>(Describe & Itemize)</i>	4390									0
413	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
414	Payments to Other Dist & Govt Units (Out of State)	4400									0
415	Total Payments to Other Dist & Govt Units	4000			0			0			0
416	DEBT SERVICE (TF)	5000									
417	Debt Service - Interest on Short-Term Debt										
418	Tax Anticipation Warrants	5110									0
419	Tax Anticipation Notes	5120									0
420	Corporate Personal Property Replacement Tax Anticipation Notes	5130									0
421	State Aid Anticipation Certificates	5140									0
422	Other Interest or Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
423	Debt Service - Interest on Long-Term Debt	5200									0
424	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ <i>(Lease/Purchase Principal Retired) (Describe & Itemize)</i>	5300									0
425	Debt Service - Other (Describe & Itemize)	5400									0
426	Total Debt Service	5000			0			0			0
427	PROVISION FOR CONTINGENCIES (TF)	6000									0
428	Total Direct Disbursements/Expenditures		0	0	0	0	0	0	0	0	0
429	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										0
430											
431	90 - FIRE PREVENTION & SAFETY FUND (FP&S)										
432	SUPPORT SERVICES (FP&S)	2000									
433	Support Services - Business	2500									
434	Facilities Acquisition & Construction Services	2530									0
435	Operation & Maintenance of Plant Service	2540									0
436	Total Support Services - Business	2500	0	0	0	0	0	0	0		0
437	Other Support Services - Misc. (Describe & Itemize)	2900									0
438	Total Support Services	2000	0	0	0	0	0	0	0		0
439	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS (FP&S)	4000									
440	Payments to Regular Programs	4110									0
441	Payments to Special Education Programs	4120									0
442	Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
443	Total Payments to Other Districts & Govt Units (FPS)	4000						0			0
444	DEBT SERVICE (FP&S)	5000									
445	Debt Service - Interest on Short-Term Debt	5100									
446	Tax Anticipation Warrants	5110									0
447	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
448	Total Debt Service - Interest on Short-Term Debt	5100						0			0
449	Debt Service - Interest on Long-Term Debt	5200									0
450	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ <i>(Lease/Purchase Principal Retired) (Describe & Itemize)</i>	5300									0

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
2											
451	Total Debt Service	5000						0			0
452	PROVISIONS FOR CONTINGENCIES (FP&S)	6000									0
453	Total Direct Disbursements/Expenditures		0	0	0	0	0	0	0		0
454	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										0

	B	C	D	E	F	G	H
1	If there is an amount in column C or column G, please describe the type of revenue or expenditure in column D or column H.						
2	Revenue Check: OK						
3	Expenditure Check: OK						
4	Revenues Acct. (EstRev tab)	Amount	Describe Revenue	Expenditures Fund-Function (EstExp tab)	Amount	Describe Expenditures	
5	1190			10-2190	\$ 272,681	Supervision for cafeteria, Corral and district events.	
6	1290			10-2490	\$ 33,800	Postage	
7	1614			10-2900	\$ 647,047	P&C Insurance and Work Comp. Insurance payments	
8	1690			10-4190			
9	1790	\$ 422,250	Revenue from District athletic and club summer camps.	10-4290			
10	1819			10-4390			
11	1829			10-4400			
12	1890			10-5150			
13	1993			20-2190			
14	1999	\$ 102,165	Donations from vrious organizations.	20-2900			
15	2300			20-4190			
16	3099			20-4400			
17	3199			20-5150			
18	3299			30-4190			
19	3499			30-5150			
20	3599			30-5300	\$ 1,580,000	Current year's debt service principal payment.	
21	3999	\$ 2,500	School Library Grant	30-5400			
22	4009			40-2190			
23	4090			40-2900			
24	4199			40-4190			
25	4299			40-4400			
26	4399			40-5150			
27	4499			40-5300			
28	4699			40-5400			
29	4799			50-2190	\$ 21,371	Benefits related to the salaries of student supervision.	
30	4998			50-2490			
31				50-2900			
32				50-5150			
33				60-2900			
34				60-4190			
35				80-2190			
36				80-2490			
37				80-2900			
38				80-4190			
39				80-4290			
40				80-4390			
41				80-4400			
42				80-5150			
43				80-5300			
44				80-5400			
45				90-2900			
46				90-4190			
47				90-5150			
48				90-5300			

DEFICIT BUDGET SUMMARY INFORMATION - Operating Funds Only (School Districts Only)

Description	EDUCATIONAL FUND (10)	OPERATIONS & MAINTENANCE FUND (20)	TRANSPORTATION FUND (40)	WORKING CASH FUND (70)	TOTAL
Direct Revenues	82,175,910	10,269,815	3,465,215	145,266	96,056,206
Direct Expenditures	83,266,826	11,597,661	4,092,000		98,956,487
Difference	(1,090,916)	(1,327,846)	(626,785)	145,266	(2,900,281)
Estimated Fund Balance - June 30, 2025	26,867,032	7,599,622	4,957,036	4,854,371	44,278,061

Unbalanced budget; however, a Deficit Reduction Plan is not required at this time.

A deficit reduction plan is required if the local board of education adopts (or amends) the 2024-2025 school district budget in which the "operating funds" listed above result in direct revenues (line 9, BudgetSum 2-4) being less than direct expenditures (line 19, BudgetSum 2-4) by an amount equal to or greater than one-third (1/3) of the ending fund balance (line 81, BudgetSum 2-4).

Note: The balance is determined using only the four funds listed above. That is, if the estimated ending fund balance is less than three times the deficit spending, the district must adopt and file with ISBE a deficit reduction plan to balance the shortfall within three years.

Per School Code (105 ILCS 5/17-1) - If the Deficit AFR Summary Information tab from the 2023-2024 Annual Financial Report (AFR) reflects a deficit as defined above, then the school district shall adopt and submit a deficit reduction plan (found here on page 23-27) to ISBE within 30 days after acceptance of the AFR.

The deficit reduction plan, if required, is developed using ISBE guidelines and format.

	A		B	C	D	E	F	G	
1	<i>*School Districts Only</i>			DEFICIT REDUCTION PLAN ESTIMATED BUDGET FY2024-2025					
2									
3									06016204017
4									District Number
5	Lyons Twp HSD 204								
	District Name			Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total	
6									
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)			41,557,948	13,927,468	5,583,821	4,709,105	65,778,342	
8	RECEIPTS/REVENUES	Acct #							
9	LOCAL SOURCES	1000		77,052,110	10,269,815	2,490,215	145,266	89,957,406	
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000		0	0	0		0	
11	STATE SOURCES	3000		3,716,300	0	975,000	0	4,691,300	
12	FEDERAL SOURCES	4000		1,407,500	0	0	0	1,407,500	
13	Total Receipts/Revenues			82,175,910	10,269,815	3,465,215	145,266	96,056,206	
14	DISBURSEMENTS/EXPENDITURES	Funct #							
15	INSTRUCTION	1000		54,285,025				54,285,025	
16	SUPPORT SERVICES	2000		25,702,604	11,597,661	4,092,000		41,392,265	
17	COMMUNITY SERVICES	3000		386,697	0	0		386,697	
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000		2,892,500	0	0		2,892,500	
19	DEBT SERVICES	5000		0	0	0		0	
20	PROVISION FOR CONTINGENCIES	6000		0	0	0		0	
21	Total Disbursements/Expenditures			83,266,826	11,597,661	4,092,000		98,956,487	
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures			(1,090,916)	(1,327,846)	(626,785)	145,266	(2,900,281)	
23	OTHER SOURCES/USES OF FUNDS								
24	OTHER SOURCES OF FUNDS (7000)			0	13,600,000	0	0	13,600,000	
25	OTHER USES OF FUNDS (8000)			13,600,000	18,600,000	0	0	32,200,000	
26	TOTAL OTHER SOURCES/USES OF FUNDS			(13,600,000)	(5,000,000)	0	0	(18,600,000)	
27	ESTIMATED ENDING FUND BALANCE			26,867,032	7,599,622	4,957,036	4,854,371	44,278,061	

	A	B	H	I	J	K	L
1	*School Districts Only 06016204017 <i>District Number</i> Lyons Twp HSD 204 <i>District Name</i>		ESTIMATED BUDGET FY2025-2026				
2							
3							
4							
5							
6			Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		26,867,032	7,599,622	4,957,036	4,854,371	44,278,061
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0
11	STATE SOURCES	3000					0
12	FEDERAL SOURCES	4000					0
13	Total Receipts/Revenues		0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000					0
16	SUPPORT SERVICES	2000					0
17	COMMUNITY SERVICES	3000					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0
19	DEBT SERVICES	5000					0
20	PROVISION FOR CONTINGENCIES	6000					0
21	Total Disbursements/Expenditures		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)						0
25	OTHER USES OF FUNDS (8000)						0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		26,867,032	7,599,622	4,957,036	4,854,371	44,278,061

	A	B	M	N	O	P	Q	
1	<i>*School Districts Only</i>		ESTIMATED BUDGET FY2026-2027					
2								
3								06016204017
4								District Number
5	Lyons Twp HSD 204							
	District Name		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total	
6								
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		26,867,032	7,599,622	4,957,036	4,854,371	44,278,061	
8	RECEIPTS/REVENUES	Acct #						
9	LOCAL SOURCES	1000					0	
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0	
11	STATE SOURCES	3000					0	
12	FEDERAL SOURCES	4000					0	
13	Total Receipts/Revenues		0	0	0	0	0	
14	DISBURSEMENTS/EXPENDITURES	Funct #						
15	INSTRUCTION	1000					0	
16	SUPPORT SERVICES	2000					0	
17	COMMUNITY SERVICES	3000					0	
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0	
19	DEBT SERVICES	5000					0	
20	PROVISION FOR CONTINGENCIES	6000					0	
21	Total Disbursements/Expenditures		0	0	0		0	
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0	
23	OTHER SOURCES/USES OF FUNDS							
24	OTHER SOURCES OF FUNDS (7000)						0	
25	OTHER USES OF FUNDS (8000)						0	
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0	
27	ESTIMATED ENDING FUND BALANCE		26,867,032	7,599,622	4,957,036	4,854,371	44,278,061	

	A	B	R	S	T	U	V	
1	<i>*School Districts Only</i>		ESTIMATED BUDGET FY2027-2028					
2								
3								06016204017
4								District Number
5	Lyons Twp HSD 204							
	District Name		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total	
6								
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		26,867,032	7,599,622	4,957,036	4,854,371	44,278,061	
8	RECEIPTS/REVENUES	Acct #						
9	LOCAL SOURCES	1000					0	
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0	
11	STATE SOURCES	3000					0	
12	FEDERAL SOURCES	4000					0	
13	Total Receipts/Revenues		0	0	0	0	0	
14	DISBURSEMENTS/EXPENDITURES	Funct #						
15	INSTRUCTION	1000					0	
16	SUPPORT SERVICES	2000					0	
17	COMMUNITY SERVICES	3000					0	
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0	
19	DEBT SERVICES	5000					0	
20	PROVISION FOR CONTINGENCIES	6000					0	
21	Total Disbursements/Expenditures		0	0	0	0		
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0	
23	OTHER SOURCES/USES OF FUNDS							
24	OTHER SOURCES OF FUNDS (7000)						0	
25	OTHER USES OF FUNDS (8000)						0	
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0	
27	ESTIMATED ENDING FUND BALANCE		26,867,032	7,599,622	4,957,036	4,854,371	44,278,061	

	A	B	W	X	Y	Z
1	*School Districts Only 06016204017 <i>District Number</i> Lyons Twp HSD 204 <i>District Name</i>		SUMMARY BUDGET ADDENDUM - DEFICIT REDUCTION PLAN ESTIMATED BUDGET <i>Date of Adoption:</i> <i>(Enter as MM/DD/YY)</i>			
2						
3						
4						
5			FY2024-2025	FY2025-2026	FY2026-2027	FY2027-2028
6						
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		65,778,342	44,278,061	44,278,061	44,278,061
8	RECEIPTS/REVENUES	Acct #				
9	LOCAL SOURCES	1000	89,957,406	0	0	0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0
11	STATE SOURCES	3000	4,691,300	0	0	0
12	FEDERAL SOURCES	4000	1,407,500	0	0	0
13	Total Receipts/Revenues		96,056,206	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #				
15	INSTRUCTION	1000	54,285,025	0	0	0
16	SUPPORT SERVICES	2000	41,392,265	0	0	0
17	COMMUNITY SERVICES	3000	386,697	0	0	0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	2,892,500	0	0	0
19	DEBT SERVICES	5000	0	0	0	0
20	PROVISION FOR CONTINGENCIES	6000	0	0	0	0
21	Total Disbursements/Expenditures		98,956,487	0	0	0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		(2,900,281)	0	0	0
23	OTHER SOURCES/USES OF FUNDS					
24	OTHER SOURCES OF FUNDS (7000)		13,600,000	0	0	0
25	OTHER USES OF FUNDS (8000)		32,200,000	0	0	0
26	TOTAL OTHER SOURCES/USES OF FUNDS		(18,600,000)	0	0	0
27	ESTIMATED ENDING FUND BALANCE		44,278,061	44,278,061	44,278,061	44,278,061

Deficit Reduction Plan-Background/Assumptions (School Districts Only)

**Fiscal Year 2024-2025
through Fiscal Year 2027-2028**

Lyons Twp HSD 204 06016204017

Please complete the following schedule and include a brief description to identify any areas of the budget that will be impacted from one year to the next. If the deficit reduction plan relies upon new local revenues, identify contingencies for further budget reductions which will be enacted in the event those new revenues are not available.

1. Background and Narrative of Budget Reductions:

2. Assumptions Used in the Deficit Reduction Plan:

- EBF and Estimated New Tier Funding:

- Equal Assessed Valuation and Tax Rates:

- Employee Salaries and Benefits:

Deficit Reduction Plan-Background/Assumptions (School Districts Only)

***Fiscal Year 2024-2025
through Fiscal Year 2027-2028***

- Short- and Long-Term Borrowing:

- Educational Impact:

- Other Assumptions:

- Has the district considered shared services or outsourcing (Ex: Transportation, Insurance)? If yes, please explain:

Evidence-Based Funding: Fiscal Year 2025 Spending Plan

N/A - EBF Spending Plan Not Required for Amended Budgets

Part I: Achieving Student Growth and Making Progress Toward State Education Goals

The questions below allow you to indicate the strategic priorities and strategies that will drive your efforts to achieve student growth and make progress toward state education goals. These may involve investing in any combination of an Organizational Unit's core resources: time, money, people, and programs.

Collaboration Opportunity - Organizational Units may find that Part I is most easily and effectively completed if led by program leaders in consultation with finance leaders.

1)	What are the Organizational Unit's strategic goals for student success for the 2024-25 school year? What measures will be used to evaluate progress? (No more than 2000 characters, including spaces.)
	The primary focus areas of the District 204 Strategic Plan include: Student Growth and Achievement, Learning Environment and Supports, High Quality, Diverse Staff, Family and Community Partnerships, Resource Effectiveness and Efficiency. The District will utilize metrics for each of the five areas mentioned to monitor and evaluate progress in conjunction with the District's Strategic Plan. An updated scorecard is available on the District's website.

	Top Strategy 1	Top Strategy 2	Top Strategy 3
2) Select the top three strategies that the Organizational Unit will employ to achieve student growth and make progress toward state education goals. (Select three different responses from the dropdown list.)	Improve programs, curriculum, and/or learning tools	Maintain or increase equitable resource allocation for students so that more dollars benefit students in greater need	Focus increased time and attention on special student groups
If "Other" was selected in question 2, please describe. (No more than 1000 characters, including spaces.)	N/A		

Part II: Planned Use of Evidence-Based Funding

The questions below provide an opportunity to document the stakeholders with whom you consulted and the data you analyzed as you determined your strategic allocations of FY 2025 EBF dollars. Key statistics related to EBF distributions are provided for your reference. Form 50-36/50-39 is typically released before current-year appropriations are known. Therefore, the figures provided are for the prior fiscal year.

Collaboration Opportunity - Organizational Units may find that questions in this section are most easily and effectively completed if led by finance leaders in consultation with program leaders.

Evidence-Based Funding Organizational Unit Results (FY 2024)	Final Resources / Adequacy Target = Percent of Adequacy	Average Student Enrollment	#N/A	Adequacy Target	#N/A
		Final Resources	#N/A	Percent of Adequacy	#N/A
	Base Funding Minimum + Tier Funding = Gross State Contribution	Tier Assignment	#N/A	Gross State Contribution	#N/A
		FY24 Base Funding Minimum	#N/A	FY 2024 Tier Funding	#N/A
	Within FY 2024 Gross State Contribution, Resources Attributable to Specific Populations	Low-Income Students	#N/A		
		English Learners (ELs)	#N/A		
Special Education		#N/A			

	FY 2025 Tier Funding	Funding Type (Select)	
1) FY 2025 Tier Funding Allocation*: Enter the dollar amount of Tier Funding (e.g., NEW MONEY only) allocated to the Organizational Unit for FY 2025. Select whether the amount is estimated or actual funding.	\$3,730	Actual	*Note: Tier Funding allocations are published annually at https://www.isbe.net/Pages/ebfdistribution.aspx . Amounts are available in early August. Districts must use actual funding amounts if they are available before submitting the budget to ISBE.

		Data Source 1	Data Source 2	Data Source 3			
2)	Select the <u>top three</u> sources of data used to inform the Organizational Unit's planned allocation of EBF dollars. (Select three different responses.)	Student growth and achievement data, disaggregated by student groups	Student discipline and behavior data	Climate and culture survey data (e.g., Five Essentials Survey)			
3)	Indicate with which groups the Organizational Unit engaged to inform its intended allocation of EBF dollars. (Select any that apply; otherwise leave blank.)	Bilingual Program Director(s)	Yes	Principals	Yes	Bilingual Parent Advisory Committee	Yes
		Special Ed. Program Director(s)	Yes	School Improvement Teams	Yes	Other Parent Group(s)	Yes
		Other Program Leaders		Teacher or Support Staff Unions	Yes	Community Focus Group(s)	Yes
		School Board Members		Other School Staff		Other	
	[Optional] Provide a brief description of the Organizational Unit's process for consulting with internal and external stakeholders in determining the allocation of EBF dollars. (No more than 1000 characters, including spaces.)						
		Priority Investment 1	Priority Investment 2	Priority Investment 3			
4)	Given the data analyzed, the stakeholders consulted, and the priorities identified in Part I, indicate the top three priority investments the Organizational Unit will make with its FY 2025 Base Funding Minimum (e.g., excluding Tier Funding). Choose "Other" if investments do not match the provided list. (Select three different responses. "Other" may be selected more than once if needed.)	Core Teachers	Core Intervention Teacher	Specialist Teachers			
	If "Other" was selected in question 4, please describe. (No more than 1000 characters, including spaces.)						
Cost Factor Table							
5)	The table below presents the regionally adjusted amount embedded in the Organizational Unit's FY 2024 Adequacy Target for each of the 34 cost factors in the Evidence-Based Funding model (Column F). Column G is required for all Organizational Units that receive at least \$5,000 in Tier Funding, while column H is optional. Organizational Units may choose to provide additional narrative context in Columns I-M to elaborate on the figures included in the table. ISBE has produced guidance for populating the cost factor table. The guidance includes a definition for each cost factor, along with suggestions for using Employee Information System position codes and common expenditure accounts to support a determination of expenditures. This guidance is available at https://www.isbe.net/ebfspendingplan. Column G: If the Organizational Unit will receive at least \$5,000 in FY 2025 Tier Funding (as entered in Q2.1/cell G31), column G is required. Please indicate the Organizational Unit's planned expenditures in FY 2025 from Tier Funds only. Organizational Units are not expected to place a value in each cell. Rather, the table allows for the communication of priority investments with new state resources for the current fiscal year. During years in which there is no new Tier Funding, column G will not be required. During years in which Tier Funding is available, the amount of new Tier Funding entered in Q2.1/cell G31 above must equal the sum in cell G90 below. If some or all Tier Funding is invested outside of the cost factors, enter a dollar amount in cell G89 and provide additional context in the space for a narrative beginning in row 93. Column H: Optionally, Organizational Units may populate column H with total planned expenditures in FY 2025 for each cost factor from all revenue sources (e.g., not just from EBF). By comparing the figures in column F to the figures entered in column H, the Organizational Unit may engage local stakeholders in productive dialogue about resource allocation decisions.						
Cost Factors		Amount in FY 2024 Adjusted Adequacy Target	Budgeted FY 2025 Investments with New Tier Funding [Optional]	Budgeted FY 2025 Expenditures (All Resources) [Optional]	Optional District Narratives		
Core Investments	Core Teachers	#N/A			Enter optional context for core investment decisions.		
	Specialist Teachers	#N/A					
	Instructional Facilitator	#N/A					
	Core Intervention Teacher	#N/A					
	Substitute Teachers	#N/A					
	Guidance Counselor	#N/A					
	Nurse	#N/A					
	Supervisory Aide	#N/A					
	Librarian	#N/A					
	Librarian Aide	#N/A					
	Principal	#N/A					
	Assistant Principal	#N/A		41			
	School Site Staff	#N/A					
Subtotal		#N/A					

Per Student Investments	Gifted	#N/A			Enter optional context for per student investment decisions.																	
	Professional Development	#N/A	\$3,730																			
	Instructional Materials	#N/A																				
	Assessments	#N/A																				
	Computer & Tech Equipment	#N/A																				
	Student Activities	#N/A																				
	Maintenance & Operations	#N/A																				
	Central Office	#N/A																				
	Employee Benefits	#N/A																				
	Subtotal*	#N/A	\$3,730																			
Additional Investments	Low-Income Intervention Teacher	#N/A			Enter optional context for additional investment decisions.																	
	Low-Income Pupil Support Staff	#N/A																				
	Low-Income Extended Day Teacher	#N/A																				
	Low-Income Summer School Teacher	#N/A																				
	EL Intervention Teacher	#N/A																				
	EL Pupil Support Staff	#N/A																				
	EL Extended Day Teacher	#N/A																				
	EL Summer School Teacher	#N/A																				
	EL Core Teacher	#N/A																				
	Sp Ed Teacher	#N/A																				
	Sp Ed Instructional Assistant	#N/A																				
	Sp Ed Psychologist	#N/A																				
	Subtotal	#N/A																				
	Other Investments																					
	Total**	#N/A	\$3,730		Tier Funding Check (Cell G90)	Complete, G90=G31																
*The subtotal for Per Student Investments is a calculated figure that adjusts salary portions of Central Office and Maintenance & Operations to account for regional salary differences. As a result, the sum of each individual cost factor will not equal the subtotal. **The total is the Final Adequacy Target (adjusted for Regionalization Factor) calculated in the Full FY 2024 EBF Calculation file. Due to differences in rounding, this figure may vary slightly from the sum of the subtotals in this table.																						
If some or all Tier Funding was invested outside of the cost factors, please describe. (No more than 1000 characters, including spaces.)																						
Part III: Support for Special Student Groups EBF statute sets aside specific allocations to be spent for special education, English learners, and low-income students. Per statute these designated funds must be spent on programs and services benefiting these specific student groups. Funds for English learners and low-income students must be spent in addition to, and not in lieu of, funding that supports general programs of instruction for all students. Funds attributable to special education must be used for the provision of special education facilities and services as outlined in ILCS 14-1.08. Current-year EBF amounts attributable to each of the special student groups must be reported in cells G100-G102 below. If the Organizational Unit received at least \$5,000 for any of the student groups, a response to the questions below is required. For amounts less than \$5,000, a response is optional. All other EBF funds may be spent in any manner deemed appropriate by the school district. Collaboration Opportunity - Organizational Units may find that questions in this section are most easily and effectively completed through collaboration between program leaders affiliated with each student group and finance leaders. <table border="1"> <thead> <tr> <th></th> <th></th> <th>Enter Amounts</th> <th>Select type</th> <th rowspan="4">*Note: Allocations for each of the three student groups are published annually at isbe.net/ebfdist under "Reports." Amounts are typically available by September 1. Districts must use actual funding amounts if they are available before submitting the budget to ISBE.</th> </tr> </thead> <tbody> <tr> <td rowspan="3">1)</td> <td>FY 2025 Student Population Allocations*: Enter the dollar amount of resources attributable to Specific Populations within the FY25 Gross State Contribution. Enter "0" if no funds are allocated for a student group. Select whether amounts are estimated or actual.</td> <td>Low-Income Students</td> <td>\$283,761</td> <td>Actual</td> </tr> <tr> <td>English Learners</td> <td>\$10,629</td> <td>Actual</td> </tr> <tr> <td>Special Education</td> <td>\$1,053,011</td> <td>Actual</td> </tr> </tbody> </table>									Enter Amounts	Select type	*Note: Allocations for each of the three student groups are published annually at isbe.net/ebfdist under "Reports." Amounts are typically available by September 1. Districts must use actual funding amounts if they are available before submitting the budget to ISBE.	1)	FY 2025 Student Population Allocations*: Enter the dollar amount of resources attributable to Specific Populations within the FY25 Gross State Contribution. Enter "0" if no funds are allocated for a student group. Select whether amounts are estimated or actual.	Low-Income Students	\$283,761	Actual	English Learners	\$10,629	Actual	Special Education	\$1,053,011	Actual
		Enter Amounts	Select type	*Note: Allocations for each of the three student groups are published annually at isbe.net/ebfdist under "Reports." Amounts are typically available by September 1. Districts must use actual funding amounts if they are available before submitting the budget to ISBE.																		
1)	FY 2025 Student Population Allocations*: Enter the dollar amount of resources attributable to Specific Populations within the FY25 Gross State Contribution. Enter "0" if no funds are allocated for a student group. Select whether amounts are estimated or actual.	Low-Income Students	\$283,761		Actual																	
	English Learners	\$10,629	Actual																			
	Special Education	\$1,053,011	Actual																			

2)	Organizational Unit investment of EBF dollars for low-income students: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.) Response Required	Low-Income Intervention Teacher		Low-Income Extended Day Teacher		Other Investments	Yes	
		[Optional - Enter \$]		[Optional - Enter \$]		[Optional - Enter \$]		
		Low-Income Pupil Support Staff		Low-Income Summer School Teacher				
		[Optional - Enter \$]		[Optional - Enter \$]				
	Additional context for the Organizational Unit's planned use of dollars attributable to low-income students in FY 2025. (Required if "Other Investments" selected above. No more than 500 characters, including spaces.) Required	Intervention Academy teachers and Prep Level core course teachers and Paraprofessionals.						

3)	Organizational Unit investment of EBF dollars for English learners: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.) Response Required	English Learner Intervention Teacher		English Learner Extended Day Teacher		English Learner Core Teacher	
		[Optional - Enter \$]		[Optional - Enter \$]		[Optional - Enter \$]	
		English Learner Pupil Support Staff		English Learner Summer School Teacher		Other Investments	Yes
		[Optional - Enter \$]		[Optional - Enter \$]		[Optional - Enter \$]	
	Additional context for the Organizational Unit's planned use of dollars attributable to English learners in FY 2025. (Required if "Other Investments" selected above. No more than 500 characters, including spaces.) Required	Educational materials that include software and books.					

4)	Organizational Units investment of EBF dollars for Special Education: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.) Response Required	Special Education Teacher	Yes	Special Education Psychologist		
		[Optional - Enter \$]		[Optional - Enter \$]		
		Special Education Instructional Assistant		Other Investments		
		[Optional - Enter \$]		[Optional - Enter \$]		
	Additional context for the Organizational Unit's planned use of dollars attributable to Special Education students in FY 2025. (Required if "Other Investments" selected above. No more than 500 characters, including spaces.)					

Plan Assurances											
Please complete the assurances below related to Article 14C of the Illinois School Code, which stipulates allowable expenditures for English learners. Organizational Units should maintain supporting documentation (e.g., sign-in sheets, meeting agendas) to affirm the veracity of the below assurances. Note that a separate collection of the Bilingual Service Plan takes place before each school year and must be separately reviewed by the Bilingual Parent Advisory Committee (BPAC). Responses in this plan should be aligned with information contained in the Bilingual Service Plan. Responses in this section are only required if an Organizational Unit receives any amount of EBF dollars attributable to English learners.											
Collaboration Opportunity - Organizational Units may find that the plan assurances are most easily and effectively completed if led by program leaders.											
1). "I hereby affirm that at least 60% of the school district's state funds attributable to English learners will be used for instructional costs of programs and services for English learners (function 1000), in accordance with Article 14C of the Illinois School Code. The remaining balance of state funds attributable to English learners will also be used to serve English learners." Required Yes											
2). "My school district has at least one attendance center with 20 or more English learners (including parental refusals) who speak the same home language other than English in grades K-12. Alternatively and/or additionally, my school district has at least one attendance center with 20 or more English learners (including parent refusals) who speak the same home language other than English in pre-K." Required Yes											
3). "I hereby affirm that the school district's BPAC will review this EBF Spending Plan by or before October 31, 2024." Required Yes											
4). Enter the anticipated date on which the BPAC review will take place and the name of the BPAC chair for SY 2024-25. Required <table border="1" style="width: 100%;"> <tr> <td>BPAC Meeting (MM/DD/YYYY)</td> <td>10/10/2024</td> </tr> <tr> <td>Name of Chair</td> <td>Julie Jacobo</td> </tr> </table>								BPAC Meeting (MM/DD/YYYY)	10/10/2024	Name of Chair	Julie Jacobo
BPAC Meeting (MM/DD/YYYY)	10/10/2024										
Name of Chair	Julie Jacobo										

Spending Plan Completion Tracker		
Use the information below to confirm completion of all required questions. Note that the "status" column adjusts to responses, so the tracker is most helpful to consult <u>after</u> you have completed the spending plan.		
Question	Status	Acceptance Criteria
Part 1, Q1	Complete	Character length of response must be >10 and <=2000, including spaces.
Part 1, Q2	Complete	A different response must be selected in G11, I11, and L11; cells cannot be blank.
Part 1, Q2 (Narrative)	Complete	Response required only if "Other" selected in G11, I11, or L11; character length of response must be >10 and <=1000, including spaces.
Part 2, Q1	Complete	A numeric value must be entered in cell G31 (estimated or actual Tier Funding, or 0 if appropriations did not include Tier Funding). A type must be selected in cell H31.
Part 2, Q2	Complete	A different response must be selected in G35, I35, and L35; cells cannot be blank.
Part 2, Q3	Complete	At least one response must be selected.
Part 2, Q4	Complete	Cells G43, I43, and L43 cannot be blank. "Other" may be selected more than once, but other responses may not be repeated.
Part 2, Q4 (Narrative)	Complete	Response required only if "Other" selected in G43, I43, or L43; character length of response must be >10 and <=1000, including spaces.
Part 2, Q5 (Cell G90)	Complete	Cell G90 must be equal to the value in cell G31.
Part 2, Q5 (Narrative)	Complete	Response required only if a value was entered in cell G89; character length of response must be >10 and <=1000, including spaces.
Part 3, Q1 Low-Income Funds	Complete	A numeric value must be entered. A type must be selected in cell H100.
Part 3, Q1 English Learner Funds	Complete	A numeric value must be entered, which may be "0" if the organizational unit received no funding for the specified student group. A type must be selected in cell H101.
Part 3, Q1 Spec. Ed. Funds	Complete	A numeric value must be entered. A type must be selected in cell H102.
Part 3, Q2	Complete	At least one response must be selected.
Part 3, Q2 (Narrative)	Complete	Response required only if "Other Investments" was selected in the previous question; character length of response must be >10 and <=500, including spaces.
Part 3, Q3	Complete	At least one response must be selected.
Part 3, Q3 (Narrative)	Complete	Response required only if "Other Investments" was selected in the previous question; character length of response must be >10 and <=500, including spaces.
Part 3, Q4	Complete	At least one response must be selected.
Part 3, Q4 (Narrative)	Complete	Response required only if "Other Investments" was selected in the previous question; character length of response must be >10 and <=500, including spaces.
Assurances 1	Complete	Response required if the value entered in cell G101>0.
Assurances 2	Complete	Response required if the value entered in cell G101>0.
Assurances 3	Complete	Response required if "Yes" selected in cell E133.
Assurances 4 (Meeting Date)	Complete	Response required if "Yes" selected in cell E133; enter date in MM/DD/YYYY format.
Assurances 4 (Name of Chair)	Complete	Response required if "Yes" selected in cell E133.

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS (School Districts Only)*(For Local Use Only)****This is an estimated Limitation of Administrative Costs Worksheet only and will not be accepted for Official Submission of the Limitation of Administrative Costs Worksheet.***

The worksheet is intended for use during the budgeting process to estimate the district's percent increase of FY2025 budgeted expenditures over actual FY2024 expenditures. Budget information is copied to this page. Insert the prior year estimated actual expenditures to compute the estimated percentage increase (decrease).

The official Limitation of Administrative Costs Worksheet is attached to the end of the Annual Financial Report (ISBE Form 50-35) and may be submitted in conjunction with that report.

An official Limitation of Administrative Costs Worksheet can also be found on the ISBE website at: [Limitation of Administrative Costs](#)

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS WORKSHEET

(Section 17-1.5 of the School Code)

School District Name: **Lyons Twp HSD 204**RCDT Number: **06016204017**

		Estimated Actual Expenditures, Fiscal Year 2024				Budgeted Expenditures, Fiscal Year 2025			
		(10)	(20)	(80)		(10)	(20)	(80)	
Description	Funct. No.	Educational Fund	Operations & Maintenance Fund	Tort Fund	Total	Educational Fund	Operations & Maintenance Fund	Tort Fund	Total
1. Executive Administration Services	2320	473,036			473,036	560,733		0	560,733
2. Special Area Administration Services	2330	0			0	0		0	0
3. Other Support Services - School Administration	2490	25,690			25,690	33,800		0	33,800
4. Direction of Business Support Services	2510	258,281			258,281	288,149	0	0	288,149
5. Internal Services	2570	818,497			818,497	705,168		0	705,168
6. Direction of Central Support Services	2610	0			0	0		0	0
7. Deduct - Early Retirement or other pension obligations required by state law and included above.					0				0
8. Totals		1,575,504	0	0	1,575,504	1,587,850	0	0	1,587,850
9. Estimated Percent Increase (Decrease) for FY2025 (Budgeted) over (Actual) FY 2024									1%

[See: School Code, Section 10-20.21 - Contracts](#)

[illegible]

Reference Description

- ¹ Each fund balance should correspond to the fund balance reflected on the books as of June 30th - Balance Sheet Accounts #720 and #730 (audit figures, if available).
- ² Accounting and Financial Reporting for Certain Grants and Other Financial Assistance. The "On-Behalf" Payments should only be reflected on this page (Budget Summary, Lines 10 and 20).
- ³ Requires the secretary of the school board to notify the county clerk (within 30 days of the transfer approval) to abate an equal amount of taxes to be next extended. See Sec. 10-22.14 & 17-2.11.
- ^{3a} Requires notification to the county clerk to abate an equal amount from taxes next extended. See section 10-22.14
- ⁴ Principal on Bonds Sold:
 - (1) Funding Bonds are to be entered in the fund or funds in which the liability occurs.
 - (2) Refunding Bonds can be entered in the Debt Services Fund only.
 - (3) Building Bonds can be entered in the Capital Projects Fund only.
 - (4) Fire Prevention and Safety Bonds can be entered in the Fire Prevention & Safety Fund only.
- ⁵

The proceeds from the sale of school sites, buildings, or other real estate shall be used first to pay the principal and interest on any outstanding bonds on the property being sold, and after all such bonds have been retired, the remaining proceeds from the sale next shall be used by the school board to meet any urgent district needs as determined under Sections 2-3.12 and 17-2.11 of the School Code. Once these issues have been addressed, any remaining proceeds may be used for any other authorized purpose and for deposit into any district fund.
- ⁶ The School Code, Section 10-22.44 prohibits the transfer of interest earned on the investment of "any funds for purposes of Illinois Municipal Retirement under the Pension Code." This prohibition does not include funds for Social Security and Medicare-only purposes. For additional requirements on interest earnings, see 23 Illinois Administrative Code, Part 100, Section 100.50.
- ⁷ Cash plus investments must be greater than or equal to zero.
- ⁸ For cash basis budgets, this total will equal the Budget Summary - Total Direct Receipts/Revenues (Line 9) plus Total Other Sources of Funds (Line 46).
- ⁹ For cash basis budgets, this total will equal the Budget Summary - Total Direct Disbursements/Expenditures (Line 19) plus Total Other Uses of Funds (Line 79).
- ¹⁰ Working Cash Fund loans may be made to any district fund for which taxes are levied (Section 20-5 of the School Code).
- ¹¹ Include revenue accounts 1110 through 1115, 1117, 1118 & 1120.
- ¹² The School Code Section 17-2.2c. Tax for leasing educational facilities or computer technology or both, and for temporary relocation expense purposes.
- ¹³ Corporate personal property replacement tax revenue must be first applied to the Municipal Retirement/Social Security Fund to replace tax revenue lost due to the abolition of the corporate personal property tax (30 ILCS 115/12). This provision does not apply to taxes levied for Medicare-Only purposes.
- ¹⁴

Only tuition payments made to private facilities. See Functions 4200 or 4400 for estimated public facility disbursements/expenditures.
- ¹⁵ Payment towards the retirement of lease/purchase agreements or bonded/other indebtedness (principal only) otherwise reported within the fund - e.g.: alternate revenue bonds. (Describe & Itemize)
- ¹⁶ Only abolishment of Working Cash Fund must transfer its funds directly to the Educational Fund upon adoption of a resolution and at the close of the current school Year (see 105 ILCS 5/20-8 for further explanation)
 Only abatement of working cash fund can transfer its funds to any fund in most need of money
 (see 105 ILCS 5/20-10 for further explanation)

CHECK FOR ERRORS	
This worksheet checks various cells to assure that selected items are in balance.	
Please fix errors below before submitting to ISBE.	
Budget Item References	Message
1. Deficit Reduction Plan (DefReductPlan 23-27 tab)	
Is Deficit Reduction Plan Required? (Joint Agreements do not complete Deficit Reduction Plan.)	Deficit Reduction Plan is not required
If required, is Deficit Reduction Plan completed? (DefReductPlan 23-27 tab)	
2. Cover Page (Cover tab)	
District Name must be selected from drop-down. (Cell H13)	OK
Accounting Basis must be selected on Cover sheet.	OK
Dates (Day, Month, Year) must be input on Cover sheet.	OK
Board Names must be typed on Cover sheet.	ERROR - TYPE BOARD NAMES
3. Budget Summary: Other Sources (BudgetSum 2-4 tab - Acct 7000) must equal Other Uses (BudgetSum 2-4 tab - Acct 8000).	
Estimated Beginning Fund Balance July, 1 2023 for all Funds (Cells C3 - K3)	OK
(Line must have a number or zero. Do not leave blank.)	
Estimated Activity Fund Beginning Fund Balance July, 1 2023 (Cell C83)	OK
(Cell must have a number or zero. Do not leave blank.)	
Transfer Among Funds (Funds 10, 20, 40 - Acct 7130 - Cells C29, D29, F29), must equal (Funds 10, 20 & 40 - Acct 8130 - Cells C52, D52, F52).	OK
Transfer of Interest (Funds 10 thru 90 - Acct 7140 - Cells C30:K30), must equal (Funds 10 thru 60, & 80 - Acct 8140 - Cells C53:H53, J53).	OK
Transfer to Debt Service to Pay Principal on GASB 87 Leases (Fund 30 - Acct 7400 - Cell E39) must equal (Funds 10, 20 & 60 - Acct 8400 Cells C57:H60).	OK
Transfer to Debt Service to Pay Interest on GASB 87 Leases (Fund 30 - Acct 7500 - Cell E40) must equal (Funds 10, 20 & 60 - Acct 8500 - Cells C61:H64).	OK
Transfer to Debt Service Fund to Pay Principal on Revenue Bonds (Fund 30 - Acct 7600 - Cell E41) must equal (Funds 10 & 20 - Acct 8600 - Cells C65:D68).	OK
Transfer to Debt Service to Pay Interest on Revenue Bonds (Fund 30 - Acct 7700 - Cell E42) must equal (Funds 10 & 20 - Acct 8700 - Cells C69:D72).	OK
Transfer to Capital Projects Fund (Fund 60 - Acct 7800 - Cell H43) must equal (Fund 10 & 20, Acct 8800 - Cells C73:D76).	OK
4. Summary of Cash Transactions: Beginning Cash Balance on Hand July 1, 2023 (CashSum 5 tab, All Funds) cannot be negative.	
Educational (Fund 10 - Cell C3)	OK
Operations & Maintenance (Fund 20 - Cell D3)	OK
Debt Service (Fund 30 - Cell E3)	OK
Transportation (Fund 40 - Cell F3)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G3)	OK
Capital Projects (Fund 60 - Cell H3)	OK
Working Cash (Fund 70 - Cell I3)	OK
Tort (Fund 80 - Cell J3)	OK
Fire Prevention & Safety (Fund 90 - Cell K3)	OK
Activity Funds (Cell C23)	OK
5. Summary of Cash Transactions: Ending Cash Balance on Hand June 30, 2024 (CashSum 5 tab - All Funds) cannot be negative.	
Educational (Fund 10 - Cell C21)	OK
Operations & Maintenance (Fund 20 - Cell D21)	OK
Debt Service (Fund 30 - Cell E21)	OK
Transportation (Fund 40 - Cell F21)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G21)	OK
Capital Projects (Fund 60 - Cell H21)	OK
Working Cash (Fund 70 - Cell I21)	OK
Tort (Fund 80 - Cell J21)	OK
Fire Prevention & Safety (Fund 90 - Cell K21)	OK
6. Summary of Cash Transactions: Other Receipts (CashSum 5 tab) must equal Other Disbursements (CashSum 5 tab).	
Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C6:H6, J6:K6) must equal Interfund Loans Receivable (Funds 10:20, 40, 70 - Acct 141 - Cells C15:D15, F15, I15).	OK
Interfund Loans Receivable (Funds 10, 20, 40, 70 - Acct 141 - Cells C7:D7, F7, I7) must equal Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C16:H16, J16, K16).	OK
7. Estimated Revenue (EstRev 6-11 tab)	
Amounts must be input for revenue.	OK
8. Estimated Expenditures (EstExp 12-20 tab)	
Amounts must be input for expenditures.	OK
9. Itemization Notes: Revenues/Expenditures reported that require note on Itemize 21 tab.	
Include brief note(s) describing revenue source.	OK
Include brief note(s) describing expenditure use.	OK
10. EBF Spending Plan	
All required questions have been answered.	OK

End of Balancing



LYONS TOWNSHIP HIGH SCHOOL District 204

Dr. Brian Waterman, Superintendent

Ph: 708-579-6451 E: BWaterman@LTHS.net

North Campus 100 S. Brainard Ave., LaGrange, IL 60525

South Campus 4900 S. Willow Springs Ave., Western Springs, IL 60558

TO: District #204 Board of Education

FROM: Dr. Brian Waterman, Superintendent

DATE: Monday, June 16, 2025

RE: Girls' Softball Field Renovations Update

In February 2024, the Board of Education provided authorization for the development of bid specifications and approval for a \$2 million donation agreement to design and construct a new Girls' Varsity Softball Field at South Campus. Throughout the last year, planning has continued on the design process, and our team has worked with the Village of Western Springs to receive zoning/permit approval on this project.

On Thursday, May 22, bids were opened, with the base project coming back at a total cost of \$2,067,825. In addition, a variety of alternates, which include an expanded grandstand, press box, scoreboard, sound system, and lighting system, came back at a total cost of \$710,327, bringing the total cost of the proposed project to \$2,778,152. We are also anticipating architect and consulting fees of \$220,000 for this project which would be in addition to the \$2,778,152.

In addition to the original \$2 million donation, the donor (Stacy Ann Baker Charitable Fund) has expressed interest in donating an additional \$1 million, so that the base project and all alternate items can be included in the project. We are currently working on developing an amended donation agreement in time for the June 16 Regular Action Meeting.

At the June 16 Regular Action Meeting, we will ask the Board to approve the amended donation agreement, as well as the contract with Henry Bros Construction for the project.

We are excited and grateful to the Stacy Ann Baker Charitable Fund, for the generous donation in support of our student athletes!

Recommendation

This item is informational at the June 2 Committee of the Whole Meeting.





DONATION AGREEMENT FOR ADDITIONAL DONATION

THIS DONATION AGREEMENT (hereinafter the "Agreement") is made by and between the BOARD OF EDUCATION OF LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204, Cook County, Illinois, an Illinois public school district, (hereinafter the "School District") and STACY ANN BAKER CHARITABLE FUND (hereinafter the "Donor") on the dates set forth below.

WHEREAS, on or about February 16, 2024, the School District and the Donor entered into a Donation Agreement ("2024 Donation Agreement") to facilitate and enhance the educational and athletic opportunities of the students of the School District; and

WHEREAS, in accordance with that the 2024 Donation Agreement, the Donor donated to the School District funds in the amount of Two Million and No/100 Dollars to pay the costs of improvements to the Girls' Varsity Softball Field ("Initial Donation") on the terms set forth in this Agreement; and

WHEREAS, in accordance with the 2024 Donation Agreement, the School District developed designs and specifications and received bids on Thursday, May 22, 2025 for the construction of improvements to the Girls' Varsity Softball Field; and

WHEREAS, as part of the bid process, the School District received alternate bids for various enhancements (including Bleacher Grandstand, Press Box, Lighting Upgrades, Sound System, Upgraded Video Scoreboard, etc.) to the design and construction of the Girls' Varsity Softball Field in addition to the "base" design; and

WHEREAS, the Donor desires to donate an additional sum of One Million and No/100 dollars to pay the costs of construction of the enhanced/upgraded design ("Additional Donation"); and

WHEREAS, Section 16-1 of the Illinois *School Code* [105 ILCS 5/16-1] authorizes the School District to accept donations of personal property; and

WHEREAS, the School District desires to accept the Additional Donation on the terms set forth in this Agreement.

NOW, THEREFORE, in consideration of the promises, covenants, and agreements set forth herein, the School District and the Donor agree as follows:

1. **Recitals.** The recitals set forth above are hereby incorporated by this reference.
2. **Donation.** The Donor agrees to provide the Additional Donation (as described in this Agreement and more fully on the attached Exhibit "A") to the School District and the School District agrees to accept the donation and use it to pay the costs of designing and constructing improvements to the Girls' Varsity Softball Field in accordance with the terms and conditions of this Agreement.
3. **Donation Acknowledgement.** In consideration for the Donor providing the Additional Donation, the School District agrees to construct additional improvements to the Girls' Varsity Softball Field beyond the base design and to name the Field "Baker Field" in a ceremony to be held after completion of the improvements.
4. **Installation of Donation.** The School District will continue to provide opportunities for the Donor to offer input and suggestions regarding the design of the improvements to the softball field. However, it is expressly understood and agreed by the Parties that the School District will have sole, ultimate decision-making authority on all matters related to or affecting the improvements, including but not limited to selection of design and construction contractors and consultants, design and construction scheduling, and the location, orientation, size, and design of the improvements. Under no circumstances will the School District be obligated to spend funds for the design and construction of the improvements in excess of the Initial Donation or Additional Donation amounts.
5. **Reliance.** The Donor understands the School District will incur contractual obligations and costs for various services in reliance on the Donor's promise to make the Additional Donation, including architectural services, engineering services, consulting services, legal services, and construction services, equipment, materials, supplies, and labor.
6. **2024 Donation Agreement.** The terms of the 2024 Donation Agreement remain in effect.
7. **Governing Law.** This Agreement shall be construed in accordance with the laws of the State of Illinois without regard to choice of law principles.

WHEREFORE, the Parties, intending to be legally bound, have caused their duly authorized representatives to execute this Agreement on their behalf on the dates set forth below.

**BOARD OF EDUCATION OF LYONS TOWNSHIP
HIGH SCHOOL DISTRICT 204, Cook County, Illinois**

By: _____
President

Attest: _____

Secretary

Date: _____, 2025

STACY ANN BAKER CHARITABLE FUND, Donor

By: M. J. Baker
Its Authorized Representative

Date: 6 / 4, 2025

"EXHIBIT A"

Total Additional Donation in the Amount of One Million and No/Dollars (\$1,000,000.00) to be paid to the School District according to the following schedule:

July 1, 2025: \$333,333

September 1, 2025: \$333,333

December 1, 2025: \$333,334

LYONS TOWNSHIP HIGH SCHOOL

DISTRICT 204 OFFICES 100 S. Brainard Ave., LaGrange, IL 60525-2101
• Tel: (708) 579-6462 • Fax: (708) 579-6454 • Email: bstachacz@lths.net • Website: www.lths.net



Brian Stachacz
Director of Business Services

Memorandum

To: Dr. Brian Waterman, Board of Education
From: Brian Stachacz
Date: 6/11/2025
Re: Approval of Contract with Henry Bros. Construction and Related Project Costs (Varsity Softball Field Project)

Information:

In February 2024, the Board of Education provided authorization for the development of bid specifications and approval for a \$2 million donation agreement to design and construct a new Girls' Varsity Softball Field at South Campus. Throughout the last year, planning has continued on the design process, and our team has worked with the Village of Western Springs to receive zoning/permit approval on this project.

On Thursday, May 22, bids were opened, with the low bid presented by Henry Bros. Co. in the amount of \$1,427,000 along with Alternate #1 for an additional \$4,600. In addition, a variety of items including grandstands/bleachers, netting/poles, synthetic turf, scoreboard/videoboard, a/v system and lighting will be purchased through purchasing cooperatives and add \$1,346,552 to the project for a total cost of \$2,778,152. We are also anticipating architect and consulting fees of \$220,000 for this project which would be in addition to the \$2,778,152.

As discussed during the June 2nd Committee of the Whole meeting, this project has a potential donation for \$3.0 million to cover the associated costs.

Recommendation: The Board of Education approve the contract with Henry Bros. Co. in the amount of \$1,431,600 as presented and approve the additional cooperative expenditures for this project in the amount of \$1,346,552 as presented for a total project cost of \$2,778,152.

South Campus Softball Stadium Project for Lyons Township High School District 204

Project # 2024.055

May 22, 2025 at 1:00 pm

BID TAB



Contractor	Bid Bond	ADD 1	ADD 2	Base Bid	Alternate 1	Remarks
Martam Construction	X	X	X	\$1,691,310.00	\$86,144.00	
Henry Bros. Co.	X	X	X	\$1,427,000.00	\$4,600.00	<i>apparent low bidder</i>
Construction In.	X	X	X	\$1,552,000.00	\$8,000.00	

Alternate 1: All chain-link fence components to be PVC coated wire over Zinc coated components. Color: BLACK in compliance with ASTM F934.

Base Bid: General Allowance: Include in the base bid a \$40,000 (Forty Thousand Dollars) contingency allowance to be used for unforeseen conditions and at the discretion of the Owner.



May 27, 2025

Mr. Brian Stachacz
Lyons Township High School District 204
100 S. Brainard
LaGrange, IL 60525

Dear Brian,

Subject: 2025 South Campus Softball Stadium Project

As you are aware, the District recently accepted construction bids from general contractors for a new softball stadium at South Campus. The project also included several co-op pricing packages to provide the District with some flexibility in overall project selection.

The following is a summary of the bid results for each project.

2025 South Campus Softball Stadium Project
DLA Architects Ltd. Project No. 2024.055

After reviewing the Base Bids received from three bidders on May 22, 2025 and as requested by District 204 Administration, we have determined that the apparent Lowest Qualified Bidder is Henry Bros. Co. This determination is based on the acceptance of their Base Bid at \$1,427,000 which includes a \$40,000 General Allowance as seen in the attached Bid Tabulation form.

The low Base Bid from Henry Bros. Co. is on budget according to our estimated construction cost. For the scope included in this project, we do find that the bid amount is reasonable and appropriate for the proposed work based on current summer construction schedules.

The Alternate, to be considered by District 204, includes the following work:
Alternate 1: All chain-link fence components to be PVC coated wire over Zinc coated components. Color: BLACK in compliance with ASTM F934.

This Alternate Work was \$4,600. For the scope included in this project we do find that the bid amount is reasonable and appropriate for the proposed work.

Mr. Brian Stachacz

Page 2

May 27, 2025

In addition, we have solicited five projects for co-op pricing. The co-op pricing breakdown and proposals are attached as backup. We are recommending approval of all co-op projects as noted below:

<u>Co-op #</u>	<u>Amount</u>	<u>Description</u>
#1	\$412,230.00	Grandstand / Bleachers / Pressbox / ADA Ramp / Railings
#2	\$219,661.00	Netting System, 50'-0" H Poles, etc.
#3	\$287,337.88	Synthetic Turf
#4a	\$133,826.00	Scoreboard w/ Exposed Truss Structure to match Football Field
#4b	\$126,000.00	Videoboard, 16 mm
#4c	\$23,297.00	A/V System
#5	\$144,200.00	Musco Lighting

Subtotal \$1,346,551.88

Base Bid: \$1,427,000.00 Haul off, gravel, dugouts, concrete, fencing, etc.

Alt. No. 1: \$4,600.00 PVC black coated fencing

TOTAL: \$2,778,151.88

Overall Summary

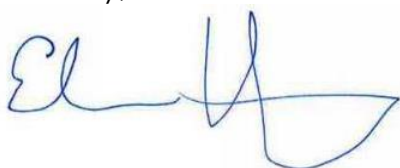
We have contacted representatives from Henry Bros. Co, and they have stated that all the work as shown in the Construction Documents has been considered and that they are comfortable with their bid.

Therefore DLA Architects, with the approval of Lyons Township High School District 204, recommends award of the contract to Henry Bros. Co. for the Base Bid Work and Alternate Work as described above as well as recommending the co-op projects as delineated above.

Please note that we would recommend issuing a letter of intent as soon as possible in order to start ordering the long lead items, to help ensure a timely completion of the projects.

If you should have any questions, please do not hesitate to call.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Edward Wright', with a stylized, flowing script.

Edward Wright, AIA
Principal

Mr. Brian Stachacz
Page 3
May 27, 2025

Enclosures:
Bid Tab
Co-op Breakdown

Cc: Jon Murawski, DLA Architects, Ltd.



ED PIOTROWSKI

DIRECTOR OF HUMAN RESOURCES

Lyons Township High School District 204
100 S. Brainard Avenue, LaGrange, IL 60525
708-579-6456
epiotrowski@d204.lths.net
www.lths.net

TO: Brian Waterman, Superintendent
Board of Education
FROM: Edward M. Piotrowski, Director of Human Resources
DATE: May 27, 2025
RE: Stipend Committee Recommendations

BACKGROUND

Over the course of the second semester, the Stipend Committee convened three times to evaluate proposals for the creation and expansion of stipends across clubs, activities, and athletics at Lyons Township High School. These recommendations reflect the District's continued investment in student engagement, safety, equitable access, and the long-term growth of our co-curricular and extracurricular programs.

ACTIVITIES

The following stipends are recommended for creation, with one stipend for each club in the amount of the 2.64% base activity stipend (\$1,551.68):

- 1. Bailando Con Todos**
Bailando Con Todos is a cultural dance club that celebrates Latin American heritage through traditional and contemporary dance performances. The club has been active in school assemblies, multicultural festivals, and community events, providing students with opportunities to engage in cultural expression and community building.
- 2. Careers in Psychology**
This club offers students insight into mental health and psychology careers through speakers and workshops. Though the club has attracted mostly upperclassmen, it has significant potential for underclassman growth and enrichment.
- 3. Serbian Club**
The Serbian Club provides a space for students to explore and celebrate Serbian culture, language, and traditions. The club has been actively involved in multicultural programming, offering a space for cultural celebration and community building.
- 4. Irish Club**
The Irish Club is for any student who wants to learn and experience Irish heritage, culture, art, music, dance, culinary, and more. This organization explores various aspects of Irish cuisine, cultural events, and festivals. The students engage in discussions, music, dance, food, movies, games, and more to learn about Irish culture.

Total Cost for Activities: \$6,206.72

ATHLETICS

The following athletic stipends are recommended to support program safety, student development, and structural alignment with comparable programs:

1. Football – Lower Level Coaching Staff

With three freshman teams and increasing participation, two additional coaching stipends are recommended to enhance supervision and allow coaches to focus on specific positions.

- **Stipends:** 2 × 15.3%
- **Cost:** \$17,997.79

2. Flag Football – Program Expansion

As the program expands to three teams (Freshman, JV, Varsity), two additional stipends will support skill-specific practice groups and player safety.

- **Stipends:** 2 × 10.72%
- **Cost:** \$12,610.57

3. Flag Football – Spring Intramurals

This initiative engages over 60 students across two campuses. The spring intramural program provides access for students not in spring sports and encourages participation in the competitive program. The Stipend Committee is recommending the creation of one intramural stipend.

- **Stipend:** 5.00%
- **Cost:** \$2,939.55

4. Boys Lacrosse – Additional Coach

Growing interest and the need for coaching specialization warrant the addition of a sixth coach for the program, aligning lacrosse with similar sports like baseball and soccer.

- **Stipend:** 13.5%
- **Cost:** \$7,936.79

5. Girls Lacrosse – Additional Coach

A matching stipend is recommended for the same reasons as the boys program listed above. This recommendation will ensure equitable coaching support and consistent program development between both the boys and girls lacrosse programs.

- **Stipend:** 13.5%
- **Cost:** \$7,936.79

6. Boys Volleyball – JV Assistant Coach

With continued growth and four full rosters, an additional JV assistant coach will enhance individualized training, practice management, and align staffing with peer boys' programs.

- **Stipend:** 13.5%
- **Cost:** \$7,936.79

7. Girls Volleyball – JV Assistant Coach

The Girls Volleyball program has similar structure and participation to the boys program. A matching stipend is recommended to support equity and continued program success.

- **Stipend:** 13.5%
- **Cost:** \$7,936.79

Total Cost for Athletics: \$65,295.07

RECOMMENDATION

The Stipend Committee respectfully recommends that the Board of Education approve the above proposals for new and expanded stipends. These recommendations support growing student programs, improve safety and supervision, and foster inclusive opportunities for connection and engagement across the district.

- **Total Cost for Activities:** \$6,206.72
- **Total Cost for Athletics:** \$65,295.07
- **Grand Total:** \$71,501.79

LYONS TOWNSHIP HIGH SCHOOL



DR. LESLIE C. OWENS Director of Student Services
District Office 100 S. Brainard Avenue LaGrange, IL 60525

TO: Lyons Township High School District #204 Board of Education
Dr. Brian Waterman, Superintendent

FROM: Dr. Leslie Owens, Director of Student Services

DATE: June 2, 2025

RE: Student Handbook Updates for SY2025-26

During the 2022-23 school year, a process was undertaken to update the Student Handbook with substantial revisions that prioritized an organized, user friendly handbook for students, families, and staff, that included updated language aligned with Illinois School Code and Board Policy. The initial changes were recommended by a multidisciplinary committee given the significant and comprehensive nature of the revisions and in subsequent years, different committees and district teams have updated sections as changes in practice have dictated. For example, the Parent-Teacher Advisory/Behavioral Interventions Board Committee completed a complete revision of the Code of Conduct last school year, which was adopted in June 2024. The changes to the Code of Conduct were rooted in the district's goal to have all students engaged in extracurricular programming and support a restorative approach to code violations while maintaining student accountability. Additional, routine updates to the Student Handbook have been completed through the office of the Director of Student Services and in collaboration with the appropriate district administrators. Routine updates include items such as dates, formatting, and updated hyperlinks. Since 2022-23, overall 'ownership' of the Student Handbook has been part of the work of District Student Services in order to support consistency in the organization and content in the document, to ensure a revision process, and to present the updated handbook to the Board of Education at the end of each school year.

An important part of that revision process includes a comprehensive legal review that is scheduled on a triennial basis. In partnership with Jennifer Rosenberg from Hodges Loizzi, the first comprehensive legal review was completed in May 2025 and the changes presented incorporate the guidance from Ms. Rosenberg that updates existing policies, incorporates new policies and necessary administrative procedures, includes required parent/guardian notifications, removes confusing and/or conflicting language, and supports a handbook that is concise and easy to navigate. It must be noted that changes to school code, board policy, and the related administrative processes/procedures can and do change throughout the course of any school year. Every attempt to notify all students, parents/guardians and staff will be made to highlight mid-year changes that occur after the full handbook is approved. Additionally, given the PRESS 118 updates that are also being presented for a first reading tonight by the Board of Education, final policy updates to this year's handbook will be reserved until after the June 16, 2025 Regular Action Meeting.

Here is a table summary of the changes made/to be made by section:

Section	Completed Change(s)	Change(s) To Be Made
Table of Contents	Update dates, section contents and page numbers	Review final page numbers and titles
Principal's Letter	Removed 2024 letter	Insert updated letter July 2025
District Information	Updated administrator and board member	NA

	names/titles	
District Calendar	Linked new calendar	
Nondiscrimination & Grievance Procedures	Add BOE policies 2:260 and 2:265 in full	Any changes pending BOE approval of 2:265 Title IX Grievance Procedure
Residency	NA	Any changes pending BOE approval of 7:60
Attendance	Added link to BOE Policy 7:70; changed 4 periods to 6 for daily attendance requirement to attend extracurriculars	May change language regarding absences for clarity and to align with increased attendance communication plan for 2025/26 Any changes pending BOE approval of 7:70
Student Health	NA	Any changes pending BOE approval of 7:270 Administering Medicines to Students as well as Ensuring Student Success (ESS) Law
School Resources	Added information about School Psychologists Added link to BOE Policy 4:140 Waiver of Student Fees Added link to BOE Policy 8:30 Visitors to and Conduct on Property	Any changes pending BOE approval 7:250, Student Support Services, 7:255 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence, as well as Ensuring Student Success (ESS) Law Changes as a result of new food service contract and new employees
Specialized Services and Instruction	Updated link to Procedural Safeguards for Parents/Guardians of Students with Disabilities Added notification of interpreter services for 504's to mirror Special Education Updated language regarding parent/guardian right to review records and draft documents prior to IEP meetings Updated language regarding Students Who are Deaf, Hard of Hearing, Blind, Visually Impaired, Orthopedically Impaired, or Physically Disabled Added PUNS-Trained Employee Language Updated language/guidance for Homebound or Hospitalized Services including updated link to Policy 6:150 Home and Hospital Instruction	Will add specific school contact info Will add PUNS-Trained employee names/contact info Any changes pending BOE approval of 6:150
Academic Program and Policies	Updated policy links throughout Updated language for Family School Compact Parent's Right to Know Updated personnel contact	NA
Assessment and Research	Full section update to include 2025-26 dates and assessments	NA
Student Behavior and Safe School Environment	New section that combined previous "Safe School Environment and Student Discipline" Removal of LTHS drafted/edited language and insertion of full policies: 7:190 Student	Any changes pending BOE approval of 7:20, 7:180, 7:185, 7:190, 7:200, and 7:210 Changes as a result of Administrative Summer Workshop regarding discipline

	Behavior; 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment; 7:20 Harassment of Students Prohibited Update to discipline/consequence language that could be interpreted as predetermined consequences or progressive discipline to align with SB100 Added link to Policy 4:110 Transportation and included information about electronic recordings on buses Added full Policy 7:140 Search and Seizure Changed “Appeal Process” to “Communication” as it does not relate to formal appeal process, rather suggestions for problem solving/communication with school personnel. Removed Appeals Process Chart given the appeals processes that are outlined within Board policy. The four steps within the Communication paragraph should provide the necessary information for point of contact	data, administrative procedures, and/or implementation practices
Student Records	Updated some language regarding student temporary and permanent records and Right to Inspect and Copy Inclusion of District Record Custodian names/contact information Removed duplicative Special Education section Inserted full Policy 7:15 Student and Family Privacy Rights Moved Birth Certificate and Data Sharing up within same section for organizational purpose	Any changes pending BOE approval of 7:255 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence and ESS law Additional changes to student records, media publications, and Directory Information pending discussion with the District Administrative Team Will add the ISBE-adopted model notice required by Student Online Protection Privacy Act (SOPPA)
Code of Conduct	Changed 4 periods to 6 for daily attendance requirement to attend extracurriculars based on PTABIC recommendation	NA

Once all changes are made and finalized, the Student Handbook will be posted on the district website as a Google Doc, which will allow translation through the website into any language.

RECOMMENDATION:

It is recommended that District 204 approve the 2025-2026 Student Handbook to be in effect as of August 1, 2025.



LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204

2025-2026 District 204 Student Handbook

The District 204 Student Handbook may be updated during the year without notice.

The District 204 Student Handbook is only a summary of Board of Education policies governing the school district. Board of Education Policies are available to the public through the online policy manual https://www.boardpolicyonline.com/?b=lyons_204 and at the school district office.

Table of Contents

District Information	6
District 204 Administrative Office	6
District 204 Administration	6
District 204 Board of Education	6
Board of Education Members	6
District 204 Accessibility	6
District 204 Mission, Vision and Values	7
Employee Code of Professional Conduct – LTHS District 204	8
District Calendar	10
School Calendar	10
eLearning Days	10
Emergency School Closing	10
Nondiscrimination & Grievance Procedures	11
Nondiscrimination	11
Grievance Procedures	11
Title IX Coordinator	15
Residency	20
Military Residence	20
Attendance	22
Attendance Philosophy	22
Compulsory Attendance	22
Attendance Guidelines	23
Excused Absences	23
Mental Health Days	24
Unexcused Absences	24
Cuts	24
Partial Day Absences	24
Pre-Planned Absence	24
Illness During the School Day	24
Tardy Procedures	24
Students Making Up Work When Absent	25
Make-up Work for Excused/Unexcused Absences	25
Make-up Work for Students with In-School Suspension	25
Study Hall	25

Chronic Absenteeism	25
Chronic Truancy	26
Student Health	27
Health Services	27
Health Examinations and Immunizations	27
Eye Examination	28
Dental Examination	28
Exemptions	28
Vision and Hearing Screenings	28
Care for Sick or Injured Student	29
Medication	29
Self-Administration of Medication	29
Undesignated Medication Supplies	29
School District Supply of Undesignated Asthma Medication	29
School District Supply of Undesignated Epinephrine Injectors	30
School District Supply of Undesignated Opioid Antagonists	30
Administration of Medical Cannabis	30
Void Policy	31
Administration of Undesignated Medication	31
Undesignated Medication Disclaimers	31
School Resources	33
Counseling Services	33
Social Work	34
Student Support Teams	35
School Resource Officer	35
Bookstore	35
Library Media Center	35
Testing Center/Test Make Up Center	35
ALOP (Alternative Learning Opportunities Program) DuPage	35
Registrar & Transcripts	36
Technology Center of DuPage	36
Cafeteria Services	36
Cafeteria Pre-Payments	36
Work Permits	36
Insurance	37
Safety Drills	37
AED and CPR Video	37
Visitors	37
Messages and Deliveries to Students	38
Fee Waivers	38
Free and Reduced-Price Breakfast/Lunch	39
Sex Offender Notification Law	39
Mandated Reporting	39
Suicide Awareness and Prevention Policy	40
Specialized Services and Instruction	43
Multilingual Learners	43
Accommodating Individuals with Disabilities	43
Students with Disabilities/Special Education	43
Section 504 of the Rehabilitation Act of 1973	43
Prior Written Notice	44
Assistive Technology	44
Delegation of Rights for Special Education Students	44
Right to Review Student Records Prior to Eligibility or IEP Meeting	44
Related Service Logs	46
Interpretation Services	46
Request to Access Classroom or Personnel for Special Education Evaluation or Observation	46

Students who are Deaf, Hard of Hearing, Blind, or Visually Impaired	46
Graduation	46
Discipline of Students with Disabilities	47
Legal Protections When a Public Agency Seeks to Access Public Benefits or Insurance	47
Homebound or Hospitalized Services/Tutoring While Homebound or Hospitalized	47
Students Experiencing Homelessness	48
Academic Program and Policies	49
Age of Majority	49
Academic Integrity	49
Grading and Promotion	49
Graduation Requirements	50
High School Credit for Non-District Experiences	50
Academic Grading System	50
Course Levels	51
Course Level Changes	51
Weighted/Unweighted Grades	52
Schedule Changes	53
Honor Roll	53
Credit/No Credit	53
Report Cards/Progress Reports – Infinite Campus	54
Summer Programs	54
Field Trips	54
Locker Assignments	54
Family School Compact Parent’s Right to Know	55
Assessment and Research	56
Purpose	56
Assessments	56
National Assessments	57
Testing and Technology Disclaimer	57
Testing Accommodations	58
Test Preparation	58
Surveys	58
Student Behavior and Safe School Environment	60
Student Behavior Expectations	60
Disciplinary Consequences	66
Teacher Initiated Conference/Detention	68
Behavioral Intervention Policy for Students with Disabilities	68
Early Identification – Aggressive Behavior	68
Theft Prevention	68
Harassment of Students Prohibited	68
Sexual Harassment	70
Access to Student Social Networking Passwords and Website	71
Electronic Media Policy	71
Prevention of and Responding to Bullying, Intimidation, and Harassment	72
Teen Dating Violence Prohibited	77
Speak Up Line	78
Student Dress	78
Student ID Cards	79
Freedom of Expression	79
Lunchroom Expectations	79
Transportation	80

Student Records	83
Student Records Notice	83
Permanent Record & Temporary Record	83
Right to Inspect and Copy	84
Release of Information	85
Request for Inclusion of College Entrance Examination Score on Academic Transcript	86
Challenging a Record	86
Destruction of Records	86
Release of Student Directory Information	86
Directory Information	88
Students Receiving Special Education Services	87
Military Recruiters & Institutions of Higher Education	87
Student Online Protection Privacy Act Notice	90
Protection of Pupil Rights Amendment (PPRA) Notice	91
Electronic Recordings on School Buses	87
Birth Certificate	87
Data Sharing Agreement with Feeder Districts	87
Student Activities and Athletics	94
Policy 6:190 Extracurricular and Co-Curricular Activities	94
Athletics	95
Athletic Study Hall	95
Performing Activities	95
Intramural Activities	95
Student Activities	96
Co-Curricular and Extracurricular Student Activities Code of Conduct	98

District Information

District 204 Administrative Offices

100 S Brainard Ave
La Grange, IL 60525
708-579-6300

District 204 Central Leadership

Superintendent – Brian Waterman, Ed.D.
Principal – Jennifer Tyrrell, Ed.D.
Director of Human Resources – Ed Piotrowski
Director of Business Services – Brian Stachacz
Director of Curriculum and Instruction – Patrice Payne, Ed.D.
Director of Equity and Belonging – Jennifer Rowe, Ed.D.
Director of Student Services – Leslie Owens, Ph.D.
Director of Technology – Ed Tennant
Coordinator of Assessment and Research – Kristine Zieman
Coordinator of Community Relations – Mary Lin Muscolino

District 204 Board of Education

Regular Meetings of the Board of Education will be held monthly following the Board's Schedule of Regular Meetings <https://www.lths.net/Page/5369>. Meeting notices and agendas will be posted according to Open Meetings Act requirements confirming meeting date, location, start time, and the agenda and will be posted in BoardBook <https://meetings.boardbook.org/Public/Organization/1797>. All board policies referenced within this handbook can be found at https://www.boardpolicyonline.com/?b=lyons_204.

For more information visit <https://www.lths.net/Page/8073> or contact the District 204 Administrative Office at 708-579-6300

Board of Education Members

Tim Albores – Board President
Jill Beda Daniels – Board Vice President
Gioia Giannotti Frye – Board Secretary
Kari Dillon – Member
Shawn Kennedy – Member
Christine Kozelka Campbell – Member
Elias Lopez – Member

Accessibility in District 204

Should any member of the LT Community require special assistance, accommodations, interpretation or other services in order to participate in school-sponsored services, programs, and/or activities, please contact the Associate Principal's Office at either campus to provide information about what services are required and for which event. Please provide this notification as far in advance as possible of the school-sponsored function. For student conferences including Individual Education Plan (IEP) meetings, Section 504 meetings, and Parent/Guardian/Teacher Conferences, information regarding language interpretation will be provided in the conference notification.

NC Associate Principal, Mrs. Sarah Smith: 708-579-6300

SC Associate Principal, Mr. Greg Gardner: 708-579-6500

District 204 Mission, Vision and Values



LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204



OUR VISION

All students graduate prepared for life, career, and college success.



D204 GRADUATES ARE:

- Life, career and college ready
- Empowered and self-sufficient
- Critical thinkers and problem-solvers
- Effective communicators and collaborators
- Adaptable and resilient
- Culturally competent, inclusive and empathetic
- Personally responsible



OUR MISSION

Honor our tradition of excellence, foster innovation, and empower all students in their quest for a fulfilling life.



D204 EMPLOYEES ARE:

- Passionate about teaching and learning
- Ethical and trustworthy
- Prepared and professional
- Engaged collaborators and effective communicators
- Respectful of students, families and one another
- Culturally competent, inclusive and empathetic
- Innovators fostering continuous improvement
- Individually and collectively responsible



OUR MOTTO

Vita Plena: The quest for a fulfilling life.
EXCELLENCE INNOVATION
EMPOWERMENT



D204 STANDARDS

- Put students first
- Value and support our staff
- Ensure clear purpose and focus
- Value collaboration, shared decision-making and continuous improvement
- Provide clear communication and value voice & feedback
- Promote consistent policies, procedure and practices
- Value equity, diversity, belonging and a sense of community
- Responsibly allocate resources



OUR CORE VALUES

- Excellence through Continuous Improvement and Stewardship
- Safety and Well-Being
- Connected Families and a Collaborative Community
- Innovation, Relevancy, and Readiness for the Future

- Healthy Relationships to Ensure Trust, Respect and Engagement
- Equity, Inclusion, and Cultural Competence
- Clear Communication and Effective Collaboration

Employee Ethics; Code of Professional Conduct; and Conflict of Interest – District 204

Professional and Appropriate Conduct

In accordance with Board Policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, all district employees are expected to maintain high standards in their school relationships to demonstrate integrity and honesty to be considerate and cooperative and to maintain professional and appropriate relationships with students, parents, staff members and others. In addition, the Code of Ethics for Illinois Educators adopted by the Illinois State Board of Education is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act ([325 ILCS 5](#)), engages in grooming as defined in [720 ILCS 5/11-25](#), engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, or otherwise violates an employee conduct standard or this policy will be subject to discipline up to and including dismissal.

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries.

The Superintendent or designee shall identify appropriate employee conduct standards and communicate them to all District's employees. The employee conduct standards will require that, at a minimum:

1. Employees complete required training on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies [2:265](#), Title IX Sexual Harassment Grievance Procedure; [4:165](#), Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; [5:90](#), Abused and Neglected Child Reporting; and [5:100](#), Staff Development Program.
2. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' age and developmental levels and following District established guidelines for specific situations, including but not limited to:
 - a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.
3. Employees comply with reporting requirements of Abused and Neglected Child Reporting Act ([325 ILCS 5](#)), Title IX of the Education Amendments of 1972 ([20 U.S.C. § 1681](#) et seq.) and report prohibited behaviors and/or boundary violations pursuant to Board Policies [2:260](#), Uniform Grievance Procedure; [2:265](#), Title IX Sexual Harassment Grievance Procedure; and [5:90](#), Abused and Neglected Child Reporting.
4. Employees be subject to discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
 - a. Violates boundaries for appropriate school employee-student conduct or expectations and guidelines for employee-student boundaries.
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act ([325 ILCS 5](#)), or Title IX of the Education Amendments of 1972 ([20 U.S.C. § 1681](#) et seq.).
 - d. Engages in grooming as defined in [720 ILCS 5/11-25](#).
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - i. A sexual or romantic invitation.

- ii. Dating or soliciting a date.
- iii. Engaging in sexualized or romantic dialog.
- iv. Making sexually suggestive comments that are directed toward or with a student.
- v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
- vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a Statement of Economic Interests as required by the Ill.

Governmental Ethics Act:

- 1. Superintendent;
- 2. Building Principal;
- 3. Head of any department;
- 4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
- 5. Hearing officer;
- 6. Any employee having supervisory authority for 20 or more employees; and
- 7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with [105 ILCS 5/22-5](#), "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) ([30 ILCS 708/](#)) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

- 1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
- 2. An employee's business partner; or
- 3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy [2:105](#), Ethics and Gift Ban.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Incorporated by reference: [5:120-E](#) (Code of Ethics for Ill. Educators)

LEGAL REF.:

73

[U.S. Constitution, First Amendment.](#)

[2 C.F.R. §200.318\(c\)\(1\).](#)

[5 ILCS 420/4A-101,](#) Ill. Governmental Ethics Act.

[5 ILCS 430/,](#) State Officials and Employee Ethics Act.

[30 ILCS 708/,](#) Grant Accountability and Transparency Act.

[50 ILCS 135/,](#) Local Governmental Employees Political Rights Act.

[105 ILCS 5/10-22.39,](#) [5/10-23.13,](#) [5/22-5,](#) [5/22-85.5,](#) and [5/22-93.](#)

[325 ILCS 5/,](#) Abused and Neglected Child Reporting Act.

[720 ILCS 5/11-25,](#) Criminal Code of 2012.

[775 ILCS 5/5A-102,](#) Ill. Human Rights Act.

[23 Ill. Admin. Code Part 22,](#) Code of Ethics for Ill. Educators.

[Pickering v. Board of Township H.S. Dist. 205,](#) 391 U.S. 563 (1968).

[Garcetti v. Ceballos,](#) 547 U.S. 410 (2006).

District Calendar

School Calendar

[Approved 2025-26 School Calendar](#)

E-Learning Day

In the event of inclement weather and the decision has been made to close school and implement an e-learning day, teachers will engage students for five hours a day.

Teachers will provide an asynchronous lesson by 9am via Canvas. Asynchronous lessons will:

- Focus only on essential outcomes and skills.
- Demand no more than 45 minutes of student activity, including homework, for each asynchronous lesson for each e-learning day.
- Provide opportunities for students to process new information, request feedback and get help upon return from e-learning.
- Students can complete the work at any time throughout the day.

Students are expected to take their Chromebooks home each evening – every effort will be made to remind students to take their Chromebooks home prior to the declaration of an e-learning day.

- Teachers will create paper assignments equivalent to online assignments to the extent possible for those who experience technology access issues.
- Depending on the length of the e-learning event, paper assignments may not be made available until students return to school.
- Time will be provided to do work that could not be accessed during e-learning upon return to school.

Student attendance and participation

Students will need to complete the attendance survey each day, which will be sent to students via email.

Expectations

- Teachers will help ensure appropriate learning opportunities for students with special needs.
- All 504 and IEP meetings scheduled on e-learning day will be rescheduled.
- Faculty will be available between 9am and 3pm to provide timely, but not necessarily immediate, responses to student questions via email.
- Zoom will not be used for the asynchronous lessons. Should a school closure extend beyond a few days, additional guidance, schedules and expectations will be shared.

Emergency School Closing

Closures, e-learning days and delays will be communicated to D204 families through email, phone and text message. To ensure you receive all pertinent information this winter, we suggest doing the following:

1. Contact information is gathered from Infinite Campus <https://lyons204il.infinitecampus.org/campus/portal/lyons.jsp>. If your contact information has changed recently or if you are unsure whether we have contact information on file, you are encouraged to call your campus main office.
2. If you would like text message notifications about school delays, closures and e-learning days, text the word START to 91201 to enroll. After you receive a reply, text YES to confirm that you would like to receive text messages.
3. Follow D204 on [Facebook](#), [X \(Twitter\)](#), and [Instagram](#). School delays and closures will be posted to these social media channels.

If you do not receive a phone message, email or text or find emergency closing information listed on the website, posted to the District's social media pages or in the media, then assume that school is in session.

Nondiscrimination & Grievance Procedures

Nondiscrimination

Lyons Township High School District 204 is committed to a policy of nondiscrimination and equal opportunity in its education programs and activities and employment. The District complies with all laws and applicable regulations that prohibit discrimination, harassment, and retaliation by and in the District, including the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d *et seq.*
5. Title VII of the Civil Rights Act, 42 U.S.C. § 2000e *et seq.*
6. The Age Discrimination in Employment Act of 1967
7. The State Officials and Employees Ethics Act
8. The Illinois Human Rights Act
9. Sections 10-22.5, 27-1, and 20.60 of the School Code and 23 Illinois Administrative Code Part 200

Victims' Economic Security and Safety Act, 820 ILCS 108/

Illinois Equal Pay Act of 2003, 820 ILCS 112/

Illinois Genetic Information Privacy Act (GINA), 410 ILCS 513/ and Title II of the Genetic Information

Nondiscrimination Act (GINA), 42 U.S.C. § 2000ff *et seq.*

Employee Credit Privacy Act, 820 ILCS 70/

In addition, the District provides equal access to the Boy Scouts and other designated youth groups in accordance with the Boy Scouts of America Equal Access Act.

The District will use the grievance procedures in Board of Education Policies [2:260 \(Uniform Grievance Procedure\)](#) and [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#) to process complaints based on alleged violations of law or Board policy.

Board Policy 2:260 Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 *et seq.*
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*, excluding Title IX sexual harassment complaints governed by Board policy 2:265, Title IX Grievance Procedure
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 *et seq.*
4. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d *et seq.*; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.* (see Board policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited)
5. Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.* (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.* (Title IX sexual harassment complaints are addressed under Board policy 2:265, Title IX Grievance Procedure)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs

11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/.

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

Right to Pursue Other Remedies Not Impaired

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

A complaint may be filed with the Department of Education, Office for Civil Rights. The Illinois Regional Office for Civil Rights is located in Chicago at:

Chicago Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 West Madison Street, Suite 1475
Chicago, IL 60661
Phone: 312/730-1560
Fax: 312/730-1576
TDD: 877/521-2172
Email: OCR.Chicago@ed.gov

Deadlines

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

Filing a Complaint

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

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager or designee shall process and review the complaint under Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

For any complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, in

addition to any response required by this policy.

For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee 2:260 2:260 2 of 6 shall process and review the complaint according to that policy, in addition to any response required by this policy, and shall consider whether an investigation under Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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

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

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

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall provide his or her written decision to the Complainant and the accused as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

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

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

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall provide its written decision to the Complainant and the accused, as well as to the Complaint Manager. With regard to any review, deliberations, or determination by the Board of the Complaint Manager's or outside investigator's report and the related complaint, the Board shall consider requiring the recusal of any board members who are parties or witnesses to the complaint.

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

Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees,

students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers. The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District's Nondiscrimination Coordinator and Complaint Managers on an annual basis.

Nondiscrimination Coordinator:

Ed Piotrowski, Director of Human Resources
100 S. Brainard
LaGrange, IL 60525
epiotrowski@lths.net
708/579-6456

Complaint Managers:

Greg Gardner, Associate Principal - South
4900 S. Willow Springs Rd.
Western Springs, IL 60558
ggardner@lths.net
708/579-6500

Sarah Smith, Associate Principal - North
100 S. Brainard
LaGrange, IL 60525
ssmith@lths.net
708/579-6300

LEGAL REF.:

[8 U.S.C. §1324a](#) et seq., Immigration Reform and Control Act.
20 U.S.C. §1232g, Family Education Rights Privacy Act.
20 U.S.C. §1400, The Individuals with Disabilities Education Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R. Part 106. 2:260
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
29 U.S.C. §2612, Family and Medical Leave Act.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964.
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
42 U.S.C. §12101 et seq., Americans With Disabilities Act;
28 C.F.R. Part 35. 105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69, 5/10-20.75, 5/10- 22.5, 5/22-19, 5/22-95 (final citation pending), 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.
5 ILCS 415/10(a)(2), Government Severance Pay Act.
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
410 ILCS 513/, Ill. Genetic Information Privacy Act.
740 ILCS 174/, Whistleblower Act.
740 ILCS 175/, Ill. False Claims Act.
775 ILCS 5/, Ill. Human Rights Act.
820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 112/, Equal Pay Act of 2003.
820 ILCS 180/, Victims' Economic Security and Safety Act;
56 Ill.Admin.Code Part 280.
23 Ill.Admin.Code §§1.240, 200.40, 226.50, and 226.570.

Board Policy 2:265, Title IX Grievance Procedure

As required by Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations ([34 C.F.R. Part 106](#)), the District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in [20 U.S.C. §1092\(f\)\(6\)\(A\)\(v\)](#), dating violence as defined in [34 U.S.C. §12291\(a\)\(11\)](#), domestic violence as defined in [34 U.S.C. §12291\(a\)\(12\)](#), or stalking as defined in [34 U.S.C. §12291\(a\)\(36\)](#).

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

Definitions from [34 C.F.R. §106.30](#)

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

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

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

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute *Title IX Sexual Harassment*.

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

Title IX Sexual Harassment Prevention and Response

The District's Title IX Coordinator, identified in Board policy, or designee will oversee the District's efforts to prevent and respond to allegations of *Title IX Sexual Harassment*, which shall include the following, at minimum:

1. The District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, will incorporate (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades 9 through 12, and (b) age-appropriate education about the warning signs, recognition,

dangers, and prevention of teen dating violence in grades 9-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

2. The District will incorporate education and training for school staff as required by law or, at the Superintendent and Title IX Coordinator's discretion, as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Associate Principals, Assistant Principals, or a Complaint Manager.

3. The District will notify applicants for employment, students, parents/guardians, employees, and collective bargaining units of its nondiscrimination policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report of *Title IX Sexual Harassment* is encouraged to do so to the Title IX Coordinator, Building Principal, Associate Principals, Assistant Principals, a Complaint Manager, or teacher. A person who wishes to make a report may choose to report to a person of the same gender and to any employee of the District.

School employees must promptly forward any report of *Title IX Sexual Harassment* to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

Inquiries about Title IX, its implementing regulations, or any policy or procedure prohibiting *Title IX Sexual Harassment* may be directed to the Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights (OCR) at (312) 730-1560 or OCR.Chicago@ed.gov.

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

Title IX Coordinator(s):

Ed Piotrowski, Director of Human Resources
100 S. Brainard Ave.
LaGrange, IL 60525
epiotrowski@lths.net
(708) 579-6456

Leslie Owens, Director of Student Services
100 S. Brainard Ave
LaGrange, IL 600525
lowens@lths.net
(708) 579-6429

Any person may report sex discrimination under Title IX, including *Title IX Sexual Harassment* (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination under Title IX or *Title IX Sexual Harassment*), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Processing and Reviewing a Report or Complaint

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

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

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

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator, with oversight by the Superintendent, shall implement this Title IX Grievance Process for all *Formal Title IX Sexual Harassment Complaints*, which process fully complies with the Title IX implementing regulations at [34 C.F.R. §106.45](#).

The District's grievance process shall, at a minimum:

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

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in *Title IX Sexual Harassment* will be subject to disciplinary action up to and including discharge consistent with any applicable laws, policies, or agreements addressing procedures for implementing employee discipline. Any third party who is determined, at the conclusion of the grievance process, to have engaged in

Title IX Sexual Harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in *Title IX Sexual Harassment* will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with any applicable laws, policies, or procedures addressing procedures for implementing student discipline. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action. This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

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

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

LEGAL REF.:

[20 U.S.C. §1681](#) et seq., Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).
[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).
[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

No student, parent/guardian, employee, or other member of the District community will be subjected to retaliation as prohibited under any law or Board policy, including those laws identified above. Retaliation is an adverse act imposed because a person has asserted a right or participated in a process involving the assertion of a right, including reporting a violation of law or Board policy or participating in the grievance processes used to process complaints based on alleged violations of law or Board policy.

Any person who believes any student, employee, or third party or the District generally has engaged in conduct prohibited by the laws cited above or Board policy, including discrimination, harassment, or retaliation, or who has inquiries about the application of the laws cited above or Board policy should contact a District Nondiscrimination/Title IX Coordinator, using the contact information below:

Edward Piotrowski
Director of Human Resources
Lyons Township High School District 204
100 S. Brainard Avenue
LaGrange, IL 60525
epiotrowski@d204.lths.net
708-579-6456

The following agencies may also be able to answer inquiries about some of the laws cited above:

U.S. Department of Education
Office for Civil Rights (OCR)
Chicago Office
JCK Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Telephone: (312) 730-1560
Facsimile: (312) 730-1576
Email: ocr.chicago@ed.gov
Website: www.ed.gov/ocr

U.S. Equal Employment Opportunity Commission (EEOC)
Chicago District Office
JCK Federal Building

Chicago, IL 60604
Telephone: (312) 872-9744
Facsimile: 312-588-1260
info@eeoc.org
Website: www.eeoc.gov

Illinois Department of Human Rights (IDHR)
Springfield Office
535 West Jefferson
1st Floor
Intake Unit
Springfield, IL 62702
Telephone: (217) 785-5100
Facsimile: (217) 785-5106
Email: idhr.webmail@illinois.gov
Website: www.illinois.gov

More information on the Board policies prohibiting discrimination, harassment, and retaliation can be found in Board policy, including, for example, Board policies 5:10 (*Equal Employment Opportunity and Minority Recruitment*), 5:20 (*Workplace Harassment Prohibited*), 7:10 (*Equal Educational Opportunities*), 7:20 (*Harassment of Students Prohibited*); 7:180 (*Prevention of and Response to Bullying, Intimidation, and Harassment*) More information about how to report discrimination, harassment, or retaliation can be found in Board policies 2:260 (*Uniform Grievance Procedure*) and 2:265 (*Title IX Sexual Harassment Grievance Procedure*). The Board's policy handbook is available online at https://www.boardpolicyonline.com/?b=lyons_204

TITLE IX TRAINING MATERIALS

- [**Title IX Basic Training K-12 Materials \(LTHS\)**](#)
- [**Title IX Coordinator Training K-12 \(LTHS\)**](#)
- [**Title IX Decision Maker Training \(LTHS\)**](#)
- [**Title IX Informal Resolution Training \(LTHS\)**](#)
- [**Title IX Investigator Training \(LTHS\)**](#)

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Residence of Students with Disabilities

The residence of a child with a disability is determined in accordance with [105 ILCS 5/14-1.11](#), [5.14-1.11a](#), and [5/14-1.11b](#).

Requests for Nonresident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.

3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board of Education policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a non-resident student is attending a District school, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due and immediately begin proceedings to ban the student from future attendance. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, [105 ILCS 5/10-20.12b](#).

LEGAL REF.:

[42 U.S.C. §11431](#) et seq., McKinney-Vento Homeless Assistance Act.

[105 ILCS 5/10-20.12a](#), [5/10-20.12b](#), [5/10-22.5](#), [5/10-22.5a](#), [5/14-1.11](#), [5/14-1.11a](#), and [5/14-1.11b](#).

[105 ILCS 45/](#), Education for Homeless Children Act.

[105 ILCS 70/](#), Educational Opportunity for Military Children Act.

23 Ill.Admin.Code §1.240.

Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist. 200, 235 Ill.App.3d 652 (5th Dist. 1992).

Joel R. v. Board of Education of Manheim School District 83, 292 Ill.App.3d 607 (1st Dist. 1997).

Kraut v. Rachford, 51 Ill.App.3d 206 (1st Dist. 1977).

Attendance Philosophy

Lyons Township High School is committed to forming a partnership with parents to maintain regular student attendance and to prepare students for work/career expectations. Lyons Township High School is committed to the philosophy that every student should attend all of their classes every day. This does not include students that are medically unable to attend.

Regular attendance and promptness in all classes are expected as essential for good performance. Excessive absences result in a loss of instructional time, making it more difficult to show mastery of material, thus potentially affecting the class grade or in a loss of class credit.

Activity/Athletics participants are expected to attend school for six class periods of the student's class schedule on the day of the activity or have prior approval from the athletics/activities director or assistant principal. "Activity" includes practices, competitions, and events related to the extracurricular activity.

Lyons Township High School must enforce the State of Illinois law regarding compulsory attendance. The law specifies that parents/guardians have the obligation to see that their children are in regular attendance. In order to comply with State of Illinois law, the school reserves the right to determine if an absence is unexcused and/or constitutes truancy, in the school's sole discretion.

Compulsory Attendance

Compulsory School Attendance This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program, (7) any child absent for the purpose of sounding "Taps" at a military honors funeral held in this State for a deceased veteran, and (8) any child absent because a parent or legal guardian has been called to active military duty, is on leave from military duty, or has immediately returned from deployment to a combat zone or combat support posting.

The Illinois *School Code* and [Board Policy 7:70](#), considers VALID CAUSE (excused) for a student's absence to be:

1. Illness (including mental health or behavioral health of the student)
2. Observance of a religious holiday
3. Death in the immediate family
4. Attendance at a civic event (one per school year by following the pre-arranged absence procedures)
5. Family emergency
6. Other situations beyond the control of the students as determined by the Board of Education
7. Voting (see Board Policy 7:90, *Release During School Hours*)
8. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
9. Other reason as approved by the Superintendent or designee⁸⁷
 - a. Hospitalization
 - b. Court dates
 - c. College visits – when Pre-Arranged Absence Procedures are followed

Attendance Guidelines

The attendance guidelines for Lyons Township High School are as follows:

Excused Absences

It is the parents'/guardians' responsibility to call the Lyons Township High School Assistant Principals' Office. Calls are expected on the day of the absence. Only calls from parents or legal guardians will be recognized. Emancipated students are allowed to report their own absences. Turning 18 does not grant that authority. It is important to note that a student who has been sick with a fever or vomiting must be symptom-free for 24 hours before returning to school.

Students with excused absences have the responsibility to take the initiative to make up work they have missed. **LTHS has a limit of 7 parent/guardian-initiated absences from a class per semester (which includes mental health days without medical notes).** When a student has 7+ absences in any class, the school requires written documentation for any subsequent absences, such as a medical doctor's/treating physician's note or judicial summons immediately upon returning to school. If such documentation is not provided, the absences will be considered unexcused and result in consequences or loss of privileges. Students with multiple or extended absences due to illness may be required to attend a meeting with an Assistant Principal and Student Support Team members. Parents/guardians must accompany the student at this meeting to discuss academic progress and educational plans.

Mental Health Days

Pursuant to Illinois law, students may take up to five (5) mental health days per year. A student is not required to provide a medical note for a mental health absence. Students will be given the opportunity to make up any schoolwork missed during a mental health absence. Following the **third** mental health day, a student may be referred to the grade-level Student Support Team and families will be contacted after the **fifth** mental health day of absence. **Mental Health absences do count toward the seven parental/guardian excused absence total.**



Reason for absence	Parent/Guardian needs to call?	Counts toward Parent/Guardian Excused Total	Does not count toward Parent/Guardian Excused Total	Documentation Required
Court	Yes		X	X
Field Trip	No		X	
Funeral	Yes		X	
Homebound	No		X	
Illness	Yes	X		
Medical/Dental	Yes		X	X
Mental Health	Yes	X		
Nurse/Guidance/Admin Visit	No		X	
Official College Visit	Yes		X	X
Parent/Guardian Request	Yes	X		
Religious Holiday	Yes		X	
Suspension	No		X	
Testing	No		X	
Vacation	Yes	X		

South Campus Attendance Line: 708-579-6528

North Campus Attendance Line: 708-354-4700

Unexcused Absences

A student's absence will be considered unexcused if the Assistant Principals' Office has not received a phone call from the student's parent or guardian, or a student has exceeded their **7**, parentally excused absences (without medical documentation). Unexcused absences are subject to disciplinary action as follows:

1. **First Unexcused Absence:** The Assistant Principals' Office will contact the student's parent or guardian and the student will conference with the Assistant Principal.
2. **Second Unexcused Absence:** The Assistant Principals' Office will contact the student's parent or guardian; and the student will be assigned a detention.
3. **Third or greater Unexcused Absence:** The Assistant Principals' Office will contact the student's parent or guardian; and the student will be assigned a Saturday detention.

As grade-level Assistant Principals monitor the attendance of students and reasons for absences, students will be referred to Student Support Teams and meetings will be scheduled with parents/guardians.

Cuts

When a student misses a class period, multiple periods, or the entire school day, without parental approval it is classified as a cut. Students will be issued one hour of detention per class period cut.

Partial Day Absence

When leaving the building during the school day, a parent must call to inform the attendance office of the time the student is to leave PRIOR to that time, preferably first thing in the morning. The student then must check out in the Assistant Principal's Office before leaving the building or it will not be considered an excused absence. When returning from appointments, the student must check back in at the Assistant Principal's Office. Failure to follow described check in/check out procedures will result in disciplinary consequences. The school reserves the right to contact doctors' offices to confirm appointments and/or to review documentation from court appearances.

Pre-Planned Absence

In the event of a planned absence from school the parent must contact the Assistant Principals' Office. The student must contact the teacher to obtain assignments.

Illness During the School Day

If a student should become ill during the school day, they must obtain a pass from a classroom teacher to the Nurse's Office. Students should see the school nurse for medical attention, rather than contacting parents directly. The nurse will assess the student and contact the parent if it is determined that the student needs to go home. Students who violate these provisions will be considered unexcused for all class periods missed.

Tardy Procedures

In order to maximize instructional time, students are expected to arrive to all classes and study halls by the time the bell rings. Individual classroom teachers will be involved early in the intervention process so that they can be proactive in encouraging their students to be in class ready to work. Students who are more than 10 minutes late will be marked unexcused absent from that class. The tardy policy for students arriving within the first 10 minutes of class is:

Accrued Tardies	Response
1 - 3	- Teacher/student problem solving conference - An auto generated email sent to the parents/guardians.
4	- Teacher/student conference - Notification to student that next tardy will result in an automated referral (through Infinite Campus) to the Assistant Principals' Office for one-hour detention - An auto generated email sent to the parents/guardians.
5 - 6	- Automated referral through Infinite Campus to the Assistant Principals' Office - Student will be assigned a one-hour after school detention on the next full school day. - An auto generated email sent to the student and parents/guardians - If the student cannot attend the assigned detention, they must come to the AP office prior to the detention to change the date or time without any additional consequences.
7 - 8	- Automated referral through Infinite Campus to the Assistant Principals' Office. - Student will be assigned a 2-hour Saturday or Wednesday Extended Day detention. A parent/guardian will also be contacted.
9	- Automated referral through Infinite Campus to the Assistant Principals' Office. - Student will be assigned a 4-hour Saturday or 3-hour Wednesday Extended Day detention. A parent/guardian will also be contacted.
10	- Automated referral through Infinite Campus to the Assistant Principals' Office. - Student will be assigned an In-School Suspension. A parent/guardian will also be contacted. - Continued tardy referrals may result in the student receiving an escort to their classes.

Students Making Up Work When Absent

It is the student's responsibility to request information from their teachers about make-up work upon returning to class when they have missed part or all of a class period(s).

Make-up Work for Excused & Unexcused Absences - Students who have an absence are allowed to make up work and tests and receive credit. Assignments given before the days of absence will be due upon the student's return to class. Students will have 2 days for every one day of excused absence to make up missed work. Students should arrange with teachers the times to make up missed tests. If a test date was announced before the day of the student's absence, the student should be prepared to take the test upon their return to school. Teachers have the right to modify their make-up policies to meet individual needs and circumstances.

Make-up Work for Students with In-School Suspension - Students assigned to In-School Suspension will have the right to make up tests and assignments missed while serving In-School Suspensions. **Make-up Work for Students Suspended Out-of-School** - Students have a right to make up work missed while suspended out-of-school. It is the responsibility of the student to contact their teachers to get missed assignments and arrange for any make-up tests. Students will have 1 day for every day they were suspended out-of-school to make-up missed work.

Study Hall

Study Hall is a part of the student schedule. Regular attendance and tardy expectations are the same as in the classroom. Athletes with athletic study hall must go to PE for the first week of the semester. Any disciplinary action in the athletic study hall may include the student being returned to PE class.

Chronic Absenteeism

Student attendance is critical to the learning process. Every day of school matters. Being absent too many days from school can make it difficult for students to stay on-track academically and maintain the momentum to graduate from school. Absenteeism is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 10% or more of the most recent school year,

including absences with and without valid cause (see page 16) and out-of-school suspensions, have chronic absence. Students who are chronically absent will be offered diagnostic procedures to be used for identifying the causes of unexcused student absenteeism, which shall, at a minimum, include interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problem. If chronic absenteeism persists after services and other resources are made available, the District will take further action, including:

1. Reporting to officials under the Juvenile Court Act
2. Referral to the State's Attorney
3. Appropriate school discipline

Chronic 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 5% (9 school days) or more of the previous 180 regular school days without valid cause (see page 16) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue, including, but not limited to, parent conferences, student counseling, family counseling, and information about existing community services that are available to truant and chronically truant students and relevant to their needs. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of the Illinois State Law.

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

1. Referral to the truancy officer
2. Reporting to officials under the Juvenile Court Act
3. Referral to the State's Attorney
4. Appropriate school discipline

Please see [School Board Policy 7:70](#) for more information on the District's Attendance and Truancy Policy.

Student Health

Health Services

The Health Services Office at each campus is open to students daily Monday through Friday during regular school hours. After school hours, a message may be left for the School Nurse. You may also wish to visit the Health Services Office's webpage, where you will find a variety of resources as well as access to student health-related forms.

The Health Services Office provides general health-related services for students during the school day, including emergency first aid, health assessment, vision and hearing screening, health record compliance, blood pressure monitoring, elevator keys, and physical education (PE) medical excuses.

Except in the case of an emergency or illness, students must have a timed pass from their current period teacher before coming to the Health Services Office. As a general rule, students may not rest in the Health Services Office for a full academic period. If a brief rest will help a student stay in school, a rest may be allowed, but only if the student has a pass from the current class teacher and is not missing a quiz, test, or presentation. Any student who is ill and unable to return to class cannot be released from school until a parent/guardian or alternate emergency contact is notified. For this reason, it is imperative that the school have telephone numbers that are current. It is the parent/guardian's responsibility to update this information immediately in the event of any change.

Parents/guardians of a student with an identified health-related need (e.g., asthma, diabetes, migraines, seizure disorders, severe allergic reactions, or daily medication) must notify the Health Services Office **prior** to the student entering school.

Lyons Township High School Health Services: <https://www.lths.net/domain/36>

South Campus Health Office: 708-579-6531/6532 Fax: 708-784-9574

North Campus Health Office: 708-579-6363/6364 Fax: 708-579-6002

Health Examinations and Immunizations

In order to attend school, a student's parent/guardian must submit proof of State-mandated health examination and immunizations **prior to** the first day of the school year. For additional information, please refer to [Board Policy 7:100 Health, Eye, and Dental Examinations; Immunizations, and Exclusion of Students](#).

A student's parent/guardian must submit proof that the student received a health examination, with proof of the required immunizations, within one year prior to:

1. Entering the ninth grade; and
2. Enrolling in an Illinois school, regardless of the student's grade, including students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 12.

Students may not attend school until proof of required health examination and immunizations are received and approved by the School Nurse.

Unless the student is homeless or transferring from out-of-state, the failure to submit proof of the required health examination and immunizations **by the first day of school of the school year will result in the student's exclusion from school until the required health forms are submitted.** New students who register after the first day of school of the current school year have 30 days following registration to comply with the health examination and immunization requirement.

If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering

the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by the first day of school may attend classes only if they have proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination by a physician licensed to practice medicine in all of its branches or a licensed optometrist whenever health examinations are required. Parents/guardians of students entering an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of the school. If a student's parent/guardian fails to present the required proof by October 15, District 204 may hold the student's report card until the student's parent/guardian presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

Parents/guardians of students entering ninth grade must present proof of the student being examined by a licensed dentist before May 15 of the school year. If the student's parent/guardian fails to present proof by May 15, District 204 may hold the student's report card until the student's parent/guardian presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student may be exempted from the health examinations and immunization requirements on religious or medical grounds as set forth in the Illinois School Code, Illinois Department of Public Health regulations, and [Board Policy 7:100 Health, Eye, and Dental Examinations; Immunizations, and Exclusion of Students](#). For an exemption on religious grounds, the student's parent/guardian must present the IDPH's Certificate of Religious Exemption form to the Director of Deans. For an exemption on medical grounds, the student's examining physician, advanced practice registered nurse, or physician assistant provides written verification.

For the eye and dental examination requirements, if a student's parent/guardian shows an undue burden or a lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist, or a licensed dentist, respectively, the parent/guardian may submit the IDPH waiver form to the School Nurse. The forms can be retrieved from the Health Service Office.

The notice also must inform parents/guardians of the availability of a waiver of this requirement for students who show an undue burden or a lack of access to a dentist. The Illinois Department of Public Health waiver form must be included with the notice.

Vision and Hearing Screenings

Vision and hearing screenings will be performed, as mandated, for the following students: teacher referral, transfer students, and students with individualized education plans. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an examination has been administered within the previous 12 months.

 **Information** on the **flu vaccine** is available on the Illinois Department of Public Health (IDPH) website: <https://www.dph.illinois.gov/>.

Care for Sick or Injured Students

Each campus health office is staffed by a full-time certified school nurse and a Paraeducator. This office is responsible for maintaining student health records, providing basic first aid care to students and providing consultation to students and parents regarding health-related issues and concerns.

If the reason for a Health Office visit does not require emergency care, the student is to report to their class and get a pass from the teacher. The student will return the pass from the Health Office to the teacher upon return to the classroom. For student safety, students should not contact parent via text message or personal cell phone. Parents will be contacted as needed after the student has been assessed in the Health Office. Students with a fever of 100°F or greater or vomiting are sent home by the School Nurse after a parent/emergency contact is notified. **It is important to note that a student who has been sick with a fever or vomiting must be symptom-free for 24 hours before returning to school.** The student may return the same day ONLY if the student is seen by a physician and brings a note to the health office staff.

Medication

Consistent with State law and Board [Policy 7:270 Administering Medicines to Students](#), students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

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

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

Self-Administration of Medication

A student may possess an epinephrine injector, e.g., EpiPen®, and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a **School Medication Authorization Form**. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or medication, or the storage of any medication by school personnel.

Undesignated Medication Supplies

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement [105 ILCS 5/22-30\(f\)](#) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement [105 ILCS 5/22-30\(f\)](#) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement [105 ILCS 5/22-30\(f\)](#) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. 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 a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

Administration of Medical Cannabis

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

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
 - d. After administering the product to the student, the designated caregiver removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus provided the child's parent/guardian has provided the District with appropriate written authorization and copies of the student's and parent's registration cards. Medical cannabis infused products administered under this section of the policy must be stored with the school nurse at all times and may only be accessible by the school nurse or school administrator.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator provided the child's parent/guardian has provided the District with appropriate written authorization and copies of the student's

and parent's registration cards. Medical cannabis infused products administered under this section of the policy must be stored with the school nurse at all times and may only be accessible by the school nurse or school administrator.

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

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

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

Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

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

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

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

Undesignated Medication Disclaimers

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) will provide all notifications required by State law and administrative procedures.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications.

LEGAL REF.:

[105 ILCS 5/10-20.14b](#), [5/10-22.21b](#), [5/22-30](#), and [5/22-33](#).

[105 ILCS 145/](#), Care of Students with Diabetes Act.

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Program Act.

[720 ILCS 550/](#), Cannabis Control Act.

[23 Ill.Admin.Code §1.540](#).

School Counseling Services

District 204's school counseling services are the foundation of a planned program of secondary education, encompassing all facets of college and career planning, academic decision-making, and personal-social development. Our Counseling & Student Support Division's comprehensive services complement other quality educational programs within the school and provide further commitments to the intellectual, physical, social, cultural, career, and occupational development of the individual student as they move into our community and world. Students may make an appointment with their counselor via email or by stopping by the Student Services Office at their campus. You may also visit the School Counseling portion of Student Resources tab on the district's website for additional information.

<https://www.lths.net/domain/783>

Students may request counseling services without parent/guardian consent consistent with the Illinois *Mental Health and Developmental Disabilities Act* (405 ILCS 5/3-550).

[Board Policy 6:270 Guidance and School Counseling Program](#)

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by school counselors or licensed educators with a school support personnel endorsement in the area of school counseling.

The guidance program will assist students to identify career options consistent with their abilities, interests, and personal values. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals that conform to the student's career objectives. All students will have the opportunity to receive career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

School counselors are assigned to students by grade-level cohort and follow students throughout their four years at LTHS. Additionally, a College and Career Coordinator supports students throughout their four years. Through a combination of the developmentally-appropriate and successive group-guidance curriculum, as well as individual counseling appointments, the school counseling staff addresses the three major school counseling domains of academic development, postsecondary plan development, and personal/social development.

Throughout a student's years at LTHS, the school counseling staff will:

- Assist students to acquire the attitudes, knowledge, and skills that contribute to effective learning throughout their lifespans
- Assist students to complete school with academic preparation essential to choose from a wide range of postsecondary options
- Assist students to understanding the relationship of academics to their future
- Assist students to acquire the skills to investigate career choices in relationship to self-understanding and current career trends
- Assist students to understand the relationship among personal qualities, educational and training opportunities, and careers
- Assist students to learn decision-making strategies for future career choices
- Assist students to acquire the attitudes, knowledge, and interpersonal skills to help them understand and respect themselves and others
- Assist students to make decisions, set goals, and take necessary action to achieve goals
- Assist students to apply effective problem-solving and conflict resolution skills to make safe and healthy choices

LTHS uses SchoolLinks as our college and career planning platform. SchoolLinks at Lyons Township High School is accessible in 9th-12th grades by students and their parents.

Using SchoolLinks, high school students and parents can:

- Access career interest, strength and mindset surveys

- Build their Four-Year academic course plan
- Explore 2-year and 4-year colleges
- Review their Four-Year Plan and update each year with their counselor
- Create course plans based on career pathways
- Take virtual reality college campus tours
- Search for scholarships
- Learn about financial aid
- Find internship and volunteer opportunities
- Explore traditional, emerging and military career fields
- Track college applications and request transcripts
- Request Letters of Recommendation

Students and guardians will receive separate log-ins to SchoolLinks. Please contact your student's counselor with any questions about how to access SchoolLinks.

School Social Work

The Social Work staff offer a variety of services to promote the social and emotional well-being of students. Depending on the needs of individual students, social workers may provide direct and/or consultative services and also work to facilitate collaboration between LTHS and community agencies/services. School Social Workers are assigned to students by grade-level cohort, with few exceptions for specialized programming, and follow students throughout their four years at LTHS.

School social workers may:

- Assess and provide district-wide instruction and programs for preventative services
- Evaluate students to determine the need for social work services and make recommendations as appropriate
- Deliver individual and group social work services to all students based on need
- Participate on problem-solving teams
- Complete threat assessments and participate in crisis response
- Consult and collaborate with school staff regarding student needs and intervention implementation
- Serve as liaison between school, families, and community agencies/services
- Collaborate with community agencies in planning and delivering intermediate and long-term support services

School Psychology

The school psychologists provide services across all areas of the school to support the academic, social and emotional, and behavioral growth of students. School psychologists are integral members of Student Support Teams (SST) and work to support a multi-tiered system of support for all students. School psychologists are required for Special Education evaluations and are most often part of Section 504 evaluations as well. Additionally, school psychologists may provide direct support and interventions to students, consult with staff, families, and other mental health employees, and work with school administrators and teams to improve school-wide practices and policies.

Student Support Teams (SST)

Student Support Teams meet weekly to identify and support students encountering difficulty in school.

1. Each grade level has an intervention team. Each team includes an Assistant Principal, School Social Worker, School Counselors, School Nurse, School Psychologist, and other support personnel.
2. Purpose of the team:
 - a) To identify students with unsatisfactory academic progress
 - b) To identify students with disabilities impacting free and appropriate educational access
 - c) To support, intervene, or offer outside resources for alcohol and substance use, social emotional issues, and mental illness
3. To investigate referrals by parents, faculty, students, or team members.

School Resource Officer

The School Resource Officers (SROs) in District 204 are members of the Western Springs Police Department for South Campus and the La Grange Police Department for North Campus. The SROs have been assigned to the respective schools for the purpose of assisting in the maintenance of a safe environment for all students and staff.

The School Resource Officers work in a proactive and professional manner with students, parents, guardians, and staff.

Bookstore

The bookstore is open on school days (Monday – Friday) with open times posted in the hallway at each campus for the following:

- Textbook rentals
- Workbooks and paperbacks
- PE clothes, supplies & gym bags
- Driver Ed books
- Classroom supplies (pens/pencils, folders, notebooks, & poster board)

The book store accepts cash, checks, Visa, Mastercard, & Discover for purchases only – no ATM cash services available.

Library Media Center

The Library Media Centers in District 204 are resource rich learning spaces. The certified librarians partner with classroom instructors to teach a full range of research, reading, technology and multimedia applications and programs. The libraries offer access to a variety of quality resources which support the curriculum and meet the diverse needs and interests of our school community in a vibrant learning environment. This includes 24/7 access to the online catalog for print and digital books as well as online research databases. Student IDs serve as library cards. Fines accrue for overdue materials. Students, and their parents/guardians, are responsible for any lost materials. Students are welcome to use library space and services before and after school as well as during their study hall and/or lunch period. Behavior expectations in the library are aligned with district policies.

Testing Center/Test Make Up Center

The Testing Center at each campus allows students to take make-up tests and quizzes only after they complete the registration form. Please visit the Testing Center webpage for their hours and registration requirements. <https://www.lths.net/site/default.aspx?DomainID=1123>

Testing Center conditions for use:

- LTHS current student photo identification is required
- Books, notes etc. are not allowed, unless stated on the test.
- Cell phones, backpacks, and other personal belongings are not allowed in the testing area.
- Food and beverages are not allowed in the testing area.
- Once a test is distributed, a student may not leave the testing center until the test is complete.

Understand the consequences of any incidents of cheating or plagiarism in the Testing Center as described in the instructor's policy on academic dishonesty in the course syllabus. **Any appearance of cheating or plagiarism may result in the loss of Testing Center privileges for the remainder of the semester for all courses.**

ALOP (Alternative Learning Opportunities Program) West40

District 204 partners with West40, which is an Intermediate Service Center (ISC) that is funded by the State of Illinois and the 41 school districts served within West40. Currently, LTHS participates in West40's Student Advocacy and ALOP opportunities, as well as with the Regional Safe School, other specialized support services, and professional development. Referrals for West40 supports and programming are made through the grade-level Student Support Teams. Please contact Mr. Drew Eder, Division Chair for School Counseling and Support Services if you have questions about eligibility at 708-579-6433 or aeder@d204.lths.net

Registrar & Transcripts

The Office of the Registrar services includes student registration, withdrawals, transfers, and requests for high school transcripts. Other services provided by this office include: verification of grades for insurance purposes, full-time student letters, graduation verification for employment purposes, social security forms completed upon request, and residency verification for all changes of address.

Technology Center of DuPage

The Technology Center of DuPage (TCD), located in Addison, specializes in preparing students for career fields such as science and technology occupations, health and human services, business opportunities, and more. TCD offers area high school juniors and seniors 20 career and technical education programs (CTE) as part of their high school curriculum. Its mission is to provide an educational environment that supports and encourages individual learning styles, develops occupational skills and professionalism, promotes academic growth, and assists students in discovering their potential. A number of TCD's programs offer articulated credit with local colleges. Log onto www.tcdupage.org for further information. Bus transportation is provided to students. Students will not be allowed to provide their own transportation to TCD.

Cafeteria Services

District 204 contracts with Sodexo to provide healthy, balanced menu items for all students.

<https://lyonstownshiphsd.sodexomyway.com/>

North Campus Cafeteria:

- In addition to lunch services, the NC Cafeteria is open for student breakfast service daily from 7:15 – 7:40AM, except Late Arrival Wednesdays when breakfast is available from 8:40-9:10AM
- <https://www.lths.net/Page/11549> (for weekly and monthly NC menus)

South Campus Cafeteria:

- In addition to lunch services, the SC Cafeteria is open for student breakfast service daily from 7:20 – 7:40AM, except Late Arrival Wednesdays when breakfast is available from 8:40-9:10AM
- <https://www.lths.net/Page/11552> (for weekly and monthly SC menus)

Cafeteria Prepayments

All students have a cafeteria prepayment account. To add funds to the account, students may bring cash to the cafeteria or deposits may be made online with credit or debit cards through the Infinite Campus Parent/Student Portal connection with the web store, hosted by Rev-Trak. Login to the Infinite Campus Parent/Student Portal and select "More" and then "Online Payments" from the menu of options. Choose "Make One-Time Payment" or "Sign in to Set up Auto Replenish." Follow the on-screen instructions to complete the transaction."

Year End Balances: At year end, funds remaining in a student's account will roll-over to the following school year.

- For graduating seniors with accounts over \$10, funds will be transferred to younger siblings or refunded after graduation.
- Parents requesting a refund for a student leaving the district must send a written request, letter or email, to **Kathy Moran in the Business Office** (kmoran@d204.lths.net)
 - No cash refunds will be issued to students through the cafeteria and checks will be mailed to parents in June. Seniors should spend balances of less than \$10 since no refund will be issued for this amount or less.

Work Permits

The issuance of work permits by Lyons Township High School is a service we provide students under the age of sixteen who have been hired for employment. Procedures for obtaining work permits are determined by the Illinois Department of Labor. To apply for a work permit, Students/families must do the following:

1. Obtain a letter (MUST BE ON LETTERHEAD) from your employer that is signed and dated, stating the type of work and approximate number of hours per week you will be working. Students under the age of 16 may not work more than 3 hours per day on a school day and 8 hours on either

Saturday or Sunday. When there is a school holiday the student is permitted to work 8 hours on that day. NO STUDENT UNDER 16 MAY WORK BETWEEN 7:00pm and 7:00am FROM LABOR DAY UNTIL JUNE 1, OR BETWEEN 9:00pm AND 7:00am FROM LABOR DAY UNTIL JUNE 1, OR BETWEEN 9:00PM and 7:00am FROM JUNE 1 UNTIL LABOR DAY.

2. Obtain a letter of permission from your parent or guardian. The letter must be signed and dated.
3. Provide a birth certificate. (Students enrolled at Lyons Township High School do not need to provide this as we have one on file.)
4. Obtain a **CERTIFICATE OF PHYSICAL FITNESS** from the South Campus Main Office or **PRINT ONE HERE**. This form needs to be completed by an MD, DO, APN or PA. Physical forms for work permits cannot be the physical that was provided at the beginning of the year during the enrollment process.
5. Students/Families that are requesting work permits for child performers must provide additional documentation. These requirements can be found on the Illinois Department of Labor Website <https://labor.illinois.gov/laws-rules/fls/child-labor-law.html>

Work permits will only be processed when all of the required documentation has been provided. Work permit documentation can be brought to the South Campus Office Monday through Friday between 8:00am and 3:00PM, excluding holidays and building closures.

The state of Illinois sends approved work permits to the School. Staff at Lyons Township high school will contact families to let them know they can pick up their work permit. Please allow a minimum of three business days for processing.

Questions regarding work permits can be directed to the South Campus Main Office at 708-579-6500

Insurance

The District annually procures student accident insurance to provide supplemental insurance on a case by case basis to families that have a student injured while participating in school sponsored and supervised activities on or off school premises. This includes activities during regular school hours, and clubs and athletics that are sponsored and supervised by the District. If you need to have a claim form issued, please contact the person who is in charge of the activity and give them all of the information related to the injury.

Safety Drills

Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills to address and prepare students and school personnel for fire incidents (one of these three drills shall require the participation of the local fire department or district), a minimum of one (1) severe weather (shelter-in-place) drill to address and prepare students and school personnel for possible tornado incidents, a minimum of one (1) law enforcement drill to address a school shooting incident and to evaluate the preparedness of school personnel and students, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. For additional information on the District's Safety Drills, please see [Board Policy 4:170 Safety](#).

AED and CPR Video

District 204 encourages parents and staff to view the cardiopulmonary resuscitation and automated external defibrillators training video posted on the Illinois High School Association's website as required by Public Act 098-0305 which took effect in August 2013.

<https://www.ihsa.org/Resources/Sports-Medicine/CPR-Training>

Visitors

Visitors must adhere to [Board Policy 8:30](#)  *Visitors to and Conduct on School Property*.

Adults

- All visitors should park in the marked Visitor Parking spots at North Campus and South Campus.
- All school visitors must comply at all times with Board of Education policies, administrative rules and school regulations.
- Visitors must schedule an appointment with the person(s) they wish to see in advance. At the discretion of the administration, such prior authorization may be waived. Visitors wishing to

conference with teachers or administrators during the course of the school day must make arrangements in advance. Visitors are required to proceed immediately to their location in a quiet manner.

- LT does not allow “drop-in” visitors, including LT alumni. LT graduates wishing to visit their former teachers may do so by making an appointment.
- Visits to the building may be prohibited at certain times, such as during safety drills or while standardized assessments are being conducted.
- All visitors must enter through the main entrance and present a valid, government-issued photo ID. Visitors will be required to leave their ID at the desk and will receive a red visitor lanyard and an ID sticker/badge that must be visibly displayed and worn at all times. At the conclusion of the visit, the visitor must stop by the front desk to retrieve their ID and return the visitor lanyard. Visitors with an appointment, including, but not limited to, parents, alumni and siblings are required to enter through the front door of the building and proceed immediately to the main office or check-in desk. Visitors should present a valid state-issued ID and inform office personnel of their reason for being at school.

Students

- Students attending LTHS may not bring guests to school during the school day.
- LT students who attend off-campus sites must get prior approval from their grade-level Assistant Principal before they come to campus. The Assistant Principal will notify the front desk of the student’s name, date and time of visit, and where in the building the student will be. Students not following this procedure are subject to trespassing sanctions.
- Shadowing must be pre-approved by the Assistant Principal. Shadowing is defined as a current LT student wishing to bring a guest to school for the purposes of experiencing a day at LT. Requests for a shadow experience must be made at least 72 hours in advance. Consideration for such a request will be reserved for potential guests who live outside of a 50-mile radius from the school. Host students must be in “good standing” as determined by an administrator.

Exceptions to Visitor Requirements. Parents/guardians or LTHS community members who have been invited to visit LTHS as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school-approved activities during off-school hours, are exempt from all but Convicted Child Sex Offender requirements.

- Convicted child sex offenders are not permitted on the campus unless certain conditions exist and they have received prior approval from school officials. LTHS reserves the right to deny any individual the right to visit. All volunteers must be screened upon entering the building.
- Classrooms and other instructional areas are the most vulnerable to disruption. Therefore, access to classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher or as otherwise deemed necessary by the administration.
- The administration has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

Messages and Deliveries to Students

In order to avoid disruption to the educational process, telephone messages will not be delivered to students to remind them of doctor/dental appointments, pick-up times/places, and other non-emergency messages. District staff will not accept deliveries for food or other items from outside vendors (DoorDash, GrubHub, UberEats, etc., or restaurants). Items such as gifts (flowers, balloons, etc.) will not be accepted. Messages from parents/guardians the case of emergency will be permitted.

Fee Waivers

In accordance with [Board Policy 4:140](#), *Waiver of Student Fees*, families facing financial difficulties who need assistance may apply for a fee waiver. For more information on fee waivers, including eligibility and the application process please use [this link \(English\)](#) or [this link \(En Español\)](#) or contact:

Free and Reduced-Price Lunch

Free and reduced-price food services, including breakfast and lunch, is provided to eligible students. For more information on fee waivers, including eligibility and the application process, please contact the School Business Office at 708-579-6467.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property or loitering within 500 feet of school property when children under the age of 18 are present, unless the offender meets either of the following two exceptions.

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board of Education, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

If the child sex offender is permitted to be near or on school property, the offender must notify the Principal's Office immediately upon arrival on school property and upon departure from school property. A designated school official will supervise the child sex offender at all times the offender is in a child's vicinity. It is the responsibility of the offender to remain under the direct supervision of the school official.

Information regarding sex offenders is available to the public pursuant to the Sex Offender Community Notification Law. For additional information, refer to:

[Board Policy 4:175 Convicted Child Sex Offender; Screening; Notifications](#) and [Board Policy 8:30 Visitors to and Conduct on School Property](#).

Mandated Reporting

Student safety is of paramount importance to the District 204 Board of Education, administration, faculty, and staff. As mandated reporters, District employees must report suspected child maltreatment immediately to the Department of Children and Family Services (DCFS) when they have reasonable cause to believe that a child known to them in their professional or official capacity may be an abused or neglected child. Child abuse is the mistreatment of a child under the age of 18, which can be physical, sexual, or mental (emotional/psychological), including by a parent/guardian, relative, someone living in the home, or any adult in the role of caretaker. Child neglect includes the failure of a parent or caretaker to provide adequate supervision, food, clothing, shelter, medical care, or other basics for a child, as well as abandonment without a proper plan of care. The following procedures have been established to protect the safety and well-being of our students.

Student Responsibilities - When a child believes that they have been victimized, they should immediately seek the help of an adult whom they trust, such as a teacher, counselor, social worker, parent/guardian, Assistant Principal, School Resource Officer, or a building administrator. Students who are aware that a peer has been abused or neglected also are encouraged to forward information to a trusted adult. If the student does not feel there is an adult they can trust, they should immediately call the abuse hotline number listed below.

Staff Responsibilities – Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, must notify DCFS via the child abuse hotline. District employees receive training regarding this responsibility.

For additional information, please refer to [Board Policy 5:90 Abused and Neglected Child Reporting](#).

– **DCFS Child Abuse Hotline: 1-800-25-ABUSE (22873) or 1-800-358-5117 (TTY)** –

Suicide and Depression Awareness and Prevention Policy

[Board Policy 7:290, 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 Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code [Section 5/2-3.166\(c\)\(2\)-\(7\)](#). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements [105 ILCS 5/2-3.139](#) and [105 ILCS 5/27-7](#) (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under [105 ILCS 5/3-14.8](#) (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
 - a. The training required by [105 ILCS 5/10-22.39](#) for all District staff who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are identified as lesbian, gay, bisexual, transgender, and/or identify as (LGBTQ+); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:
 - a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and [405 ILCS 49/15\(b\)](#) (requiring student social and emotional development in the District's educational program);
 - b. 6:120, *Education of Children with Disabilities*, implementing special education

requirements for the District;

c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;

d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and [105 ILCS 5/10-22.24a](#) and [22.24b](#), which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;

e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ+;

f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;

g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and

h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.

4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.

5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.

6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Student Confidential Reporting Act, [5 ILCS 860/](#), Children's Mental Health Act, [405 ILCS 49/](#), Mental Health and Developmental Disabilities Confidentiality Act, [740 ILCS 110/](#), and the Individuals with Disabilities Education Act, [42 U.S.C. §12101](#) *et seq.*

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.:

[42 U.S.C. § 1201](#) *et seq.*, Individuals with Disabilities Education Act.

[105 ILCS 5/2-3.166](#), [105 ILCS 5/2-3.139](#), [5/3-14.8](#), [5/10-20.76](#), [5/10-20.81](#), [5/10-22.24a](#), [5/10-22.24b](#), [5/10-22.39](#), [5/14-1.01](#) *et seq.*, [5/14-7.02](#), and [5/14-7.02b](#), [5/27-7](#).

[5 ILCS 860/](#), Student Confidential Reporting Act.

[405 ILCS 49/](#), Children's Mental Health Act.

[740 ILCS 110/](#), Mental Health and Developmental Disabilities Confidentiality Act.

[745 ILCS 10/](#), Local Governmental and Governmental Tort Immunity Act.

Crisis Text Line: Text HOME to 741741 to connect to a crisis counselor

National Suicide Prevention Lifeline: 988; 988lifeline.org

Safe2Help Illinois Helpline: 844-4-SAFEIL (723345); Text SAFE2 (72332); Email-Help@Safe2HelpIL.com; or Download App

Multilingual Learners

District 204 provides Multilingual Learners (formerly English Learners/ELL/ESL) the opportunity to complete courses with appropriate linguistic support through our Multilingual/Bilingual program. Students who qualify as Multilingual Learners have access to ML and Bilingual specific courses designed for beginning and intermediate level students in this program as determined by ACCESS testing. If you have questions regarding the District's Multilingual/Bilingual Program, please contact the Bilingual Coordinator, Ms. Julie Jacobo, at 708-579-6552.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, and/or activities. Individuals with disabilities should notify an Associate 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.

Students with Disabilities

District 204 provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. 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. Students who are identified as having a disability that adversely affects academic performance and as being in need of special education and related services are eligible for special education and related services pursuant to State and Federal law and [Board Policy 6:120—Education of Children with Disabilities](#).

It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. Any student who exhibits difficulties that indicate the child may have a disability and need special education services to benefit from an education should be referred to the building Student Services Team via the student's counselor, social worker, Assistant Principal, or building school psychologist to determine if a case study evaluation is necessary. A variety of services and supports are available to meet the unique needs of each student.

For more detailed information, refer to [the "Notice of Procedural Safeguards for Parents/Guardians of Students with Disabilities"](#).

Students are identified as eligible for special education services through a referral process and a case study evaluation of the student. The results of the case study evaluation are used to develop an Individualized Education Plan (IEP) for the student. Parents, general and special education teachers, and administrators meet regularly to review student progress, identify individual student needs, and monitor the implementation of the IEP. If you have questions regarding special education programs at District 204 or would like to refer your child to be considered for a case study evaluation, please contact:

Dr. Melissa Moore
Division Chair for Special Education
mmoore@d204.lths.net
708-579-6521

Section 504 of the Rehabilitation Act of 1973

Students with disabilities who do not qualify for an IEP, as required by the federal Individuals with Disabilities Education Act and implementing provisions of the Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

Section 504 of the Rehabilitation Act of 1973 was enacted to prohibit discrimination based on disability in programs or activities receiving federal funds. Students who are unable to participate in school programs

or activities because of a disability that affects one of their major life activities (such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, and learning) may be eligible for accommodations through a Section 504 plan. Inquiries about 504 plans should be directed to:

Ms. Kate Wohlgemuth
Section 504 Coordinator
kwohlgemuth@d204.lths.net
708-579-6343

Any parent/guardian who is deaf or does not typically communicate using spoken English is entitled to the services of an interpreter when the parent/guardian participates in a Section 504 meeting with a representative of the school district. If you have questions or concerns about an interpreter at your child's 504 meeting, please contact your child's school counselor, the Section 504 Coordinator, the LEA Representative listed on the Notification of Conference, or the LTHS Student Services Office at (708) 579-6300.

Assistive Technology

Children with disabilities may need and are entitled to special equipment and services to ensure that they have access to a free and appropriate public education (FAPE).

Assistive technology includes both devices and services. As defined in IDEA:

- an assistive technology device means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of a child with a disability. (34 CFR 300.5)
- an assistive technology service means any service that directly assists a child with a disability in the selection, acquisition, or use of an assistive technology device. (34 CFR 300.6)

During the IEP process, assistive technology will be considered for every child and then provided if required in a child's IEP to access a free and appropriate public education (FAPE). Additional information can be found at ISBE website: <https://www.isbe.net/Pages/Special-Education-Assistive-Technology.aspx> or by contacting:

Illinois Assistive Technology Program
1020 S. Spring St.
Springfield, IL 62704
Phone/TTY: (800) 852-5110
Fax: (217) 522-8067
<http://www.iltech.org>

Delegation of Rights for Special Education Students

Student's educational rights transfer from the parents/guardians to the student on the student's 18th birthday. For more information, [visit ISBE Required Notice and Consent Forms – Delegation of Rights](#).

Draft Documents & Right to Review Student Records Prior to Eligibility or IEP Meeting

District 204 provides parents/guardians with a copy of all written material that will be considered at eligibility or IEP meetings ("draft documents") so that they can participate as a fully informed member of the IEP team. Please note that nothing will be decided regarding your child's eligibility for special education services and/or the content of the IEP until the IEP team meets, discusses all relevant information, and makes its final determinations. Draft documents will be provided to parents/guardians via email. However, if you wish to receive them via another method (e.g., mail, pick up at school), please notify your child's case manager, the LEA Representative listed on the Notification of Conference, or the LTHS Special Education office at (708) 579-6521.

In addition, parents/guardians have the right to review and to a copy of your child's school student records prior to any special education eligibility or IEP meeting, consistent with the Illinois School Student Records Act and any other applicable. Written requests to inspect and/or copy your student's records should be submitted to Dr. Melissa Moore, Division Chair for Special Education, Lyons Township High School District 204, 4700 S Willow Springs Rd, Western Springs, IL 60558.

If you have any records, reports, or other information that you would like the IEP team to also consider, please provide it to your child's case manager as soon as possible.

Related Service Logs

For a student with an individualized education program (IEP), District 204 will maintain related service logs that record the type and minutes of each related service that has been administered. Copies of any related service logs will be available at your student's annual review IEP meeting. You may also request a copy of the related service logs at any time.

If you would like to receive copies of your child's related service logs, please send your written request to your child's case manager.

Interpretation Services

Interpretation services are provided at IEP meetings for parents/guardians whose native language is other than English, or who are deaf, to assist with participation in the meeting. District 204 makes every attempt to provide interpretation services based on information gathered through online registration, enrollment, and/or communication with your student's case manager. Parents/guardians have the right to request that the interpreter serve no other role in the IEP meeting other than as an interpreter and the District will make reasonable efforts to fulfill this request. If you have questions or concerns about an interpreter at your child's IEP meeting, please contact your child's case manager, the LEA Representative listed on the Notification of Conference, or the LTHS Special Education office at (708) 579-6521.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian 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 Special Education Division Chair at (708) 579-6521.

Students Who are Deaf, Hard of Hearing, Blind, Visually Impaired, Orthopedically Impaired, or Physically Disabled

If a child is deaf, hard of hearing, blind, visually impaired, orthopedically impaired, or physically disabled, they may be eligible to receive services from the Illinois School for the Deaf, the Illinois School for the Visually Impaired, or the Illinois Center for Rehabilitation and Education-Roosevelt.

PUNS-Trained Employee

PUNS stands for the Prioritization for Urgency of Need for Services. The District works with the Illinois Department of Human Services and Illinois State Board of Education to ensure that all students with disabilities and their parents/guardians are informed about the PUNS database, including how to register for the PUNS database and who they can contact for information about the database and registration process. PUNS is a statewide database for individuals with intellectual disabilities or developmental disabilities who are planning for or seeking services (e.g., community integrated living arrangements, home-based supports, child group homes). The State uses the database to select individuals for services as funding becomes available.

The District's designated PUNS-trained employee(s) at LTHS is:

- **[insert list – names, title, contact information]**

Graduation

Students with IEPs who require services beyond 4 years of high school and have completed all of their graduation requirements have the right to participate in District 204 Graduation Ceremonies with their graduation cohort and receive a certificate of completion. Once students exit from Transition Programming/LTHS, they will receive their diploma with the date of their cohort graduation listed.

Discipline of Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

District 204 shall comply with the Individuals with Disabilities Education Act 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 his or her disability.

Isolated Time Out, Time Out, and Physical Restraint

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. District 204 will 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.

Parents/Guardians Legal Protections When a Public Agency Seeks to Access Public Benefits or Insurance

Your child's individual education plan (IEP) includes special education and related services provided by our special education staff. One or more of the services included on your child's IEP may qualify for reimbursement from Medicaid. Schools routinely access Medicaid funding to help meet costs of providing special education services. Federal special education law requires that school districts seek parental permission prior to submitting bills for reimbursement from public insurers such as Medicaid.

Granting this permission to bill Medicaid will not reduce your ability to seek other Medicaid-covered health-related services outside the school setting. This permission will not decrease lifetime coverage, increase premiums, or lead to the discontinuation of benefits, as Medicaid does not have a maximum number of eligible visits or a lifetime maximum for services. Parents/guardians will not be required to incur any out-of-pocket expenses, such as a deductible or co-pay. The District may not require parents/guardians to enroll in Medicaid for their child to receive special education and related services.

Along with this request to bill Medicaid, it is also necessary that the district ("the School") obtain your written permission to release information to Medicaid. This permission must be obtained prior to the School ever releasing your child's personal information from educational records for billing purposes to a public benefits or insurance program. Medicaid requires documentation of the services our staff provided prior to making payment to the School.

You have the right to withdraw consent at any time. Your child's free appropriate public education and related services will continue regardless of consent, refusal of consent, or withdrawal. If you choose to refuse consent or withdraw your consent, the school district is still required to provide special education and related services at no cost to the parents.

Homebound or Hospitalized Services/Tutoring While Homebound or Hospitalized [Board Policy 6:150, Home and Hospital Instruction](#)

A student qualifies for home or hospital instruction if it is anticipated that, due to a medical condition, the student will be unable to attend school, and instead must be instructed at home or in the hospital, for a period of 2 or more consecutive weeks or on an ongoing intermittent basis. "Ongoing intermittent basis" means that the student's medical condition is of such a nature or severity that it is anticipated that the student will be absent from school due to the medical condition for periods of at least 2 days at a time multiple times during the school year totaling at least 10 days or more of absences. There shall be no requirement that a student be absent from school a minimum number of days before the student qualifies for home hospital instruction. In order to establish eligibility for home or hospital services, a student's parent/guardian must submit to the District a written statement from a physician licensed to practice medicine in all of its branches, a licensed physician assistant, or a licensed advanced practice registered nurse stating the existence of such medical condition, the impact on the student's ability to participate in education, and the anticipated duration or nature of the student's absence from school. Home or hospital instruction may commence upon receipt of the statement in accordance with the Illinois School Code, but

no later than five school days after the school district receives the statement.

If you believe your student may qualify for home/hospital instruction, please contact the Health Office at either campus.

North Campus Health Office – 708-579-6363

South Campus Health Office – 708-579-6531

Students Experiencing Homelessness

The **McKinney-Vento Homeless Education Assistance Act** ensures the educational rights and protections of homeless children and youth so that they may enroll in school, attend regularly, and be successful. The Act requires a local homeless education liaison in every school district to assist children and unaccompanied youth in their efforts to attend school. This act guarantees homeless children and youth the following:

- The right to immediate enrollment in school, even if lacking paperwork normally required for enrollment.
- The right to attend school in the school of origin or in the school in the attendance area where the family or youth is currently residing.
- The right to receive transportation to his/her school of origin.
- The right to services comparable to those received by housed schoolmates, including transportation, supplemental educational services, and meal programs.
- The right to attend school along with children not experiencing homelessness. Segregation based on a student's status as homeless is strictly prohibited.
- The posting of homeless students' rights in all schools and other places around the community.

It is the goal of District 204 to create public awareness of the rights of homeless children and youth and to ensure compliance with the law at State and local levels.

Homeless children and youth, as defined by the Act are individuals who lack a fixed, regular, and adequate nighttime residence, and includes:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or similar reasons; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus/train stations or similar settings.
- Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above.

If you have any questions regarding homeless status and provision of educational services, please contact the Homeless Liaison for District 204 at 708-579-6300. The State Coordinator for the Education of Homeless Children and Youth can be reached at homeless@isbe.net.

For additional information, please refer to [Board Policy 6:140 Education of Homeless Children](#) 

Academic Program Guide: <https://www.lths.net/domain/179>

Age of Majority

Students who reach the age of 18 will continue to be subject to Board of Education Policy and District and school rules and regulations.

Academic Integrity

Personal integrity is important. You are responsible for your integrity and your education. As a student, it is your duty to understand what is required on an assignment, to work honestly to fulfill it, and to guarantee that your final product is entirely your own work. Academic dishonesty is an obstacle to learning and to reaching your full potential. It is essential that a partnership in learning exists at the district among students, parents/guardians, and staff, and values the integrity of student performance and reinforces the intent of this academic integrity policy.

See Student Discipline section for more information regarding Academic Dishonesty.

Grading and Promotion

For additional information on the District's Grading and Promotion policies, please see [Board Policy 6:280 Grading and Promotion](#).

Students earn academic grade level promotion based upon the following **earned**, cumulative academic credit sequence:

- a. In order to be promoted from grade 9 to grade 10, a student must pass a minimum of 5.00 units of academic credit.
- b. In order to be promoted from grade 10 to grade 11, a student must pass a minimum of 10.00 units of academic credit.
- c. In order to be promoted from grade 11 to grade 12, a student must pass a minimum of 15.00 units of academic credit.
- d. In order to graduate and earn a diploma from Lyons Township High School District 204, a student must pass a minimum of 23.00 academic credits and fulfill all other State of Illinois and District 204 requirements for high school graduation.

School counselors will meet with any of their advisees who are in jeopardy of not passing the required units of credit for promotion to the next grade level after 1st quarter, semester, and 3rd quarter grades have been issued. Counselors will inform students of their deficiency in credits and the possibility of not being promoted to the next grade level. Counselors will discuss with the student the various options available to remediate the deficiencies. Once failure notices are received at the end of a school year and the following summer school session, counselors will contact students to make any necessary adjustments in the selection of courses for the following academic year.

Graduation Requirements

For additional information on the District's Graduation Requirements, please see [Board Policy 6:300 Graduation Requirements](#).

A student must successfully complete all graduation requirements as specified by Board Policy 6:300 Graduation Requirements, the Illinois State Board of Education, and The School Code of Illinois.

Subject Area/Course	Required Credits
Civics	0.5
Consumer Education	0.5
Creative/Practical Arts	1.0
Driver Education	0.5
English	4.0
Health Education	0.5
Mathematics	3.0
Physical Education	3.5
Science	2.0
United States History	1.0
World History	1.0
Additional Electives	5.5
Total	23.0

High School Credit for Non-District Experiences

For additional information on the District's policies for awarding credit for non-District experiences, please see [Board Policy 6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students](#).

Academic Grading System

The grading system at Lyons Township High School is consistent throughout the school, equitable and fair to all students, and reflective of student performance. Consistent grading practices ensure that a grade communicates a student's level of achievement toward identified learning objectives at a point in time. This means:

1. A common syllabus is used by all teachers of the same course.
2. A common gradebook is used by all teachers of the same course.
3. Coursework is included in semester grades and accounts for no more than 10% of the final grade.
 - o Coursework directly impacts student performance on summative assessments.
4. "M" grades are used to indicate missing work in the Infinite Campus gradebook.
5. Attendance is excluded from the academic grade.
6. Students receive individual grades for work completed in groups. Group grades are not applied.
7. Extra credit is not given.
8. In all courses, with the exception of Dual Credit courses, assessments of the learning objectives counted as part of the achievement grade can be retaken or revised without penalty or restrictions on the grade.
 - o Students are required to turn in summative work on time. If a student fails to turn in a summative assessment on the date it is due without a valid excuse or excused absence, the student will not have an opportunity to retake or revise the summative assessment.
 - o Students are required to submit the majority of their coursework prior to the initial summative to be eligible for a retake/revision.
 - o There is a two-week window to submit summative missing work before the grade turns into a zero. Teachers will record a grade of Missing (M=0) until the work is turned in.
 - o Students are required to submit the majority of their coursework prior to the initial summative to be eligible for a retake/revision.
 - o Course teams may choose to limit students to one retake/revision per summative assessment.
 - o Course teams may choose to limit the amount of retakes/revisions to a number that is equal to 50 percent of the total number of summative assessments eligible for retakes administered during the semester.
9. Course Teams will choose one of four options for final exam experiences.
 - o A Cumulative Final Exam

- A Final (Last) Summative Exam
- A Final Project or Performance
- An Opportunity to Retake, Revise or Reflect on the Work from the Semester

Academic achievement is represented by the letter grades as follows:

A=Superior	B=Above Average	C=Average	D-Below Average
F=Failure	W=Withdrawal	WF=Withdrawal Failing	I=Incomplete
CR=Credit	NC=No Credit	AS=Audit Successfully	AU=Audit Unsuccessfully

A grade of "W" (Withdrawal) is used when a student drops or is removed from a course between the 10th day of a semester through the last day of the first or third quarter (see page 14 of the Academic Program Guide for acceptable circumstances). The grade "W" will appear on the report card and transcript thereafter. The "W" grade does not receive a grade point value, and is therefore not part of the weighted/unweighted GPA, or Honor roll computation.

A grade of "WF" (Withdrawal Failure) is used when a student drops a course during the second or fourth quarters (i.e., the halfway point or later of a semester) or is removed from a course at any time. The "WF" grade will appear on the report card and transcript thereafter. The "WF" grade receives a grade point value of 0 and is part of the weighted/unweighted GPA, class rank, and Honor Roll computation.

Course Levels

Academic courses at LTHS are assigned levels based on their academic difficulty. Student placement in course levels is accomplished through a variety of measures including but not limited to prior academic performance, test results, teacher recommendation, and parent input. Brief descriptions of course levels are given below. More detailed information may be found in the Academic Program Guide.

1. Level III (Prep) – Preparatory courses are planned for students who have attained basic skills and who are working toward higher competencies. Preparatory courses are designed to prepare students for post-high school education.
2. Level IV (Accel) – Accelerated courses are planned for students working at a higher challenge level or at an accelerated pace.
3. Level V (Hon/AP) (see [Board Policy 6:135 Accelerated Placement Program](#)) – Honors and AP courses are planned for students with exceptionally rapid learning abilities or who are preparing for an Advanced Placement examination.

Course Level Changes

Course level changes need review and approval by the Division Chair. Students requesting a change from initial course placement may include:

1. **Level** change (courses designated at different levels, and the content varies in scope, sequence and rigor). There are two windows of opportunity for requesting level changes-- during course selection in the winter and during the first four weeks of each semester.
2. The change must be initiated within the first four weeks of a given semester.
3. Space must be available in the desired course and any other courses that may need to be changed to accommodate the request.
4. No existing course may be dropped to accommodate a level change after the start of a semester.
5. The grade from the previous course will not travel with the student.
6. The student will be required to make up major assignments. These will be determined by courses and departments so they are consistent among teachers who teach the same courses.

Please note the master school schedule is built based on student requests during winter registration; consequently, any changes beyond that may not be possible due to space availability. Therefore, approved level changes are not a guarantee of schedule changes when seats are not available to accommodate the change.

Student changes of mind on course preferences (teacher, period, time of day) are not considered for a level change and will not be accommodated.

Any appeals on schedule adjustments should be directed to:

Mr. Drew Eder, Division Chair for Counseling & Student Supports
aeder@lths.net
 708-579-6433

Weighted/Unweighted Grades

In computing a student's GPA, the grade point value for each letter grade earned in each course is added together. The sum is then divided by the total number of courses taken per semester. The un-weighted grade point value table is based on a 4-3-2-1-0 scale and is standard among many colleges/universities. The weighted grade point value table has as its norm the 4-3-2-1-0 scale at Level III courses and is adjusted based on rigor for Accelerated and Honors. Grade point values are based on whole grades only. + and - grades are advisory only and do not factor into the GPA.

A student receives both an unweighted and weighted GPA. All semester grades that a student has earned in all courses are used to compute both unweighted and weighted GPA. The exceptions to this are Credit/No Credit (CR/NC) grades (including credit for Driver Education taken at private/commercial/non-approved driver education school); Audit Unsuccessfully completed (AU), Audit Successfully completed (AS), Incomplete (I), and Withdrawal (W).

1. The un-weighted GPA reflects a student's achievement in courses when compared to all class grade members (9, 10, 11, or 12).
2. The weighted GPA reflects a student's achievement based on the academic rigor of their courses.

The tables used to determine weighted and unweighted GPA are as follows:

Weighted Grade Point Value Table

	III	IV	V
A	4	5	6
B	3	4	5
C	2	3	4
D	1	2	3
F	0	0	0

Unweighted Grade Point Value Table

	III	IV	V
A	4	4	4
B	3	3	3
C	2	2	2
D	1	1	1
F	0	0	0

Schedule Changes

Once initial student academic ability level placement is made, a student's placement may be reviewed periodically to ensure that they are placed at an appropriately challenging level. Academic ability level changes may be made for students seeking a challenge (to a higher level) or for students experiencing exceptional difficulty (to a lower level). District guidelines for academic ability level changes are necessarily restrictive to ensure space is available in classes and that students begin the year in the best possible placement in an appropriate class. Barring significant exceptions, schedule requests are received in late February and schedules are shared with families prior to the start of the given semester. North Campus students who drop a 1st or 8th period class are not eligible for an unscheduled study hall.

1. Adding a Course - A course may be added to a student schedule during the first 10 days of the semester if the following criteria are met:
 - a) The student has a study hall that can be replaced by a course AND there is available space in the class during the same semester AND same period.
2. Necessary Course Adjustments - Individual courses can be adjusted based on the following criteria:
 - a) An adjustment necessitated by completion or non-completion of summer courses
 - b) An adjustment necessitated by first or second semester failures
 - c) An adjustment necessitated by a student's Individualized Educational Plan (IEP) supports
 - d) Documented change of college/career plans requiring a different course that cannot be accomplished during the 4-year academic plan, summer or remaining school years prior to graduation. This requires review by the College & Career Coordinator.
3. Requests to drop a class for a Study Hall after the 10th day of a semester are considered by Student Support Teams on a case-by-case basis.

Honor Roll

Lyons Township High School maintains one honor roll that recognizes the academic achievement of its students. The LT honor roll is calculated, awarded and announced at the end of first and second semesters and is based on the entire semester work, including final semester examinations or projects. Honor roll is determined by using the unweighted or weighted grade point value table for grades earned. All grades earned by a student apply toward honor roll determination with the exception of Audit (AS/AU) and Credit/No Credit (CR/NC) courses. Summer School grades do not apply to Honor Rolls.

To qualify for honor roll status, a student:

1. must obtain a grade point average of 3.125 or higher using either the semester weighted or unweighted calculation.
2. cannot receive an F or WF.
3. must be enrolled in at least 4 courses for which they received grades of A, B, C, or D.
4. must be enrolled in at least 5 courses, each of which carries .5 credit. (Students enrolled in courses at TCD, or the Teaching Internship - Elementary 1 & 2 courses may be exempt from 4.)

Credit/No Credit

Students may elect a course on a credit/no credit (CR/NC) basis instead of earning a traditional letter grade (see Board Policies [6:310, Credit for Alternative Courses and Programs](#), and Course Substitutions; [6:320, High School Credit for Proficiency](#)). (Note: Some colleges may not accept credit/no credit courses which are needed for college entrance.)

1. CR/NC courses are not used in GPA.
2. Only courses designated CR/NC in the Academic Program Guide may be taken as follows:
 - a. Minimum of five (5) subjects must be carried, exclusive of Physical or Driver Education.
 - b. Students may enroll in only one course for (CR/NC) per semester or per summer term.
 - c. All students must submit a completed ¹¹⁸ application within the first 4 weeks of a semester.
 - d. An annual course may be selected at the start of its second semester for (CR/NC) even

though it was not selected first semester, provided all conditions are still met. Students selecting both semesters of an annual course as (CR/NC) must apply for each semester separately.

- e. Students taking courses for the (CR/NC) option must earn grades of C- or higher in order to receive credit for these courses.
- f. Independent study courses may not be taken as (CR/NC).

Report Cards/Progress Reports – Infinite Campus

Parents/guardians and students have 24-hour online access to student's grades through Infinite Campus. Infinite Campus provides real-time access to interim progress reports and final semester grades. Report cards are only available online through your Infinite Campus account. Only semester grades are included on a student's transcript. Individual class rank is no longer printed on student transcripts, publicly announced, or posted.

For more information on Infinite Campus access, please visit: <https://www.lths.net/domain/1138>

Summer Programs

Lyons Township High School District 204 offers Summer Academic and Activity tuition programs for students in the community. The program is designed to help students make up credits, accelerate their progress, and/or enrich their high school programs.

Information on Summer Academic Programs is available in the Academic Program Guide and on the LTHS website.

Field Trips

Field trips are planned by classes and other school groups as part of the student's educational experience. No field trips will take place during the last two weeks of each semester. When a field trip involves only a partial absence, students are to attend all other classes that day which are not affected by the duration of the field trip. The school reserves the right to exclude a student from participating on a field trip. Such a decision would be determined on the basis of the student's conduct and/or attendance in school. Students are required to ride the bus to and from the field trip.

Locker Assignments

School lockers are the property of District 204. Lockers are assigned to students prior to the start of the school year. Combinations should not be shared with any other students. Only one (1) student may use a given locker. Lockers are subject to inspection by school authorities to protect the health and welfare of the students, faculty and staff. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. Additional pad or combination locks will be removed unless permission for an alternate lock is given by administration. Please see [Board Policy 7:140 Search and Seizure](#).

It is the responsibility of each student to thoroughly clean out any and all lockers issued to them. Locker clean out needs to be completed by noon on the last day of second semester finals.

Any school supplies found in lockers after the last day of second semester finals will be disposed of or donated to a charitable organization. Personal items will be collected, tagged, and stored for one week. Items can be claimed through the main office at each campus.

Family School Compact Parent's Right to Know

School districts who receive Title I funds to support students' academic success are required to notify parents/guardians they have the right to request, and receive in a timely manner, information regarding the professional qualifications of their student's classroom teachers, including, at a minimum, the following about the teacher:

1. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
3. is teaching in the field of discipline of the certification of the teacher.

Parents/guardians also have the right to request whether their child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information stated above, parents/guardians will be informed of:

(I) Information on the level of achievement and academic growth of their student, if applicable and available, on each of the State academic assessments required under this part; and

(II) when a student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

As we begin the 2025-2026 school year, all teachers have met state qualifications and licensing criteria and are teaching in a field for which they are certified. Likewise, all paraprofessionals are qualified to participate in the programs to which they have been assigned. Our staff is committed to helping your child develop the academic knowledge and critical thinking they need to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled. If you have any questions about your child's assignment to a teacher or paraprofessional, please contact:

Dr. Patrice Payne, Director of Curriculum and Instruction

ppayne@d204.lths.net

708-579-6470

The office of Assessment and Research measures and communicates student learning and growth to the LTHS community.

Purpose

The Assessment and Research office supports student learning through data collection, data analysis, and data-driven decision making. When interpreted correctly and used in conjunction with other data points, assessment data helps teachers and administrators identify areas of strength and opportunities for growth. This information helps drive student programming and instructional practices to improve teaching and learning for ALL students at Lyons Township High School.

Assessments

The Office of Assessment and Research oversees the following assessments:

Assessment Name	Purpose	Assessment Window
ACCESS for ELLs	ACCESS for ELLs is a state-required English language proficiency assessment for all English Language Learners. Students are assessed in listening, speaking, reading, and writing. This test is required by the federal and state government for all EL students in grades 9 -12. Students who have waived EL services are still required to test.	January - March 2026
ACT Assessments	The ACT Assessments comprises the PreACT 8/9, PreACT, and ACT. Students are assessed using the PreACT 8/9 during the spring of their freshman year, the PreACT during the spring of their sophomore year, and the ACT with writing during the spring of their junior year. The PreACT 8/9, PreACT, and ACT are aligned to Illinois Learning Standards in English Language Arts and mathematics. The ACT with writing is a graduation requirement for all Grade 11 students. Students who do not complete the assessment in Grade 11 must test in Grade 12.	April 2026
Advanced Placement (AP) Exams	A standardized assessment that measures student mastery of specific course content. Students who enroll in AP classes are strongly encouraged to take the corresponding AP exam to earn potential college credit.	May 2026
Armed Services Vocational Aptitude Battery (ASVAB)	The ASVAB assesses abilities and skills that predict a student's future success in the military. Scores from this assessment can be used for entrance into the military and to help students find a military job that fits their skill set. The ASVAB is an optional assessment recommended for 11th and 12th graders interested in a military career.	September 2025
Dynamic Learning Maps - Alternate Assessment (DLM-AA)	The Dynamic Learning Maps – Alternate Assessment (DLM-AA) is the alternate English, Mathematics, and Science assessment for students with the most significant cognitive disabilities. This assessment is required by the Illinois State Board of Education for students in grades 9 -11 and select grade 12 students.	March - May 2026
FitnessGram	FitnessGram is the physical fitness assessment required by the state of Illinois. It will be administered through Physical Education courses to all students in grades 9 – 12.	Fall 2025 Spring 2026
NWEA MAP Growth	NWEA MAP Growth is a computer adaptive assessment used to measure student achievement and growth in Reading and Mathematics. Students in English I Prep and all levels of Algebra 1 will complete the assessment ¹²¹ three times a year. Students with an	Fall 2025 Winter 2026 Spring 2026

	Individualized Education Plan (IEP) will complete NWEA MAP Growth if they have an IEP goal for reading and/or mathematics achievement.	
PSAT/NMSQT	The PSAT/NMSQT is a preliminary SAT that provides students, parents/guardians, teachers, and school staff information about a student's academic growth. The PSAT/NMSQT is used to identify National Merit Scholars and award merit scholarships. This assessment is administered to all Grade 11 students.	October 2025
SAT	All juniors will have an opportunity to complete an optional SAT as the state of Illinois transitions from the SAT Suite of Assessments to the ACT series.	March 2026

National Assessments

College admissions examinations may be required of students who plan to pursue higher education. Both the SAT and the ACT count as college admissions exams. Please consult with your prospective college or university to determine which test (if any) they prefer.

SAT

A student who wishes to take an additional SAT assessment may register at <https://satsuite.collegeboard.org/sat/dates-deadlines>. LTHS School Code: 142483

The anticipated test dates for the 2025 – 2026 school year are below:

- August 23, 2025*
- September 13, 2025
- October 4, 2025
- November 8, 2025
- December 6, 2025
- March 14, 2026*
- May 2, 2026
- June 6, 2026

*LTHS hosts.

ACT

A student who wishes to take an additional ACT assessment may register at <https://www.act.org/content/act/en/products-and-services/the-act/registration.html>. LTHS School Code: 142483

The anticipated test dates for the 2025 – 2026 school year are below:

- September 6, 2025*
- October 18, 2025
- December 13, 2025
- February 14, 2026
- April 11, 2026
- June 13, 2026*
- July 11, 2026

*LTHS hosts.

Testing and Technology Disclaimer

Cell phones, smart watches, wireless headphones (airpods), and personal electronic devices of any kind are prohibited in exam rooms AND during breaks. Students who access (touch) a cell phone, smart watch, wireless headphones, or personal electronic device during the test or during a break will be dismissed from testing,

their device will be confiscated, and no score or refund will be provided.

Testing Accommodations

Students and parent(s)/guardian(s) should reach out to their 504 case manager or IEP case manager for questions regarding testing accommodations.

Test Preparation

Parents/Guardians can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind students and emphasize the importance of good performance on standardized testing;
- Ensure students are on time and prepared for tests, with appropriate materials;
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

The Office of Assessment and Research offers different standardized test prep classes. More information can be found at <https://www.lths.net/student-resources12/office-of-assessment-research/test-preparation>.

Surveys

The Office of Assessment and Research also supports student perception surveys.

Panorama Student Perception Survey

Students and teachers at Lyons Township High School District 204 will complete a 15-20 minute Panorama Student Perception Survey in the fall and spring of each school year. All participants will answer questions regarding overall school safety, climate, teacher-student relationships, sense of belonging, engagement, rigorous expectations, and diversity and inclusion.

Panorama SEL Skills and Competency Survey

Students in grades 9 and 12 at Lyons Township High School will complete a brief survey during their Physical Education class in the fall and/or spring to share their perceptions of the Social-Emotional Learning (SEL) curriculum embedded within the Physical Education program. The survey, which will take approximately 15 minutes, will help school leaders gather feedback on what aspects of the curriculum are working well and identify areas for potential improvement to better support student needs. Responses will be reviewed at the aggregate level to inform future enhancements to the SEL curriculum.

Equal Opportunity Schools Survey

Students at Lyons Township High School District 204 will complete a Survey in the fall of each school year. Questions on the survey are designed to inquire about future plans, identify trusted adult(s) at LT, measure belonging, determine supports necessary to help students reach their academic goals, determine individual student learning mindsets, and identify barriers to enrollment in higher level courses.

5Essentials Survey

The 5Essentials Survey identifies five indicators that lead to improved outcomes for all students, including improved attendance and larger test score gains. The five indicators that positively affect school success are: Effective Leaders, Collaborative Teachers, Involved Families, Supportive Environments, and Ambitious Instruction. Students, teachers, and families will complete this survey during the winter of each school year.

Freshman Preparedness Survey

In the spring of their freshman year, students complete a survey about their transition for junior high/middle school to high school. The survey asks students to report on the junior high experiences and their perceptions on how well they were prepared for high school.

Illinois Youth Survey

123

Students at Lyons Township High School will complete the Illinois Department of Human Services

sponsored Illinois Youth Survey every other school year. This survey asks students to self-report a variety of information around health and social indicators including substance use and perceptions, bullying, school climate, nutrition, and physical activity. The results of this survey provide critical information to school administrators, prevention professionals, and community members as they work to address substance-use issues in their communities.

Student Behavior Expectations and Safe School Environment

Students are expected to behave appropriately in school, on school property (including school transportation), and at school-related activities and events at all times. School administrators are authorized to discipline students for violations of school rules and gross disobedience or misconduct as set forth in District 204 Board of Education policies. If an administrator determines that a person poses a "clear and present danger" to himself, herself, or to others, the administrator must notify the Department of State Police within 24 hours of the determination (405 ILCS 5/6-103.3; 20 Ill. Admin. Code § 1230.120)

School and Classroom Safety – To maintain a safe learning environment, students are expected to follow school all classroom safety procedures. Students who violate safety rules will receive consequences that could include disciplinary action and/or removal from class.

[Board Policy 7:190, Student Behavior](#)

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

As is the case throughout the Board Policy Manual, the term *includes* when used in this policy means *includes, without limitation*.

When and Where Conduct Rules Apply

A student may be subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including:

1. On, or within sight of, school grounds at any time, including before, during, and after school hours;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct does or reasonably could be foreseen to do any of the following: interfere with, disrupt, or adversely affect the school environment, school operations, or an educational function, including, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including:

1. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Tobacco or nicotine materials, including electronic cigarettes.
 - b. Alcoholic beverages. A student who is under the influence of an alcoholic beverage is not permitted to attend school or school functions and is treated as if in possession of alcohol.
 - c. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be

administered a medical cannabis infused product under *Ashley's Law and Policy 7:270*).

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

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

f. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law and Policy 7:270*.

g. Any substance regardless of whether it contains an illegal drug or is explicitly prohibited by this policy, that is inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, regardless of whether such change is in fact caused. This includes pure caffeine in tablet or powdered form. The prohibition in this section does not apply to a substance for which the student has a prescription from a physician or licensed practitioner where the student is using the substance in a manner consistent with the prescription or prescribing physician's or licensed practitioner's instructions, including a student's use of legally prescribed asthma or other inhalant medication.

h. Look-alike or counterfeit drugs, which are any substance: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, substance causing a physiological or psychological change in the body, or other substance that is prohibited by this policy; or (b) about which a student engages in behavior that would lead a reasonable person to believe that the student expressly or impliedly believes or represents the substance to be an illegal drug, controlled substance, substance causing a physiological or psychological change in the body, or other substance that is prohibited by this policy. The prohibition in this section does not apply to a substance for which the student has a prescription from a physician or licensed practitioner where the student is using the substance in a manner consistent with the prescription or prescribing physician's or licensed practitioner's instructions.

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

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

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

3. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy

or by the Building Principal, all electronic devices must be kept powered-off or silenced during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

4. Using or possessing a laser pointer unless the student: (1) has express authorization by a staff member, (2) is using the laser pointer in the context of instruction; and (3) is under a staff member's direct supervision when using the laser pointer.

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

6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

7. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, using a school computer or a school computer network, or other comparable conduct.

8. Engaging in any sexual activity, including consensual sexual activity, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the: (a) expression of gender or sexual orientation or preference, or (b) the non-disruptive display of affection during non-instructional time.

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

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

11. Entering or being present on/in school property or a school facility without proper authorization

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

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

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

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

16. Violating any criminal law, including assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

17. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties¹⁷ who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably

interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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

19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of nonexclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall properly supervise the student.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use

this option only as an alternative to another disciplinary measure, when appropriate, giving the student and/or parent/guardian the choice.

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

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

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

12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled if the parent/guardian agrees to such transfer. The transfer shall be in the manner provided in [Article 13A](#) or [13B of the School Code](#).

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including illegal drugs (controlled substances), look-alikes, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in [105 ILCS 5/10-20.33](#), State Board of Education rules ([23 Ill.Admin.Code §§ 1.280, 1.285](#)), and the District's procedure(s).

Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code ([18 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 2012 ([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 ¹²⁹above.

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

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area. Any student who brings a firearm or weapon to school will be automatically referred to the criminal justice or juvenile delinquency system.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

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

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report incidents involving battery against staff members to the Ill. State Board of Education through its web-based School Incident Reporting System as they occur during the year and no later than August 1 for the preceding school year.

Delegation of Authority

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

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

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:

[20 U.S.C. §7971](#), Pro-Children Act of 2004.

[20 U.S.C. §7961](#) et seq., Gun Free Schools Act.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3.

105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

410 ILCS 647/, Powdered Caffeine Control and Education Act.

430 ILCS 66/, Firearm Concealed Carry Act.

23 Ill.Admin.Code §§ 1.280, 1.285.

Disciplinary Consequences

When violations of school rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parents and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community.

When determining the response for a specific violation of discipline, school personnel will consider the nature of the act, the student's previous school history, the student's previous disciplinary record, his or her age and maturation, the impact on the educational objectives for the students, any mitigating circumstances, and the effect of his or her actions on the welfare of the school community. LTHS will provide information to victims to facilitate filing appropriate criminal charges. The Superintendent is authorized to follow the provisions of the School Code of Illinois to create administrative regulations which include guideline procedures to establish and maintain a reciprocal reporting system between the District and local law enforcement agencies regarding criminal offenses committed by students. Disciplinary responses are governed by Board Policies [7:190—Student Behavior](#), [7:200—Suspension Procedures](#), and [7:210—Expulsion Procedures](#) and may include but are not limited to the following:

1. Conference with student and/or parent may be required. District personnel, e.g., teachers, counselors and assistant principals, may participate in the conference at the discretion of the Administration.
2. Restorative learning opportunity, when available.
3. Bus suspension or assigned bus seat.
4. Detention may be assigned before school, during lunch time, after school or Saturday. Detentions may be assigned from 25 minutes – four hours.
5. Loss of student privileges - not to exceed one year. Loss of privileges may include:
 - a. Co-curricular sports
 - b. Co-curricular activities
 - c. Special events (athletic competitions, performance and/or dance)
 - d. Behind-the-wheel instruction
 - e. Parking permits
 - f. Pass restriction
 - g. Study Hall restrictions
 - h. Access to technology

- i. Access to personal electronic devices
 - j. Bus Service
 - k. Field trip participation, including overnight trips
 - l. Participation in commencement ceremony or other senior activities
6. Restorative Intervention Room (RIR) Placement/Assignment - Assigned as an alternative to in-school suspension (1 day) or out-of-school (2-3 days) suspension for violation of school rules/act of misconduct. Students are required to take schoolwork to the Restorative Intervention Room and follow the governing rules, including no use of electronic media. Full credit will be received for completed work. Failure to follow the Restorative Intervention rules may result in an In-School or Out-of-School Suspension. Additionally, students will have the opportunity to participate in restorative learning opportunities, repair harm, receive support from members of their Student Support Team, participate in individual/group activities, etc.
- a. Students placed into the RIR as an alternative to out-of-school suspension may not participate in extra-curricular activities or after school events (either home or away). If the suspension occurs on and or includes a Friday, this rule applies to the weekend also. These activities include all athletic practices and events, dances, plays, musicals, concerts, club meetings, and all other school sponsored activities. Students are eligible for participation in extra-curricular activities upon the student's first day of return to their regular class schedule after completion of the RIR program.
 - b. Students placed into the RIR as an alternative to out-of-school suspension may not be on grounds of either campus outside of the school day and must follow the arrival/dismissal/transportation plans developed during the RIR intake meeting. FAILURE TO COMPLY is considered trespassing and may result in ARREST AND/OR SUSPENSION/EXPULSION.
 - c. Students placed into the RIR as an alternative to out-of-school suspension will be required to complete a re-entry meeting with the assistant principal or designee.
7. A behavior/attendance contract may be created to address specific problematic behaviors, to include consequences if the contract is violated.
8. Disciplinary removal from class - students who refuse to cooperate with classroom teachers by disrupting other students may be temporarily removed from that classroom for other students' welfare.
9. Out-of-School Suspension (OSS) - exclusion from school for up to 10 school days by a Principal, Associate Principal, or Assistant Principal for an act of misconduct pursuant to Board Policy [7:210](#)—*Expulsion Procedures*.
- a. Suspended students may not participate in extra-curricular activities or after school events (either home or away). If the suspension occurs on and or includes a Friday, this rule applies to the weekend also. These activities include all athletic practices and events, dances, plays, musicals, concerts, club meetings, and all other school sponsored activities. A suspension officially ends upon the student's first day of return to school.
 - b. Suspended students may not be on grounds of either campus. FAILURE TO COMPLY is considered trespassing and may result in ARREST AND/OR EXPULSION.
 - c. Students returning from long-term suspensions (greater than 3 days) will be required to complete a meeting with the assistant principal or designee.
10. Probation - return of a student on a trial basis ~~132~~ according to prearranged terms and conditions.

11. Expulsion - formal action of Board of Education for school exclusion for up to two calendar years, occurring after a due process hearing at which time the student may be represented by his/her attorney.
12. Police referral when deemed necessary

Teacher Initiated Conference/Detention

Teachers may assign detention or afterschool conferences with a student with 24-hour notice. This detention takes priority over activities, athletics, and/or employment. Failure to attend will be considered as insubordination and the teacher will submit a behavioral referral to the Assistant Principal. (See Board Policy [7:190](#)—*Student Behavior*)

Behavioral Intervention Policy for Students with Disabilities

The use of positive behavioral interventions with students with disabilities will be given the highest priority in District 204. When behavioral interventions are used, they will be used in consideration of the student's physical freedom and social interaction and be administered in a manner that respects human dignity and ensures a student's right to placement in the least restrictive environment. The most effective and humane manner of reducing an undesirable behavior is by developing, strengthening, or generalizing desirable behaviors to compete with and displace the unwanted behavior. Behavior leading to repeated use of a more restrictive intervention, suspension, or a pattern of behavior which interferes significantly with the student's learning may result in the development or revision of a written behavior intervention plan. The development or revision of a behavior intervention plan will be accompanied by careful planning and monitoring of the intervention procedures and systematic evaluation of outcomes. Students will be informed annually of the existence of the policy in the District Student Handbook.

Early Identification – Aggressive Behavior

Any school staff member, who identifies a student as having demonstrated aggressive behavior, or behaviors that put the student at risk for aggressive behavior, shall refer the student to the building administrator. Lyons Township High School complies with the provisions set forth in the School Safety Act regarding the creation of a Threat Assessment Team and Threat Assessment protocols. The building administrator shall notify the student's parents/guardian of the referral and shall attempt to schedule a parent-teacher conference to discuss the referral, the findings of the Threat Assessment team and to recommend such available intervention procedures as are deemed reasonably appropriate.

Theft Prevention - The school provides reasonable security measures. Students are responsible for their personal property and should secure it while at school



Harassment of Students Prohibited

[Board Policy 7:120](#)

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or

The District 204 Student Handbook may be updated during the year without notice.

communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board policies 2:265, *Title IX Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Associate Principals, Assistant Principals, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender. While a report can be made at any time, the Board encourages reports to be made promptly while facts are known and potential witnesses are available. Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:

Ed Piotrowski, Director of Human Resources
100 S. Brainard Ave
LaGrange, IL 60525
epiotrowski@lths.net
708/579-6456

Complaint Managers:

Greg Gardner, Associate Principal - South
4900 S. Willow Springs Rd.
Western Springs, IL 60558
ggardner@lths.net
708/579-6500

Sarah Smith, Associate Principal - North
100 S. Brainard
LaGrange, IL 60525
ssmith@lths.net
708/579-6300

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681](#) et seq.), the Nondiscrimination Coordinator or designee

shall determine whether action under Board policy 2:265, Title IX Grievance Procedure, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.

For any other alleged student harassment that does not require action under Board policies 2:265, Title IX Grievance Procedure, or 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policies 2:260, Uniform Grievance Procedure, 7:180, Prevention of and Response to Bullying, and/or 7:190, Student Behavior, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in [720 ILCS 5/11-9.1A\(b\)](#), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity. Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, Uniform Grievance Procedure, 2:265, Title IX Grievance Procedure, and 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.:

20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

29 U.S.C. §791 et seq., Rehabilitation Act of 1973; 34 C.F.R. Part 104.

42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/27-1, and 5/27-23.7.

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

23 Ill.Admin.Code §1.240 and Part 200.

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).

Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th C



Sexual Harassment

Sexual harassment of students is prohibited (see Board Policies [2:260](#)—Uniform Grievance Procedure,

[2:265](#)—Title IX Sexual Harassment Grievance Procedure, [7:20](#)—Harassment of Students Prohibited, [7:180](#)—Prevention of and Response to Bullying, Intimidation, and Harassment, [7:10](#)—Equal Educational Opportunities, [7:185](#)—Teen Dating Violence Prohibited, and [7:190](#)—Student Behavior).

1. For all reports or complaints alleging “Title IX Sexual Harassment” as defined in the District’s Title IX Sexual Harassment Grievance Process, the Title IX Sexual Harassment Grievance Process pursuant to Board Policy [2:265](#)—Title IX Sexual Harassment Grievance Procedure will be used to process the report or complaint. Processing a report or complaint under the Title IX Sexual Harassment Grievance Process does not preclude processing some or all allegations of a report or complaint under other policies and procedures, to the extent allowed by Title IX and other laws.
2. For all other reports or complaints of sexual harassment other than Title IX Sexual Harassment, the following process will be used (see Board Policy [7:20](#)—Harassment of Students Prohibited):
 - a. Students are encouraged to report claims or incidents of sexual harassment to the Nondiscrimination Coordinator, Building Principal, Associate Principals, Assistant Principals, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to a person of the student’s same gender. Complaints will be kept confidential to the extent practicable, subject to the District’s duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.
 - b. For any report or complaint alleging sexual harassment that, if true, would implicate Title IX, the Nondiscrimination Coordinator or designee will determine whether action under Board Policy [2:265](#)—Title IX Sexual Harassment Grievance Procedure will be initiated.
 - c. For any other alleged sexual harassment that does not require action under Board Policy [2:265](#), the Nondiscrimination Coordinator or Complaint Manager or designee will consider whether an investigation under Board Policy [2:265](#)—Uniform Grievance Procedure; [7:180](#)—Prevention of and Response to bullying; and/or [7:190](#)—Student Behavior should be initiated, regardless of whether a written report or complaint is filed.

Access to Student Social Networking Passwords and Websites

School officials cannot request or require a student to provide password or login information to social networking sites, however, 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 site that violates a school disciplinary rule or policy. In the investigation, the student may be required to share social media content that is reported in order to make a factual determination.

Electronic Media Policy

(see Board Policy [6:235](#)—*Access to Electronic Networks*) - The use of personal electronic devices, including but not limited to smartphones, personal audio players, recording devices, and smart watches on school property is a privilege extended to students for purposes of educational and social enrichment in designated non-instructional areas such as the student cafeteria, study halls and hallways during passing periods. The use of electronic devices for educational purposes during instructional time will be at the sole discretion of the classroom teacher. The use of such devices is restricted to legal use as permitted by current state and federal laws and the institutional policies set forth in this policy. Any use of a personal electronic device that violates state or federal laws or the institutional policies defined in the Electronic Media Policy is strictly prohibited and is subject to the disciplinary process. The Electronic Media Policy remains in effect within all of our facilities, while on field trips or while functioning as a representative of the school (i.e. athletics and activities).

Where a quiet atmosphere is expected, such as classrooms, the counseling office, library, detention or performances, use of devices is prohibited, unless explicit permission is granted. At no time, may a student record the class (audio or visual) or take a picture in any fashion unless the student has written permission from the teacher and the recording device is visible to everyone in the classroom. Video recording is not

permitted on campus without written consent from the administration or for the express purpose of a classroom assignment.

Privacy is expected, at all times, in locker rooms, restrooms, Assistant Principals' Office, Student Services and Counseling and the Health Office. Electronic device use in these areas is strictly prohibited.

As a result of the sophisticated nature of electronic devices, unless specifically authorized by the teacher, any student with an electronic device that is being utilized during a test or quiz will be considered cheating and will be subject to the Cheating and Plagiarism disciplinary procedures. This includes all standardized assessments (ACT, SAT, PSAT, AP, etc.) that are administered at LTHS.

Information on the District's Technology Services, including the Acceptable Use of Technology Agreement can be found in Board Policy [6:235—Access to Electronic Networks](#).

Depending on the violation, the following are possible consequences for misuse: device search, loss of privilege, confiscation, notice to parents, detention, suspension or expulsion and/or notice to law enforcement authorities. If a student has lost privileges and requires use of technology resources during a class to complete course assignments, they may be permitted to do so with the approval of the Assistant Principal and timely notice to the Discovery Center staff. For offenses categorized as Level III or IV, approval of the Director of Technology is also required.

Prevention of and Response to Bullying, Intimidation, and Harassment

[Board Policy 7:180](#)

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

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

Definitions from [105 ILCS 5/27-23.7](#)

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

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

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

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other protected category that is identified in the Ill. Human Rights Act.

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under [the First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the](#)

[Illinois Constitution.](#)

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Ed Piotrowski, Director of Human Resources
100 S. Brainard
LaGrange, IL 60525
epiotrowski@d204.lths.net
708-579-6456

Complaint Managers:

Greg Gardner, Associate Principal South Campus
4900 S. Willow Spring Rd
Western Spring, IL 60558
708-579-6500
ggardner@d204.lths.net

Sarah Smith, Associate Principal North Campus
100 S Brainard Ave
La Grange, IL 60525
708-579-6300
ssmith@d204.lths.net

4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.

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

- a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation

information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

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

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation may be treated as either: (1) bullying, (2) acts subject to disciplinary action, up to and including suspension, and /or expulsion, and/or (3) both options (1) and (2) for purposes of determining any consequences or other appropriate remedial actions.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as either: (1) *bullying*, (2) acts subject to disciplinary action up to and including suspension and/or expulsion, and/or (3) both (1) and (2) for purposes of determining any consequences or other appropriate remedial actions.

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

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

11. Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

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

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

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

- a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
- b. 2:265, *Title IX Grievance Procedure*. Any person may use this policy to complain about sex discrimination in violation of Title IX of the Education Amendments of 1972.
- c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
- d. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- e. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
- f. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- g. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- h. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- i. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- j. 7:315, *Restrictions on Publications; High Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.
405 ILCS 49/, Children's Mental Health Act.
775 ILCS 5/1-103, Ill. Human Rights Act.
23 Ill.Admin.Code §§1.240, 1.280, and 1.295.



Teen Dating Violence Prohibited

Board Policy 7:185

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 that:

1. Fully implements and enforces each of the following Board policies:
 - a. [2:260](#), Uniform Grievance Procedure. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if they believe that the Board of Education, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
 - b. [2:265](#), Title IX Sexual Harassment Grievance Procedure. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
 - c. [7:20](#), Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - d. [7:180](#), Prevention of and Response to Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy [7:20](#), Harassment of Students Prohibited.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy [6:60](#), Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy [6:65](#), Student Social and Emotional Development.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

LEGAL REF.:

[105 ILCS 110/3.10.](#)

Speak Up Line

The Speak Up Line is an anonymous reporting system. Students and families may call the Speak Up Line at 708-588-7326 or may email speakupline@lths.net. All calls and emails are directed to designated school administrators. Administrators and/or school resource officers will follow up on all tips and respond in an appropriate manner.

Please provide as much information as possible so that every effort can be made to resolve the issue. If the situation is an emergency, call 911.

Please Note:

Tips will not be monitored outside of school hours, on student non-attendance days, weekends, school breaks (including summer), or holidays. Tips should include specific details about who, what, where, and when. All messages left during these times will be reviewed the next school day.

Tips may include information on the following non-exhaustive types of concerns: bullying, hate speech, drugs, fighting, personal crisis, student well-being, safety risk, threat, vandalism, and weapons. All concerns will be investigated in a timely manner by the appropriate personnel.

Student Dress

Lyons Township High School strives to create an atmosphere where all students, staff and members of our community feel safe and respected, and where diversity is welcomed and celebrated. (see Board Policy [7:160](#)—*Student Appearance*)

1. Students have the right to make clothing and accessory selections so that they feel comfortable and confident at school.
2. Students have the responsibility to make clothing and accessory selections that are appropriate for the educational environment. Clothing choices should not disrupt the educational process, interfere with the maintenance of a positive teaching and learning climate, or compromise reasonable standards of health, safety, and decency.
3. Hats and headgear: Students may wear scarves and other items that honor and celebrate their cultural identity. Students should not wear hats and will be asked to lower hoodies if their use obscures their face.
4. Apparel that promotes or advertises weapons, drugs, alcohol, tobacco products, or other inappropriate activities is not permitted.
5. Items and or behaviors determined to be symbolic of gang membership are prohibited.
6. Tattoos or piercings, if determined to be inappropriate or a material disruption, will require clothing or other coverage.
7. Shoes must be worn at all times.

Students who are not in compliance with the school dress code will be sent to the Assistant Principal's Office for a conference and provided three alternative options to comply with the school dress code expectations.

1. Students will be asked to put on their own alternative clothing, if already available at school.
2. Students will be provided with a school clothing option for the day.

3. If necessary, students' parents/guardians may be called during the school day to bring alternative clothing for the student to wear.

If a student refuses to comply with one of the three alternative options provided, they will be subject to administrative removal from class until they select one of the appropriate options or for the remainder of the day. Students with multiple dress code violations may be subject to further disciplinary interventions.

Student ID Cards

Students at all times during the school day and at all school activities must carry a student ID card. A student ID card must be presented when requested by any staff member at any time, including when students board school buses, check in/out of offices and drop in centers, check out materials from the library or student help desk, attend school events, and take standardized tests. Students not in possession of a student ID card may be denied admission to buses or school activities, and will receive consequences for not being in possession of proper identification.

Freedom of Expression

1. The School Board reaffirms the right guaranteed in the U.S. Constitution.
2. The school reserves the right to maintain a safe and orderly learning environment.
3. Expressions must be in accordance with established board policies and administrative procedures, including but not limited to, Board Policies [7:20—Harassment of Students](#); [7:160—Student Appearance](#); [7:180—Prevention of and Response to Bullying, Intimidation, and Harassment](#); [7:185—Teen Dating Violence Prohibited](#); [7:190—Student Behavior](#); [7:315—Restrictions on Publications](#).
4. Board policies and procedures are available from the Principal or at School Board office.

Lunchroom Expectations

1. Students must eat in the school cafeteria during their assigned lunch period.
2. Students are to arrive at the cafeteria within 2 minutes after the bell.
3. Students are responsible for having their own lunch or lunch money. Borrowing of food/money is prohibited.
4. Students are to maintain cleanliness of the tables and floors, clean up spills, dispose of trash properly, and return trays to the appropriate place.
5. Students are to treat cafeteria staff and supervisors with respect and follow their directions.
6. Cafeteria seating is on a first-come, first-serve basis.
7. Lunch deliveries from 3rd party vendors are strictly prohibited.

The school reserves the right to assign student(s) to a specific table and/or lunch period. Students who fail to follow these expectations will be subject to disciplinary action(s).

Transportation

Board Policy 4:110, Transportation

Bus Transportation

The District shall provide free transportation for any student who resides: one and one-half miles or more from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. The school may provide transportation for other students residing within one and one-half miles from their assigned school. Write a letter of request at the beginning of the school year to the South Campus Associate Principal, include the student's name, ID #, and their year in school, address and phone number. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building administration.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus (see Board Policy [7:190—Student Behavior](#); [7:220—Bus Conduct](#)). Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons pursuant to [7:220—Bus Conduct](#). The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus (see Board Policy [7:200—Suspension Procedures](#)).

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Walk away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the

School District for any necessary repairs or replacement.

For questions regarding bus transportation issues, contact:
Mr. Greg Gardner, South Campus Associate Principal
ggardner@d204.lths.net
708-579-6500

Personal Vehicles/Student Parking

Students must register vehicles in Assistant Principals' office when driving to school and parking on school property. Misuse of a vehicle within the area of school may result in loss of driving privileges or other disciplinary consequences. **There are a limited number of available student parking spaces at each campus. Please consult the Assistant Principals page on the website for current parking information.**

Search and Seizure

[Board Policy 7:140](#)

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

Students

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

When feasible, the search should be conducted as follows:

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

Immediately following a search, a written report shall be made by the school authority who

conducted the search, and given to the Superintendent.

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

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

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.

Right to Privacy in the School Setting Act, 105 ILCS 75/.

Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).

People v. Dilworth, 169 Ill.2d 195 (1996), cert. denied, 116 S.Ct. 1692 (1996).

People v. Pruitt, 278 Ill.App.3d 194 (1st Dist. 1996), app. denied, 667 N.E. 2d 1061 (Ill.App.1, 1996).

T.L.O. v. New Jersey, 469 U.S. 325 (1985).

Vernonia School Dist. 47J v. Acton, 515 U.S. 646 (1995).

Safford Unified School Dist. No. 1 v. Redding, 557 U.S. 364 (2009).

Communication

LTTHS encourages communication and supports the rights of individuals to express academic or disciplinary concerns appropriately without interfering with the education process. Most issues are easily resolved if begun directly with the person involved.

1. Student/parent concerns start with the individual staff member. (Counselor may mediate at request of any of above.)
1. If unresolved, the next contact is the division chair, athletic director, or activities director.
2. If still unresolved, the next contact is the appropriate Administrator (Assistant Principal or Associate Principal).
3. If still unresolved, appeal to the building Principal.

Student Records Notice

Annual Notice Concerning Student Records and Your Privacy Rights Regarding Student Records

The Board of Education has adopted a policy ([Board Policy 7:340 Student Records](#)) governing student records, which are available upon request from the District Office. The Board Policy is designed to comply with and clarify your rights under federal and Illinois law; specifically, the Illinois School Student Records Act ("ISSRA") and the federal Family Educational Rights and Privacy Act ("FERPA"), and their corresponding regulations. The following explains the types of student records the District maintains and your rights regarding those records.

Permanent Record & Temporary Record

The District maintains both a Permanent Record and Temporary Record for each student.

The **Permanent Record** consists of the minimal personal information necessary to a school in the education of the student. Such information includes the student's basic identifying information concerning the student, including the student's name and address, his/her parents' names and addresses, the student's gender, and the student's date/place of birth; a certified copy of the child's birth certificate; academic transcript, including grades, graduation date, grade level, **scores on college entrance examinations, if requested by the student**, parent, or person who enrolled the student, unique student identifier, any applicable Advanced Placement designations, any applicable designation of the student's achievement of the State Seal of Biliteracy; attendance record; health record; scores received on all State assessment tests administered in grades 9-12; and a record of release of permanent record information. It also may contain a record of honors and awards received, and information concerning participation in school sponsored activities and organizations.

The **Temporary Record** consists of all information contained in a school student record, but not contained in the student permanent record. It must a completed home language survey form; information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction; information regarding an indicated report pursuant to the Abused and Neglected Child Reporting Act, 325 ILCS 5/8.6; documentation of a student's transfer; information contained in service logs; completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course or a registered apprenticeship program as a substitute for a high school or graduation requirement; health-related information; and accident reports. Information concerning a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence, as defined in 105 ILCS 5/26A, including a statement of the student or any other documentation, record, or corroborating evidence and the fact that the student has requested or obtained assistance, support, or services related to that status. 105 ILCS 10/2(f), amended by P.A. 102-466, a/k/a Ensuring Success in School (ESS) Law, eff. 7- 1-25. See Board policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and the Confidentiality subhead of administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

The Temporary Record also may include family background information; intelligence test scores; aptitude test scores; psychological evaluation reports; elementary and secondary achievement level test results; participation in extracurricular activities (including any offices held in school-sponsored clubs or organizations); honors and awards received; other disciplinary information; special education records; records associated with plans developed under Section 504 of the Rehabilitation Act of 1973; and any verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the education of the student.

No person may condition the granting or withholding of any right, privilege, or benefit, 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 the ISSRA or regulations.

Right to Inspect and Copy

A parent/guardian, eligible student, or any person designated as a representative by a parent/guardian or eligible student, or the DCFS Office of Education and Transition Services (when a student is in the legal custody of DCFS), has the right to inspect and copy the student's permanent and temporary records, except as limited by the Board Policy or Illinois or federal law. A student has the right to inspect or copy his or her permanent record. All rights of the parent become the exclusive rights of the student upon the student's 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first.

In order to review the student's record, a parent must make a written request to the campus Associate Principal. The request will be granted within 10 business days after the date of receipt of the request, unless a 5-business day extension is required. The District may charge a reasonable fee for copies of the record. This fee will be waived when the parent is unable to pay.

Release of Information

The District may not disclose student records to any outside party without the parent's written, signed consent. However, as provided by law, the District will release information contained in student records without parental notice or consent to the following individuals or in the following circumstances:

1. to a District or State Board of Education employee or official with a current demonstrable educational or administrative interest in the student, in furtherance of such interest;
2. to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the released information and the person receiving the information signs an affidavit agreeing to comply with all applicable rules and statutes pertaining to school student records;
3. pursuant to a court order where a parent of a student is named in the court order;
4. to juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court;
5. in connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons (the parent must be notified no later than the next school day after the date the information is released, of the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release);
6. to a governmental agency, or social service agency contracted by a governmental agency, in furtherance of an investigation of a student's school attendance pursuant to the compulsory student attendance laws of Illinois, provided that the records are released to the agency's employees or agents who are designated by the agency to be working on behalf of the District;
7. as allowed under the Serious Habitual Offender's Compensation Action Program;
8. to the Illinois Department of Healthcare and Family Services for purposes of school breakfast and lunch programs;
9. to the State Board or another State government agency or between or among State government agencies in order to evaluate or audit federal and state programs or perform research and planning;
10. if the information is directory information, as explained below, and the parent has not informed the District that such information is not to be released; or
11. to other persons as required by Illinois or federal law, including the DCFS Office of Education and Transition Services if the student is in legal custody of DCFS.

The District also may release student records without parental consent to the following individuals or in the following circumstances, as long as, to the extent required by law, parents are first notified of their right to inspect, copy, or challenge the contents of the records to be released, unless otherwise allowed by law:

1. to the records custodian of a school to which the student has transferred or intends to transfer;
2. pursuant to a court order where a parent of a student is not named in the court order;
3. pursuant to a reciprocal reporting agreement; or
4. to any person as required by Illinois or federal law.

Any other release of information requires the prior written consent of the parent. The parent has the right to request a copy of any released records.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 or the Code of Criminal Procedure of 1963 shall have any right of access to, or inspection of, the school records of that student. The District shall maintain the copy of any order of protection in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection. In addition, the District prohibits the disclosure by school employees to any person against whom the District has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner's child or children are enrolled.

Request for Inclusion of College Entrance Examination Score on Academic Transcript

A parent has the right to request inclusion on his/her child's academic transcript of one or more scores received on college entrance examinations by submitting a request in writing to the Registrar at the school of attendance. In the written request, the parent must state the name of each college entrance examination that is the subject of the request and the dates of the score(s) that are to be included in the academic transcript.

Challenging a Record

A parent has the right to challenge the accuracy, relevance, or propriety of any entry in the student's school record, except for academic grades and the name and contact information of the District's Official Records Custodian. In addition, if the challenge is made at the time the student's school records are being forwarded to another school to which the student is transferring, a parent shall not have the right to challenge references in those records to expulsions or out-of-school suspensions or to academic grades. Board [Policy 7:340 Student Records](#), and its accompanying Administrative Procedures, provide for hearing and appeal procedures and an opportunity to include a written statement in the student's school record of reasonable length setting forth the parent's position on any disputed information contained in that record. To challenge a record or entry, the parent must contact the campus Associate Principal NC 708-579-6300/SC 708-579-6500.

Parents may obtain a copy of the Board Policy, and its accompanying Administrative Procedures, from the campus Associate Principal or District Office. The Board Policy also is available in the District's online policy manual at https://www.boardpolicyonline.com/?b=lyons_204

Destruction of Records

The District will notify parents, or the DCFS Office of Education and Transition Services (if the student is in the legal custody of DCFS), of the destruction schedule for a student's records at the time of graduation, transfer, or permanent withdrawal from the District. Permanent records are kept for 60 years after the student leaves the District. Temporary records are kept for the period of their usefulness to the school, but in no case less than 5 years after the student leaves the District. A parent has the right to copy any student record, or information contained in it, proposed to be destroyed or deleted.

Student temporary records are reviewed by the District every 4 years or when a student changes attendance centers.

Upon graduation or permanent withdrawal of a student with a disability, special education records, and other information contained in the student's temporary record that may be of continued assistance to the student may, after 5 years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents.

Destruction of biometric information collected by the District, if any, shall instead conform to the requirements of Section 10-20.40 of the Illinois School Code (105 ILCS 5/10-20.40).

Birth Certificate

Pursuant to Illinois School Code (325 ILCS 50/5; 20 Ill. Adm. Code § 1290.60) District 204 requires that the person enrolling a child within 30 days must provide the District with a certified copy of the child's birth certificate.

Data Sharing Agreement with Associate Districts

ISSRA and FERPA also authorize the District to share, without parental consent, student information under certain conditions with feeder schools that are conducting studies to improve instruction. The District contracts with its Associate schools/school districts to provide student standardized testing information, such as Measurements of Academic Progress (MAP), to authorized representatives of its feeder schools. The goal of this data sharing is to improve instruction at the feeder schools so as to improve student performance in District 204 and to enable District 204 to evaluate its own educational programs

Release of Student Directory Information

Under the Illinois School Student Records Act ("ISSRA") and the federal Family Educational Rights and Privacy Act ("FERPA"), student record information is generally confidential and cannot be released without parent consent. There are a few exceptions, one of which allows the District to release certain basic identifying information about its students to third parties upon request. This exception known is as Directory Information.

Directory Information

- The District has designated the following as Directory Information: Student's name, address, grade level
- Parents'/Guardians' names and addresses
- Period of school attendance

Student social security numbers, student identifications, and unique student identifiers are NOT designated as directory information.

If the parent/guardian does not want the above-listed directory information released, the parent/guardian must tell the principal in writing what types of directory information should not be released. That written notice to the **campus Associate Principal** must be received no later than September 15 of each year or within 30 days of receiving this annual notice.



District Records Custodian

The District's Records Custodian [is/are]:

Rose Hilger, NC Registrar

rhilger@lths.net

708-579-6300

Nancy Kalkowski, SC Registrar

nkalkowski@lths.net

708-579-6500

Media/Publication

As part of our community relations efforts and student recognition programs, Lyons Township High School District 204 may periodically release or publish information regarding students and their accomplishments (see Board Policy [7:340—Student Records](#)). Student information and/or images may be included in District publications, on the District website, television/radio station and District administered social media websites. Furthermore, D204 may allow the media in the school to cover non-public events, accomplishments and news stories and to use names, images, photographs or likenesses of students in electronic, video or printed form.

All exclusionary requests must be mailed to Lyons Township High School, 100 S. Brainard Avenue, LaGrange, IL 60525 to the attention of the Community Relations Coordinator within the first 30 days of school.

Parents/guardians should understand that if they withhold consent, none of the student's information would be released. This includes examples such as information/photograph for the yearbook, award listings such as honor roll and classroom projects highlighted in digital and print form.

Images/Names of Students Taken by Non-school Personnel

While the district limits access to school buildings by outside photographers/news media outlets (see Board Policy [8:10—Connection with the Community](#)), it has ¹⁸³control over other students, news media, or outside entities that may post/publish a picture of an identified or unidentified student. District/school staff

members will not identify a student for a photographer/reporter who was not pre-approved to be on district grounds by district/school officials.

 This does not include photographs or videos that do not feature your student but where your student appears in the background which may be released or published without parent authorization. In addition, images of students participating in extracurricular activities (e.g, athletic events, theatrical productions), which by their very nature involve exposure to the public, may also be released or published without authorization from parents.



Military Recruiters & Institutions of Higher Education

The District's notice for Military Recruiters & Institutions of Higher Education is available here from the Official Records Custodian or District Office.

If you believe the District has violated or is violating your rights under the Board Policy or ISSRA or FERPA, you have the right to file a complaint pursuant to ISSRA or with the United States Department of Education concerning the District's alleged violation of your rights. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC, 20202-4605.

Please contact the campus Associate Principal NC 708-579-6300/SC 708-579-6500 with questions regarding your student's records.

Student Online Protection Privacy Act Notice

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 Ill. 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/guardian name and student or parent/guardian contact information, username/password, 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/guardians
- Other activities that are for the use and benefit of the school district

Protection of Pupil Rights Amendment (PPRA) Notice

[Board Policy 7:15, Student and Family Privacy Rights](#)

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 as identified in policy 6:10, Educational Philosophy and 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 Created by a Third Party

All surveys as at the discrepancy of the Superintendent or designee. 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(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This section 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.

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
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/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, ¹⁵⁶and within a reasonable time of, their request,

and/or

2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's parent(s)/guardian(s) 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.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act ([20 U.S.C. §1400](#) et seq.).
3. Is otherwise authorized by Board policy.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member shall 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(s)/guardian(s) 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.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy. This notification shall be given to parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

Transfer of Rights The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.:

20 U.S.C. §1232h, Protection of Pupil Rights Act.

105 ILCS 5/10-20.38.

325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.

Policy 6:190 Extracurricular and Co-Curricular Activities

Athletics

Variety of interscholastic sports and activities offers opportunity to improve athletic abilities and develop desirable, intrinsic qualities derived from competition. Every participating student in athletics or activities MUST complete an online Student Activities Registration Form and MUST complete a Student Activities Code of Conduct agreement form.

Sports			
Boys		Girls	
<i>Fall</i>		<i>Fall</i>	
	Cross Country		Cross Country
	Football		Golf
	Golf		Tennis
	Soccer		Swimming
			Volleyball
<i>Winter</i>	Basketball	<i>Winter</i>	Basketball
	Bowling		Competitive Cheer
	Special Olympics Basketball		Gymnastics
	Swimming		Pom Poms
	Wrestling		Special Olympics Basketball
			Wrestling
<i>Spring</i>	Baseball	<i>Spring</i>	Badminton
	Bass Fishing		Bass Fishing
	Gymnastics		
	Lacrosse		Lacrosse
	Special Olympics Track and Field		Soccer
	Tennis		Softball
	Track & Field		Special Olympics Track and Field
	Volleyball		Track and Field
	Water Polo		Water Polo

LTHS competes under rules and regulations of Silver Division of West Suburban Conference, and IL High School Association.

School Districts of the Silver Division, West Suburban Conference

Downers Grove North	Glenbard West
Hinsdale Central	Lyons Township
Proviso West	Oak Park-River Forest
York Community	

School Districts of the Gold Division, West Suburban Conference

Addison Trail	Downers Grove South
Hinsdale South	Leyden
Morton	Proviso East
Willowbrook	

Athletic Study Hall

An athletic study hall is available to junior and senior athletes only (as per Illinois School Code) during the season of their IHSA sport. An Athletic Study Hall substitutes a Study Hall period during the student's schedule Physical Education class to allow school study time for time spent practicing. Only study hall may be substituted (i.e., not another course). Any abuse of this privilege can result in a) appropriate discipline and b) an immediate return to Physical Education class.

Performing Activities

These include:

1. Cheerleading--spirit-supporting team for interscholastic sports
2. Eurythmics--modern dance performing team
3. Pom-Pon--dance rhythm performing team

Intramural Activities

Intramural Activities offered by Athletic Department include:

Archery	Floor Hockey	Rock Climbing
Badminton	Gymnastics	Ultimate Frisbee
Baseball/Softball Hitting	Indoor Soccer	Volleyball
Basketball	Lacrosse	Weight Training/Conditioning
3-on-3 Basketball	Pool (Billiards)	

Information regarding intramural activities can be found on the LT website and in announcements, the bulletin, or athletic department office.

Student Activities

Working with other students in school activities encourages a student to become a part of LT either as a member of a club or committee, dramatic production, music ensemble, or interest team. Collaboration with fellow students builds school spirit, friendships, personal achievement, and a feeling of belonging. LTHS has a place for everyone in its wide-ranging activities. Sufficient student interest in other activities may result in other activities being added to the intramural program.

Student Activities & Clubs

A cappella Club	FFCLA (Family, Career and Community Leaders of America)	Pep Band
Arabic Culture Club	FFA (Future Farmers of America)	Photography Club
Archery Club	Fishing Club	Pinball Club
Art Club	French Club	Ping Pong Club
ASL Club	Future Healthcare Professionals	Poms
Astronomy Club	GEMS (Girls in Engineering, Math and Science)	PRISM
Athlete Leadership Program	German Club	Programming Club
Auto Club	Greek Club	PSI (Peaceable Schools Initiative)
Aviation Club	Improvisation Society of Geniuses	Recycling Club
Baccalaureate	Interact Club	Robotics Team
Battle of the Books	Investment Club	Rock Climbing Club
Best Buddies	Italian Club	Roundnet Club
BIZ Concessions	Jazz Band	Sailing Club
Black Student Union	Jazz Lab Band	SAVE Promise Club
Board Games Club	Jazz Strings	Scholastic Bowl
Bowling Club	Latin Club/Junior Classical League	Science Olympiad
BPA (Business Professionals of America)	Latinos Juntos	Snowball
Breakfast with Barbells	Lifeguard Club	Social Action Project
Catering Club	<i>The Lion</i> Newspaper	Spanish Club
Chamber Orchestra	Lions Den Student Section	Speech Team
Cheerleading (Spirit)	LTTV (TV Production Club)	STEM Club
Chess Team	Madrigals	Steppers
Class Boards	Marching Band	Student Athletic Training (Sports Medicine)
Color Guard/Winter Guard	Math Team	Student Council
Congressional Debate	<i>Menagerie</i> (Literary & Art Magazine)	Sustainability Club
The Corral	Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS Club)	<i>Tabulae</i> Yearbook
Creative Writing Group	161 Model UN	Theatre Board
Cyber Defense Club		Ultimate Frisbee

D&D Club	Music Improv	WLTL (Radio Production Club)
East Asian Culture Club	National Honor Society	Yarn & Thread Club
eSports Club	Older Adult Connection	Yoga & Wellness Club
Eurythmic Dance Company	Peer Leadership	Zoology Club
Fashion Club		

Every participating student in activities or athletics must complete an online Student Activities Registration Form for each activity, review the Code of Conduct, and complete a Student Activities Code of Conduct agreement form.

Students are also required to comply with Board Policies [6:190](#)—*Extracurricular and Co-Curricular Activities*; [7:240](#)—*Conduct Code for Participants in Extracurricular Activities*; and [7:300](#)—*Extracurricular Athletics*.

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204

STUDENT ACTIVITIES CODE OF CONDUCT

Purpose

The extracurricular activities offered by Lyons Township High School District 204 are an extension of, but separate from, the regular high school program. While the regular curricular program is a right afforded to each student, participation in the extracurricular program is a privilege and, as such, carries certain expectations beyond those found in the normal classroom setting. The goal of District 204's extracurricular activities program is to give students direction in developing healthful living habits, discipline, leadership, teamwork, and respect for rules and regulations. For these reasons, this Code of Conduct is applied to students participating in District 204's extracurricular activities program.

Defining Extracurricular Activities (Board Policy 6:190)

Extracurricular activities are activities that are not part of the curriculum, are not graded, do not offer credit, and do not take place during instructional time. Extracurricular activities include competitive interscholastic activities and clubs.

Selection and Participation Requirements (Board Policies 6:190, 7:300)

Selection of members or participants is at the discretion of teachers, sponsors, or coaches, based on selection criteria that conforms with District 204's policies.

To be eligible for participation in any Illinois High School Association (IHSA) athletic or extracurricular activity, a student must satisfy the IHSA's scholastic standing requirement. A student must be doing passing work in at least twenty-five (25) credit hours of high school per week. A student must, unless entering high school for the first time, have credit on their school records for twenty-five (25) credit hours of high school work (i.e., five graded classes) for the previous semester. Such work must have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received. Passing work must be defined as schoolwork for which a grade would have been given and certified on a student's transcript if a student were to transfer to another school.

A student failing to meet this minimum standard during weekly eligibility checks during the semester (i.e., five graded classes) shall be suspended from activities for a period of seven (7) consecutive calendar days. Students failing to meet the minimum standard at the conclusion of the semester shall be suspended from their activities for the entire next semester.

Students also must abide by all by-laws and rules of any association in which District 204 is a member. This includes all IHSA eligibility rules, including those related to age and attendance. Students and parents/guardians are encouraged to consider these academic eligibility requirements prior to requesting schedule changes or dropping classes.

Expectations

The following expectations apply to all District 204 students participating in extracurricular activities. Each activity may set additional expectations for students.

1. The student must agree to follow the Code of Conduct and the sponsor's or coach's rules and instructions.
2. Regularly attend school, practice, and events. Participants are expected to attend school for six class periods of the student's class schedule on the day of the activity. "Activity" includes practices, competitions, and events related to the extracurricular activity.
3. Attend an in-person meeting or view a District-sponsored video training at the beginning of every school year during which a student intends to participate in extracurricular activities to review this Code of Conduct, student behavior expectations, and any applicable student handbook and Board Policy provisions. The student and parent/guardian must confirm attendance at a meeting or viewing of the video training, either in writing or electronically, prior to the start of the activity or season. The coach or sponsor also may require students to attend an activity-specific meeting at the beginning of the season or start of the activity to review expectations.
4. Travel on school-arranged transportation for all events off Lyons Township High School campus.

5. Be responsible for the maintenance and return of all equipment and/or clothing issued for an activity.
6. Encourage participants to attend Awards Nights/End-of-Year Banquets for the extracurricular activities in which the student participates.
7. Carry their school-issued ID card with them at all times.

Students who participate in extracurricular athletic activities also must comply with the following requirements prior to participating:

- The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. Please use the Preparticipation Physical Examination Form available from the Illinois High School Association: <https://www.ihsa.org/documents/sportsMedicine/2022-23/PreParticipationPhysicalForm.pdf>
- The student's parent/guardian must provide written permission for the student's participation, giving District 204 full waiver of responsibility of the risks involved.
- The student or the student's parent/guardian must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.
- The student and their parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (e.g., Illinois High School Association); and (b) complete all forms required by District 204 including, without limitation, signing an acknowledgment of receiving information about the District's concussion policy, Board Policy 7:305, *Student Athlete Concussions and Head Injuries*.
- Students must attend instruction on steroid abuse prevention.

Students who participate in non-athletic extracurricular activities also must comply with the following requirements prior to participating:

- For applicable non-athletic extracurricular activities, the student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. Please use the Preparticipation Physical Examination Form available from the Illinois High School Association <https://www.ihsa.org/documents/sportsMedicine/2022-23/PreParticipationPhysicalForm.pdf>. See Appendix A for a list of non-athletic extracurricular activities.

Application of Code of Conduct

LT students who participate in District 204 extracurricular activities are subject to the Code of Conduct and will receive disciplinary consequences for violations of the Code of Conduct as outlined below. Students may be subject to additional consequences for the activity, in addition to consequences under the Code of Conduct. For example, leadership positions in an activity are solely at the discretion of the coach or sponsor and a violation of the Code of Conduct may also result in loss of a leadership position.

Students who violate student behavior rules set forth in the Student Handbook or Board Policy also may result in disciplinary consequences under the Code of Conduct. Students who engage in conduct that results in criminal charges are also subject to disciplinary consequences under the Code of Conduct. Additionally, students who violate the Code of Conduct may be subject to discipline pursuant to Board Policy 7:190, *Student Behavior*, and other applicable District 204 policies and rules regarding student behavior.

Violations of the Code of Conduct will be treated cumulatively over the course of one school year, across all extracurricular activities. If a student receives one or more Code of Conduct violations in a school year, the student's subsequent school year shall be treated as a "probationary year." If the student has no Code of Conduct violations during the probationary year, the student's total violations and level of consequence per the Code will reset for a subsequent violation following the probationary year. That is, following a successful probationary year, any Code of Conduct violations and disciplinary consequences will result in a First Offense (unless an exception applies, as set forth in the paragraph below). However, if the student violates the Code of Conduct during this probationary year, the student's violations and consequences will not reset, and disciplinary consequences will continue to be assessed cumulatively for that school year.

Depending on the nature of Code of Conduct violation, as determined at the administration's sole discretion and in accordance with applicable administrative procedures, a more significant consequence may be imposed

in response to student misconduct instead of in a progressive manner. Discipline may include up to removal from a particular extracurricular activity or all extracurricular activities for a set period of time or the remainder of the student's high school career.

Prohibited Conduct

Students participating in District 204 extracurricular activities shall not engage in the prohibited conduct listed below at all times, including after school, on days when school is not in session, and whether on or off school property. Students found to have engaged in prohibited conduct are subject to disciplinary consequences of this Code of Conduct, notwithstanding any additional disciplinary consequences that may be issued pursuant to Board Policy 7:190, the Student Handbook, or other Board Policy or District rules.

Alcohol, Tobacco, and Illegal/Controlled Substances

Students shall not use, possess, buy, sell, trade/barter, or distribute any beverage containing alcohol (except for religious purposes), tobacco or nicotine materials in any form (including electronic cigarettes and vapes), cannabis in any form unless except under *Ashley's Law*, or any illegal/controlled substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia.

Students shall not attend a party or other gathering and/or ride in a vehicle where alcohol, tobacco, cannabis, and/or illegal/controlled substance is present with or being consumed by minors.

Additionally, for student-athletes, IHSA prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. IHSA administers a performance-enhancing substance testing program. Under this program, student-athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to this Code of Conduct and Board Policy 7:190, *Student Behavior*.

Bullying and Hazing

Bullying and hazing activities are strictly prohibited at any time and in any location. *Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of their willingness to participate (adapted from the definition of *hazing* adopted by the National Federation of State High School Associations). *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 that has or can be reasonably predicted to place a student in reasonable fear of harm; cause a substantially detrimental effect on a student's physical or mental health; substantially interfere with a student's academic performance; or substantially interfere with a student's ability to participate in or benefit from school services, activities, or privileges, and is strictly prohibited in accordance with Board Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

Conduct Unbecoming of a District 204 Representative

Students must abide by all school rules and display conduct becoming of a District 204 representative including, but not limited to, those identified in Board Policy 7:240, *Conduct Code for Participants in Extracurricular Activities*, and Board Policy 7:190, *Student Behavior*. This includes after school, on days when school is not in session, whether on or off school property, and in communications posted on social media sites. Failure to abide by relevant board policies and student conduct expectations may subject a student to discipline.

Examples include but are not limited to: violating the District's policies or procedures on student behavior; unsportsmanlike conduct; violating the rules for the extracurricular activity; behaving in a manner that disrupts or adversely affects the group or school; being insubordinate or disrespectful toward the sponsor(s) or coach(s); falsifying any information contained on any form required for the activity or sport; engaging in conduct that violates local ordinances and/or State or federal law.

Also, hate speech or harassment behavior aimed at a person's sex, gender identification, race, religion, creed, age, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or disability that substantially interferes with a student's school performance or creates and intimidating, hostile, or offensive school environment is strictly prohibited and may subject a student to discipline. Hate speech or harassment

may be verbal, non-verbal, or physical acts. See IHSA Hate Speech and Harassment Policy & Procedure.

Disciplinary Consequences

Students found to have engaged in prohibited conduct as described in this Code of Conduct are subject to the following disciplinary consequences, notwithstanding any additional disciplinary consequences that may be issued pursuant to Board Policy 7:190, the Student Handbook, or other Board Policy or District rules.

First Offense – Suspension from all extracurricular activities for 10% of the competitive season or two events, whichever is less, with the student expected to participate in all practices and attend all contests during that time unless the student also is suspended or expelled from school.¹ For alcohol, tobacco, and illegal/controlled substance offenses, the student must attend and complete a school-approved chemical education program. The chemical education program's initial assessment is paid for by the District; however, the student's parents/guardians are financially responsible for any required follow-up components of the program or recommendations for further treatment or counseling. For all other Code of Conduct violations, the student must meet with a District counselor or social worker, or other District staff member or administrator as determined by the Principal or designee, to identify the student's options for a restorative activity for the student to attend and complete. Final determination of a restorative measure is at the discretion of the District.

Second Offense – Loss of all extracurricular opportunities for one calendar year from the date of the infraction. The student must participate in all practices and attend all contests during the time they are serving the consequence unless the student is also suspended or expelled from school. If the student agrees to a chemical assessment at a school-approved program for an alcohol, tobacco, and illegal/controlled substances violation, at the District's expense, the student's disciplinary consequence will be reduced to a six (6) week suspension as provided below.

For all other Code of Conduct violations, if the student agrees to meet with a District counselor or social worker, or other District staff member or administrator as determined by the Principal or designee, to identify the student's options for a restorative activity and the student attends and completes the restorative activity, the student's disciplinary consequence will be reduced to a six (6) week suspension as provided below. Final determination of a restorative measure is at the discretion of the District.

Athletic and Non-Athletic Activities with Competitive/Performance Events: Six (6) week suspension of the competitive or performance season from the date of the infraction. This could result in the consequence being served over two seasons, semesters, or school years.

Non-Athletic Activities without Competitive/Performance Events: Six (6) week suspension, including practices and meetings at the sole discretion of the administration from the date of the infraction. This could result in the consequence being served over two seasons, semesters, or school years.

Third Offense – Loss of all extracurricular opportunities for one calendar year from the date of the infraction, including attendance at all practices and contests.

Fourth Offense – Loss of all extracurricular opportunities for the remainder of the student's high school career.

Reporting Offenses

Reports of offenses committed outside of school will be accepted from the following individuals:

- Lyons Township High School District 204 staff;
- Law enforcement officials;
- Individual students committing infraction;
- Parent of student committing offense;
- Speak Up Line;
- Current students; and

¹ An "event" for non-athletic extracurricular activities is similar to a game/contest for an athletic activity; a practice or the equivalent is not an event. The administration, in its sole discretion, will determine how First Offense consequence is applied to non-athletic extracurricular activities. For example, the student may be suspended from one of three events for the activity.

- Identified private citizens.

Investigation

Upon receipt of a possible Code of Conduct violation from an identified reporter, the assigned Assistant Principal or designee will investigate the report. The Assistant Principal will speak with all relevant parties and evaluate all evidence presented as part of the alleged Code violation. During a pending investigation into a Code of Conduct violation, the Assistant Principal may suspend the student or students from participation in extracurricular activities. After completing the initial investigation, the Assistant Principal, in conjunction with the Associate Principal, will determine if a Code of Conduct violation occurred, and, if so, the severity of the offense and the disciplinary consequence. The Associate Principal, Athletic Director or Activities Director shall notify the student, the student's parent/guardian, and student's coach/sponsor in writing of the outcome of investigation and of any disciplinary consequence. Coaches/sponsors are responsible for enforcing the consequence administered by the Associate Principal, Athletic Director, and/or Activities Director.

Appeal Process

Within two school days upon receiving the decision by an Associate Principal, Athletic Director, or Activities Director regarding a violation of the Code of Conduct, a student and/or parent/guardian of a student participating in extracurricular activities may appeal the decision to the Principal or their designee. The Principal or designee shall review all relevant materials and evidence related to the Code of Conduct violation, and within two school days of receiving a notice of appeal, shall uphold, reject, or amend the Associate Principal's, Athletic Director's, or Activities Director's determination regarding the Code of Conduct violation and disciplinary consequence. The Principal or designee shall notify the student, the student's parent/guardian, and the student/s coach/sponsor in writing of the outcome of the appeal. During a pending appeal of a Code of Conduct violation, a student may choose to serve their consequence before the final decision of the Principal or designee, or wait until after the Principal or designee issues a final decision. The Principal's or designee's decision is final.

I have read the above information and will abide by the Student Activities Code:

<i>Student Name (Print):</i>	
<i>Student Signature:</i>	<i>Date:</i>
<i>Coach/Sponsor Signature</i>	<i>Date:</i>
<i>Parent/Guardian Signature</i>	<i>Date:</i>

Last Revised: May 20, 2024



LYONS TOWNSHIP HIGH SCHOOL District 204

Dr. Brian Waterman, Superintendent

Ph: 708-579-6451 E: BWaterman@LTHS.net

North Campus 100 S. Brainard Ave., LaGrange, IL 60525

South Campus 4900 S. Willow Springs Ave., Western Springs, IL 60558

TO: District #204 Board of Education
FROM: Dr. Brian Waterman, Superintendent
DATE: June 2, 2025
RE: PRESS 118 Updates

The District maintains its policies through the PRESS service provided by the Illinois Association of School Boards (IASB). On April 24, 2025 the district received the policy recommendations related to PRESS 118 for review.

As a reminder, PRESS issues are published periodically (approximately 3-4 times per year), and are used to update our board policy manual and administrative procedures manual. They include updates related to changes in state/federal law, as well as regulations or current case law that may affect board policy within our district.

District 204 subscribes to a program referred to as PRESS Plus, This program allows IASB to isolate any policies from the recent issue that are related only to our district for review. With each PRESS update, we request that the Board's legal counsel, Jennifer Rosenberg (Hodges Loizzi), review and offer any additional necessary legal guidance related to the PRESS recommendations.

The Board conducted a 1st Reading regarding PRESS 118 at the June 2 Committee of the Whole Meeting. As a follow-up to the Board's discussion on June 2, the packet contains the below updated policies that are reflective of the recommendations and discussion that occurred on June 2. The versions of policies that are shown below include the clean versions that will ultimately become Board policy, pending approval.

Section 1 (Draft Updates)

The following policy revisions are draft updates and can include changes of an administrative nature, such as updates to legal references, footnotes, terminology, or responses to recent legislation, or other language update suggestions.

Policy 2:260 Uniform Grievance Procedure
Policy 4:15 Identity Protection
Policy 4:80 Accounting and Audits
Policy 5:10 Equal Employment Opportunity and Minority Recruitment
Policy 5:20 Workplace Harassment Prohibited
Policy 5:60 Expenses



Policy 5:100	Staff Member Development
Policy 6:150	Home and Hospital Instruction
Policy 6:235	Access to Electronic Networks
Policy 7:10	Equal Educational Opportunities
Policy 7:20	Harassment of Students Prohibited
Policy 7:60	Residence
Policy 7:70	Attendance and Truancy
Policy 7:180	Prevention of and Response to Bullying, Intimidation and Harassment
Policy 7:185	Teen Dating Violence Prohibited
Policy 7:190	Student Behavior
Policy 7:200	Suspension Procedures
Policy 7:210	Expulsion Procedures
Policy 7:250	Student Support Services
Policy 7:270	Administering Medicine to Students
Policy 7:315	Restrictions to Publications: High School
Policy 7:340	Student Records

Section 2 (Draft Rewritten)

The following policy revisions include a policy or board exhibit currently in the board policy manual that has changes that would be too complex to show with redlined edits. The changes are presented as a clean, rewritten document for the board to consider.

Policy 2:265 Title IX Grievance Procedure

Section 3 (New Draft)

The following policies include a new policy or board exhibit, not previously included in the district's adopted manual, that is being presented for the board to consider adding.

Policy 7:255 Students who are Parents, Expecting Parents, or Victims of Domestic or Sexual Violence



PRESS 118

DRAFT UPDATES

Document Status: Draft Update

SECTION 2 -BOARD OF EDUCATION

2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or has a complaint regarding any one of the following: Title II of the Americans with Disabilities Act, [42 U.S.C. §12101](#) *et seq.*

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 *et seq.*
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*, excluding Title IX complaints governed by Board policy 2:265, Title IX Grievance Procedure
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791](#) *et seq.*
4. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, [775 ILCS 5/](#); Title VI of the Civil Rights Act of 1964, [42 U.S.C. §2000d](#) *et seq.*; and/or Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e](#) *et seq.* (see Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*)
5. Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e](#) *et seq.* (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\)](#); Illinois Human Rights Act, [775 ILCS 5/](#); and Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e](#) *et seq.* (Title IX sexual harassment complaints are addressed under Board policy 2:265, *Title IX Grievance Procedure*)
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180/](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112/](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#)
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, [410 ILCS 513/](#); and Titles I and II of the Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff](#) *et seq.*
16. Employee Credit Privacy Act, [820 ILCS 70/](#).

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

Right to Pursue Other Remedies Not Impaired

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

A complaint may be filed with the Department of Education, Office for Civil Rights. The Illinois Regional Office for Civil Rights is located in Chicago at:

Chicago Office for Civil Rights

U.S. Department of Education

Citigroup Center

500 West Madison Street, Suite 1475

Chicago, IL 60661

Phone: 312/730-1560

Fax: 312/730-1576

TDD: 877/521-2172

Email: OCR.Chicago@ed.gov

Deadlines

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

Filing a Complaint

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

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager or designee shall process and review the complaint under Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

For any complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, in addition to any response required by this policy.

For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint according to that policy, in addition to any response required by this policy, and shall consider whether an investigation under Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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

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

extension of time from the Superintendent. The Superintendent will keep the Board informed of all complaints.

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

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall provide his or her written decision to the Complainant and the accused as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

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

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

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall provide its written decision to the Complainant and the accused, as well as to the Complaint Manager. With regard to any review, deliberations, or determination by the Board of the Complaint Manager's or outside investigator's report and the related complaint, the Board shall consider requiring the recusal of any board members who are parties or witnesses to the complaint.

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

Appointing a Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers [PRESSPlus2](#)

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

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

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

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator, Title IX Coordinator, and the Complaint Managers. The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District's Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers on an annual basis.

Nondiscrimination Coordinator:

Ed Piotrowski, Director of Human
Resources
100 S. Brainard

LaGrange, IL 60525
epiotrowski@lths.net
708/579-6456

Complaint Managers:

Greg Gardner,

Associate Principal - South
4900 S. Willow Springs Rd.

Western Springs, IL 60558
ggardner@lths.net
708/579-6500

Sarah Smith,

Associate Principal - North
100 S. Brainard

LaGrange, IL 60525
ssmith@lths.net
708/579-6300

LEGAL REF.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[20 U.S.C. §1232g](#), Family Education Rights Privacy Act.

[20 U.S.C. §1400](#), The Individuals with Disabilities Education Act.

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments; [34 C.F.R. Part 106](#).

[29 U.S.C. §206](#)(d), Equal Pay Act.

[29 U.S.C. §621](#) *et seq.*, Age Discrimination in Employment Act.

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973.

[29 U.S.C. §2612](#), Family and Medical Leave Act.

[42 U.S.C. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964.

[42 U.S.C. §2000e](#) *et seq.*, Title VII of the Civil Rights Act of 1964.

[42 U.S.C. §2000ff](#) *et seq.*, Genetic Information Nondiscrimination Act.

[42 U.S.C. §11431](#) *et seq.*, McKinney-Vento Homeless Assistance Act.

[42 U.S.C. §12101](#) *et seq.*, Americans With Disabilities Act; [28 C.F.R. Part 35](#).

[105 ILCS 5/2-3.8](#), [5/3-10](#), [5/10-20](#), [5/10-20.5](#), [5/10-20.7a](#), [5/10-20.60](#), [5/10-20.69](#), [5/10-20.75](#), [5/10-22.5](#), [5/22-19](#), [5/22-95](#) (final citation pending), [5/24-4](#), [5/27-1](#), [5/27-23.7](#), and [45/1-15](#).

[5 ILCS 415/10](#)(a)(2), Government Severance Pay Act.

[5 ILCS 430/70-5](#)(a), State Officials and Employees Ethics Act.

[410 ILCS 513/](#), Ill. Genetic Information Privacy Act.

[740 ILCS 174/](#), Whistleblower Act.

[740 ILCS 175/](#), Ill. False Claims Act.

[775 ILCS 5/](#), Ill. Human Rights Act.

[820 ILCS 70/](#), Employee Credit Privacy Act.

[820 ILCS 112/](#), Equal Pay Act of 2003.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act; [56 Ill.Admin.Code Part 280](#).

[23 Ill.Admin.Code §§1.240](#), [200.40](#), [226.50](#), and [226.570](#).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About

Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

PRESSPlus Comments

[PRESSPlus 1.](#) Updated throughout in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

[PRESSPlus 2.](#) While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

[PRESSPlus 3.](#) A district must prominently display its Title IX nondiscrimination policies (this policy 2:260, *Uniform Grievance Procedure*, and policy 2:265, *Title IX Grievance Procedure*) and contact information for its Title IX Coordinator on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX coordinator, to the U.S. Dept. of Education's Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

Document Status: Draft Update

OPERATIONAL SERVICES

4:15 Identity Protection

The collection, storage, use, disposal and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, [5 ILCS 179/](#). Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

The Superintendent is also responsible for notification of affected individuals and any other entity in the event of the acquisition of personal information by an unauthorized person or entity to the extent required by the Illinois Personal Information Protection Act and any other applicable law.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. An employee who has substantially breached the confidentiality of social security numbers may be subject to disciplinary action or sanctions up to and including dismissal in accordance with District policy and procedures. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

Treatment of Personally Identifiable Information Under Grant Awards

The Superintendent ensures that the District takes reasonable cybersecurity and other measures to safeguard information including: PRESSPlus1 (1) *protected personally identifiable information*, (2) other types of information that a federal agency, pass-through entity, or State awarding agency designates as sensitive, such as *personally identifiable information* (PII) and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, *sensitive information*), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act ([30 ILCS 708/](#)).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information.

LEGAL REF.:

[2 C.F.R. §200.303\(e\)](#).

[5 ILCS 179/](#), Identity Protection Act.

[30 ILCS 708/](#), Grant Accountability and Transparency Act.

[50 ILCS 205/3](#), Local Records Act.

[105 ILCS 10/](#), Illinois School Student Records Act.

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

PRESSPlus Comments

[PRESSPlus 1](#). Updated in response to 2 C.F.R Part 200, amended by 89 Fed. Reg 30046, addressing the safeguarding of information under grant awards and updating the definitions for *personally identifiable information* and *protected personally identifiable information*.

Personally Identifiable Information (PII) means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some PII is available in public sources such as telephone books and websites. This was previously defined as *public personally identifiable information* (Public PII), but 2024 revisions to 2 C.F.R. Part 200 have deleted Public PII as a definition. The definition of PII is not attached to any single category of information or technology. Instead, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that could be used to identify an individual when combined with other available information. 2 C.F.R. §200.1.

Protected personally identifiable information (Protected PII) means PII, except for certain types of PII that must be disclosed by law. 2024 revisions to 2 C.F.R. Part 200 eliminated examples of Protected PII and instead only list examples of PII within the definition of Protected PII at 2 C.F.R. §200.1, which may indicate broadening of the definition of Protected PII. See 89 Fed. Reg. 79732. Before the 2024 revisions, examples of Protected PII contained in the regulation included, but were not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal records, medical records, financial records, and educational transcripts. 2 C.F.R. §200.1. Consult the board attorney for guidance in this area. See sample administrative procedure 4:15-AP2, *Treatment of Personally Identifiable Information Under Grant Awards*, available at PRESS Online by logging in at www.iasb.com. Protected PII is similar to, but broader than, the definition of *personal information* under PIPA. **Issue 118, April 2025**

Document Status: Draft Update

OPERATIONAL SERVICES

4:80 Accounting and Audits

The School District's accounting and audit services shall comply with the Illinois Program Accounting Manual, as adopted by the Ill. State Board of Education (ISBE), and State law. The Superintendent or designee, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent or designee shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent or designee. The Superintendent or designee shall annually, on or before October 15, submit an original and one copy of the audit to the appropriate Intermediate Service Center Executive Director.

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by [2 C.F.R. §200.313](#), if applicable. The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$10,000 and have an estimated useful life greater than one year.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition and, when permitted by the terms and conditions of the award, the retention of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent or designee shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent or designee consistent with the annual budget. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Director of Business Services, or Board President, except that checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

Internal Controls

The Superintendent or designee is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The District's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented.
2. Financial records and data must be accurate and complete.
3. Accounts payable must be accurate and punctual.
4. District assets must be protected from loss or misuse.
5. Incompatible duties should be segregated, if possible.
6. Accounting records must be periodically reconciled.
7. Equipment and supplies must be safeguarded.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
9. Any unnecessary weaknesses or financial risks must be promptly corrected.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.:

[2 C.F.R. §200](#) *et seq.*

[30 ILCS 708/](#), Grant Accountability and Transparency Act, implemented by [44 Ill.Admin.Code 7000](#) *et seq.*

[105 ILCS 5/2-3.27](#), [5/2-3.28](#), [5/3-7](#), [5/3-15.1](#), [5/5-22](#), [5/10-21.4](#), [5/10-20.19](#), [5/10-22.8](#), and [5/17-1](#) *et seq.*

[23 Ill.Admin.Code Part 100](#).

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit Cards), 4:90 (Student Activity and Fiduciary Funds)

PRESSPlus Comments

[PRESSPlus 1](#). Updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg.

30046. A minimum threshold of \$10,000, or a lesser amount established by the board, and useful life greater than one year complies with the definition of *equipment* under federal grant rules. **Issue 118, April 2025**

[PRESSPlus 2](#). Updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg. 30046. **Issue 118, April 2025**

Document Status: Draft Update

General Personnel

5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; reproductive health decisions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; family responsibilities; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, [410 ILCS 130/](#).

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*.

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.

Nondiscrimination Coordinator:

Ed Piotrowski, Director of Human
Resources
100 S. Brainard

LaGrange, IL 60525
708/579-6456

Complaint Managers:

Greg Gardner,

Associate Principal - South
4900 S. Willow Springs Rd.

Western Springs, IL 60558
ggardner@lths.net
708/579-6500

Sarah Smith,

Associate Principal - North
100 S. Brainard

LaGrange, IL 60525
ssmith@lths.net
708/579-6300

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §206](#)(d), Equal Pay Act.

[29 U.S.C. §218d](#), Fair Labor Standards Act.

[29 U.S.C. §621](#) *et seq.*, Age Discrimination in Employment Act.

[29 U.S.C. §701](#) *et seq.*, Rehabilitation Act of 1973.

[38 U.S.C. §4301](#) *et seq.*, Uniformed Services Employment and Reemployment Rights Act (1994).

[42 U.S.C. §1981](#) *et seq.*, Civil Rights Act of 1991.

[42 U.S.C. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

[42 U.S.C. §2000e](#) *et seq.*, Title VII of the Civil Rights Act of 1964; [29 C.F.R. Part 1601](#).

[42 U.S.C. §2000ff](#) *et seq.*, Genetic Information Nondiscrimination Act of 2008.

[42 U.S.C. §2000gg](#) *et seq.*, Pregnant Workers Fairness Act; [29 C.F.R. Part 1636](#).

[42 U.S.C. §2000e](#)(k), Pregnancy Discrimination Act.

[42 U.S.C. §12111](#) *et seq.*, Americans with Disabilities Act, Title I.

[Ill. Constitution, Art. I](#), §§17, 18, and 19.

[105 ILCS 5/10-20.7](#), [5/10-20.7a](#), [5/10-21.1](#), [5/10-22.4](#), [5/10-23.5](#), [5/22-19](#), [5/24-4](#), [5/24-4.1](#), and [5/24-7](#).

[410 ILCS 130/40](#), Compassionate Use of Medical Cannabis Program Act.

[410 ILCS 513/25](#), Genetic Information Privacy Act.

[740 ILCS 174/](#), Ill. Whistleblower Act.

[775 ILCS 5/1-103](#), [5/2-101](#), [5/2-102](#), [5/2-103](#), [5/2-103.1](#), [5/2-104](#)(D) and [5/6-101](#), Ill. Human Rights Act.

[775 ILCS 35/](#), Religious Freedom Restoration Act.

[820 ILCS 55/10](#), Right to Privacy in the Workplace Act.

[820 ILCS 70/](#), Employee Credit Privacy Act.

[820 ILCS 75/](#), Job Opportunities for Qualified Applicants Act.

[820 ILCS 112/](#), Ill. Equal Pay Act of 2003.

[820 ILCS 180/30](#), Victims' Economic Security and Safety Act.

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

PRESSPlus Comments

PRESSPlus 1. Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

Document Status: Draft Update

General Personnel

5:20 Workplace Harassment Prohibited

A working environment that is free from discrimination, including harassment will be maintained. It will be a violation of policy for any member of the District staff to harass any individual, through conduct or communications, on the basis of that individual's race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, family responsibilities, reproductive health decisions, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other status identified by District policy or procedure or State or federal law.

Harassment on the basis of a person's race, religion, national origin, sexual orientation, age, citizenship status, disability, or other protected status under state or federal law includes any intimidating, demeaning, or threatening remarks or conduct made to a person as a result of that person's race, religion, national origin, sexual orientation, age, citizenship status, disability, or other protected status under state or federal law. Religious harassment includes pressure to join or not to join a particular religion.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

Sexual harassment consists of, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other unwelcome conduct or communication of a sexual nature, when:

1. Submission to such remarks or conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such remarks or conduct by an individual is used as the basis for employment decisions; *or*
3. Such remarks or conduct have the purpose or effect of substantially interfering with an individual's professional performance or if such remarks or conduct have the purpose or effect on a person of reasonable sensibilities of creating an intimidating, hostile or offensive employment environment.

Sexual harassment prohibited by this policy includes, but is not limited to, verbal and written communication and physical conduct. The terms intimidating, hostile, and offensive include, but are not limited to, remarks or conduct which have the effect of

humiliation, embarrassment, or discomfort. Conduct will be evaluated in light of all circumstances.

Sexual harassment, as defined above, may include, but is not limited to:

1. Sexual abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual implications;
4. Unwelcome touching such as patting, pinching, or constant brushing against another's body; *and*
5. Suggestions or demands for sexual involvement accompanied by implied or explicit threats concerning employment status or similar personal concerns.

The District provides annual sexual harassment prevention training in accordance with State law.

Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to report information regarding violations of this policy. While a report can be made at any time, the Board encourages reports to be made promptly while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

No aggrieved person is required to confront a person engaging in harassing behavior, however, and no negative inference shall be drawn by the failure to do so.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, Title IX Coordinator, and /or a Complaint Manager.

An employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. Individuals may choose to report to a person of the individual's same gender.

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint

Manager. Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers

Nondiscrimination Coordinator:

Ed Piotrowski, Director of Human Resources
100 S. Brainard,

LaGrange, IL 60525
epiotrowski@lths.net
708/579-6456

Complaint Managers:

Greg Gardner,

Associate Principal - South
4900 S. Willow Springs Rd.,

Western Springs, IL 60558
ggardner@lths.net
708/579-6500

Sarah Smith,

Associate Principal - North
100 S. Brainard,

LaGrange, IL 60525
ssmith@lths.net
708/579-6300

Investigation Process

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681](#) *et seq.*), the Title IX Coordinator or designee shall determine whether action under Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged workplace harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment*

on the Basis of Race, Color, and National Origin Prohibited, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in [720 ILCS 5/11-9.1A\(b\)](#), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee may be up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act ([5 ILCS 430/](#)), the Whistleblower Act ([740 ILCS 174/](#)), and/or the Ill. Human Rights Act ([775 ILCS 5/](#)).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U.S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.:

[42 U.S.C. §2000e](#) *et seq.*, Title VII of the Civil Rights Act of 1964; [29 C.F.R. §1604.11](#).

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[5 ILCS 430/70-5](#)(a), State Officials and Employees Ethics Act.

[775 ILCS 5/2-101](#)(E) and (E-1), [5/2-102](#)(A), (A-10), (D-5), [5/2-102](#)(E-5), [5/2-109](#), [5/5-102](#), and [5/5-102.2](#), Ill. Human Rights Act.

[56 Ill. Admin.Code Parts 2500](#), [2510](#), [5210](#), and [5220](#).

[Vance v. Ball State Univ.](#), 570 U.S. 421 (2013).

[Crawford v. Metro. Gov't of Nashville & Davidson Cnty.](#), 555 U.S. 271 (2009).

[Jackson v. Birmingham Bd. of Educ.](#), 544 U.S. 167 (2005).

[Oncale v. Sundowner Offshore Servs.](#), 523 U.S. 75 (1998).

[Burlington Indus. v. Ellerth](#), 524 U.S. 742 (1998).

[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998).

[Harris v. Forklift Systems](#), 510 U.S. 17 (1993).

[Franklin v. Gwinnett Co. Public Schools](#), 503 U.S. 60 (1992).

[Meritor Savings Bank v. Vinson](#), 477 U.S. 57 (1986).

[Porter v. Erie Foods Int, Inc.](#), 576 F.3d 629 (7th Cir. 2009).

[Williams v. Waste Mgmt.](#), 361 F.3d 1021 (7th Cir. 2004).

[Berry v. Delta Airlines](#), 260 F.3d 803 (7th Cir. 2001).

[Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n](#), 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

[PRESSPlus 1](#). Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

[PRESSPlus 2](#). Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: Draft Update

General Personnel

5:60 Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.

2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act ([30 ILCS 708/](#)) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.

4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.:

2 C.F.R. §200. 475

[30 ILCS 708/130](#), Grant Accountability and Transparency Act.

[50 ILCS 150/](#), Local Government Travel Expense Control Act.

[105 ILCS 5/10-22.32](#).

[820 ILCS 115/9.5](#), Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

PRESSPlus Comments

[PRESSPlus 1.](#) The Legal References are updated. **Issue 118, April 2025**

Document Status: Draft Update

General Personnel

5:100 Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of the program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate any School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

Abused and Neglected Child Reporting Act (ANCRA) and *Erin's Law* Training

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA) mandated reporter training and training on the awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) as follows (see Board policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*):

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations.

In-Service Training Requirements

The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all District staff who work with pupils on:

1. Health conditions of students, including but not limited to training on:
 - a. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
 - b. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;

- c. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
 - d. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
 - e. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
 - f. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable.
2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.
 3. Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in [105 ILCS 5/10-20.61](#) (implicit bias training).
 4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in [105 ILCS 5/2-3.166](#) (*Ann Marie's Law*) and the definitions of *trauma*, *trauma-responsive learning environments*, and *whole child* as set forth in [105 ILCS 5/3-11](#).
 5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
 - a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
 - b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
 - c. Implementing the District's policies and procedures regarding such youth, including confidentiality; and
 - d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in [105 ILCS 110/3.10](#) (see Board policy 7:185, *Teen Dating Violence Prohibited*).
 6. Protections and accommodations for students, including but not limited to training on:
 - a. The federal Americans with Disabilities Act as it pertains to the school environment; and
 - b. Homelessness.

7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
 - a. Teacher-student conduct;
 - b. School employee-student conduct; and
 - c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in [105 ILCS 5/10-23.13](#) (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of [105 ILCS 5/27-23.4](#) (violence prevention and conflict resolution education).

Additional Training Requirements

In addition, the staff development program shall include each of the following:

1. Ongoing professional development for all school personnel and school resource officers on the requirements of 105 ILCS 5/10-22.6 and 5/10-20.14, the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments as defined in 105 ILCS 5/3-11(b), the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.
3. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with [105 ILCS 25/1.15](#). Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date.
4. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
5. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
6. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with [105 ILCS 150/](#), the Seizure Smart School Act.

7. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with [105 ILCS 145/](#), the Care of Students with Diabetes Act.
8. For all District staff, annual sexual harassment prevention training.
9. Title IX requirements for training in accordance with 34 C.F.R. Part 106 (see Board policy 2:265, *Title IX Grievance Procedure*).
10. Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years.
11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.
12. Training in accordance with 105 ILCS 5/26A for at least one staff member in each school designated as a resource for students who are parents, expectant parents, or victims of domestic or sexual violence, and for any employees whose duties include the resolution of complaints of violations of 105 ILCS 5/26A (see Board policy 7:255, Students who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence).

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

[42 U.S.C. §1758b](#), [Pub. L. 111-296](#), Healthy, Hunger-Free Kids Act of 2010; [7 C.F.R. Parts 210](#) and [235](#).

[105 ILCS 5/2-3.62](#), [5/2-3.166](#), [5/3-11](#), [5/10-20.17a](#), [5/10-20.61](#), [5/10-22.6\(c-5\)](#), [5/10-22.39](#), [5/10-23.12](#), [5/10-23.13](#), [5/22-80\(h\)](#), [5/22-95](#), 5/24-5, and 5/26A. [PRESSPlus3](#)

[105 ILCS 25/1.15](#), Interscholastic Athletic Organization Act.

[105 ILCS 145/25](#), Care of Students with Diabetes Act

[105 ILCS 150/25](#), Seizure Smart School Act.

[105 ILCS 110/3](#), Critical Health Problems and Comprehensive Health Education Act.

[325 ILCS 5/4](#), Abused and Neglected Child Reporting Act.

[745 ILCS 49/](#), Good Samaritan Act.

[775 ILCS 5/2-109](#) and [5/5A-103](#), Ill. Human Rights Act.

[23 Ill.Admin.Code §§ 22.20](#), [226.800](#), and [Part 525](#).

[77 Ill.Admin.Code §527.800](#).

CROSS REF.: 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

PRESSPlus Comments

[PRESSPlus 1](#). Updated in response to 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896. **Issue 118, April 2025**

[PRESSPlus 2](#). Updated in response to 105 ILCS 5/26A-25 and 26A-35, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, which requires each designated Article 26A Resource Person to either (1) be trained to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence, including training in the subjects set forth in 105 ILCS 5/26A-35(b)(i), or (2) have participated in an in-service training program under 105 ILCS 5/10-22.39(d) that includes training on the rights of minors to consent to counseling services and psychotherapy under the Mental Health and Developmental Disabilities Code within 12 months prior to designation. However, 105 ILCS 5/10-22.39(d) was deleted by P.A. 103-542 and its training contents are in 105 ILCS 5/10-22.39(b-25).

105 ILCS 5/26A-25(b)(1), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requires employees whose duties include resolution of Article 26A complaints to initially complete at least eight hours of training on issues related to domestic and sexual violence and how to conduct the district's complaint resolution procedure, and to complete six hours of training annually thereafter. Such training must be conducted by individual(s) with expertise in domestic or sexual violence in youth and expertise in developmentally appropriate communications with elementary and secondary students regarding topics of a sexual, violent, or sensitive nature. See sample administrative procedures 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

See pp. 28-30 of the June 2024 report of the second ESS Task Force for existing training requirements that may be suitable to fulfill Article 26A training requirements, at: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. **Issue 118, April 2025**

[PRESSPlus 3](#). The Legal References are updated. **Issue 118, April 2025**

Document Status: Draft Update

INSTRUCTION

6:150 Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Ill. State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence as defined in 105 ILCS 5/26A, will be provided home instruction, correspondence courses, or other courses of instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
 - a. The child's physician, physician assistant, or advanced practice registered nurse informs the District, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
 - b. The student or the student's parent/guardian informs the District, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization, as defined in 105 ILCS 5/26A, informs the District, in writing, that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The District may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

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

LEGAL REF.:

[105 ILCS 5/10-19.05](#)(e), [5/10-22.6a](#), [5/14-13.01](#), and [5/18-4.5](#).

[23 Ill.Admin.Code §§1.520](#), [1.610](#), and [226.300](#).

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunities), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:280 (Communicable and Chronic Infectious Disease)

PRESSPlus Comments

[PRESSPlus 1.](#) Updated in response to 105 ILCS 5/10-22.6a, amended by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

[PRESSPlus 2.](#) Number 2 does not require a written statement from a physician, physician assistant, or advanced practice registered nurse. See policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. **Issue 118, April 2025**

[PRESSPlus 3.](#) *Serious health condition* means an illness, injury, impairment, or physical or mental health condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider that is not controlled by medication alone. **Issue 118, April 2025**

Document Status: Draft Update

INSTRUCTION

6:235 Access to Electronic Networks

The District's electronic resources, including the Internet when used through such network, and District Technology are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The District's electronic resources are part of the curriculum and are not public forums for general use. The Superintendent or his/her designee shall develop an implementation plan for this policy, appoint system administrator(s), develop an administrative procedure defining relevant terms used and expectations set forth in this policy, and develop an *Authorization for Electronic Network Access* form.

Definitions

The term "electronic resources" includes, but is not limited to, the District's electronic networks and information systems, such as the Internet, Wi-Fi, electronic data networks, and infrastructure for oral, visual, and written electronic communication, including electronic mail, text messaging, instant messaging, and chat programs. "Electronic Resources" also include technology owned or licensed by the District and provided by the District for use by its employees or students, including, if offered, technology issued to students and/or employees (i.e., a "one-to-one" program), and District and District-authorized webpages and social media or websites. If a user accesses the District's electronic resources, including Internet service or Wi-Fi, with a personal technology device, that use is also considered use of "electronic resources" that is covered by this Acceptable Use Policy (AUP) and the District's Acceptable Use of Technology Agreement (AUTA).

The term "technology" includes desktop computers, laptop computers, tablet computers, cell phones and smart phones, text messaging services, instant messaging services, and other technology, as well as any webpages or social media profiles, such as Internet forums, weblogs (or "blogs"), video logs (or "vlogs"), wikis, social networks and social media pages (such as Facebook, Twitter, and MySpace), podcasts, photograph and video sharing programs (such as YouTube and Instagram), rating websites, music-sharing websites, and crowdsourcing.

The term "user" includes any person who uses the District's electronic resources, with or without District authorization, and may include students, parents, employees, contractors, and volunteers of the District.

Curriculum and Appropriate Online Behavior

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

Acceptable Use

The District's Acceptable Use of Technology Agreement (AUTA) contains the appropriate uses, ethics, and protocols. Access to the District's electronic resources is intended for educational purposes, conducting District business, and/or extracurricular activities. Employees may use District electronic resources for incidental personal use during non-work times as long as the use complies with the other parameters of this AUP and any implementing procedures and does not interfere with the employee's job duties or the provision of education and services by the District. Students may only use the District's electronic resources for incidental personal use during non-instructional times if the student is authorized to use the particular electronic resource at the time used, the use complies with the other parameters of this AUP and any implementing procedures, and does not violate any other District policy or state or federal law, including Board Policy 7:190, *Student Behavior*.

The District may issue technology to users, including students and employees, for educational or extra-curricular purposes and/or District business, including through a one-to-one program. Use of District-issued technology is governed by this AUP and the District's AUTA, including the Acceptable and Unacceptable Use provisions of this AUP and the AUTA, regardless of when, where, or for what purpose the use occurs. The user is responsible for reasonable care of District-issued technology at all times during which the technology is issued to the user, regardless of whether the technology is on school property or at related events or activities. This includes the requirement that the user not allow others to use the technology without authorization from an administrator. The procedures implemented by the Superintendent or designee for this AUP, including the AUTA, may contain further guidelines regarding responsible use, as may handbooks and other guidelines issued at the District or school level.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that blocks user access to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or his/her designee. The Superintendent or his/her designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device

for bona fide research or other lawful purpose, provided the person receives prior written permission from the Superintendent or his/her designee for such use.

The Superintendent or his/her designee shall include measures in this policy's implementation plan to address the following:

1. Supervision of student access to online electronic networks;
2. Restriction of student access to inappropriate matter and/or harmful materials;
3. Provision of student and staff education and training regarding privacy, safety, and security when using electronic communications and social networking websites and prevention and response to cyberbullying;
4. Restriction of unauthorized access, including "hacking" and other unlawful activities; and
5. Restriction of unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

The District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such materials.

Use of Artificial Intelligence (AI)-Enabled Tools

The Board recognizes that AI-enabled tools are important to enhance student learning, educator effectiveness, and school operations. The use of AI-enabled tools in the District shall be implemented in a safe, ethical, and equitable manner and in accordance with Board policies 1:30, School District Philosophy, and 7:345, Use of Educational Technologies.

To implement the use of AI-enabled tools in the District, the Superintendent or designee shall:

1. Develop a District-wide AI Plan that addresses the District's approach to the integration of AI;
2. Based on the District-wide AI Plan, establish AI Responsible Use Guidelines to address the responsible use of AI in the District by students and staff;
3. Ensure that AI-enabled tools comply with State and federal law;
4. Ensure that staff receive training and students receive instruction on the use of AI, as appropriate; and
5. Review the District's AI Plan and AI Responsible Use Guidelines on an annual basis and update them as needed.

Confidentiality of Private Information

Users of the District's electronic resources must comply with all policies and procedures that govern confidentiality of private information, including policies governing school student records and personnel records or information, when use the District's electronic resources.

Maintenance of Records

Certain laws require the District to maintain business records, including public records, school student records, and personnel records, for certain periods of time. Users of the District's electronic resources are responsible for maintaining records as required by District policy, District procedures, and/or relevant laws. This may include maintaining school student records and local records as required by state and federal law.

Disclaimer, Limitation of Liability, and Indemnification

The District does not guarantee the quality of the services provided through its electronic resources. The District makes no guarantees about the accuracy of information accessed through its electronic resources. The District is not responsible for: (i) any loss or damages resulting from the unavailability or failure of its electronic resources; (ii) any information that is rendered unavailable because of its electronic resources or lack thereof; or (iii) any inaccurate information accessed through its electronic resources.

All users assume full responsibility for any costs, liabilities, or damages arising from their use of the District's electronic resources, and must reimburse the District for any loss, including reasonable attorney's fees, incurred as a result of their use to the extent allowed by law. The District is not liable for the actions of users of its electronic resources.

No Expectation of Privacy

Users of the District's electronic resources have no expectation of privacy with respect to use of the District's electronic resources, including access of the District's Internet or Wi-Fi using personal technology, or with respect to any material created, transmitted, accessed, or stored via District electronic resources. This includes material created, transmitted, accessed, or stored for personal use, including incidental personal use, on or through the District's electronic resources. The District reserves the right to monitor users' activities on District electronic resources at any time for any reason without prior notification; to access, review, copy, store, and/or delete any electronic information accessed or stored therein; and to disclose such information to others as it deems necessary and/or as required by law. Users should be aware that information may remain on the District's electronic resources even after it has been deleted by the user. This section of this policy may only be altered through amendment of this policy, and

may not be altered or diminished by the verbal or written assurances of any employee or representative of the District.

Administrative Procedures and Authorization for Electronic Network Access

The District's administrative procedures and AUTA regarding use of electronic networks shall contain the appropriate uses, ethics, and protocol for use of the District Network and District Technology. The failure of any student or staff member to follow the terms of this policy and the related administrative procedures may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Each student and his or her parent(s)/guardian(s) must sign the AUTA and related *Student and Parent/Staff Authorization* before the student is granted unsupervised use of the District Network or District Technology. All other users, including staff members and parents/community members, must sign the *Student and Parent/Staff Authorization* as a condition for using or accessing the District's electronic resources or technology. Even if no *Authorization* is signed, users have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic resources. Users also agree by use that the District may monitor and/or read electronic communications and downloaded material, including files deleted from a user's account but not erased from the District's network.

LEGAL REF.:

No Child Left Behind Act, [20 U.S.C. §6777](#).

Children's Internet Protection Act, [47 U.S.C. §254](#)(h) and (l).

Enhancing Education Through Technology Act, [20 U.S.C §6751](#) et seq.

[47 C.F.R. Part 54, Subpart F](#), Universal Service Support for Schools and Libraries.

[720 ILCS 5/26.5](#).

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications)

PRESSPlus Comments

[PRESSPlus 1](#). Optional. Artificial intelligence is a rapidly evolving and complex technology that implicates many unsettled legal and ethical issues. This content contains an item on which collective bargaining may be required. Any policy that

impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

A Statewide Generative AI and Natural Language Processing Taskforce issued a report to the General Assembly in December 2024

(<https://doit.illinois.gov/content/dam/soi/en/web/doit/meetings/ai-taskforce/reports/2024-gen-ai-task-force-report.pdf>) that recommended the Ill. State Board of Education provide guidance on the use of AI in schools, best practices, and educator training. The U.S. Dept. of Education released a toolkit to assist education leaders with the safe, ethical, and equitable integration of AI within education systems, available at:

http://downloads.microscribepub.com/il/press/federal_resources/FINAL-ED-OET-EdLeaders-AI-Toolkit-10.29.24_20250221.pdf. Note: This resource may no longer be available on a federal government website but is being maintained at PRESS Online to provide consistent subscriber access.

Adopting policy language that addresses AI provides (a) a way for boards to monitor how this technology is being used in the district, and (b) an opportunity for the board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Before adoption of this subhead, the board may want to have a conversation with the superintendent to determine how local conditions, resources, and current practices will support the full implementation of a policy that addresses AI and its goals. The use of AI will be most effective when the policy reflects local conditions and circumstances. Consult the board attorney about these issues. See sample administrative procedure 6:235-AP3, *Development of Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines*, available at PRESS Online by logging in at www.iasb.com, for a suggested framework for developing an AI plan and guidelines. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination complaint by using Board policy 2:260, *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

Sex Equity

No student shall, based on 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 and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the appropriate Intermediate Service Center Executive Director (pursuant to [105 ILCS 5/3-10](#)) and, thereafter, to the State Superintendent of Education (pursuant to [105 ILCS 5/2-3.8](#)).

Any student may file a sexual harassment complaint by using Board policy 2:265, *Title IX Grievance Procedure*.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, and a Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

Nondiscrimination Coordinator:

Ed Piotrowski, Director of Human Resources
100 S. Brainard
LaGrange, IL 60525
epiotrowski@lths.net
708/579-6456

Complaint Managers:

Greg Gardner,
Associate Principal - South
4900 S. Willow Springs Rd.
Western Springs, IL 60558
ggardner@lths.net
708/579-6500

Kevin Brown,
Associate Principal - North
100 S. Brainard
LaGrange, IL 60525
kbrown@lths.net
708/579-6300

LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973; [34 C.F.R. Part 104](#).

[42 U.S.C. §2000d](#), Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

[42 U.S.C. §11431](#) *et seq.*, McKinney-Vento Homeless Assistance Act.

[Good News Club v. Milford Central Sch.](#), 533 U.S. 98 (2001).

[III. Constitution, Art. I](#), §18.

[105 ILCS 5/3.25b](#), [5/3.25d\(b\)](#), [5/10-20.12](#), [5/10-20.60](#), [5/10-20.63](#), [5/10-22.5](#), 5/26A, and [5/27-1](#).

[775 ILCS 5/1-101](#) *et seq.*, Illinois Human Rights Act.

[775 ILCS 35/5](#), Religious Freedom Restoration Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250

(Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

PRESSPlus Comments

[PRESSPlus 1](#). Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:20 Harassment of Students Prohibited

No person, including a School District employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board policies 2:265, *Title IX Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Associate Principals, Assistant Principals, a Complaint Manager, or any employee with whom the student is comfortable speaking. While a report can be made at any time, the Board encourages reports to be made promptly while facts are known and potential witnesses are available.

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.

Nondiscrimination Coordinator:

Ed Piotrowski, Director of Human
Resources
100 S. Brainard

LaGrange, IL 60525
epiotrowski@lths.net
708/579-6456

Complaint Managers:

Greg Gardner,

Associate Principal - South
4900 S. Willow Springs Rd.

Western Springs, IL 60558
ggardner@lths.net
708/579-6500

Sarah Smith,

Associate Principal - North
100 S. Brainard

LaGrange, IL 60525
ssmith@lths.net
708/579-6300

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the Nondiscrimination Coordinator or designee shall determine whether action under Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

For any report or complaint alleging sexual harassment [PRESSPlus2](#) on the basis of race, color, or national origin, the Title IX Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged student harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment*

on the Basis of Race, Color, and National Origin Prohibited, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policies 2:260, *Uniform Grievance Procedure*, 7:180, *Prevention of and Response to Bullying*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in [720 ILCS 5/11-9.1A\(b\)](#), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.:

[20 U.S.C. §1681](#) et seq., Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §791](#) et seq., Rehabilitation Act of 1973; [34 C.F.R. Part 104](#).

[42 U.S.C. §2000d](#), Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

[105 ILCS 5/10-20.12](#), [5/10-22.5](#), [5/10-23.13](#), 5/26A, 5/27-1, and [5/27-23.7](#).

[775 ILCS 5/1-101](#) *et seq.*, Illinois Human Rights Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

[Franklin v. Gwinnett Co. Public Schs.](#), 503 U.S. 60 (1992).

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

PRESSPlus Comments

[PRESSPlus 1](#). This sentence is stricken because the preceding sentence already states that students are encouraged to report to any employee with whom the student is comfortable speaking. **Issue 118, April 2025**

[PRESSPlus 2](#). Updated to align with policy 2:265, *Title IX Grievance Procedure*. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:60 Residence

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Residence of Students with Disabilities

The residence of a child with a disability is determined in accordance with [105 ILCS 5/14-1.11](#), [5.14-1.11a](#), and [5/14-1.11b](#).

Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement agreement, including, but not limited to, an agreement for interdistrict transfer of students who are parents, expectant parents, or victims of domestic or sexual violence under 105 ILCS 5/26A.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board of Education policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a non-resident student is attending a District school, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due and immediately begin proceedings to ban the student from future attendance. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, [105 ILCS 5/10-20.12b](#).

LEGAL REF.:

[42 U.S.C. §11431](#) *et seq.*, McKinney-Vento Homeless Assistance Act.

[105 ILCS 5/10-20.12a](#), [5/10-20.12b](#), [5/10-22.5](#), [5/10-22.5a](#), [5/14-1.11](#), [5/14-1.11a](#), [5/14-1.11b](#), and [5/26A](#).

[105 ILCS 45/](#), Education for Homeless Children Act.

[105 ILCS 70/](#), Educational Opportunity for Military Children Act.

[23 Ill.Admin.Code §1.240](#).

Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist. 200, 235 Ill.App.3d 652 (5th Dist. 1992).

Joel R. v. Board of Education of Manheim School District 83, 292 Ill.App.3d 607 (1st Dist. 1997).

Kraut v. Rachford, 51 Ill.App.3d 206 (1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

PRESSPlus Comments

[PRESSPlus 1](#). Nonresident students may include students who are parents, expectant parents, or victims of domestic or sexual violence under 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *Ensuring Success in School Law*, eff. 7-1-25. Interdistrict transfer is not required by Article 26A, but including language about it in this policy is recommended in the 2024 Ensuring Success in School (ESS) Task Force Report to the Governor and the General Assembly, available here: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. For further information about the 2024 ESS Task Force, see footnote 1 in sample policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program, (7) any child absent for the purpose of sounding "Taps" at a military honors funeral held in this State for a deceased veteran, and (8) any child absent because a parent or legal guardian has been called to active military duty, is on leave from military duty, or has immediately returned from deployment to a combat zone or combat-support posting.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including up to five days without a medical note during an academic year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* ([10 ILCS 5/7-42](#) and [5/17-15](#)), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. For students who are parents, expectant parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students absent for a valid cause, including for reasons related to a student's pregnancy may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 9 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian 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. Such a student shall be granted five days of excused absences in any school year and, at the discretion of the school board, additional excused absences to visit the student's parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
4. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in [105 ILCS 5/26-2a](#).
5. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
6. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, and information about available community services relevant to such students' needs. See Board policy 6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.
7. A process for the collection and review of chronic absence data and to:
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - b. Encourage the habit of daily attendance and promote success.
8. Reasonable efforts to provide ongoing professional development to all school personnel, Board members, and school resource officers on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Intermediate Service Center, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Intermediate Service Center, truant officers, the Community Truancy Review Board, and a comprehensive community based

youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.

11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
13. A process for a 17 year old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
14. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

Updating

Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

LEGAL REF.:

[105 ILCS 5/22-92](#) and [5/26-1 through 5/26-3](#), [5/26-5 through 5/26-16](#), 5/26-18, and 5/26A.

[705 ILCS 405/3-33.5](#), Juvenile Court Act of 1987.

[23 Ill.Admin.Code §§1.242](#) and [1.290](#).

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Discipline), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:340 (Student Records)

PRESSPlus Comments

[PRESSPlus 1.](#) Updated in response to 105 ILCS 5/26-2a, amended by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25. **Issue 118, April 2025**

[PRESSPlus 2.](#) 105 ILCS 5/26-2a, amended by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. *Fulfillment of a parenting responsibility* includes, but is not limited to, arranging and providing child care, caring for a sick child, attending prenatal or other medical appointments for the expectant student, and attending medical appointments for a child. *Circumstances resulting from domestic or sexual violence* includes, but is not limited to, experiencing domestic or sexual violence, recovering from physical or psychological injuries, seeking medical attention, seeking services from a domestic or sexual violence organization as defined in 105 ILCS 5/26A-10, seeking psychological or other counseling, participating in safety planning, temporarily or permanently relocating, seeking legal assistance or remedies, or taking any other action to increase the safety or health of the student or to protect the student from future domestic or sexual violence. Before an absence of three or more consecutive days that is related to domestic or sexual violence, a district may require a student to verify his or her claim of domestic or sexual violence under 105 ILCS 5/26A-45. See policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

[PRESSPlus 3.](#) Updated in response to 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

Definitions from [105 ILCS 5/27-23.7](#)

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

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

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

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other protected category that is identified in the III. Human Rights Act.

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Ed Piotrowski, Director of Human Resources
100 S. Brainard
LaGrange, IL 60525
epiotrowski@lths.net
708/579-6456

Complaint Managers:

Greg Gardner,
Associate Principal - South
4900 S. Willow Springs Rd.
Western Springs, IL 60558
ggardner@lths.net
708/579-6500

Sarah Smith,
Associate Principal - North
100 S. Brainard
LaGrange, IL 60525
ssmith@lths.net
708/579- 6300

4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services,

other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.

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

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation may be treated as either: (1) bullying, (2) acts subject to disciplinary action, up to and including suspension, and /or expulsion, and/or (3) both options (1) and (2) for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as either: (1) *bullying*, (2) acts subject to disciplinary action up to and including suspension and/or expulsion, and/or (3) both (1) and (2) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

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

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 2:265, *Title IX Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
 - c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
 - d. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - e. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.

- f. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- g. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- h. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- i. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- j. 7:315, *Restrictions on Publications; High Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-22.6\(b-20\)](#), [5/24-24](#), and [5/27-23.7](#).

[405 ILCS 49/](#), Children's Mental Health Act.

[775 ILCS 5/1-103](#), Ill. Human Rights Act.

[23 Ill.Admin.Code §§1.240](#), [1.280](#), and [1.295](#).

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:315 (Restrictions on Publications; High Schools)

PRESSPlus Comments

[PRESSPlus 1.](#) Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

[PRESSPlus 2.](#) Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:185 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 that:

1. Fully implements and enforces each of the following Board policies:
 - a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
 - b. 2:265, *Title IX Grievance Procedure*. This policy prohibits a District employee, agent, or student from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
 - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person, including a District employee, agent, or student, from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:

- a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
 4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
 5. Notifies students and parents/guardians of this policy.

Incorporated

by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.:

[105 ILCS 110/3.10.](#)

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

PRESSPlus Comments

[PRESSPlus 1.](#) Updated to align with policy 2:265, *Title IX Grievance Procedure*. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:190 Student Behavior

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

As is the case throughout the Board Policy Manual, the term *includes* when used in this policy means *includes, without limitation*.

When and Where Conduct Rules Apply

A student may be subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including:

1. On, or within sight of, school grounds at any time, including before, during, and after school hours;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct does or reasonably could be foreseen to do any of the following: interfere with, disrupt, or adversely affect the school environment, school operations, or an educational function, including, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including:

1. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Tobacco or nicotine materials, including electronic cigarettes.
 - b. Alcoholic beverages. A student who is under the influence of an alcoholic beverage is not permitted to attend school or school functions and is treated as if in possession of alcohol.

- c. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law* and Policy 7:270).
- d. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- e. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- f. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law* and Policy 7:270.
- g. Any substance regardless of whether it contains an illegal drug or is explicitly prohibited by this policy, that is inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, regardless of whether such change is in fact caused. This includes pure caffeine in tablet or powdered form. The prohibition in this section does not apply to a substance for which the student has a prescription from a physician or licensed practitioner where the student is using the substance in a manner consistent with the prescription or prescribing physician's or licensed practitioner's instructions, including a student's use of legally prescribed asthma or other inhalant medication.
- h. *Look-alike* or counterfeit drugs, which are any substance: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, substance causing a physiological or psychological change in the body, or other substance that is prohibited by this policy; or (b) about which a student engages in behavior that would lead a reasonable person to believe that the student expressly or impliedly believes or represents the substance to be an illegal drug, controlled substance, substance causing a physiological or psychological change in the body, or other substance that is prohibited by this policy. The prohibition in this section does not apply to a substance for which the student has a prescription from a physician or licensed practitioner where the student is using the substance in a manner consistent with the prescription or prescribing physician's or licensed practitioner's instructions.
- i. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 2. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 3. Using or possessing an electronic paging device.

4. Using or possessing an electronic paging device.
5. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered off or silenced during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP) or Section 504 plan; (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Sexting, which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.
7. Using or possessing a laser pointer unless the student: (1) has express authorization by a staff member, (2) is using the laser pointer in the context of instruction; and (3) is under a staff member's direct supervision when using the laser pointer.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, using a school computer or a school computer network, or other comparable conduct.
11. Engaging in any sexual activity, including consensual sexual activity, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the: (a) expression of gender or sexual orientation or preference, or (b) the non-disruptive display of affection during non-instructional time.
12. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
14. Entering or being present on/in school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
17. Being involved with any public school fraternity, sorority, or secret society, including by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include any of the following:

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

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

reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited in all circumstances. *Corporal punishment* is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence, or set an example for others. PRESSPlus3 It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by 105 ILCS 5/10-20.33

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in [105 ILCS 5/10-20.33](#), State Board of Education rules ([23 Ill.Admin.Code §§ 1.280, 1.285](#)), and the District's procedure(s).

Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code ([18 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 2012 ([720 ILCS 5/24-1](#)).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any firearm as defined above.

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

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

Any student who brings a firearm or weapon to school will be automatically referred to the criminal justice or juvenile delinquency system.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

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

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report these incidents to ISBE through its web-based School Incident Reporting System as they occur during the year and no later than July 31 for the preceding school year.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other licensed educational employees, and any other persons (whether or not a licensed employee) providing a related service for or with respect to a student, may only use reasonable force as permitted by 105 ILCS 5/10-20. Teachers may temporarily remove students from a classroom for disruptive behavior.

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

Student Handbook

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

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated

by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:

[20 U.S.C. §7971](#), Pro-Children Act of 2004.

[20 U.S.C. §7961](#) *et seq.*, Gun Free Schools Act.

[105 ILCS 5/10-20.5b](#), [5/10-20.14](#), [5/10-20.28](#), [5/10-20.36](#), [5/10-21.7](#), [5/10-21.10](#), [5/10-22.6](#), [5/10-27.1A](#), [5/10-27.1B](#), [5/22-33](#), 5/22-100, [5/24-24](#), [5/26-12](#), [5/27-23.7](#), and [5/31-3](#).

[105 ILCS 110/3.10](#), Critical Health Problems and Comprehensive Health Education Act.

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Pilot Program.

[410 ILCS 647/](#), Powdered Caffeine Control and Education Act.

[430 ILCS 66/](#), Firearm Concealed Carry Act.

[23 Ill.Admin.Code §§ 1.280](#), [1.285](#).

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

[PRESSPlus 1](#). This text is moved to #7, below. **Issue 118, April 2025**

[PRESSPlus 2.](#) This definition of sexting is adapted from Merriam-Webster's definition at www.merriam-webster.com/dictionary/sexting, and it incorporates offenses under State law that address the dissemination of explicit images. A district may wish to use another definition or create its own with the board attorney. See sample administrative procedure 7:190-AP6, *Guidelines for Investigating Sexting Allegations*, available at PRESS Online by logging in at www.iasb.com, for definitions of the italicized terms in this paragraph and their accompanying citations. See also sample administrative procedure 7:190-AP5, *Student Handbook - Electronic Devices*. **Issue 118, April 2025**

[PRESSPlus 3.](#) Updated in response to 105 ILCS 5/22-100, added by P.A. 103-806. **Issue 118, April 2025**

[PRESSPlus 4.](#) Updated in response to 105 ILCS 5/10-27.1A and 10-27.1B, amended by P.A.s 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling). **Issue 118, April 2025**

[PRESSPlus 5.](#) Updated in response to 105 ILCS 5/24-24, amended by P.A. 103-806. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:200 Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide a full statement of the reasons for the suspension;
 - b. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - c. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - d. Provide rationale as to the specific duration of the suspension; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, that the student's continuing presence in school would either pose:

- a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
- ii. For a suspension of 4 or more school days:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted and/or that school officials determined that no other appropriate and available interventions existed for the student.
 - b) As to whether school officials attempted other interventions and/or determined that no other interventions were available for the student, and
 - c) That the student's continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.
 - d) Of what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension, as determined by the Superintendent or designee.
- 5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
- 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board.
 - a. At the review, the student and his or her parent(s)/guardian(s) may appear with a representative of their choice and at their expense, be accompanied by a support person of their choice and at their expense, disclose any factor to be considered in mitigation (including the student's status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A), and discuss the suspension with the Board or its hearing officer. Any representative and support person must comply with hearing rules and may be prohibited from further participation if they violate the rules or engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or anyone else in attendance at the hearing.
 - b. If the review involves allegations of sexual violence by the student, neither the student nor the student's representative shall directly question nor have direct contact with the alleged victim. The student or the student's representative

- may, at the discretion of the Board or its hearing officer, suggest questions to be posed by the Board or its hearing officer to the alleged victim.
- c. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.
 - d. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.:

[Goss v. Lopez](#), 419 U.S. 565 (1975).

[105 ILCS 5/10-20.14, 5/10-22.6.](#)

[23 Ill.Admin.Code §1.280.](#)

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

PRESSPlus Comments

[PRESSPlus 1.](#) Updated in response to 105 ILCS 5/10-22.6(b-35), added by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25. A representative chosen by the parent/guardian (or by the student, if emancipated) must be permitted to represent the student "throughout the proceedings and to address the school board or its appointed hearing officer." A support person chosen by the parent/guardian (or by the student, if emancipated) must also be permitted to accompany the student to any expulsion hearing or proceeding. For the definition of *support person*, see sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

[PRESSPlus 2.](#) Updated in response to 105 ILCS 5/10-22.6(b-40), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:210 Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. Inform the student and parent(s)/guardian(s) that a representative of their choice and at their expense is permitted to represent the student throughout the proceedings and to address the Board or its hearing officer.
 - e. Inform the student and parent(s)/guardian(s) that a support person of their choice and at their expense is permitted to accompany the student throughout the proceedings.
 - f. Ask that the student or parent(s)/guardian(s) inform the Superintendent or Board Attorney if the student will appear with a representative and/or support person and, if so, provide the name(s) and contact information for the representative and/or support person
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
3. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.
4. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged.
 - a. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate

- and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student.
- b. The student and his or her parent(s)/guardian(s) may appear with a representative, be accompanied by a support person, disclose any factor to be considered in mitigation (including his or her status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A), offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. Any representative and support person must comply with hearing rules and may be prohibited from further participation if they violate the rules or engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or anyone else in attendance at the hearing.
 - c. If the expulsion hearing involves allegations of sexual violence by the student, neither the student nor the student's representative shall directly question nor have direct contact with the alleged victim. The student or the student's representative may, at the discretion of the Board or its hearing officer, suggest questions to be posed by the Board or its hearing officer to the alleged victim.
5. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
 6. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from the learning environment is in the best interest of the school;
 - b. Provide a rationale for the specific duration of the recommended expulsion;
 - c. Document how school officials determined that all appropriate and available behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted and/or whether school officials determined that no other appropriate and available interventions existed for the student; and
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
 5. Upon expulsion, the District may refer the student to appropriate and available support services, and may transfer the student to an alternative program.

LEGAL REF.:

[Goss v. Lopez](#), 419 U.S. 565 (1975).

[105 ILCS 5/10-20.14](#), [5/10-22.6](#).

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

PRESSPlus Comments

[PRESSPlus 1.](#) Items d and e are required by 105 ILCS 5/10-22.6(b-35), added by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25. **Issue 118, April 2025**

[PRESSPlus 2.](#) For the definition of support person, see sample administrative procedure 7:255-AP1, *Supporting Students who are Parents, Expectant Parents, or Victims of Sexual or Domestic Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

[PRESSPlus 3.](#) 105 ILCS 5/10-22.6(b-35), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

[PRESSPlus 4.](#) 105 ILCS 5/10-22.6(b-40), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:250 Student Support Services

The District provides a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling in or changing schools.

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. School counseling services. The Superintendent or designee shall annually inform all school personnel and students 12 years of age and older, in writing, of the availability of counseling without parent/guardian consent under 405 ILCS 5/3-550.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such needs.

Erin's Law Counseling Options, Assistance, and Intervention

The Superintendent or designee will ensure that each school building's Student Support Committee identifies 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. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

Article 26A Domestic or Sexual Violence and Parenting Resource Personnel [PRESSPlus2](#)

The Superintendent or designee will ensure that at least one staff member in each school building is designated as a resource person (Article 26A Resource Person) for

students who are parents, expectant parents, or victims of domestic or sexual violence and offers those services required by 105 ILCS 5/26A. See Board policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. The Article 26A Resource Person may be a member of the building's Student Support Committee.

The Superintendent shall ensure that this policy is implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq., and that it is respectful of student privacy, including that student records are maintained and their confidentiality protected in accordance with Board policy and District procedures. PRESSPlus3LEGAL REF.:

105 ILCS 5/10-23.13(b), 5/10-20.59, 5/21B-25(G), and 5/26A.

405 ILCS 5/, Mental Health and Developmental Disabilities Code.

[405 ILCS 49/](#), Children's Mental Health Act.

[740 ILCS 110/](#), Mental Health and Developmental Disabilities Confidentiality Act.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:280 (Communicable and Chronic Infectious Disease), 7:340 (Student Records)

PRESSPlus Comments

[PRESSPlus 1.](#) 105 ILCS 5/26A-40(h), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

[PRESSPlus 2.](#) Required by 105 ILCS 5/26A-35, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. See policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

[PRESSPlus 3.](#) This policy text is based on recommendations of the second ESS Task Force. See pp. 13-14 of the June 2024 ESS Task Force final report, at: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:270 Administering Medicines to Students

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

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

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

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

Self-Administration of Medication

A student may possess an epinephrine injector, e.g., EpiPen®, and/ or asthma medication prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a SMA Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed an SMA form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the Federal Rehabilitation Act of 1973, or (5) a plan pursuant to the Federal Individuals with Disabilities Education Act. A student may also possess the supplies and equipment necessary to monitor and treat diabetes in accordance with the student's diabetes care plan and/or the supplies, equipment, and medication necessary to treat epilepsy in accordance with the student's seizure action plan. The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's

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

The Superintendent or designee shall implement [105 ILCS 5/22-30\(f\)](#) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement [105 ILCS 5/22-30\(f\)](#) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement [105 ILCS 5/22-30\(f\)](#) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. 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 a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public

awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

Administration of Medical Cannabis

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

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
 - d. After administering the product to the student, the designated caregiver removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus provided the child's parent/guardian has provided the District with appropriate written authorization and copies of the student's and parent's registration cards. Medical cannabis infused products administered under this section of the policy must be stored with the school nurse at all times and may only be accessible by the school nurse or school administrator.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator provided the child's parent/guardian has provided the District with appropriate written authorization and copies of the student's and parent's registration cards. Medical cannabis infused products administered under this section of the policy must be stored with the school nurse at all times and may only be accessible by the school nurse or school administrator.

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

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

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

Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

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

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) will provide all notifications required by State law and administrative procedures.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.:

[105 ILCS 5/10-20.14b](#), [5/10-22.21b](#), [5/22-30](#), and [5/22-33](#).

[105 ILCS 145/](#), Care of Students with Diabetes Act.

105 ILCS 150/, Seizure Smart School Act.

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Program Act.

[720 ILCS 550/](#), Cannabis Control Act.

[23 Ill.Admin.Code §1.540](#).

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

PRESSPlus Comments

[PRESSPlus 1](#). 105 ILCS 145/30; 105 ILCS 150/30. This is not a new requirement, but it is added to make clear in policy that self-carry may also be authorized for diabetes/seizure management. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:315 Restrictions on Publications; High Schools

Definitions

Libel means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

Obscene means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

School official means a Building Principal or designee.

School sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Slander means the speaking of false statements of fact that seriously harm a living person's reputation.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media advisor means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and Board of Education policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in [105 ILCS 5/27-20.08](#); and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
 - a. Commit an unlawful act;
 - b. Violate any of the District's policies; or
 - c. Materially and substantially disrupt the orderly operation of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Superintendent or designee and/or student media adviser may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board policy 7:190, Student Behavior, and/or Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Encourages or incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

[105 ILCS 5/27-20.08](#) and [5/27-23.7](#).

[105 ILCS 80/](#), Speech Rights of Student Journalists Act.

[Tinker v. Des Moines Indep. Cmty. Sch. Dist.](#), 393 U.S. 503 (1969).

[Hazelwood v. Kuhlmeier](#), 484 U.S. 260 (1988).

[Morse v. Frederick](#), 551 U.S. 393 (2007).

Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 1:30 (School District Mission, Vision, Motto, Equity Statement, and Core Values), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

PRESSPlus Comments

[PRESSPlus 1.](#) Updated in response to the addition of a definition of *sexting* in 7:190, *Student Behavior*. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:340 Student Records

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

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

School student records are confidential and information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

State and federal law grants students, parents/guardians, and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy, and/or challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information

regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student.

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

LEGAL REF.:

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act; [34 C.F.R. Part 99](#).

[50 ILCS 205/7](#), Local Records Act.

105 ILCS 5/10-20.12b, 5/10-20.40, 5/14-1.01 et seq., and 5/26A-30.

[105 ILCS 10/](#), Ill. School Student Records Act.

[105 ILCS 85/](#), Student Online Personal Protection Act.

[325 ILCS 17/](#), Children's Privacy Protection and Parental Empowerment Act.

[750 ILCS 5/602.11](#), Ill. Marriage and Dissolution of Marriage Act.

[23 Ill.Admin.Code Parts 226](#) and [375](#).

[Owasso I.S.D. No. I-011 v. Falvo](#), 534 U.S. 426 (2002).

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

PRESSPlus Comments

[PRESSPlus 1](#). The Legal References are updated in response to 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. . **Issue 118, April 2025**

DRAFT REWRITTEN

Document Status: Draft Update - Rewritten

SECTION 2 -BOARD OF EDUCATION

2:265 Title IX Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) [PRESSPlus1](#) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(11), *domestic violence* as defined in 34 U.S.C. §12291(a)(12), or *stalking* as defined in 34 U.S.C. §12291(a)(36).

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

Definitions from 34 C.F.R. §106.30

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

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

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

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

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

Title IX Sexual Harassment Prevention and Response

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

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, [PRESSPlus2](#) or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, [PRESSPlus3](#) a Complaint Manager, or any employee with whom the person is comfortable speaking.

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

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator. [PRESSPlus4](#)

Title IX Coordinator:

Name

Address

Email

Telephone

Processing and Reviewing a Report

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

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

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

Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

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

harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.

2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person’s status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - b. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - c. Receive training on the definition of sexual harassment, the scope of the District’s education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training [PRESSPlus5](#) on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant’s* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard. [PRESSPlus6](#)
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

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

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

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

Retaliation Prohibited

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

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

LEGAL REF.:

20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

PRESSPlus Comments

[PRESSPlus 1](#). Rewritten in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX

regulations. See the sample policy 2:265's footnotes, available at PRESS Online by logging in at www.iasb.com, for more information. **Issue 118, April 2025**

PRESSPlus 2. If the district does not employ an Assistant Building Principal and/or Dean of Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 3. If the district does not employ an Assistant Building Principal and/or Dean of Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 4. While the name and contact information is required by law to be listed, it is not part of the adopted policy and does not require board action. It is important for the updated name and contact information to be inserted into this policy and regularly monitored. A district's Nondiscrimination Coordinator often also serves as its Title IX Coordinator. If the district has more than one Title IX Coordinator, it should designate one of its Title IX Coordinators to retain ultimate oversight to ensure the district's consistent compliance with its responsibilities under Title IX and its implementing regulations. The Title IX Coordinator with ultimate oversight should be listed in this policy.

Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 5. While live hearings are only required for postsecondary institutions, elementary and secondary schools may choose to offer them as part of their grievance process. **Consult the board attorney** if the board wants the district to use a live hearing in its grievance process.

If using a live hearing during the grievance process, amend #5 by inserting the following underscored text: "Require that any individual designated by the District as a decision-maker receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant." After inserting the underscored text, use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 6. 34 C.F.R. §106.45(b)(1)(vii) requires the Title IX sexual harassment grievance process to state the standard of proof it will use to determine responsibility of the respondent. The standard of proof selected must be applied "consistently to formal complaints alleging Title IX sexual harassment regardless of whether the respondent is a student or an employee." 85 Fed. Reg. 30373. *Preponderance of evidence* is a

standard of proof used in civil cases. It means “the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force.” See *Black’s Law Dictionary, 11th ed. 2019*. *Preponderance of evidence* is the standard of proof used in sample policy 2:260, *Uniform Grievance Procedure*.

Clear and convincing is a higher standard of proof, requiring more than *preponderance of evidence* but less than proof beyond a reasonable doubt. It means “evidence indicating that the thing to be proved is highly probable or reasonably certain.” See *Black’s Law Dictionary, 11th ed. 2019*. **Consult the board attorney regarding the appropriate standard of proof for the district, as well as implications if a different standard of proof is used in this policy than in 2:260, *Uniform Grievance Procedure*.** For boards that choose the *clear and convincing evidence* standard of proof, delete “~~preponderance of~~” and insert “clear and convincing.” Ensure the same standard of proof is used in 2:265-AP2, *Formal Title IX Complaint Grievance Process*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

NEW DRAFT

Document Status: Draft Update - New

7:255 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

New/Unpublished Section

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, [PRESSPlus1](#) or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important District goals and required by 105 ILCS 5/26A (Article 26A). [PRESSPlus2](#)

The Superintendent or designee shall develop and implement a program for supporting Article 26A Students that:

1. Distributes this policy and procedures for requesting supportive services or filing a complaint to all students at the beginning of each school year. [PRESSPlus3](#)
2. Ensures at least one staff member in each school building is designated as a resource person for Article 26A Students (Article 26A Resource Person) and receives training in accordance with 105 ILCS 5/26A-35. [PRESSPlus4](#)
3. Notifies all District employees and agents that, upon learning or suspecting that a student is a parent, expectant parent, or victim of domestic or sexual violence, they must refer the student to a designated Article 26A Resource Person. [PRESSPlus5](#)
4. Ensures any employees whose duties include the resolution of Article 26A complaints receive training in accordance with 105 ILCS 5/26A-25(b)(1).
5. Requires verification of a student's claim of Article 26A status relating to domestic or sexual violence in accordance with 105 ILCS 5/26A-45. [PRESSPlus6](#)
6. Provides Article 26A Students with in-school support services, information about non-school-based support services, and the ability to make up work missed due to circumstances related to the student's Article 26A status in accordance with 105 ILCS 5/26A-40. [PRESSPlus7](#)
7. Ensures the prompt and equitable resolution of all Article 26A complaints through a complaint resolution procedure that fully complies with 105 ILCS 5/26A-25. [PRESSPlus8](#)
8. Ensures that all information concerning an Article 26A Student's status and related experiences, or information concerning a student who is a named perpetrator of domestic or sexual violence, provided to or otherwise obtained by the District or its employees or agents pursuant to 105 ILCS 5/26A is retained in a confidential temporary file in accordance with 105 ILCS 10/2(f). [PRESSPlus9](#)
Confidentiality procedures will: [PRESSPlus10](#)
 - a. Provide that such information may not be disclosed to any other individual outside of the District, including any other employee, except if such disclosure is: (1) permitted by the Ill. School Student Records Act (105 ILCS 10/), the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g), or

- other applicable State or federal laws; or (2) requested or consented to, in writing, by the Article 26A Student or their parent/guardian if it is safe to obtain written consent from the parent/guardian; and
- b. Comply with the requirements of 105 ILCS 5/26A-30.
9. Ensures that in the event an Article 26A Student or their parent/guardian reports an incident of alleged domestic or sexual violence, the District's procedures comply with 105 ILCS 5/26A-20(c). [PRESSPlus11](#)
10. Complies with State and federal law and aligns with Board policies. [PRESSPlus12](#)

Requesting Support Services

An Article 26A Student and/or their parent/guardian may request support services under this policy by contacting the building-level Article 26A Resource Person, whose name and contact information will be annually distributed to employees, students, and parents/guardians by each Building Principal.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint under this policy with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, [PRESSPlus13](#) a Complaint Manager, or any employee with whom the person is comfortable speaking. [PRESSPlus14](#)

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers. [PRESSPlus15](#)

Nondiscrimination Coordinator:

Name
Address
Email
Telephone

Title IX Coordinator:

Name
Address
Email
Telephone

Complaint Managers:

Name
Address
Email
Telephone

Name
Address
Email
Telephone

Complaint Resolution Procedure

When a complaint is filed, the Nondiscrimination Coordinator and/or Complaint Manager or designee shall process and review it according to administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

Enforcement

Any District employee who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc.

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

Policy Review[PRESSPlus16](#)

At least once every two years, pursuant to 105 ILCS 5/26A-20 and Board policy 2:240, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy and to any other policies that may act as a barrier to their immediate enrollment and re-enrollment, attendance, graduation, and success in school of any student who is a parent, expectant parent, or victim of domestic or sexual violence. The Superintendent or designee shall assist the Board with its review and any updates.

Retaliation Prohibited[PRESSPlus17](#)

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under Article 26A is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

A student, employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension or expulsion, with regard to students.

LEGAL REF.:

105 ILCS 5/26A.

105 ILCS 10/, III. School Student Records Act.

405 ILCS 5/, Mental Health and Developmental Disabilities Code.

405 ILCS 49/, Children's Mental Health Act.

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:250 (Student Support Services), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. An *expectant parent* is a student who (i) is pregnant and (ii) has not yet received a diploma for completion of a secondary education as defined in 105 ILCS 5/22-22. **Issue 118, April 2025**

PRESSPlus 2. This policy is created in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requiring districts to ensure they have policies, procedures, and resources in place to ensure that Article 26A Students are provided with support services necessary to enable them to meet State educational standards and successfully attain a school diploma.

105 ILCS 5/2-3.147, added by P.A. 95-558 and repealed by P.A. 99-30, created the first Ensuring Success in School (ESS) Task Force. Supervised by the Ill. State Board of Education (ISBE), it developed policies, procedures, and protocols for school boards to adopt to address the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence; the goal was to encourage these students to stay in school, stay safe while in school, and successfully complete their education. The June 2010 report of the first ESS Task Force is available here: www.isbe.net/Documents/ess-task-force-final-report0610.pdf.

105 ILCS 5/26A-15, added by P.A. 102-466 (a/k/a *ESS Law*) and scheduled to be repealed on 12-1-25, created a second ESS Task Force supervised by ISBE, also focused on the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence. The second ESS Task Force was to: (1) draft and publish model policies and intergovernmental agreements for inter-district transfers, (2) draft and publish model complaint resolution procedures, and (3) identify current mandatory and new staff trainings needed.

Issue 118, April 2025

PRESSPlus 3. 105 ILCS 5/26A-20(d), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 4. See footnote 25 in sample policy 5:100, *Staff Development Program*, and sample administrative procedure 7:255-AP1, *Supporting Students Who are*

Parents, Expectant Parents, or Victims of Domestic or Sexual Violence, available at PRESS Online by logging in at www.iasb.com, for further information about training requirements. **Issue 118, April 2025**

[PRESSPlus 5.](#) 105 ILCS 5/26A-40(e), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. *Agents* is not defined and who is considered an agent for the district is fact-specific; consult the board attorney for guidance. **Issue 118, April 2025**

[PRESSPlus 6.](#) 105 ILCS 5/26A-45, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. See detailed verification requirements and restrictions in sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

[PRESSPlus 7.](#) 105 ILCS 5/26A-40, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. Providing accommodations to ensure equal educational opportunities for students who are parents and expectant parents is also required by federal regulations implementing Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681 et seq.) and ISBE sex equity regulations. 34 C.F.R. §106.40 and 49 C.F.R. §25.445; 23 Ill.Admin.Code §200.50. See policy 7:10, *Equal Educational Opportunities*, and sample administrative procedure 7:10-AP2, *Accommodating Breastfeeding Students*, available at PRESS Online by logging in at www.iasb.com. Reasonable accommodations for breastfeeding students are also required by 105 ILCS 5/10-20.60. **Issue 118, April 2025**

[PRESSPlus 8.](#) 105 ILCS 5/26A-25 and 5/26A-20(c), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, list the basic requirements for a complaint resolution procedure. Live hearings are not required but may be offered as part of the complaint resolution procedure. **Consult the board attorney if the board wants the district to use a live hearing in its complaint resolution procedure.** For an Article 26A complaint resolution procedure, see sample administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. See also sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. Sample administrative procedures are available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

[PRESSPlus 9.](#) 105 ILCS 5/26A-45(a), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. The *ESS Law* amended the definition of *student temporary record* in the Ill. School Student Records Act (ISSRA) (105 ILCS 10/) to include information concerning a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A. **Issue 118, April 2025**

[PRESSPlus 10.](#) Required by 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25.

The policy text is based on recommendations of the second ESS Task Force. See p. 14 of the June 2024 ESS Task Force final report, at: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. The phrase "including any other employee" comes directly from 105 ILCS 5/26A-30(a) and is confusing because it is unclear whose employee is being referenced. The Ill. School Student Records Act (ISSRA) permits student records to be disclosed to any district employees with a "current demonstrable educational or administrative interest" in a student if disclosure is "in furtherance of such interest." 105 ILCS 10/6(a)(2). **Consult the board attorney for guidance. Issue 118, April 2025**

PRESSPlus 11. 105 ILCS 5/26A-20(c)(1)-(6), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, states elements that must be in a district's "policy on the procedures" that a student or their parent/guardian may follow if he or she chooses to report an incident of alleged domestic or sexual violence. Having a "policy on the procedures" is a misnomer because the board does not adopt procedures but rather, through policy, directs the superintendent to establish procedures to implement policy. Only the required element at 105 ILCS 5/26A-20(c)(6), to establish a complaint resolution procedure, appears in this policy's text because the remaining elements are not board work and therefore inappropriate to include in board policy. Instead, required elements from 105 ILCS 5/26A-20(c)(1)-(5) appear in sample administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 12. See sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com, for a list of board policies implicated by the ESS Law and that may interact with this policy. **Issue 118, April 2025**

PRESSPlus 13. If the district does not employ an Assistant Building Principal and/or Dean of Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 14. By including "any employee" in this list, this policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. **Issue 118, April 2025**

PRESSPlus 15. While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Please [click here to submit the name and contact information](#) that will be applied to

each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. **Issue 118, April 2025**

[PRESSPlus 16.](#) 105 ILCS 5/26A-20(a), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. This provision also requires districts to review and revise any procedures that act as a barrier to Article 26A Students. Since procedure review and revision is administrator work and not board work, this requirement is addressed in sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

[PRESSPlus 17.](#) 105 ILCS 5/26A-50, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**



LYONS TOWNSHIP HIGH SCHOOL District 204

Dr. Jennifer Tyrrell, Principal

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South Campus 4900 S. Willow Springs Ave., Western Springs, IL 60558

TO: Brian Waterman, Superintendent
Board of Education

FROM: Jen Tyrrell

DATE: June 6, 2025

RE: 2024-25 End of Year Report

It is my pleasure to share the 2024-25 End of Year Report as we close a successful 2024-25 school year. Our LTHS students excelled in the classroom, within extra-curricular activities, and within interscholastic athletics throughout the school year. The following report provides various highlights and celebrations from the 2024-25 school year. The accomplishments of our students are significant.



On Wednesday, May 28, 2025 Lyons Township High School hosted the Class of 2025 Commencement Ceremony, thus concluding a successful 2024-25 school year. The students of LTHS excelled in the classroom, within extra-curricular activities, and within interscholastic athletics throughout the school year. The following information provides various highlights and celebrations from the 2024-25 school year.

Academics

Based on the scholarships and awards submitted to us by May 2nd, the class of 2025 reported that its students will utilize 22 million 477 thousand dollars toward its future education goals.

In addition, LTHS students were awarded the following:

- Twenty Five (25) National Merit Commended Students
- Eight (8) were named Semi-finalists and all eight (8) were named Finalists
- Twenty Eight (28) seniors were named National Hispanic Recognition Scholars.
- Seven (7) seniors were named National African American Recognition Scholars.
- Seventeen (17) were named National First Generation Recognition Scholars.
- Ninety Eight (98) qualified as “High Honor Status”
- One Hundred Ninety One (191) achieved the status of Illinois State Scholar
- 96% of the students in the Class of 2025 will continue post-high school education at two and four year colleges, technical schools, apprenticeships, transition programs or the military.

Student Activities

This year’s reporting finds that 84.2% of LT students participated in at least one extracurricular activity (sport, club, or intramural), with 64.9% participating in two or more. Also, 90.6% of students experienced at least one element of our co-curricular program (athletics, intramurals, clubs, or special events).

LT again hosted the Illinois Directors of Student Activities Student Leadership Workshop on October 25, 2024, welcoming 828 students and 63 sponsors from 58 schools to South Campus. The Workshop will return to LT in 2025.

Three sponsors were recognized at the 2025 IDSA State Convention for Student Activities: Julie Riederer (*New Student Activity Advisor*), Jeremy Vrtis (*Student Activity Advisor*), and Paul Godinho (*Career Achievement*).

Battle of the Books: Hosted its third annual competition, finishing second to Evergreen Park High School by a single point.

BPA: Twelve students qualified for the BPA National Leadership Conference in Orlando, Florida, with eight choosing to compete. Of those, two finished in the top ten of their three events, with two additional events finishing eleventh. Additionally, six of those students earned 14 technical certifications at the conference.

Chess Team: The team finished 4-3 at State, tying for 31st (39th after tiebreakers). At the U.S. Chess Federation SuperNationals VIII, the team brought home three team trophies and eight individual medals, highlighted by four Top Three awards, and three more Top Ten finishes.

Congressional Debate: The team earned one top three finish and 30 individual awards, highlighted by two All-State recognitions. They also hosted 420 students at the ICDA 4 event in December. Finally, Elle St. Arnaud qualified for the National Tournament of Champions in Lexington, Kentucky, for the second time, advancing to the semifinal round.

Cyber Defense Club: The club fielded four CyberPatriot teams this year, three in the Platinum (top) Tier and one in Gold. The Gold Team placed 19th and the Platinum teams finished 3rd, 5th, and 8th in the state round of the national CyberPatriot competition, with the top team qualifying for the National Semifinals. The team also competed in two College of DuPage Cyber Fire Challenges, winning the spring competition and finishing ahead of all college teams in the fall. Finally, the team conducted an outreach program at Bethlehem Woods, discussing various cybersecurity issues and threats with residents.

D & D Club: In addition to hosting the annual Lyon Con event, the club participated in Evanston Township High School's D & D Mega-Session in March.

eSports Team: The Mario Kart Team finished second at their IHSA Sectional and advanced to the IHSA State Series. One team member also qualified for the Super Smash Brothers competition, finishing 4th in State.

Eurythmics: Sold out all three performances of this year's dance concert, *Limitless*, and was selected to host hundreds of dancers at the annual Illinois High School Dance Festival.

Fashion Club: Coordinated several fashion-based philanthropy events, including making blankets for Project Linus, designing shoes for Soles4Souls, and participating in a styling challenge at The Hope Chest.

FCCLA: Three students qualified for the State Proficiency Events, with two finishing in the Top Ten of their events.

Foosball Club: One of LT's newest clubs received the donation of two T-3000 Foosball tables for The Corral (valued at \$3,000 each) from Foosball Clubs USA.

GEMS: Welcomed 37 middle school students to their annual Introduce a Girl to STEM Day on Saturday, March 15.

Interact: Dropped off handmade thank-you cards, sweets, and donuts at the La Grange Police and Fire Departments. Interact also partnered with Pollinator Club to add new plantings and to harvest and distribute seeds to community members.

The Lion Newspaper: At the 2024 Northern Illinois Scholastic Press Association (NISPA) Journalism Awards, the newspaper earned a "Gold Medal" distinction, with its website earning a "Silver Medal". Additionally, ten students were recognized for their work, winning three Blue Ribbons and five Honorable Mentions.

Lions Den: Returned as a 3A/4A finalist to the IHSA Student Section Showdown.

LTTV: The channel was nominated for a Chicago/Midwest Emmy National Student Production Award for Live Event Sports for "The Last Shot". At the 32nd Annual Midwest Media Educators Association Video Festival,

students earned two Firsts, four Seconds, two Thirds, a Fourth, and two Fifth Place awards, and won a Crystal Pillar award for “The Last Shot”.

Math Team: Had their strongest year in some time, finishing 3rd in the WSMC Conference championship (two wins and 11 top-three finishes). At ICTM State, the team finished 13th, with top-ten finishes in four events.

Menagerie: LT’s literary and art magazine celebrated its 50th edition, *Turn It Up*, on Tuesday, May 13. Over the course of its history, *Menagerie* has published, at a minimum, 2,744 pages, featuring 1,132 poems, 544 stories, 13 plays, and 2,052 pieces of art.

The 2024 edition, *As If!*, received the following awards during the 2024-25 school year:

- "First Place" - American Scholastic Press Association
- "All-American with Five Marks of Distinction" - National Scholastic Press Association
- "Best in Show - 4th Place" - JEA/NSPA - Spring National High School Journalism Convention
- "Best in Show - 8th Place" - JEA/NSPA - Fall National High School Journalism Convention
- "First Class" - National Council of Teachers of English, REALM

Model UN: In seven conferences this year, LTMUN earned three Best and three Outstanding Delegation awards. Students brought home 39 individual awards, including 11 Best Delegate, 12 Outstanding Delegate, 14 Honorable Mentions, and 2 Verbal Commendations. They also hosted the eleventh annual LYMUN Conference.

Music:

- The LT Jazz Ensemble, Jazz Lab Band, Jazz Band, and three Jazz Combos performed at the Evanston Jazz Festival.
- For the tenth time in the history of LT, the LT Wind Ensemble was selected as an Illinois SuperState Band Finalist (state finals for band in Illinois).
- Including marching band, concert bands, jazz bands, and pit orchestra students gave over 50 performances for school and community audiences this school year.

Older Adult Connections: Collaborated with Plymouth Place and Bethlehem Woods on six events throughout the school year, including game nights, a bean bag tournament, and holiday gatherings. They also co-hosted (with **Student Council**) the annual Senior Citizens Prom in the North Campus Cafeteria.

Pollinator Garden: The group planted 2,000 spring bulbs on the east side of North Campus before expanding to the north side of the building. They were also active in the community, creating a display for the Barnsdale Science Fair Arbor Day event, helping to establish the Western Springs Pollinator Corners, planting a native garden in La Grange Park, and participating in the La Grange Native Plant walk on July 27.

Poms: Varsity finished 2nd at the WSC Conference Championship, won their IHSA Sectional, and finished 7th at the IHSA State Series (the second straight year that they have advanced to Day Two and the eighth straight year that they have qualified for State).

The JV team won the JV Poms State Championship and the WSC Conference Championships. At the IDTA State Competition, JV earned two awards: State Champions in Lyrical/Contemporary and 4th Place in Jazz.

PSI: Hosted approximately 1,500 students at their various events, including a “Meet & Eat” events with SAVE Promise Club, Student-Administrator Forums at each campus, Final Exam Study Breaks each semester, and their annual PEP (Peers Educating Peers) Fair at South Campus in the spring.

Robotics Team: Three teams qualified for the Illinois V5RC State Championships, Team 23880C (CHROME) won the Illinois State Think Award and Skills Championship, which qualified them to compete at the VEX World Championships in Dallas, Texas.

Scholastic Bowl: The Team had their most successful season in recent memory, highlighted by a conference championship (featuring a win over conference powerhouse, Hinsdale Central) and a second-place finish at Regionals.

Science Olympiad: Finished fourth at Regionals and qualified for the Illinois Science Olympiad State Competition.

Snowball: Thirty-three Staff & Theatre members welcomed 172 students to the three-day fall retreat in early November, with an additional 182 taking part in early March’s two-day retreat.

Speech Team: Three top-six tournament finishes as a team this year, highlighted by a 3rd-place finish at Regionals. The team earned 36 individual top-five awards during the season, including eight top-four finishes at Regionals. All eight advanced to Sectionals, with two qualifying for State. At State, London Muscolino finished 3rd in Dramatic Interpretation. Five students continued their seasons at the National Speech and Debate Illini District Qualifier, with London qualifying for the National Speech & Debate Tournament in June.

Steppers: The team earned four Top 4 finishes this season, and competed at the Spring Showdown Step Invitational at Elizabeth City State University in North Carolina. The team was also invited to perform at the Hope Church of La Grange Highlands in December, at Lincoln Middle School’s Black History Month Assembly, and at Park Junior High’s Women’s History Month Assembly.

Student Council: Planned the Homecoming Dance and the All-School Assembly. Also took part in a number of philanthropic endeavors, including:

- The 2025 Mr. LT Pageant raised \$3,855.13 for the Jack Kunkle Memorial Scholarship.
- Hosted two community blood drives. Over 150 students, staff, and community members donated approximately 132 “blood products”, providing treatment for almost 400 patients. At its inaugural "Beacon of Hope" Award Gala on November 21, 2024, Versiti Blood Center of Illinois honored LT for saving the most lives among its school partners.
- This year’s Secret Santa program supported 125 area families in collaboration with the La Grange Rotary Club.
- Partnered with **Older Adult Connections** on the annual Senior Citizens Prom, hosting dozens of area seniors for an afternoon of music, dancing, and light refreshments in the North Campus Cafeteria.

Tabulae: The 2023-24 edition of the yearbook, *Found in the Details*, earned the following awards:

- "First Place" - American Scholastic Press Association
- "Best Theme Continuity" - American Scholastic Press Association
- "All-KEMPA" - Kettle Moraine Press Association²⁸⁶

- "First Class" - National Scholastic Press Association
- "Golden Eagle" - Northern Illinois Scholastic Press Association
- *Individual Awards:* Four Superior, three Excellent, and eight Honorable Mentions.

Theatre Board: In addition to producing six shows this year, Theatre Board introduced a new quarterly activity for members, gathering to watch recordings of various professional musicals.

Winter Guard: Brought home six First Place team finishes and three individual Firsts at this year's competitions. One student finished in the Top 15 at the IDTA State Finals.

WLTL: At the annual John Drury Radio Awards, WLTL brought home nine awards, including three 1st Place finishes. Additionally, sponsor Chris Thomas was recognized as the 2024 Advisor of the Year. Additionally, the annual Rock-a-Thon event raised over \$27,000 for WLTL and LTTV.

Interscholastic Athletics

Fall

Girls Swimming and Diving – WSC Champions, IHSA Sectional Champions, 5th Place Finish in the IHSA State Meet

Football – Undefeated Regular Season, WSC Champions, Elite Eight Finish

Flag Football – Inaugural Season, IHSA Regional Champions, Finished the season ranked 23rd in State

Boys Soccer – IHSA Regional Champions

Boys Cross Country – IHSA Regional Champions, 7th Place Finish in the IHSA State

Boys Golf – WSC Champions, IHSA Regional Champions

Winter

Girls Basketball – West Suburban Conference Champions, IHSA Regional Champions, Finished the Season Ranked 7th in the State

Boys Swimming – 2nd Place IHSA Sectional Finish, Finished in 11th Place as a Team at IHSA State

Competitive Cheer – WSC Champions, Qualified for State as a Team, Finished in 10th Place in IHSA State

Pom Pon – Qualified for State as a Team, Finished in 7th Place in IHSA State

Spring

Boys Gymnastics – 9th Place Finish in the State Tournament

Boys Water Polo – 2nd Place finish in the IHSA Sectional

Girls Water Polo – IHSA Sectional Champions, IHSA State 2nd Place Trophy

Boys Track – 2nd Place finish in the IHSA Sectional

Baseball – 2nd Place in the West Suburban Conference

Boys Lacrosse – IHSA Sectional Champions, Elite Eight Finish

Boys Tennis – 2nd Place Finish in the IHSA Sectional, Finished in 22nd place in the IHSA State Tournament

Girls Soccer – IHSA Regional Champions

Boys Volleyball – IHSA Regional Champions

LYONS TOWNSHIP HIGH SCHOOL



DR. LESLIE C. OWENS Director of Student Services
District Office 100 S. Brainard Avenue LaGrange, IL 60525

TO: Lyons Township High School District #204 Board of Education
Dr. Brian Waterman, Superintendent

FROM: Dr. Leslie Owens, Director of Student Services
Dr. Ellie Ambuehl, Executive Director of LADSE

DATE: June 16, 2025

RE: LADSE Services at Lyons Township High School

Lyons Township High School has a long-standing partnership with the LaGrange Area Department of Special Education (LADSE). Attached are documents prepared by Dr. Ellie Ambuehl, Executive Director of LADSE, that outline the programs and services that LADSE offers to all of its member districts, but here are some of the specific ways that District 204 has most recently engaged with the cooperative.

Students:

- LTHS has approximately 15-20 students/year who receive therapeutic day school services at **LRB Academy**, which provides intensive Special Education services for students with Emotional Disabilities. LRB Academy provides a local therapeutic day option that provides the additional benefit of the close relationship between LADSE and LTHS. LRB staff are familiar with our staff and our programming, which supports the transition for students to/from LRB. Additionally, students may attend LRB either part or full-time, which supports reintegration to LT. A virtual option was also added and that has been helpful in unique circumstances.
- **Project Search** provides a unique opportunity for internship and job placement for 2-3 LTHS Transition students/year in partnership with UChicago Medicine AdventHealth LaGrange Hospital.
- Approximately $\frac{1}{3}$ of our Special Education students receive a variety of **related services** via LADSE personnel to support their access to education and to meet their IEP goals. These related services staff (which are considered Purchased Service) include Occupational Therapists, Physical Therapists, Speech/Language Pathologists, and Nurses (for direct/1:1 student nursing needs).
- **Wrap, Autism/Behavior Consultation, and Assistive Technology** evaluations and recommendations are also provided to students per the recommendation of the IEP team.

Staff:

- LADSE has provided professional learning specific to LT's needs in the following areas:
 - CPI (Crisis Prevention Institute - de-escalation training)
 - Individual student health/nursing care

- Individual student OT/PT training (lifts, transfers, safe use of equipment, etc.)
- Professional Learning for Paraeducators spanning student support for increasing independence, behavior management, and disability-specific guidance
- Consultation for teams/staff on behavior management, Autism and Assistive Technology usage to support students' IEP goals

Administrative:

- LTHS's Division Chair for Special Education, Dr. Melissa Moore, attends monthly leadership meetings at LADSE that bring together the member districts' directors and leadership members to discuss district needs and changes to Special Education that impact students/families/programming, etc.
- Annual meetings occur with LADSE Leadership and Dr. Moore to determine Purchased Service needs and requests for both the regular school year and Extended School Year
- LADSE provides administrative support for special transportation and state reporting, including Child Count which is a required and essential report for district to monitor the educational environments and related services of all Special Education students
- Embrace® is the web-based program utilized by LADSE member districts to complete IEP and 504 paperwork and to maintain compliance with all annual and triennial deadlines for each student

Communication on the above services occurs both formally and informally and as student and district needs change, the partnership between LT and LADSE evolves to accommodate and support those changes.

RECOMMENDATION:

None at this time. Informational item only.



LADSE is a special education cooperative composed of 15 member districts (listed below). There are currently 66 cooperatives across Illinois which share the purpose of allowing member districts to partner together to provide an efficient and effective model for serving students with special needs. While all cooperatives share this common purpose, the programs and services offered vary dramatically depending on the needs of the member districts.

The programs and services that LADSE provides to its districts fall into four categories:

1. **Programs:** LADSE offers a number of educational programs for students aged 3 – 22 years. Students attending these programs have unique needs that make it challenging for them to be served in their home districts. Member districts who have enrolled students pay tuition to LADSE to support these classrooms. These programs include:
 - a. Early Childhood (ages 3-5): Autism, Developmental Delays, Phonological
 - b. Elementary (K-8): Autism, Multi-Needs, Emotional Development
 - c. High School (9-12+): LRB Academy, Transition, Project Search, Deaf/Hard of Hearing
2. **Purchased Services:** LADSE hires related services professionals to work in our member districts to serve students with special needs. These include but are not limited to school psychologists, speech/language pathologists, social workers, occupational therapists, physical therapists, nurses, sign language interpreters. Member districts decide each year whether to purchase services and then, what and how many services from LADSE are needed.
3. **District Services:** LADSE provides a number of other services to its member districts to support special education programming. These include services to directly support students such as Wrap, Autism/Behavior Consultation, and Assistive Technology evaluations. It also includes services such as State Reporting, Grant Assistance, and Transportation Coordination. These services are included in the membership assessment paid by each district, which is based upon student enrollment.
4. **Professional Development:** LADSE provides a variety of professional development opportunities to the organization and its member districts. These may be larger events where nationally renowned speakers bring their expertise to our local level. Districts also can reach out to LADSE to provide professional development targeted to their unique needs. LADSE also offers courses, called Strands, that provide professional learning on current topics in special education. LADSE receives a small portion (2.5%) of district IDEA funds to support professional development offerings.

Supporting education for all children in the community school districts:

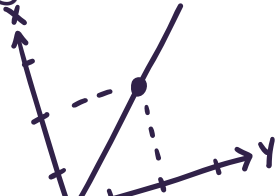
53 Butler	94 Komarek	102 LaGrange North	107 Pleasantdale
61 Darien	95 Brookfield-LaGrange Park	103 Lyons	204 Lyons Township High School
62 Gower	96 Riverside	105 LaGrange South	208 Riverside-Brookfield High School
92 ½ Westchester	101 Western Springs	106 LaGrange Highlands	



The La Grange Area Department of Special Education

Dr. Ellie Ambuehl, LADSE Executive Director

Lyons Township High School 204 Board Presentation
June 16, 2025



292





LADSE by the numbers

1957 First co-op in Illinois

15 Member Districts

3480 Student with IEPs

400 LADSE employees



Directing Board goals

1. We will develop a funding model and provide specific and tailored financial data which allow for local control and the ability for member districts to assess the value of cooperative membership.
2. We will collaboratively develop and provide programs and services that meet the unique needs of each elementary and high school member district.
3. We will develop a LADSE programs and services accountability system that defines and measures the success of students and of LADSE district satisfaction.
4. We will develop instructional, community engagement, recruitment, and retention practices that reflect a commitment to diversity, equity, and inclusion.

What does LADSE do?



Programs



Purchased Services



District Supports

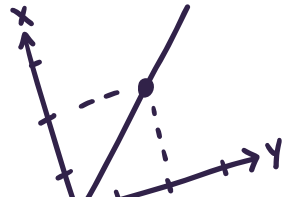
295



**Professional
Development**



Programs



296

Early Childhood

- Autism
- Developmental Delays
- Phonological

Kg -8

- Multi-Needs (MN)
- Communication Development (CD)
- Emotional Development (ED)

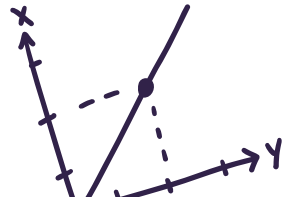
9 - 12+

- LRB Academy
- Transition Education (TEP)
- Deaf/Hard of Hearing
- Project Search





Purchased Services



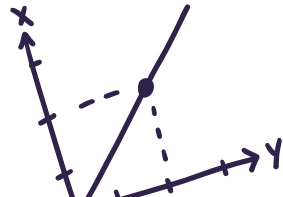
297

- School Psychologists
- Speech/language Pathologists
- Social Workers/Wrap
- Occupational Therapists
- Physical therapists
- Autism/behavior specialists
- Nursing
- Interpreters





District Services



298

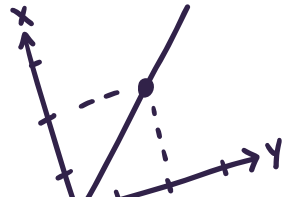
- Assistive technology
- Autism/behavior specialists
- Early childhood evaluations
- Wrap supports
- Vocational supports
- State reporting
- Grant assistance
- Transportation





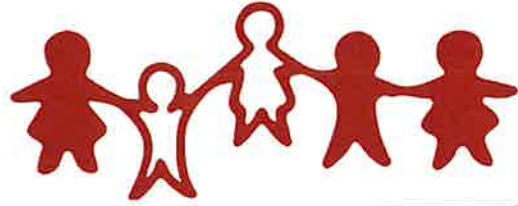
Professional Development

- LADSE-wide
- District specific
- Program specific
- LADSE Strands



299





June 9, 2025

Dr. Brian Waterman, Superintendent
Lyons Township High School District 204
100 S. Brainard Avenue
La Grange, IL 60525

Dear Dr. Waterman,

Please find the enclosed Fiscal Year 2026 budget for the LaGrange Area Department of Special Education. These documents will be placed on public display.

Fiscal Year 2026

The LADSE Directing Board approved a total budget of \$34,382,238 at the end of the May 7, 2025 Board Meeting. This reflects a 4.52% increase from Fiscal Year 2024-2025. This increase from the FY25 budget to the FY26 budget is primarily due to the program expansion because of increased student enrollment in LADSE's tuition programs and an increase in costs tied to contractual services directly related to rising building/program costs (i.e. rent, food service, maintenance/repair costs, etc)

Please see budget highlights below:

- 4% salary increase for CBU members per negotiated contract
- 2.9% CPI (2025)
- 10% increase in health benefits
- 5% District/LADSE professional development budget with 2.5% coming from IDEA funding
- Addition of two new CD classrooms

Sincerely,

Nick Peranich
LADSE Director of Business Services

Cc: Dr. Ellie Ambuehl, LADSE Executive Director

Supporting education for all children in the community school districts:

53 Butler	94 Komarek	102 LaGrange North	107 Pleasantdale
61 Darien	95 Brookfield-LaGrange Park	103 Lyons	204 Lyons Township High School
62 Gower	96 Riverside	105 LaGrange South	208 Riverside-Brookfield High School
92 ½ Westchester	101 Western Springs	106 LaGrange Highlands	

District Type:
☐ School District
☒ Joint Agreement

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

SCHOOL DISTRICT/JOINT AGREEMENT BUDGET FORM *
July 1, 2025 - June 30, 2026

Accounting Basis:
☐ Cash
☒ Accrual

Deficit Reduction Plan is not required

Is this an amended budget? _____

Date of Amended Budget: _____
(MM/DD/YY)

District Name:

Lagrange Area Dept Spec Ed-Ladse

District RCDT No:

06016204061

If your FY2025 AFR states that you need to do a deficit reduction plan and your FY2026 budget is balanced, please state the measures you took to have your budget become balanced. (Bckgrnd-Assumpt 25-26)

Budget of Lagrange Area Dept Spec Ed-Ladse, County of Cook,
State of Illinois, for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026.

WHEREAS the Board of Education of Lagrange Area Dept Spec Ed-Ladse,
County of Cook, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary
of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 16 day of June, 20 25,
notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, Be it resolved by the Board of Education of said district as follows:

Section 1: That the fiscal year of this school district be and the same hereby is fixed and declared to be
beginning July 1, 2025 and ending June 30, 2026.

Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and expenditures from each be
and the same is hereby adopted as the budget of this school district for said fiscal year.

ADOPTION OF BUDGET

The budget shall be approved and signed below by members of the School Board. Adopted this _____ day of _____, 20 _____
by a roll call vote of _____ Yeas, and _____ Nays, to wit:

** MEMBERS VOTING YEA:	** MEMBERS VOTING NAY:

* Based on the 23 Illinois Administrative Code-Part 100 and inconformity with Section 17-1 of the School Code.

** Type in the members who voted "YEA" nor "NAY". Actual school board member signatures are not required for electronic submission.

(1) A certified copy of this document must be filed with the county clerk within 30 days of adoption as required
by Section 18-50 of the Property Tax Code (35 ILCS 200/18-50).

(2) Districts are required to submit the adopted/amended budget electronically to ISBE within 30 days of adoption or by October 30,
whichever comes first. Budgets are submitted through IWAS: <https://apps.isbe.net/iwas/asp/login.asp?is=true>

Please type the member signatures before submitting to ISBE. We do not accept PDF copies.

	A	B	C	D	E	F	G	H	I	J	K
1	Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.										
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
3	ESTIMATED BEGINNING FUND BALANCE (without Student Activity Funds) 1 as of July 1, 2025		3,500,000	500,000							
4	RECEIPTS/REVENUES (without Student Activity Funds)										
5	LOCAL SOURCES	1000	29,935,974	0	0	0	0	0	0	0	0
6	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0				
7	STATE SOURCES	3000	3,031,105	0	0	0	0	0	0	0	0
8	FEDERAL SOURCES	4000	1,415,159	0	0	0	0	0	0	0	0
9	Total Direct Receipts/Revenues ⁸		34,382,238	0	0	0	0	0	0	0	0
10	Receipts/Revenues for "On Behalf" Payments ²	3998									
11	Total Receipts/Revenues		34,382,238	0	0	0	0	0	0	0	0
12	DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)										
13	INSTRUCTION	1000	34,382,238				0			0	
14	SUPPORT SERVICES	2000	0	0		0	0	0		0	0
15	COMMUNITY SERVICES	3000	0	0		0	0			0	
16	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	0	0	0	0	0	0		0	0
17	DEBT SERVICES	5000	0	0	0	0	0			0	0
18	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0
19	Total Direct Disbursements/Expenditures ⁹		34,382,238	0	0	0	0	0		0	0
20	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0
21	Total Disbursements/Expenditures		34,382,238	0	0	0	0	0		0	0
22	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		0	0	0	0	0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS										
24	OTHER SOURCES OF FUNDS (7000)										
25	PERMANENT TRANSFER FROM VARIOUS FUNDS										
26	Abolishment the Working Cash Fund ¹⁶	7110									
27	Abatement of the Working Cash Fund ¹⁶	7110									
28	Transfer of Working Cash Fund Interest	7120									
29	Transfer Among Funds	7130									
30	Transfer of Interest	7140									
31	Transfer from Capital Projects Fund to O&M Fund	7150		0							
32	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	7160		0							
33	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int ^{3a} Proceeds to Debt Service Fund	7170			0						
34	SALE OF BONDS (7200)										
35	Principal on Bonds Sold ⁴	7210									
36	Premium on Bonds Sold	7220									
37	Accrued Interest on Bonds Sold	7230									
38	Sale or Compensation for Fixed Assets ⁵	7300									
39	Transfer to Debt Service to Pay Principal on Leases	7400			0						
40	Transfer to Debt Service to Pay Interest on Leases	7500			0						
41	Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			0						
42	Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0						
43	Transfer to Capital Projects Fund	7800						0			
44	ISBE Loan Proceeds	7900									
45	Other Sources Not Classified Elsewhere	7990									
46	Total Other Sources of Funds ⁸		0	0	0	0	0	0	0	0	0

	A	B	C	D	E	F	G	H	I	J	K
1	<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
47	OTHER USES OF FUNDS (8000)										
49	TRANSFER TO VARIOUS OTHER FUNDS (8100)										
50	Abolishment or Abatement of the Working Cash Fund ¹⁶	8110							0		
51	Transfer of Working Cash Fund Interest	8120							0		
52	Transfer Among Funds	8130	500,000								
53	Transfer of Interest ⁶	8140									
54	Transfer from Capital Projects Fund to O&M Fund	8150									
55	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	8160									
	Transfer of Excess Accumulated Fire Prev & Safety Bond ^{3a} and Int	8170									
56	Proceeds to Debt Service Fund										
57	Taxes Pledged to Pay Principal on Leases	8410									
58	Grants/Reimbursements Pledged to Pay Principal on Leases	8420									
59	Other Revenues Pledged to Pay Principal on Leases	8430									
60	Fund Balance Transfers Pledged to Pay Principal on Leases	8440									
61	Taxes Pledged to Pay Interest on Leases	8510									
62	Grants/Reimbursements Pledged to Pay Interest on Leases	8520									
63	Other Revenues Pledged to Pay Interest on Leases	8530									
64	Fund Balance Transfers Pledged to Pay Interest on Leases	8540									
65	Taxes Pledged to Pay Principal on Revenue Bonds	8610									
66	Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8620									
67	Other Revenues Pledged to Pay Principal on Revenue Bonds	8630									
68	Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640									
69	Taxes Pledged to Pay Interest on Revenue Bonds	8710									
70	Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720									
71	Other Revenues Pledged to Pay Interest on Revenue Bonds	8730									
72	Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740									
73	Taxes Transferred to Pay for Capital Projects	8810									
74	Grants/Reimbursements Pledged to Pay for Capital Projects	8820									
75	Other Revenues Pledged to Pay for Capital Projects	8830									
76	Fund Balance Transfers Pledged to Pay for Capital Projects	8840									
77	Transfer to Debt Service Fund to Pay Principal on ISBE Loans	8910									
78	Other Uses Not Classified Elsewhere	8990									
79	Total Other Uses of Funds ⁹		500,000	0	0	0	0	0	0	0	0
80	Total Other Sources/Uses of Fund		(500,000)	0	0	0	0	0	0	0	0
81	ESTIMATED ENDING FUND BALANCE (without Student Activity Funds) as of June 30, 2026		3,000,000	500,000	0	0	0	0	0	0	0
82											
83	Student Activity (Fund 11) ESTIMATED BEGINNING FUND BALANCE as of July 1, 2025										
84	RECEIPTS/REVENUES (For Student Activity Funds)										
85	Total Student Activity Direct Receipts/Revenues (Local Sources)	1799	0								
86	DISBURSEMENTS/EXPENDITURES (For Student Activity Funds)										
87	Total Student Activity Direct Disbursements/Expenditures	1999	0								
88	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		0								
89	Student Activity ESTIMATED ENDING FUND BALANCE as of June 30, 2026		0								
90											

	A	B	C	D	E	F	G	H	I	J	K
1	Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.										
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
91	Total ESTIMATED BEGINNING FUND BALANCE (All Sources Including Student Activity Funds) as of July 1, 2025		3,500,000	500,000	0	0	0	0	0	0	0
92	RECEIPTS/REVENUES (All Sources with Student Activity Funds)										
93	LOCAL SOURCES	1000	29,935,974	0	0	0	0	0	0	0	0
94	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0				
95	STATE SOURCES	3000	3,031,105	0	0	0	0	0	0	0	0
96	FEDERAL SOURCES	4000	1,415,159	0	0	0	0	0	0	0	0
97	Total Direct Receipts/Revenues ⁸		34,382,238	0	0	0	0	0	0	0	0
98	Receipts/Revenues for "On Behalf" Payments ²	3998	0	0	0	0	0	0		0	0
99	Total Receipts/Revenues		34,382,238	0	0	0	0	0	0	0	0
100	DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds)										
101	INSTRUCTION	1000	34,382,238				0			0	
102	SUPPORT SERVICES	2000	0	0		0	0	0		0	0
103	COMMUNITY SERVICES	3000	0	0		0	0			0	
104	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	0	0	0	0	0	0		0	0
105	DEBT SERVICES	5000	0	0	0	0	0			0	0
106	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0
107	Total Direct Disbursements/Expenditures ⁹		34,382,238	0	0	0	0	0		0	0
108	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0
109	Total Disbursements/Expenditures		34,382,238	0	0	0	0	0		0	0
110	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		0	0	0	0	0	0	0	0	0
111	OTHER SOURCES/USES OF FUNDS										
112	OTHER SOURCES OF FUNDS (7000)										
113	Total Other Sources of Funds ⁸		0	0	0	0	0	0	0	0	0
114	OTHER USES OF FUNDS (8000)										
116	Total Other Uses of Funds ⁹		500,000	0	0	0	0	0	0	0	0
117	Total Other Sources/Uses of Fund		(500,000)	0	0	0	0	0	0	0	0
118	ESTIMATED ENDING FUND BALANCE (All Sources with Student Activity Funds) as of June 30, 2026		3,000,000	500,000	0	0	0	0	0	0	0
119											
120	SUMMARY OF EXPENDITURES Without Student Activity Funds (by Major Object)										
121	Description	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
122	Object Name										
124	Salaries	100	23,382,888	0		0		0		0	0
125	Employee Benefits	200	6,019,290	0		0	0	0		0	0
126	Purchased Services	300	3,084,981	0	0	0		0		0	0
127	Supplies & Materials	400	364,140	0		0		0		0	0
128	Capital Outlay	500	20,000	0		0		0		0	0
129	Other Objects	600	1,322,659	0	0	0	0	0		0	0
130	Non-Capitalized Equipment	700	188,280	0		0		0		0	0
131	Termination Benefits	800	0	0		0				0	
132	Total Expenditures		34,382,238	0	0	0	0	0		0	0

	A	B	C	D	E	F	G	H	I	J	K
			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
1											
2											
3	BEGINNING CASH BALANCE ON HAND (without Student Activity Funds)7 as of July 1, 2025		3,000,000	500,000							
4	Total Direct Receipts & Other Sources ⁸		34,382,238	0	0	0	0	0	0	0	0
5	OTHER RECEIPTS										
6	Interfund Loans Payable (Loans from Other Funds)	411									
7	Interfund Loans Receivable (Repayment of Loans)	141									
8	Notes and Warrants Payable	433									
9	Other Current Assets	199									
10	Total Other Receipts		0	0	0	0	0	0	0	0	0
11	Total Direct Receipts, Other Sources, & Other Receipts		34,382,238	0	0	0	0	0	0	0	0
12	Total Amount Available		37,382,238	500,000	0	0	0	0	0	0	0
13	Total Direct Disbursements & Other Uses ⁹		34,882,238	0	0	0	0	0	0	0	0
14	OTHER DISBURSEMENTS										
15	Interfund Loans Receivable (Loans to Other Funds) ¹⁰	141									
16	Interfund Loans Payable (Repayment of Loans)	411									
17	Notes and Warrants Payable	433									
18	Other Current Liabilities	499									
19	Total Other Disbursements		0	0	0	0	0	0	0	0	0
20	Total Direct Disbursements, Other Uses, & Other Disbursements		34,882,238	0	0	0	0	0	0	0	0
21	ENDING CASH BALANCE ON HAND (without Student Activity Funds) as of June 30, 2026		2,500,000	500,000	0	0	0	0	0	0	0
22											
23	Activity Funds BEGINNING CASH BALANCE ON HAND7 as of July 1, 2025										
24	Total Direct Receipts & Other Sources ⁸		0								
25	Total Amount Available		0								
26	Total Direct Disbursements & Other Uses ⁹		0								
27	Activity funds ENDING CASH BALANCE ON HAND7 as of June 30, 2026		0								
28											
29	Total BEGINNING CASH BALANCE ON HAND (with Student Activity Funds)7 as of July 1, 2025		3,000,000	500,000	0	0	0	0	0	0	0
30	Total Direct Receipts & Other Sources ⁸		34,382,238	0	0	0	0	0	0	0	0
31	Total Other Receipts		0	0	0	0	0	0	0	0	0
32	Total Direct Receipts, Other Sources, & Other Receipts		34,382,238	0	0	0	0	0	0	0	0
33	Total Amount Available		37,382,238	500,000	0	0	0	0	0	0	0
34	Total Direct Disbursements & Other Uses ⁹		34,882,238	0	0	0	0	0	0	0	0
35	Total Other Disbursements		0	0	0	0	0	0	0	0	0
36	Total Direct Disbursements, Other Uses, & Other Disbursements		34,882,238	0	0	0	0	0	0	0	0
37	Total ENDING CASH BALANCE ON HAND (with Student Activity Funds)7 as of June 30, 2026		2,500,000	500,000	0	0	0	0	0	0	0

	A	B	C	D	E	F	G	H	I	J	K
			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
1											
2											
3	RECEIPTS/REVENUES FROM LOCAL SOURCES (1000)										
4	AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY	1100									
5	Designated Purposes Levies ¹¹ (1110-1120)	-									
6	Leasing Purposes Levy ¹²	1130									
7	Special Education Purposes Levy	1140									
8	FICA and Medicare Only Levies	1150									
9	Area Vocational Construction Purposes Levy	1160									
10	Summer School Purposes Levy	1170									
11	Other Tax Levies (Describe & Itemize)	1190									
12	Total Ad Valorem Taxes Levied by District		0	0	0	0	0	0	0	0	0
13	PAYMENTS IN LIEU OF TAXES	1200									
14	Mobile Home Privilege Tax	1210									
15	Payments from Local Housing Authority	1220									
16	Corporate Personal Property Replacement Taxes ¹³	1230									
17	Other Payments in Lieu of Taxes (Describe & Itemize)	1290									
18	Total Payments in Lieu of Taxes		0	0	0	0	0	0	0	0	0
19	TUITION	1300									
20	Regular Tuition from Pupils or Parents (In State)	1311									
21	Regular Tuition from Other Districts (In State)	1312									
22	Regular Tuition from Other Sources (In State)	1313									
23	Regular Tuition from Other Sources (Out of State)	1314									
24	Summer School Tuition from Pupils or Parents (In State)	1321									
25	Summer School Tuition from Other Districts (In State)	1322	436,434								
26	Summer School Tuition from Other Sources (In State)	1323									
27	Summer School Tuition from Other Sources (Out of State)	1324									
28	CTE Tuition from Pupils or Parents (In State)	1331									
29	CTE Tuition from Other Districts (In State)	1332									
30	CTE Tuition from Other Sources (In State)	1333									
31	CTE Tuition from Other Sources (Out of State)	1334									
32	Special Education Tuition from Pupils or Parents (In State)	1341									
33	Special Education Tuition from Other Districts (In State)	1342	29,379,540								
34	Special Education Tuition from Other Sources (In State)	1343									
35	Special Education Tuition from Other Sources (Out of State)	1344									
36	Adult Tuition from Pupils or Parents (In State)	1351									
37	Adult Tuition from Other Districts (In State)	1352									
38	Adult Tuition from Other Sources (In State)	1353									
39	Adult Tuition from Other Sources (Out of State)	1354									
40	Total Tuition		29,815,974								
41	TRANSPORTATION FEES	1400									
42	Regular Transportation Fees from Pupils or Parents (In State)	1411									
43	Regular Transportation Fees from Other Districts (In State)	1412									
44	Regular Transportation Fees from Other Sources (In State)	1413									
45	Regular Transportation Fees from Co-curricular Activities (In State)	1415									
46	Regular Transportation Fees from Other Sources (Out of State)	1416									
47	Summer School Transportation Fees from Pupils or Parents (In State)	1421									
48	Summer School Transportation Fees from Other Districts (In State)	1422									
49	Summer School Transportation Fees from Other Sources (In State)	1423									
50	Summer School Transportation Fees from Other Sources (Out of State)	1424									
51	CTE Transportation Fees from Pupils or Parents (In State)	1431									
52	CTE Transportation Fees from Other Districts (In State)	1432									
53	CTE Transportation Fees from Other Sources (In State)	1433									
54	CTE Transportation Fees from Other Sources (Out of State)	1434									
55	Special Education Transportation Fees from Pupils or Parents (In State)	1441									
56	Special Education Transportation Fees from Other Districts (In State)	1442									
57	Special Education Transportation Fees from Other Sources (In State)	1443									
58	Special Education Transportation Fees from Other Sources (Out of State)	1444									
59	Adult Transportation Fees from Pupils or Parents (In State)	1451									
60	Adult Transportation Fees from Other Districts (In State)	1452									
61	Adult Transportation Fees from Other Sources (In State)	1453									
62	Adult Transportation Fees from Other Sources (Out of State)	1454									
63	Total Transportation Fees					0					
64	EARNINGS ON INVESTMENTS	1500									
65	Interest on Investments	1510	120,000								
66	Gain or Loss on Sale of Investments	1520									

	A	B	C	D	E	F	G	H	I	J	K
			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
1											
2											
67	Unrealized Gain or Loss on Investments	1530									
68	Total Earnings on Investments		120,000	0	0	0	0	0	0	0	0
69	FOOD SERVICE	1600									
70	Sales to Pupils - Lunch	1611									
71	Sales to Pupils - Breakfast	1612									
72	Sales to Pupils - A la Carte	1613									
73	Sales to Pupils - Other (Describe & Itemize)	1614									
74	Sales to Adults	1620									
75	Other Food Service (Describe & Itemize)	1690									
76	Total Food Service		0								
77	DISTRICT/SCHOOL ACTIVITY INCOME	1700									
78	Admissions - Athletic	1711									
79	Admissions - Other	1719									
80	Fees	1720									
81	Book Store Sales	1730									
82	Other District/School Activity Revenue (Describe & Itemize)	1790									
83	Student Activity Fund Revenues	1799									
84	Total District/School Activity Income (without Student Activity Funds 1799)		0	0							
85	Total District/School Activity Income (with Student Activity Funds 1799)		0								
86	TEXTBOOK INCOME	1800									
87	Textbook Rentals - Regular Textbooks	1811									
88	Textbook Rentals - Summer School Textbooks	1812									
89	Textbook Rentals - Adult/Continuing Education Textbooks	1813									
90	Textbook Rentals - Other (Describe & Itemize)	1819									
91	Textbook Sales - Regular Textbooks	1821									
92	Textbook Sales - Summer School	1822									
93	Textbook Sales - Adult/Continuing Education	1823									
94	Textbook Sales - Other (Describe & Itemize)	1829									
95	Other Textbook Income (Describe & Itemize)	1890									
96	Total Textbooks		0								
97	OTHER REVENUE FROM LOCAL SOURCES	1900									
98	Rentals	1910									
99	Contributions and Donations from Private Sources	1920									
100	Impact Fees from Municipal or County Governments	1930									
101	Services Provided Other Districts	1940									
102	Refund of Prior Years' Expenditures	1950									
103	Payments of Surplus Moneys from TIF Districts	1960									
104	Drivers' Education Fees	1970									
105	Proceeds from Vendors' Contracts	1980									
106	School Facility Occupation Tax Proceeds	1983									
107	Payment from Other Districts	1991									
108	Sale of Vocational Projects	1992									
109	Other Local Fees (Describe & Itemize)	1993									
110	Other Local Revenues (Describe & Itemize)	1999									
111	Total Other Revenue from Local Sources		0	0	0	0	0	0	0	0	0
112	Total Receipts/Revenues from Local Sources (without Student Activity Funds 1799)	1000	29,935,974	0	0	0	0	0	0	0	0
113	Total Receipts/Revenues from Local Sources (with Student Activity Funds 1799)		29,935,974								
114	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT (2000)										
115	Flow-Through Revenue from State Sources	2100									
116	Flow-Through Revenue from Federal Sources	2200									
117	Other Flow-Through Revenue (Describe & Itemize)	2300									
118	Total Flow-Through Receipts/Revenues From One District to Another District	2000	0	0		0	0				
119	RECEIPTS/REVENUES FROM STATE SOURCES (3000)										
120	UNRESTRICTED GRANTS-IN-AID (3001-3099)										
121	Evidence Based Funding Formula (Section 18-8.15)	3001	1,650,105								
122	Reorganization Incentives (Accounts 3005-3021)	3005									
123	Other Unrestricted Grants-In-Aid From State Sources (Describe & Itemize)	3099									
124	Total Unrestricted Grants-In-Aid		1,650,105	0	0	0	0	0		0	0
125	RESTRICTED GRANTS-IN-AID (3100-3900)										
126	SPECIAL EDUCATION										
127	Special Education - Private/Public Facility Tuition	3100									

	A	B	C	D	E	F	G	H	I	J	K
			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
1											
2											
128	Special Education - Orphanage - Individual	3120									
129	Special Education - Orphanage - Summer Individual	3130									
130	Special Education - Other (Describe & Itemize)	3199									
131	Total Special Education		0	0		0					
132	CAREER AND TECHNICAL EDUCATION (CTE)										
133	CTE - Technical Education - Tech Prep	3200									
134	CTE - Secondary Program Improvement (CTEI)	3220									
135	CTE - WECEP	3225									
136	CTE - Agriculture Education	3235									
137	CTE - Instructor Practicum	3240									
138	CTE - Student Organizations	3270									
139	CTE - Other (Describe & Itemize)	3299									
140	Total Career and Technical Education		0	0			0				
141	State Free Lunch & Breakfast	3360									
142	School Breakfast Initiative	3365									
143	Driver Education	3370									
144	Adult Education (from ICCB)	3410									
145	Adult Education - Other (Describe & Itemize)	3499									
146	TRANSPORTATION										
147	Transportation - Regular and Vocational	3500									
148	Transportation - Special Education	3510	100,000								
149	Transportation - Other (Describe & Itemize)	3599									
150	Total Transportation		100,000	0		0	0				
151	Learning Improvement - Change Grants	3610									
152	Scientific Literacy	3660									
153	Truant Alternative/Optional Education	3695									
154	Early Childhood - Block Grant	3705	1,281,000								
155	Chicago General Education Block Grant	3766									
156	Chicago Educational Services Block Grant	3767									
157	School Safety & Educational Improvement Block Grant	3775									
158	Technology - Technology for Success	3780									
159	State Charter Schools	3815									
160	Extended Learning Opportunities - Summer Bridges	3825									
161	Infrastructure Improvements - Planning/Construction	3920									
162	School Infrastructure - Maintenance Projects	3925									
163	Other Restricted Revenue from State Sources (Describe & Itemize)	3999									
164	Total Restricted Grants-In-Aid		1,381,000	0	0	0	0	0	0	0	0
165	Total Receipts/Revenues from State Sources	3000	3,031,105	0	0	0	0	0	0	0	0
166	RECEIPTS/REVENUES FROM FEDERAL SOURCES (4000)										
167	UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT. (4001-4009)										
168	Federal Impact Aid	4001									
169	Other Unrestricted Grants-In-Aid Received from Fed. Govt. (Describe & Itemize)	4009									
170	Total Unrestricted Grants-In-Aid Received Directly from Fed Govt		0	0	0	0	0	0	0	0	0
171	RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT (4045-4090)										
172	Head Start	4045									
173	Construction (Impact Aid)	4050									
174	MAGNET	4060									
175	Other Restricted Grants-In-Aid Received from Fed. Govt. (Describe & Itemize)	4090									
176	Total Restricted Grants-In-Aid Received Directly from Federal Govt.		0	0		0	0	0			0
177	RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE (4100-4999)										
178	TITLE V										
179	Title V - Flexibility and Accountability	4100									
180	Title V - SEA Projects	4105									
181	Title V - Rural Education Initiative (REI)	4107									
182	Title V - Other (Describe & Itemize)	4199									
183	Total Title V		0	0		0	0				
184	FOOD SERVICE										
185	Breakfast Start-Up Expansion	4200									
186	National School Lunch Program	4210									
187	Special Milk Program	4215									
188	School Breakfast Program	4220									

	A	B	C	D	E	F	G	H	I	J	K
			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
1											
2											
189	Summer Food Service Admin/Program	4225									
190	Child and Adult Care Food Program	4226									
191	Fresh Fruit and Vegetables	4240									
192	Food Service - Other (Describe & Itemize)	4299									
193	Total Food Service		0				0				
194	TITLE I										
195	Title I - Low Income	4300									
196	Title I - Low Income - Neglected, Private	4305									
197	Title I - Migrant Education	4340									
198	Title I - Other (Describe & Itemize)	4399									
199	Total Title I		0	0		0	0				
200	TITLE IV										
201	Title IV - Student Support & Academic Enrichment Grant	4400									
202	Title IV - Part A - Student Support & Academic Enrichment Grants Safe and Drug Free Schools	4415									
203	Title IV - 21st Century	4421									
204	Title IV - Other (Describe & Itemize)	4499									
205	Total Title IV		0	0		0	0				
206	FEDERAL - SPECIAL EDUCATION										
207	Federal Special Education - Preschool Flow-Through	4600									
208	Federal Special Education - Preschool Discretionary	4605									
209	Federal Special Education - IDEA Flow Through	4620									
210	Federal Special Education - IDEA Room & Board	4625									
211	Federal Special Education - IDEA Discretionary	4630									
212	Federal Special Education - IDEA - Other (Describe & Itemize)	4699									
213	Total Federal Special Education		0	0		0	0				
214	CTE - PERKINS										
215	CTE - Perkins-Title IIIIE Tech Prep	4770									
216	CTE - Other (Describe & Itemize)	4799									
217	Total CTE - Perkins		0	0			0				
218	Federal - Adult Education	4810									
219	Qualified Zone Academy Bond Tax Credits	4866									
220	Qualified School Construction Bond Credits	4867									
221	Build America Bond Tax Credits	4868									
222	Build America Bond Interest Reimbursement	4869									
223	Total Stimulus Programs		0	0	0	0	0	0		0	0
224	Race to the Top Program	4901									
225	Race to the Top - Preschool Expansion Grant	4902									
226	Title III - Instruction for English Learners & Immigrant Students	4905									
227	Title III - English Language Acquisition	4909									
228	McKinney Education for Homeless Children	4920									
229	Title II - Eisenhower - Professional Development Formula	4930									
230	Title II - Teacher Quality	4932									
231	Title II - Part A - Supporting Effective Instruction - State Grants	4935									
232	Federal Charter Schools	4960									
233	State Assessment Grants	4981									
234	Grant for State Assessments and Related Activities	4982									
235	Medicaid Matching Funds - Administrative Outreach	4991	502,001								
236	Medicaid Matching Funds - Fee-For-Service Program	4992									
237	Other Restricted Grants Received from Fed. Govt. thru State (Describe & Itemize)	4998	913,158								
238	Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State		1,415,159	0	0	0	0	0		0	0
239	TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES	4000	1,415,159	0	0	0	0	0	0	0	0
240	TOTAL DIRECT RECEIPTS/REVENUES (without Student Activity Funds 1799)		34,382,238	0	0	0	0	0	0	0	0
241	TOTAL DIRECT RECEIPTS/REVENUES (with Student Activity Funds 1799)		34,382,238								

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
2											
3	10 - EDUCATIONAL FUND (ED)										
4	INSTRUCTION (ED)	1000									
5	Regular Programs	1100									0
6	Tuition Payment to Charter Schools	1115									0
7	Pre-K Programs	1125									0
8	Special Education Programs (Functions 1200 - 1220)	1200	23,382,888	6,019,290	3,084,981	364,140	20,000	1,322,659	188,280		34,382,238
9	Special Education Programs Pre-K	1225									0
10	Remedial and Supplemental Programs K-12	1250									0
11	Remedial and Supplemental Programs Pre-K	1275									0
12	Adult/Continuing Education Programs	1300									0
13	CTE Programs	1400									0
14	Interscholastic Programs	1500									0
15	Summer School Programs	1600									0
16	Gifted Programs	1650									0
17	Driver's Education Programs	1700									0
18	Bilingual Programs	1800									0
19	Truant Alternative & Optional Programs	1900									0
20	Pre-K Programs - Private Tuition	1910									0
21	Regular K-12 Programs Private Tuition	1911									0
22	Special Education Programs K-12 Private Tuition	1912									0
23	Special Education Programs Pre-K Tuition	1913									0
24	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
25	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
26	Adult/Continuing Education Programs Private Tuition	1916									0
27	CTE Programs Private Tuition	1917									0
28	Interscholastic Programs Private Tuition	1918									0
29	Summer School Programs Private Tuition	1919									0
30	Gifted Programs Private Tuition	1920									0
31	Bilingual Programs Private Tuition	1921									0
32	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
33	Student Activity Fund Expenditures	1999									0
34	Total Instruction³⁴ (Without Student Activity Funds 1999)	1000	23,382,888	6,019,290	3,084,981	364,140	20,000	1,322,659	188,280	0	34,382,238
35	Total Instruction (With Student Activity Funds 1999)	1000	23,382,888	6,019,290	3,084,981	364,140	20,000	1,322,659	188,280	0	34,382,238
36	SUPPORT SERVICES (ED)	2000									
37	Support Services - Pupil	2100									
38	Attendance & Social Work Services	2110									0
39	Guidance Services	2120									0
40	Health Services	2130									0
41	Psychological Services	2140									0
42	Speech Pathology & Audiology Services	2150									0
43	Other Support Services - Pupils (Describe & Itemize)	2190									0
44	Total Support Services - Pupil	2100	0	0	0	0	0	0	0	0	0
45	Support Services - Instructional Staff	2200									
46	Improvement of Instruction Services	2210									0
47	Educational Media Services	2220									0
48	Assessment & Testing	2230									0
49	Total Support Services - Instructional Staff	2200	0	0	0	0	0	0	0	0	0
50	Support Services - General Administration	2300									
51	Board of Education Services	2310									0
52	Executive Administration Services	2320									0
53	Special Area Administration Services	2330									0
54	Tort Immunity Services	2361, 2365									0
55	Total Support Services - General Administration	2300	0	0	0	0	0	0	0	0	0
56	Support Services - School Administration	2400									
57	Office of the Principal Services	2410									0
58	Other Support Services - School Administration (Describe & Itemize)	2490									0
59	Total Support Services - School Administration	2400	0	0	0	0	0	0	0	0	0
60	Support Services - Business	2500									
61	Direction of Business Support Services	2510									0
62	Fiscal Services	2520									0
63	Operation & Maintenance of Plant Services	2540									0
64	Pupil Transportation Services	2550									0
65	Food Services	2560									0
66	Internal Services	2570									0

310

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
67	Total Support Services - Business	2500	0	0	0	0	0	0	0	0	0
68	Support Services - Central	2600									
69	Direction of Central Support Services	2610									0
70	Planning, Research, Development & Evaluation Services	2620									0
71	Information Services	2630									0
72	Staff Services	2640									0
73	Data Processing Services	2660									0
74	Total Support Services - Central	2600	0	0	0	0	0	0	0	0	0
75	Other Support Services - Misc. (Describe & Itemize)	2900									0
76	Total Support Services	2000	0	0	0	0	0	0	0	0	0
77	COMMUNITY SERVICES (ED)	3000									0
78	PAYMENTS TO OTHER DIST & GOVT UNITS (ED)	4000									
79	Payments to Other Dist & Govt Units (In-State)	4100									
80	Payments for Regular Programs	4110									0
81	Payments for Special Education Programs	4120									0
82	Payments for Adult/Continuing Education Programs	4130									0
83	Payments for CTE Programs	4140									0
84	Payments for Community College Programs	4170									0
85	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
86	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
87	Payments for Regular Programs - Tuition	4210									0
88	Payments for Special Education Programs - Tuition	4220									0
89	Payments for Adult/Continuing Education Programs - Tuition	4230									0
90	Payments for CTE Programs - Tuition	4240									0
91	Payments for Community College Programs - Tuition	4270									0
92	Payments for Other Programs - Tuition	4280									0
93	Other Payments to In-State Govt Units - Tuition (Describe & Itemize)	4290									0
94	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						0			0
95	Payments for Regular Programs - Transfers	4310									0
96	Payments for Special Education Programs - Transfers	4320									0
97	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
98	Payments for CTE Programs - Transfers	4340									0
99	Payments for Community College Program - Transfers	4370									0
100	Payments for Other Programs - Transfers	4380									0
101	Other Payments to In-State Govt Units - Transfers (Describe & Itemize)	4390									0
102	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
103	Payments to Other Dist & Govt Units (Out of State)	4400									0
104	Total Payments to Other Dist & Govt Units	4000			0			0			0
105	DEBT SERVICE (ED)	5000									
106	Debt Service - Interest on Short-Term Debt	5100									
107	Tax Anticipation Warrants	5110									0
108	Tax Anticipation Notes	5120									0
109	Corporate Personal Property Repl Tax Anticipated Notes	5130									0
110	State Aid Anticipation Certificates	5140									0
111	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
112	Total Debt Service - Interest on Short-Term Debt	5100						0			0
113	Debt Service - Interest on Long-Term Debt	5200									0
114	Total Debt Service	5000						0			0
115	PROVISION FOR CONTINGENCIES (ED)	6000									0
116	Total Direct Disbursements/Expenditures (without Student Activity Funds (1999))		23,382,888	6,019,290	3,084,981	364,140	20,000	1,322,659	188,280	0	34,382,238
117	Total Direct Disbursements/Expenditures (with Student Activity Funds (1999))		23,382,888	6,019,290	3,084,981	364,140	20,000	1,322,659	188,280	0	34,382,238
118	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (without Student Activity Funds 1999)										0
119	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (with Student Activity Funds 1999)										0
120											
121	20 - OPERATIONS AND MAINTENANCE FUND (O&M)										
122	SUPPORT SERVICES (O&M)	2000									
123	Support Services - Pupil	2100									
124	Other Support Services - Pupils (Describe & Itemize)	2190									0
125	Support Services - Business	2500									
126	Direction of Business Support Services	2510			311						0
127	Facilities Acquisition & Construction Services	2530									0
128	Operation & Maintenance of Plant Services	2540									0

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
129	Pupil Transportation Services	2550									0
130	Food Services	2560									0
131	Total Support Services - Business	2500	0	0	0	0	0	0	0	0	0
132	Other Support Services - Misc. (Describe & Itemize)	2900									0
133	Total Support Services	2000	0	0	0	0	0	0	0	0	0
134	COMMUNITY SERVICES (O&M)	3000									0
135	PAYMENTS TO OTHER DIST & GOVT UNITS (O&M)	4000									
136	Payments to Other Dist & Govt Units (In-State)	4100									
137	Payments for Regular Programs	4110									0
138	Payments for Special Education Programs	4120									0
139	Payments for CTE Program	4140									0
140	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
141	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
142	Payments to Other Dist & Govt Units (Out of State) ¹⁴	4400									0
143	Total Payments to Other Dist & Govt Unit	4000			0			0			0
144	DEBT SERVICE (O&M)	5000									
145	Debt Service - Interest on Short-Term Debt	5100									
146	Tax Anticipation Warrants	5110									0
147	Tax Anticipation Notes	5120									0
148	Corporate Personal Prop Repl Tax Anticipated Notes	5130									0
149	State Aid Anticipation Certificates	5140									0
150	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
151	Total Debt Service - Interest on Short-Term Debt	5100						0			0
152	Debt Service - Interest on Long-Term Debt	5200									0
153	Total Debt Service	5000						0			0
154	PROVISION FOR CONTINGENCIES (O&M)	6000									0
155	Total Direct Disbursements/Expenditures		0	0	0	0	0	0	0	0	0
156	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										0
157											
158	30 - DEBT SERVICE FUND (DS)										
159	PAYMENTS TO OTHER DIST & GOVT UNITS (DS)	4000									
160	Payments to Other Dist & Govt Units (In-State)	4100									
161	Payments for Regular Programs	4110									0
162	Payments for Special Education Programs	4120									0
163	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
164	Total Payments to Other Dist & Govt Units (In-State)	4000						0			0
165	DEBT SERVICE (DS)	5000									
166	Debt Service - Interest on Short-Term Debt	5100									
167	Tax Anticipation Warrants	5110									0
168	Tax Anticipation Notes	5120									0
169	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
170	State Aid Anticipation Certificates	5140									0
171	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
172	Total Debt Service - Interest On Short-Term Debt	5100						0			0
173	Debt Service - Interest on Long-Term Debt	5200									0
174	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) (Describe & Itemize)	5300									0
175	Debt Service - Other (Describe & Itemize)	5400									0
176	Total Debt Service	5000			0			0			0
177	PROVISION FOR CONTINGENCIES (DS)	6000									0
178	Total Direct Disbursements/Expenditures				0			0			0
179	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										0
180											
181	40 - TRANSPORTATION FUND (TR)										
182	SUPPORT SERVICES (TR)	2000									
183	Support Services - Pupils	2100									
184	Other Support Services - Pupils (Describe & Itemize)	2190									0
185	Support Services - Business										
186	Pupil Transportation Services	2550									0
187	Other Support Services - Business (Describe & Itemize)	2900									0
188	Total Support Services	2000	0	0	312	0	0	0	0	0	0
189	COMMUNITY SERVICES (TR)	3000									0

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2			Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
190	PAYMENTS TO OTHER DIST & GOVT UNITS (TR)	4000									
191	Payments to Other Dist & Govt Units (In-State)	4100									
192	Payments for Regular Program	4110									0
193	Payments for Special Education Programs	4120									0
194	Payments for Adult/Continuing Education Programs	4130									0
195	Payments for CTE Programs	4140									0
196	Payments for Community College Programs	4170									0
197	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
198	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
199	Payments to Other Dist & Govt Units (Out-of-State) (Describe & Itemize)	4400									0
200	Total Payments to Other Dist & Govt Units	4000			0			0			0
201	DEBT SERVICE (TR)	5000									
202	Debt Service - Interest on Short-Term Debt	5100									
203	Tax Anticipation Warrants	5110									0
204	Tax Anticipation Notes	5120									0
205	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
206	State Aid Anticipation Certificates	5140									0
207	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
208	Total Debt Service - Interest On Short-Term Debt	5100						0			0
209	Debt Service - Interest on Long-Term Debt	5200									0
210	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) (Describe & Itemize)	5300									0
211	Debt Service - Other (Describe & Itemize)	5400									0
212	Total Debt Service	5000						0			0
213	PROVISION FOR CONTINGENCIES (TR)	6000									0
214	Total Direct Disbursements/Expenditures		0	0	0	0	0	0	0	0	0
215	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										0
216											
217	50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS)										
218	INSTRUCTION (MR/SS)	1000									
219	Regular Program	1100									0
220	Pre-K Programs	1125									0
221	Special Education Programs (Functions 1200-1220)	1200									0
222	Special Education Programs Pre-K	1225									0
223	Remedial and Supplemental Programs K-12	1250									0
224	Remedial and Supplemental Programs Pre-K	1275									0
225	Adult/Continuing Education Programs	1300									0
226	CTE Programs	1400									0
227	Interscholastic Programs	1500									0
228	Summer School Programs	1600									0
229	Gifted Programs	1650									0
230	Driver's Education Programs	1700									0
231	Bilingual Programs	1800									0
232	Truant Alternative & Optional Programs	1900									0
233	Total Instruction	1000		0							0
234	SUPPORT SERVICES (MR/SS)	2000									
235	Support Services - Pupil	2100									
236	Attendance & Social Work Services	2110									0
237	Guidance Services	2120									0
238	Health Services	2130									0
239	Psychological Services	2140									0
240	Speech Pathology & Audiology Services	2150									0
241	Other Support Services - Pupils (Describe & Itemize)	2190									0
242	Total Support Services - Pupil	2100		0							0
243	Support Services - Instructional Staff	2200									
244	Improvement of Instruction Services	2210									0
245	Educational Media Services	2220									0
246	Assessment & Testing	2230									0
247	Total Support Services - Instructional Staff	2200		0							0
248	Support Services - General Administration	2300									
249	Board of Education Services	2310									0
250	Executive Administration Services	2320									0
251	Special Area Administrative Services	2330									0
252	Claims Paid from Self Insurance Fund	2361									0

313

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
253	Risk Management and Claims Services Payments	2365									0
254	Total Support Services - General Administration	2300		0							0
255	Support Services - School Administration	2400									
256	Office of the Principal Services	2410									0
257	Other Support Services - School Administration <i>(Describe & Itemize)</i>	2490									0
258	Total Support Services - School Administration	2400		0							0
259	Support Services - Business	2500									
260	Direction of Business Support Services	2510									0
261	Fiscal Services	2520									0
262	Facilities Acquisition & Construction Services	2530									0
263	Operation & Maintenance of Plant Service	2540									0
264	Pupil Transportation Services	2550									0
265	Food Services	2560									0
266	Internal Services	2570									0
267	Total Support Services - Business	2500		0							0
268	Support Services - Central	2600									
269	Direction of Central Support Services	2610									0
270	Planning, Research, Development & Evaluation Services	2620									0
271	Information Services	2630									0
272	Staff Services	2640									0
273	Data Processing Services	2660									0
274	Total Support Services - Central	2600		0							0
275	Other Support Services - Misc. <i>(Describe & Itemize)</i>	2900									0
276	Total Support Services	2000		0							0
277	COMMUNITY SERVICES (MR/SS)	3000									0
278	PAYMENTS TO OTHER DIST & GOVT UNITS (MR/SS)	4000									0
279	Payments for Regular Programs	4110									0
280	Payments for Special Education Programs	4120									0
281	Payments for CTE Programs	4140									0
282	Total Payments to Other Dist & Govt Units	4000		0							0
283	DEBT SERVICE (MR/SS)	5000									
284	Debt Service - Interest on Short-Term Debt	5100									
285	Tax Anticipation Warrants	5110									0
286	Tax Anticipation Notes	5120									0
287	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
288	State Aid Anticipation Certificates	5140									0
289	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
290	Total Debt Service	5000						0			0
291	PROVISION FOR CONTINGENCIES (MR/SS)	6000									0
292	Total Direct Disbursements/Expenditures			0				0			0
293	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										0
294											
295	60 - CAPITAL PROJECTS (CP)										
296	SUPPORT SERVICES (CP)	2000									
297	Support Services - Business										
298	Facilities Acquisition & Construction Services	2530									0
299	Other Support Services - Business <i>(Describe & Itemize)</i>	2900									0
300	Total Support Services	2000	0	0	0	0	0	0	0		0
301	PAYMENTS TO OTHER DIST & GOVT UNITS (CP)	4000									
302	Payments to Other Dist & Govt Units (In-State)	4100									
303	Payments to Regular Programs	4110									0
304	Payment for Special Education Programs	4120									0
305	Payment for CTE Programs	4140									0
306	Payments to Other Govt Units - Programs (In-State) <i>(Describe & Itemize)</i>	4190									0
307	Total Payments to Other Districts & Govt Units	4000			0			0			0
308	PROVISION FOR CONTINGENCIES (CP)	6000									0
309	Total Direct Disbursements/Expenditures		0	0	0	0	0	0	0		0
310	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										0
311											
312	70 WORKING CASH FUND (WC)										
313											
314	80 - TORT FUND (TF)										
315	INSTRUCTION (TF)	1000									

314

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
316	Regular Programs	1100									0
317	Tuition Payment to Charter Schools	1115									0
318	Pre-K Programs	1125									0
319	Special Education Programs (Functions 1200 - 1220)	1200									0
320	Special Education Programs Pre-K	1225									0
321	Remedial and Supplemental Programs K-12	1250									0
322	Remedial and Supplemental Programs Pre-K	1275									0
323	Adult/Continuing Education Programs	1300									0
324	CTE Programs	1400									0
325	Interscholastic Programs	1500									0
326	Summer School Programs	1600									0
327	Gifted Programs	1650									0
328	Driver's Education Programs	1700									0
329	Bilingual Programs	1800									0
330	Truant Alternative & Optional Programs	1900									0
331	Pre-K Programs - Private Tuition	1910									0
332	Regular K-12 Programs Private Tuition	1911									0
333	Special Education Programs K-12 Private Tuition	1912									0
334	Special Education Programs Pre-K Tuition	1913									0
335	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
336	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
337	Adult/Continuing Education Programs Private Tuition	1916									0
338	CTE Programs Private Tuition	1917									0
339	Interscholastic Programs Private Tuition	1918									0
340	Summer School Programs Private Tuition	1919									0
341	Gifted Programs Private Tuition	1920									0
342	Bilingual Programs Private Tuition	1921									0
343	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
344	Total Instruction¹⁴	1000	0	0	0	0	0	0	0	0	0
345	SUPPORT SERVICES (TF)	2000									
346	Support Services - Pupil	2100									
347	Attendance & Social Work Services	2110									0
348	Guidance Services	2120									0
349	Health Services	2130									0
350	Psychological Services	2140									0
351	Speech Pathology & Audiology Services	2150									0
352	Other Support Services - Pupils <i>(Describe & Itemize)</i>	2190									0
353	Total Support Services - Pupil	2100	0	0	0	0	0	0	0	0	0
354	Support Services - Instructional Staff	2200									
355	Improvement of Instruction Services	2210									0
356	Educational Media Services	2220									0
357	Assessment & Testing	2230									0
358	Total Support Services - Instructional Staff	2200	0	0	0	0	0	0	0	0	0
359	Support Services - General Administration	2300									
360	Board of Education Services	2310									0
361	Executive Administration Services	2320									0
362	Special Area Administration Services	2330									0
363	Claims Paid from Self Insurance Fund	2361									0
364	Risk Management and Claims Services Payments	2365									0
365	Total Support Services - General Administration	2300	0	0	0	0	0	0	0	0	0
366	Support Services - School Administration	2400									
367	Office of the Principal Services	2410									0
368	Other Support Services - School Administration <i>(Describe & Itemize)</i>	2490									0
369	Total Support Services - School Administration	2400	0	0	0	0	0	0	0	0	0
370	Support Services - Business	2500									
371	Direction of Business Support Services	2510									0
372	Fiscal Services	2520									0
373	Facilities Acquisition & Construction Services	2530									0
374	Operation & Maintenance of Plant Services	2540									0
375	Pupil Transportation Services	2550									0
376	Food Services	2560									0
377	Internal Services	2570									0
378	Total Support Services - Business	2500	0	0	0	0	0	0	0	0	0
379	Support Services - Central	2600									
380	Direction of Central Support Services	2610									0
381	Planning, Research, Development & Evaluation Services	2620									0

315

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2			Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
382	Information Services	2630									0
383	Staff Services	2640									0
384	Data Processing Services	2660									0
385	Total Support Services - Central	2600	0	0	0	0	0	0	0	0	0
386	Other Support Services - Misc. (Describe & Itemize)	2900									0
387	Total Support Services	2000	0	0	0	0	0	0	0	0	0
388	COMMUNITY SERVICES (TF)	3000									0
389	PAYMENTS TO OTHER DIST & GOVT UNITS (TF)	4000									
390	Payments to Other Dist & Govt Units (In-State)	4100									
391	Payments for Regular Programs	4110									0
392	Payments for Special Education Programs	4120									0
393	Payments for Adult/Continuing Education Programs	4130									0
394	Payments for CTE Programs	4140									0
395	Payments for Community College Programs	4170									0
396	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
397	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
398	Payments for Regular Programs - Tuition	4210									0
399	Payments for Special Education Programs - Tuition	4220									0
400	Payments for Adult/Continuing Education Programs - Tuition	4230									0
401	Payments for CTE Programs - Tuition	4240									0
402	Payments for Community College Programs - Tuition	4270									0
403	Payments for Other Programs - Tuition	4280									0
404	Other Payments to In-State Govt Units - Tuition (Describe & Itemize)	4290									0
405	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						0			0
406	Payments for Regular Programs - Transfers	4310									0
407	Payments for Special Education Programs - Transfers	4320									0
408	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
409	Payments for CTE Programs - Transfers	4340									0
410	Payments for Community College Program - Transfers	4370									0
411	Payments for Other Programs - Transfers	4380									0
412	Other Payments to In-State Govt Units - Transfers (Describe & Itemize)	4390									0
413	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
414	Payments to Other Dist & Govt Units (Out of State)	4400									0
415	Total Payments to Other Dist & Govt Units	4000			0			0			0
416	DEBT SERVICE (TF)	5000									
417	Debt Service - Interest on Short-Term Debt										
418	Tax Anticipation Warrants	5110									0
419	Tax Anticipation Notes	5120									0
420	Corporate Personal Property Replacement Tax Anticipation Notes	5130									0
421	State Aid Anticipation Certificates	5140									0
422	Other Interest or Short-Term Debt (Describe & Itemize)	5150									0
423	Debt Service - Interest on Long-Term Debt	5200									0
424	Debt Service - Payments of Principal on Long-Term Debt¹⁵ (Lease/Purchase Principal Retired) (Describe & Itemize)	5300									0
425	Debt Service - Other (Describe & Itemize)	5400									0
426	Total Debt Service	5000			0			0			0
427	PROVISION FOR CONTINGENCIES (TF)	6000									0
428	Total Direct Disbursements/Expenditures		0	0	0	0	0	0	0	0	0
429	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										0
430											
431	90 - FIRE PREVENTION & SAFETY FUND (FP&S)										
432	SUPPORT SERVICES (FP&S)	2000									
433	Support Services - Business	2500									
434	Facilities Acquisition & Construction Services	2530									0
435	Operation & Maintenance of Plant Service	2540									0
436	Total Support Services - Business	2500	0	0	0	0	0	0	0		0
437	Other Support Services - Misc. (Describe & Itemize)	2900									0
438	Total Support Services	2000	0	0	0	0	0	0	0		0
439	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS (FP&S)	4000									
440	Payments to Regular Programs	4110									0
441	Payments to Special Education Programs	4120									0
442	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
443	Total Payments to Other Districts & Govt Units (FPS)	4000			316			0			0
444	DEBT SERVICE (FP&S)	5000									

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
2											
445	Debt Service - Interest on Short-Term Debt	5100									
446	Tax Anticipation Warrants	5110									0
447	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
448	Total Debt Service - Interest on Short-Term Debt	5100						0			0
449	Debt Service - Interest on Long-Term Debt	5200									0
450	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ <i>(Lease/Purchase Principal Retired) (Describe & Itemize)</i>	5300									0
451	Total Debt Service	5000						0			0
452	PROVISIONS FOR CONTINGENCIES (FP&S)	6000									0
453	Total Direct Disbursements/Expenditures		0	0	0	0	0	0	0		0
454	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										0

	B	C	D	E	F	G	H
1	If there is an amount in column C or column G, please describe the type of revenue or expenditure in column D or column H.						
2	Revenue Check:	OK					
3	Expenditure Check:	OK					
4	Revenues Acct. (EstRev tab)	Amount	Describe Revenue	Expenditures Fund-Function (EstExp tab)	Amount	Describe Expenditures	
5	1190			10-2190			
6	1290			10-2490			
7	1614			10-2900			
8	1690			10-4190			
9	1790			10-4290			
10	1819			10-4390			
11	1829			10-4400			
12	1890			10-5150			
13	1993			20-2190			
14	1999			20-2900			
15	2300			20-4190			
16	3099			20-4400			
17	3199			20-5150			
18	3299			30-4190			
19	3499			30-5150			
20	3599			30-5300			
21	3999			30-5400			
22	4009			40-2190			
23	4090			40-2900			
24	4199			40-4190			
25	4299			40-4400			
26	4399			40-5150			
27	4499			40-5300			
28	4699			40-5400			
29	4799			50-2190			
30	4998	\$ 913,158	Grants received from WIOA and PECT	50-2490			
31				50-2900			
32				50-5150			
33				60-2900			
34				60-4190			
35				80-2190			
36				80-2490			
37				80-2900			
38				80-4190			
39				80-4290			
40				80-4390			
41				80-4400			
42				80-5150			
43				80-5300			
44				80-5400			
45				90-2900			
46				90-4190			
47				90-5150			
48				90-5300			

DEFICIT BUDGET SUMMARY INFORMATION - Operating Funds Only (School Districts Only)

Description	EDUCATIONAL FUND (10)	OPERATIONS & MAINTENANCE FUND (20)	TRANSPORTATION FUND (40)	WORKING CASH FUND (70)	TOTAL
Direct Revenues	34,382,238				34,382,238
Direct Expenditures	34,382,238				34,382,238
Difference					
Estimated Fund Balance - June 30, 2026	3,000,000	500,000			3,500,000

Deficit Reduction Plan is not required

A deficit reduction plan is required if the local board of education adopts (or amends) the 2025-2026 school district budget in which the "operating funds" listed above result in direct revenues (line 9, BudgetSum 2-4) being less than direct expenditures (line 19, BudgetSum 2-4) by an amount equal to or greater than one-third (1/3) of the ending fund balance (line 81, BudgetSum 2-4).

Note: The balance is determined using only the four funds listed above. That is, if the estimated ending fund balance is less than three times the deficit spending, the district must adopt and file with ISBE a deficit reduction plan to balance the shortfall within three years.

Per School Code (105 ILCS 5/17-1) - If the Deficit AFR Summary Information tab from the 2024-2025 Annual Financial Report (AFR) reflects a deficit as defined above, then the school district shall adopt and submit a deficit reduction plan (found here on page 23-27) to ISBE within 30 days after acceptance of the AFR.

The deficit reduction plan, if required, is developed using ISBE guidelines and format.

LA GRANGE AREA DEPARTMENT OF SPECIAL EDUCATION

Executive Summary

May 7, 2025

Agenda Item: **Adoption of the FY26 Budget**

Attachments: Yes, *Individual District Budgets*

Recommended Action:

It is recommended that the Directing Board adopt the FY26 Budget as presented.

Budget Executive Summary

- Fiscal Year 2026 Total Budget = \$34,382,238; this reflects a 4.52% increase over prior year's budget (\$1,486,037).
- All new expenditures are balanced proportionately with district requests and needs.
- -1.24% (5) FTE increase primarily attributed to:
 - Reduction of Staff Needs in Deaf and Hard of Hearing Program
 - Reduction of Psychologist Purchase Service Requests
 - Addition of Two New CD Classrooms
 - MN/CD Classroom Para Efficiency Usage

Budget Assumptions

- 2.9% CPI (2025)
- 4% salary increase for CBU/Non-CBU members
- 10% increase in health benefits
- HMO insurance option added
- 5% District/LADSE Professional Development budget (flat to current year)
- Reduced IMRF Employer Contribution rate to 1.5% (2.25% in FY25)

Budget Timeline

March 13: Presentation of Preliminary Budget to Directing Board
May 7: Presentation of Final Budget to Directing Board
June 16: Presentation of Final Budget to LT Board
July 1: Newspaper Publication and Public Review for 30 days
August 18: Public Hearing and Approval of Final Budget by LT Board

LA GRANGE AREA DEPARTMENT OF SPECIAL EDUCATION

Executive Summary

May 7, 2025

Table 1- Budget Summary FY26

Revenue/ Expenditures	FY25 Final Budget	FY26 Final Budget	\$ Change	% Change
<u>Revenue</u>				
Local	\$29,815,930	\$31,372,171	\$1,556,241	5.22%
State	\$1,760,112	\$1,760,112	\$0	0.00%
Federal	\$1,320,159	\$1,420,159	\$100,000	7.57%
Total Revenue	\$32,896,201	\$34,552,442	\$1,656,241	5.03%
<u>Expenditures</u>				
Salaries	\$22,926,050	\$23,382,888	\$456,838	1.99%
Benefits	\$6,171,707	\$6,019,290	-\$152,417	-2.47%
Professional Services	\$2,651,400	\$3,084,981	\$433,581	16.35%
Supplies	\$348,300	\$364,140	\$15,840	4.55%
Capital Outlay	\$30,000	\$20,000	-\$10,000	-33.33%
Other	\$592,834	\$1,322,659	\$729,825	123.11%
Equipment	\$175,910	\$188,280	\$12,370	7.03%
Total Expenditures	\$32,896,201	\$34,382,238	\$1,486,037	4.52%
FTE	404	399	-5	-1.24%

LA GRANGE AREA DEPARTMENT OF SPECIAL EDUCATION

Executive Summary

May 7, 2025

Table 2- District Purchase Service Requests

Service Requests	FY25 Final Budget	FY26 Final Budget	Budget Difference
ECE Classroom Supports	0.35	0.15	-0.2
Nursing Services	7	6.2	-0.8
Occupational Therapist	28.6	27.3	-1.3
Psychologist	21.2	15.35	-5.85
Physical Therapist	11.6	11.4	-0.2
Social Worker	2	2.5	0.5
Speech Pathologist	21.9	19.9	-2
Interpreter	2	2	0
Paraeducator	27.5	18	-9.5
Total Request	122.15	102.8	-19.35

Table 3- FY26 Purchased Service Provider Rates

Service Requests	FY25 Billing	FY26 Budget	Budget Difference
ECE Classroom Supports	\$83,459.17	\$83,803.13	0.41%
Nursing Services	\$75,136.64	\$78,302.75	4.21%
Occupational Therapist	\$105,083.13	\$106,165.87	1.03%
Psychologist	\$93,791.83	\$93,682.75	-0.12%
Physical Therapist	\$112,121.50	\$110,139.73	-1.77%
Social Worker	\$81,965.97	\$83,439.93	1.80%
Speech Pathologist	\$98,619.47	\$98,926.67	0.31%
Interpreter	\$41,589.49	\$42,837.17	3.00%
Paraeducator	\$28,977.12	\$30,822.90	6.37%

LA GRANGE AREA DEPARTMENT OF SPECIAL EDUCATION

Executive Summary

May 7, 2025

Table 4 - FY26 Program Tuition Rates

Multi District Programs	FY25 Billing	FY26 Budget	Budget Difference
Communication Development	\$50,733.13	\$53,500.52	5.45%
Multi Needs	\$50,733.10	\$53,500.52	5.45%
Early Childhood Classroom	\$35,628.85	\$37,454.31	5.12%
Phonological Program	\$7,217.35	\$7,549.26	4.60%
K-8 Emotional Disability	\$36,862.28	\$40,243.99	9.17%
High School LRB Academy	\$33,994.05	\$37,974.07	11.71%
Emotional Behavior WRAP Services	\$4,937.54	\$5,143.68	4.17%

FY26 LADSE Budget Breakdown

204

FY26 IDEA FT	FY26 IDEA PS
\$ 901,105.00	\$ -
FY26 FT NPPS	FY26 PS NPPS
\$ 1,850.00	\$ -

Membership Assessment

Cooperative Shared Costs

District Allocation

\$ 405,376.28

IDEA \$\$

\$ 330,831.24

Local \$\$

\$ 74,545.04

Purchase Services	Cost per 1.0 FTE	Indirect Costs	Requested FTE	Gross Expense	IDEA \$\$	Local \$\$
ECE Admin Services	\$ 2,527.34	\$ -	0.00	\$ -		\$ -
ECE Evaluations	\$ 3,396.10	\$ -	0.00	\$ -	\$ -	\$ -
ECE Classroom Supports	\$ 81,809.70	\$ -	0.00	\$ -		\$ -
Nursing Services	\$ 76,293.24	\$ 6,028.52	3.00	\$ 228,879.72	\$ 228,879.72	\$ 6,028.52
Occupational Therapist	\$ 104,048.31	\$ 3,388.10	1.60	\$ 166,477.29	\$ 166,477.29	\$ 3,388.10
Psychologist	\$ 91,526.99	\$ -	0.00	\$ -		\$ -
Physical Therapist	\$ 108,162.91	\$ 1,976.82	1.00	\$ 108,162.91	\$ 108,162.91	\$ 1,976.82
Social Worker	\$ 80,728.87	\$ -	0.00	\$ -		\$ -
Speech Pathologist	\$ 96,793.00	\$ 7,467.85	3.50	\$ 338,775.50		\$ 346,243.35
Behavior Interventionist	\$ 80,728.87	\$ -	0.00	\$ -		\$ -
Interpreter	\$ 40,000.00	\$ 2,214.92	1.00	\$ 40,000.00	\$ 40,000.00	\$ 2,214.92
Para Educator	\$ 28,607.98	\$ -	0.00	\$ -	\$ -	\$ -
Totals		\$ 21,076.21	10.10	\$ 882,295.42	\$ 543,519.92	\$ 359,851.71

Multi District Programs	Cost per 1.0 ADE	Indirect Costs	Estimated ADE	Gross Expense	IDEA \$\$	Local \$\$
CD & Multi Needs	\$ 52,649.99	\$ -	0.00	\$ -		\$ -
ECE LADSE Classroom	\$ 52,020.72	\$ -	0.00	\$ -		\$ -
Phono	\$ 7,366.52	\$ -	0.00	\$ -		\$ -
ED Self Contained	\$ 38,992.30	\$ -	0.00	\$ -		\$ -
ED Wrap	\$ 5,029.33	\$ -	0.00	\$ -		\$ -
Extended School Year	\$ 1,982.16	\$ -	0.00	\$ -		\$ -
ED High School	\$ 36,935.07	\$ 16,624.00	16.00	\$ 590,961.17		\$ 607,585.17
Totals		\$ 16,624.00	16.00	\$ 590,961.17	\$ -	\$ 607,585.17

	Gross Expense	IDEA How Thru	Local \$\$
Expense Summary	\$ 1,916,333.07	\$ 874,351.16	\$ 1,041,981.91
		IDEA Pre School	
		\$ -	

2025-2026 IDEA Grant Breakdown for LADSE Services

Function Code	Object Code	Expenditure Description and Itemization	IDEA
4000	300	Payment to LaGrange Area Department of Special Education for Administrative Services	\$ 330,831.24
4000	300	Payment to LaGrange Area Department of Special Education for Early Childhood Evaluations	\$ -
4000	300	Payment to LaGrange Area Department of Special Education for Nursing, Occupational therapy, Physical therapy, Para Professional services	\$ 543,519.92
		IDEA Dollars to be used on NPPS (if required), or allowable internal District special education expenses at the District's discretion	\$ - \$ 26,753.84

Please note that this budget breakdown is for district budgetary purposes only. Actual student enrollment in programs may fluctuate between the time of this document's creation and the initial FY26 billing cycle commencing after July 1, 2025. All official billing amounts will be reviewed by member district special education directors prior to LADSE's submission to district business offices for payment.



ED PIOTROWSKI
DIRECTOR OF HUMAN RESOURCES

Lyons Township High School District 204
100 S. Brainard Avenue, LaGrange, IL 60525
708-579-6456
epiotrowski@d204.lths.net
www.lths.net

TO: Lyons Township High School Board of Education

FROM: Brian Waterman, Superintendent
Ed Piotrowski, Director of Human Resources

DATE: June 3, 2025

RE: Authorization for Approval Authority to Superintendent for Candidate
Recommendations (June 16, 2025 – August 18, 2025)

Background:

We are requesting the Board of Education's consideration to authorize the Superintendent to approve the hiring of candidates for all positions and workgroups—including certified staff, support staff, and administrators—from June 16, 2025 through August 18, 2025, subject to formal ratification at the next Regular Meeting of the Board of Education.

This annual authorization provides the necessary flexibility to respond to hiring needs that arise between Board meetings, particularly during the summer months and early fall. For example, following the June Board meeting and prior to the August meeting, it is common for resignations or newly identified needs to occur, requiring timely hiring decisions to ensure a smooth start to the school year.

Under this authorization, any such personnel actions taken by the Superintendent will be presented to the Board for formal ratification at the next Regular Meeting in August, 2025.

Recommendation:

We recommend that the Board approve this authorization as provided.

LYONS TOWNSHIP HIGH SCHOOL

DISTRICT 204 OFFICES 100 S. Brainard Ave., LaGrange, IL 60525-2101
• Tel: (708) 579-6462 • Fax: (708) 579-6454 • Email: bstachacz@lths.net • Website: www.lths.net



Brian Stachacz
Director of Business Services

Memorandum

To: Dr. Brian Waterman, Board of Education
From: Brian Stachacz
Date: 6/11/2025
Re: DEM Services Inc. Change Order #1

Information: Attached is a Change Order on our contract with DEM Services Inc. DEM Services is the company that is currently completing asbestos removal services for the District related to the summer of 2025 projects at both North and South Campuses.

The purpose for this Change Order is to add an additional asbestos removal crew for one week in order to accelerate the timeline of the asbestos removal project. This additional crew will assist the General Contractors the ability to keep their completion timelines for the start of the 2025-2026 school year.

The original contract amount with DEM Services was \$193,000. This Change Order adds \$18,714 to the contract for a new contract amount of \$211,714.

Recommendation: The Board of Education approve Change Order #1 with DEM Services Inc. as presented.

MELOTTE MORSE LEONATTI PARKER, LTD.
ANALYTICAL DESIGN GROUP

CHANGE ORDER

CHANGE ORDER NUMBER: <u>1</u>	Distribution to:	
	OWNER	<u>x</u>
	ARCHITECT	<u>x</u>
	CONTRACTOR	<u>x</u>
	FIELD	<u> </u>
DATE: 5/21/2025	OTHER	<u> </u>

PROJECT: Lyons Township High School 2025 Abatement	ARCHITECT'S PROJECT # 224030

TO: DEM Services, Inc. 1765 Cortland Ct. A Addison, Illinois 60101	CONTRACT FOR: Abatement
	CONTRACT DATE: 5/14/2025

Reason for, and description of changes in this Contract with necessary attachments:

I Net Change of contract amount to:	
a. ADD second shift work force from June 2, 2025 to June 6, 2025	\$18,714.00

Total all changes:	\$18,714.00

Unless otherwise indicated in the description of change, accompanying drawings and specifications, all the work required shall conform to the contract documents.

Signature of the Contractor indicates agreement herewith, including and adjustment in the contract sum or contract time.

The original Contract Sum was...	\$193,000.00
Net change by previously authorized Change Orders...	\$0.00
The Contract Sum prior to this Change Order was...	\$193,000.00
The Contract Sum will be increased by this Change Order...	\$18,714.00
The new Contract Sum Cost including this change Order will be...	\$211,714.00
The Contract Time will be changed by 0 days.	
The Date of Substantial Completion as of the date of this Change Order therefore is	

SPECIALIST
Analytical Design Group
213 1/2 S. Sixth Street
Springfield, Illinois 62701

CONTRACTOR
DEM Services, Inc.
1765 Cortland Ct. A
Addison, Illinois 60101

OWNER
Lyons Township High School
100 South Brainard
LaGrange, IL 60525

By 

By *David Montgomery*

By _____

DATE: 5/21/2025

DATE: 5/21/25

DATE: _____



LYONS TOWNSHIP HIGH SCHOOL District 204

Dr. Brian Waterman, Superintendent

Ph: 708-579-6451 E: BWaterman@LTHS.net

North Campus 100 S. Brainard Ave., LaGrange, IL 60525

South Campus 4900 S. Willow Springs Ave., Western Springs, IL 60558

TO: Lyons Township High School District #204 Board of Education

FROM: Mr. Tim Albores, President

DATE: June 16, 2025

RE: BOE Norms and Protocols

On May 13, 2025, the Board of Education participated in a workshop facilitated by the Illinois Association of School Boards (IASB). During this session, the Board participated in professional development around effective board governance, discussed best practices in school board leadership, and engaged in discussion and reflection on its governance practices.

The workshop also allowed time for the Board to review internal expectations, and review and update the Board's norms and protocols. The updated document reflects the Board's ongoing commitment to effective governance and collaborative leadership.

Recommendation

The Board of Education approve the updated "Board Norms and Protocols" document at the June 16, 2025 Regular Action Meeting, and post the document publicly on the LTHS District 204 Board of Education website.





Lyons Township High School District 204 Board Norms and Protocols



Board of Education Webpage:
<https://www.lths.net/board-of-education1122>

Overview

- Emergency Contact Information
- Board Norms
- Board Protocols: Expectations and Responsibilities
 - General Communications Expectations and Responsibilities
 - Community Interactions and Communication
 - Preparation for Board Meetings Expectations and Responsibilities
 - During the Board Meeting Expectations and Responsibilities
 - After the Board Meeting Expectations and Responsibilities
 - School Site Visits

Emergency Contact Information:

In an emergency, if the superintendent cannot be reached, Dr. Leslie Owens, Director of Student Services (lowens@lths.net) will have the authority to make decisions in the superintendent's absence.

Board Norms:

An established set of mutually agreed-upon guidelines/principles that guide how participants will treat, and be with, each other in "deep dialogue."¹ A standard of social behavior typical or expected of a group.²

- Be Respectful: treat each **Board member, the Superintendent, Staff**, and all individuals with respect.
- No intentional surprises: The intent of no intentional surprises, either in meetings or in between meetings, is reaffirming respect for all participants and the process
- Maintain confidentiality
- Acknowledge assumptions
- Respect silence
- Foster a safe space for vulnerability and learning
- Assume positive intent
- Be aware of and allow for the difference between impact and intent

Source:¹ *The Little Book of Racial Healing, Coming to the Table for Truth-Telling, Liberation, and Transformation*, Thomas Norman DeWolf, Jodie Geddes, 120 Pages, January 1, 2019. ²Google Definition.



Lyons Township High School District 204 Board Norms and Protocols



Board of Education Webpage:
<https://www.lths.net/board-of-education1122>

Board Protocols:

The official procedure or system of rules governing affairs of state or diplomatic occasions.²

General Communications Expectations and Responsibilities

Expectation	Superintendent Responsibility	Board Responsibility
One-to-One Communication Regarding District Business		Best practice is that board members will have discussions at the board table in open session during a regularly scheduled board meeting. However, in rare circumstances, a board member may discuss district business in person or by telephone or email with only one other board member at a time.
Use of electronic communication		Board members will be judicious in their use of electronic communication with respect to district business and understand that most electronic communication is subject to the Freedom of Information Act and as such can be made public. In compliance with the Open Meetings Act, board members will not “reply to all” to any district email.
Weekly Emails	Provide the Board with regular communication via weekly email updates.	Board will read regular communication from the superintendent every week via email. No action is necessary, but questions, if any, will be sent directly to the superintendent.
Notification of an Emergency or Serious Event	At superintendent’s discretion, board will be notified via email/text as soon as possible for: ● School emergency (lockdown, fire, etc.) ● Bus accident ● Student emergency (arrest, injury, death) ● Staff emergency (arrest, injury, death)	Boards members will not reply all or respond to text message in any form.
Notification of an Email	Notify the Board with a text when attention is required regarding an email.	Board to review email within an appropriate timeframe and will not reply to text message.
General Email Communication	Superintendent will BCC board members and will include the reminder to NOT “reply all” in email communications when sending an email to the entire Board.	Individual board members will not “reply all” when responding to e-mails from the Superintendent, Board President, or other board members.
Non-Agenda Related Additional Information Request	In the event an individual board member requests information, the Superintendent will provide the requested information and/or response to all board members. (i.e., “one gets, all get”)	Individual board members will not “reply all” when responding to e-mails from the Superintendent, Board President, or other board members.

330



Lyons Township High School **District 204 Board Norms and Protocols**



Board of Education Webpage:
<https://www.lths.net/board-of-education1122>

Community Interactions and Communication

Expectation	Superintendent Responsibility	Board Responsibility
Presence / Engagement as Board Representative at Public Events or Committees	Superintendent will ensure staff properly organizes and notifies the board of community events so that all board members can attend.	At official community events, designated Board member attendees serve as ambassadors for the district, emphasizing the positive aspects of the district. Board member attendance will be limited to 2 board members when appropriate.
Public Facing Board Spokesperson		According to Board Policy 2:110, the Board President shall serve as, or appoint, the Board's official spokesperson to the media.
Managing Community Comments, Concerns, Complaints to Individual Board Members While in Public (Remember: Parent Hat / Community Member Hat vs. Board Member Hat)	Superintendent will then share with the appropriate administrator or staff member.	1. Clarify your presence at event as either a parent or community member not Board member. 2. Listen carefully, remembering you are only hearing one side of the story and ask if they have followed chain of command for their comment, concern or complaint. 3. Remind that individual Board members have no individual authority to solve problems and that appropriate chain of command should be followed. Teacher => Principal => Superintendent Board Members need to Discipline themselves to refer Community concerns through The chain of command 4. Notify Superintendent of complaints, issues, etc. brought to your attention.
Social Media		• Board members recognize that while we may be giving our individual opinion or stating a fact on social media, it has the potential to impact the entire board. • Board members will refrain from inappropriate conduct in making public statements on Facebook and social networking sites and will refrain from any disparagement of fellow board members and not undermine/criticize board decisions. • Board members will not post rebuttals/responses/corrections to district-related social media posts.



Lyons Township High School District 204 Board Norms and Protocols

Board of Education Webpage:
<https://www.lths.net/board-of-education1122>



Preparation for Board Meetings Expectations and Responsibilities

Expectation	Superintendent Responsibility	Board Responsibility
Board Meeting Packets	Superintendent will email the Board the board meeting packets and supporting documentation at least three business days before the scheduled board meeting. Superintendent will provide a link to a google planning calendar in weekly updates for board members to review upcoming agenda items.	Board will receive board packets and supporting documentation three business days before the scheduled board meeting and will read all documents prior to the board meeting.
Consent Agenda		A consent agenda will be used for items not requiring discussion. Any board member may ask to have an item pulled from the consent agenda to allow for discussion or individual consideration. The board member will notify the Superintendent and Board President by 3:00pm on the day of the meeting of the intent to pull an item off the consent agenda, and/or what additional information may be required. The Superintendent will email the full board with the request and any additional context. Pulled consent items will be discussed after the consent agenda vote.
Questions about the Agenda / Board Packet	Superintendent will provide requested information regarding reasonable requests in a timely manner.	Board members will contact the Superintendent with questions about agenda items or supporting materials at least 24 hours before the scheduled board meeting, when possible.
Additions to the Agenda / Board Packet	The Board President and/or Superintendent will query the entire board to determine the full board interest in the proposed agenda topic. If the topic is determined to be an interest of the majority of the board, the Superintendent will place the item in the planning calendar of an upcoming meeting and note this in update.	Board members may request that items be placed on future agendas by emailing the Board President and Superintendent. The majority of the Board will agree to put an item on a future agenda before significant staff time is expended.



Lyons Township High School **District 204 Board Norms and Protocols**



Board of Education Webpage:
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Preparation for Board Meetings Expectations and Responsibilities - Continued

Additional Information Request	Superintendent will provide requested information regarding reasonable requests in a timely manner.	Board members will give the superintendent time to research clarifying questions and not spring surprises at the board meeting. Individual board members will self-monitor to ensure one person's request for information does not divert an inappropriate amount of time from staff efforts to achieve district goals.
Monthly Reports	Superintendent will send Expenditures Report prior to the 2 nd Board meeting of the month.	Review regular monthly expenditure reports.



Lyons Township High School District 204 Board Norms and Protocols



Board of Education Webpage:
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During the Board Meeting Expectations and Responsibilities

Expectation	Board Responsibility
Agenda	The board's agenda is an expression of what the board understands its work to be and how it intends to pursue that work. Typically, the agenda is a cooperative effort of the board president and superintendent. Note: Meeting agendas are available to the public per the Open Meetings Act.
Showing Up Prepared and On-Time	Superintendent, Staff and Board members will be on time and come to the meeting prepared to discuss items on the agenda.
Meeting Process / Structure	Meetings of the board are held in public but are not open-forum town-hall meetings. Cell phones will not be used during the board meeting. Public Comment: Time is made available at the beginning and end of the meeting. allowing the public to provide input at the time allotted on the agenda to ensure that multiple voices of the community are heard. • The public has a right to participate in the meeting only during the designated public comment time. • Individuals that would like to address the board must adhere to Board Policy 2:230. • Procedures for public comment are clear and available at the meeting site. Meeting Process: • The board president will welcome any guests and review the public comment procedures. • The board president will thank the public and agree that the practice of the board is not to respond to public comment. • The board president will ensure that only one person speaks at a time and that each member has an equal opportunity to participate. • Board members will model the behaviors expected of students, staff, and community members. • Members have an obligation to express their opinions and respect other opinions. • Members will listen respectfully to each other and staff (no side conversations!). • Members will refrain from taking a position on an issue until all relevant information is presented. • Members will not make long, unnecessary speeches. • Board members and staff will support and not undermine the majority decisions of the board.



Lyons Township High School District 204 Board Norms and Protocols



Board of Education Webpage:
<https://www.lths.net/board-of-education1122>

After the Board Meeting Expectations and Responsibilities

Expectation	Superintendent Responsibility	Board Responsibility
Action(s) as a result of Board Meeting	Superintendent will ensure requested action is clear prior to engaging staff time.	The Board will provide direction to the Superintendent at board meetings only when a majority of the board agrees to clear direction.
Upholding Board Decisions	Board members, superintendent, and staff will support and not undermine the majority decisions of the board.	
Confidentiality of Privileged Information	Board members and staff will respect the confidentiality of privileged information and will not divulge conversations, discussions, or deliberations that take place during a closed session meeting.	

School Site Visits

Board members are encouraged to attend school events (sporting events, fine arts events, community events) as spectators as their time permits.

Expectation	Superintendent Responsibility	Board Responsibility
Attending School Events	Superintendent will inform Board of opportunities to attend school events as spectators – non-official Board Capacity	
Issue that Requires Administrative Follow-Up	Superintendent will follow-up with Board member on how issue was resolved/addressed.	If a board member observes an issue on a campus that needs administrative follow-up, the concerns will be communicated to the superintendent.
Visiting the School as a Parent of a Student	N/A	When visiting with teachers of their own children, board members will make it clear that they are acting as parents rather than board members.
Visiting the School in Official Board Capacity		Board members wishing to visit the school in official board capacity shall: • Discuss with the superintendent purpose (official capacity) and the best time to visit. • Respect staff time and allow staff to perform their duties. • Not evaluate staff. • Not give direction to any staff or students • Not accept gifts (other than nominal tokens) or favors from any district employee.



LYONS TOWNSHIP HIGH SCHOOL District 204

Dr. Brian Waterman, Superintendent

Ph: 708-579-6451 E: BWaterman@LTHS.net

North Campus 100 S. Brainard Ave., LaGrange, IL 60525

South Campus 4900 S. Willow Springs Ave., Western Springs, IL 60558

TO: Lyons Township High School District #204 Board of Education

FROM: Dr. Brian Waterman, Superintendent
Mr. Scott Eggerding, Director of Curriculum and Instruction
Dr. Leslie Owens, Director of Student Services
Mr. Ed Piotrowski, Director of Human Resources
Dr. Jennifer Rowe, Director of Equity and Belonging
Mr. Brian Stachacz, Director of Business Services

DATE: June 16, 2025

RE: Strategic Plan (2025-26 Priority List)

In June, 2022, the Lyons Township High School District 204 Board of Education adopted a long-term, comprehensive strategic plan. The strategic plan was developed with engagement from our entire school community, and identified past performance, core values, and anticipated future needs of the district. The plan includes five comprehensive goals centered on 1) Student Growth and Achievement, 2) Learning Environment and Supports, 3) High Quality, Diverse Staff, 4) Family and Community Partnerships, and 5) Resource Effectiveness and Efficiencies. In addition, the core values presented in our Strategic Plan center on our commitment to equity, inclusion, and the belief that all students can achieve individual levels of life, career, and college success. This commitment applies to all aspects of our systemic work and will help ensure that we identify obstacles and eliminate barriers to student achievement. To that end, you will see action items that emphasize our commitment to equity and belonging embedded within each goal.

The Board of Education plays an important oversight role in ensuring that the LTHS Strategic Plan continues to include goals and priorities that are reflective of the overall objectives of our school community. Throughout each school year, our leadership team facilitates a discussion on each of the five goals within our strategic plan with the Board, using the following schedule:

- October - Goal Three (High Quality, Diverse Staff)
- November - Goal One (Student Growth and Achievement)
- December - Goal Four (Family and Community Partnerships)
- January - Goal Two (Learning Environment and Supports)
- February - Goal Five (Resource Effectiveness and Efficiencies)





LYONS TOWNSHIP HIGH SCHOOL District 204

Dr. Brian Waterman, Superintendent

Ph: 708-579-6451 E: BWaterman@LTHS.net

North Campus 100 S. Brainard Ave., LaGrange, IL 60525

South Campus 4900 S. Willow Springs Ave., Western Springs, IL 60558

Each of these Board-level discussions include information related to the specific goal, aligned strategies, highlights of progress, acknowledgement of areas for improvement, and quantitative progress monitoring.

The Action Team process also plays a critical role in ensuring we are prioritizing efforts that will allow us to achieve our long-term goals. Each of our five goals has an Action Team, made up of 20-25 staff members at LTHS, who meet regularly to provide oversight to our strategic planning process. Among other roles, our Action Teams validate or challenge the goals within our strategic plan, set targets and monitor our progress, provide feedback regarding future priorities, and generate insights regarding what is working and what is not working. This process begins in May of each year, as the planning process for the following year begins. In May 2025, our Action Teams met to review the 2024-25 priority lists and draft priority lists for 2025-26. Following this work, we ask our District Administrative Team and Board of Education to review and provide feedback toward these priority lists.

On the following pages, you will find our 2025-26 draft priority list, aligned to each of our five strategic plan goals. During the June 2 Committee of the Whole meeting, we will ask the Board to discuss and provide feedback toward these 2025-26 draft priorities. In addition, our District Administrative Team will provide feedback in early June through a series of workshops. Finally, following input from the Board of Education and District Administrative Team, we will ask the Board to approve our 2025-26 priority list at the June 16 Regular Action Meeting.

All information related to the LTHS Strategic Plan, including aligned strategies, priority lists, community feedback, scorecard metrics, and video content [can be accessed by visiting the Strategic Plan website](#).

Recommendation

I recommend the Board approve the 2025-26 Strategic Plan Draft Priority List at the June 16 Regular Action Meeting.



LYONS TOWNSHIP HIGH SCHOOL



2025-26 Strategic Plan Priority List

June 2, 2025



#WeAreLT

Goal 1: Student Growth and Achievement

Provide a comprehensive, innovative education for every student to ensure all students grow and achieve

Deliver a guaranteed, viable, and rigorous curriculum for all students.

Provide engaging and equitable instructional learning experiences for all students aligned to the district's vision.

Bring consistencies to assessments and feedback processes supported by research and student/staff voice.



Strategy and Related Success Measures by June 2026

Strategy 1: Guaranteed, viable, rigorous curriculum

- Review Senior Core Curriculum. (Articulate with Junior/previous year's curriculum)
- Publish updated Syllabi for Core Junior Curriculum.
- Begin Phase 2 of Curriculum Review with Freshman and Sophomore Teams
 - Refine high quality common formative assessments
 - Collect and use student performance data to improve instruction

Strategy 2: Engaging and Equitable Learning Experiences

- Continue PLCs work (Year 2) around engagement strategies that innovate teaching and learning with a focus of teacher and student clarity.
- Partner with Equal Opportunity Schools for a fifth year to increase enrollment of students in AP/Dual Credit/Higher Level Courses and create further supports for students.
- Expand co-teaching model within Special Education and Multi-lingual to senior year core courses.
- Submit additional Career Pathways applications in Radio Broadcasting Technology/Technician, Cooking and Related Culinary Arts, Apparel and Textile/Fashion, Engineering Technology General, Cosmetology, Health Sciences, and Automotive Technology.

Strategy 3: Consistency with Assessment and Feedback

- Refresh formative assessment literacy training.
- Develop formative assessment data protocols for PLC Teams to improve instruction, in collaboration with Goal 2 initiatives.
- PLC Teams develop improvement goals for courses using the impact model begun in 2024-25.
- Use formative assessment data to inform Tier II interventions.

Goal Two: Learning Environment and Supports

Provide a safe, positive, inclusive and engaging learning environment

Build confidence, self-sufficiency, and wellness in students by improving intervention systems and other supports for academic and social and emotional learning.

Engage all stakeholders in creating a positive school climate.

Explore opportunities to enhance the student day and year that results in increased participation in curricular electives and extracurricular activities.



Goal Two - Learning Environment and Supports

Provide a safe, positive, inclusive and engaging learning environment

Strategy 1: Build confidence, self-sufficiency, and wellness in students by improving intervention systems and other supports for academic and social and emotional learning.

- **Data-Driven Practices to Improve Student Supports**

- Launch Administrative MTSS Steering Committee for overall planning, to determine current status of Tiers 1, 2, & 3 and develop data and communication plan to support implementation
- Further develop evaluation systems for program review across Student Services, Special Education, Multilingual Learners, and Assistant Principal Office, including data collection, analysis methods, and recurring review schedule
- Continued use of universal screener for students mental health needs/concerns

- **Supportive Learning Environment**

- Implement final year of Special Education co-teaching roll-out and continue to work on sustainability of supports for staff via ongoing professional learning and coaching support
- Continued development of ML program with focus on strong progress monitoring systems for current and exited ML's as well as development of appropriate supports for dual language students and the Spanish Language Arts courses/standards
- Scale use of post-secondary platform to enhance earlier and more frequent use by students, families, and staff with particular emphasis on Special Education and ML students and transition planning
- Continued emphasis on building a Restorative Culture of Belonging, including review of RIR, classroom practices, student attendance, discipline, and threat/risk assessment.

Goal Two - Learning Environment and Supports

Provide a safe, positive, inclusive and engaging learning environment

Strategy 2: Engage all stakeholders in creating a positive school climate.

- **Positive School Climate**

- Develop a student advisory committee for Student Services/Student Wellness to increase student voice in providing services
- Utilize 5Essentials + Panorama Student/Staff Survey Data to understand current perceptions on school climate and create action plans from that data, as well as focus group data, and other opportunities for feedback.
- Seek and develop key community partnerships to provide services and supports that students/families need that may not be available at LT, including clinical mental health supports, truancy support, etc.
- Continued focus on School Safety via building a culture of belonging and engagement and continue to develop and refine building and communicating culturally responsive behavior expectations, restorative practice, social/emotional learning, and assessments in the instances of risk/threat

Goal Two - Learning Environment and Supports

Provide a safe, positive, inclusive and engaging learning environment

Strategy 3: Explore opportunities to enhance the student day and year that results in increased participation in curricular electives and extracurricular activities.

- **School Day Changes and Supports**

- Implement the changes to Student Support Rooms and Drop-In Centers as developed by the School Day Exploratory Committee. Continue to monitor and review student outcomes based on the changes while also expanding supports in collaboration with MTSS development.
- Continue to utilize 5-Star to Track Co-Curricular Participation and create specific action plans to target students who are not participating

Goal Three: High Quality, Diverse Staff

Invest in staff and culture to ensure innovation, collaboration and accountability

Enhance staff satisfaction, innovation and campus unity through engagement, collaboration, voice, and professional development.

Attract, recruit, hire, mentor and support strong employees who reflect the LT community and commit to our mission, vision, core values and goals.



Goal Three: High Quality, Diverse Staff

Invest in staff and culture to ensure innovation, collaboration and accountability.

Strategy 1: Enhance staff satisfaction, innovation and campus unity through engagement, collaboration, voice, and professional development.

- **Create a Yearlong Calendar of Inclusive Cultural Celebrations (A, C)**
 - Highlight and celebrate diverse identities through year-round visibility and engagement.
- **Strengthen Mentoring Structures for All Staff Groups (A, C)**
 - Develop peer and cross-role mentoring programs that provide ongoing support for members of the non-certified workgroups.
- **Redesign Staff Recognition to Be Inclusive and Ongoing (A, C)**
 - Implement appreciation strategies that acknowledge all staff groups consistently and equitably.
- **Formalize Affinity Group Awareness and Access (A, C)**
 - Promote identity- and interest-based groups to boost connection and awareness of shared experiences.
- **Improve Physical and Social Staff Environments (A, C)**
 - Invest in shared spaces and team bonding to improve morale and collaboration.
- **Embed Belonging Practices into Staff Development Days (C)**
 - Incorporate activities that build trust, identity, and community into PD and SIP events.
- **Establish Routine Feedback Forums (e.g., Listening Circles) (C)**
 - Create formalized feedback loops through recurring, facilitated opportunities to gather staff insights.
- **Build a Sense of Team Across Departments (A, C)**
 - Facilitate cross-departmental collaboration through low-stakes, fun, and voluntary events.

Goal Three: High Quality, Diverse Staff

Invest in staff and culture to ensure innovation, collaboration and accountability.

Strategy 2: Attract, recruit, hire, mentor and support strong employees who reflect the LT community and commit to our mission, vision, core values and goals.

- **Launch a Unified Onboarding Hub (B)**
 - Streamline onboarding with a centralized platform containing resources, checklists, and support contacts.
- **Ensure Consistent Communication of PD Opportunities (B)**
 - Regularly share PD offerings tailored by audience, content, and delivery method.
- **Create Targeted PD Tracks for Specialized Roles (B, C)**
 - Build professional learning tailored to specific job functions and levels of expertise.
- **Introduce Growth-Focused Evaluation Tools for All Roles (B)**
 - Adopt reflection-based evaluation processes that focus on progress and feedback.
- **Design Equity-Focused Interview Resources (B)**
 - Revise interview materials and training to reflect inclusive hiring values.
- **Offer Community-Based Learning and Support Opportunities (B, C)**
 - Provide resources and development that connects staff with local expertise and services.
- **Increase Visibility of Staff Support Campaigns (B, C)**
 - Boost awareness of well-being and HR programs with accessible and consistent promotion.

Goal Four: Family and Community Partnerships

Partner with families and the community to support and expand learning opportunities for all students.

Build confidence and engagement with families and the communities through improved communication, collaboration and transparency.

Promote high school readiness by fostering communication and collaboration with our associate districts.

Partner with the community to offer learning opportunities to expose students to potential career pathways and community services.



Goal Four: Family and Community Partnerships

Partner with families and the community to support and expand learning opportunities for all students.

Strategy 1: Build Confidence and Engagement with Families and Communities Through Improved Communication, Collaboration, and Transparency

Communication Tools & Platforms

- Launch a mobile app for mass communication (Explore ParentSquare as an alternative to FinalSite).
- Improve district-wide messaging through email, text, social media, and robocalls.
- Develop a “Why Choose LT” promotional one-pager to support district branding.
- Strengthen internal communication strategies and staff voice initiatives.

Translation & Accessibility

- Expand translation and interpretation services for families.
- Investigate Infinite Campus and other tools for built-in translation features.
- Benchmark translation practices from other districts.
- Promote the accessibility of the district website and ensure families are aware of its multilingual capabilities.
- Develop infrastructure to support multilingual communication with families and students.

Community Events & Outreach

- Continue to host regular community engagement events (e.g., EL BIPAC, Community Collective, Sankofa, Inclusive Community Event).
- Expand communication outreach to residents not directly connected to LT using:
 - A district-wide household mailing list.
 - Increased e-News subscriptions.
 - Monthly Superintendent webinars and quarterly update messages.

Content Creation & Promotion

- Continue producing video content under:
 - Excellence-Innovation-Empowerment series
 - Student Spotlights
 - Strategic Plan features
 - End-of-year celebration videos and postcards

Goal Four: Family and Community Partnerships

Partner with families and the community to support and expand learning opportunities for all students.

Strategy 2: Partner with the Community to Offer Learning Opportunities and Career Pathways

Course Development

- Education General, Entrepreneurship/Entrepreneurial Studies, Computer Programming/Programmer General, and Airline/Professional Pilot/Aviation have been approved, as of 2023-24.
- During the 2025-26 school year, work will be completed to receive approval for Radio Broadcasting Technology/Technician, Cooking and Related Culinary Arts, Apparel and Textile/Fashion, Engineering Technology General, Cosmetology, Health Sciences, and Automotive Technology.

Internships & Business Partnerships

- Formalize a system to create student internships aligned with career pathways.
- Establish and grow partnerships with local businesses and organizations.
- Develop a centralized online resource for students to access internship and career opportunities.

Community Engagement

- Promote partnership opportunities to local businesses and stakeholders.
- Acknowledge and showcase community partners (e.g., guest speakers, Incubator judges).
- Increase visibility of career pathway programs in the community to raise awareness and participation.

Cross-Agency Collaboration

- Collaborate with DAOES and LADSE to expand access to career pathway opportunities for all students.

Goal Four: Family and Community Partnerships

Partner with families and the community to support and expand learning opportunities for all students.

Strategy 3: Promote High School Readiness Through Communication and Collaboration with Associate Schools

Readiness Resources

- Continued evolution and refinement of guide outlining high school readiness skills by content area and learner dispositions/attributes for use during 8th-to-9th grade placement and for associate school programming use.

Transition Support

- Celebrate Spring 2025 Freshman Preparedness Survey Results
- Strengthen 8th-to-9th grade transition events, including:
 - Future Freshman Night
 - FED
 - Kickoff
 - Associate School RoadShow
 - District Leadership Team Articulation Event

Promote High School Readiness by Fostering Communication and Collaboration with our Associate Schools.

- Development and communication of 1-pager document that articulates high school readiness skills by content area, to be utilized during the 2024-25 placement process.
- Development of 1-pager that articulates learner dispositions;
- Celebrate data collected from Spring 2023 Freshman Preparedness Survey;
- Enhance special events (FED, Kickoff, Future Freshman Night, Associate School RoadShow) to improve 8th to 9th Grade Transition Process.
- Enhance RISE Program
- 8th Grade Math Placement articulation with Associate Schools
- Elective Video Series for transition process

Goal Five: Resource Effectiveness & Efficiencies

Allocate necessary resources to maximize educational success for all students.

Improve Technology
Infrastructure and Access for
Students, Staff and Families

Upgrade Facilities to Better Meet
21st Century Interests and Needs
of Students and Staff



Goal Five: Resource Effectiveness & Efficiencies

Allocate Necessary Resources to Maximize Educational Success For All Students

Upgrade Facilities to Better Meet 21st Cent. Interests and Needs of Students and Staff

- Review financial condition of the district based on June 30, 2025 Financial Statements. Ensure that the district continues to receive the highest Financial Profile Score from the State Board of Education while continuing to allot an appropriate amount of financial resources to technology and facilities needs.
- Update the 5-Year financial forecast and identify funding sources (district fund balance, available funds in annual district budget) for building renovations.
- Review and update the district's Facilities Study (completed in 2022-23) to reflect completed renovations and add any additional projects that are identified during the year.
- Utilize stakeholder groups to review and prioritize future projects from the Facilities Study (completed in 2022-23) based on available funding.
- Evaluate spaces and how they are utilized for program needs and growth of staff.
- Consider and address items identified in periodic safety audit reports including the updated Ten-Year Life Safety Survey.
- Identify projects for Summer 2026 based on available district funding.
- Continue to explore other funding sources for future district facilities renovations.
- Manage the timeline and completion of the ongoing projects at South Campus and those beginning at North Campus.
- Determine consistent furniture options for classrooms that meet the needs of students and staff for future classroom furniture purchases.

Goal Five: Resource Effectiveness & Efficiencies

Allocate Necessary Resources to Maximize Educational Success For All Students

Improve Tech. Infrastructure and Access for Students, Staff and Families

- Plan for and implement necessary technology upgrades during the 2025-26 school year - cyclical device replacements, software upgrades, etc. - utilizing the framework of the district's 2025-2030 Tech Plan and input from the various stakeholder groups representing the district's needs.
- Implement wired and wireless networking to maximize accessibility and reliability of services throughout the district's facilities.
- In conjunction with DLA Architects, plan for technology upgrades in renovated and new district facilities.
- Seek opportunities to introduce additional device and data security measures, including staff training, to minimize the district's exposure to cyber threats.
- Expand PA systems to address newly renovated and underserved areas of the campuses.
- Expand digital signage project to serve newly renovated and underserved areas of the campuses.
- Continue installation of additional cameras to serve newly renovated and underserved areas of the campuses.
- Identify opportunities to reduce non-Xerox printer fleet - retire single-use devices.
- Evaluate the district's low-voltage cabling plant to identify areas of weakness and opportunities for improvement.

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
SUMMARY OF MAY 2025 EXPENSES
FOR BOARD OF EDUCATION APPROVAL ON JUNE 16, 2025**

ACCOUNTS PAYABLE	PAID	TOTAL
EDUCATION FUND	\$ 1,350,020.37	
OPERATIONS BLDG MAINT	\$ 369,865.50	
TRANSPORTATION	\$ 247,493.02	
CAPITAL PROJECTS	\$ 4,166,920.35	
STUDENT ACTIVITIES	\$ 297,274.09	
TOTAL ACCOUNTS PAYABLE		\$ 6,431,573.33
PAYROLL		
EDUCATION FUND	\$ 15,181,047.23	
OPERATIONS BLDG MAINT	\$ 414,751.95	
IMRF/FICA/MEDICARE	\$ 501,669.34	
TOTAL PAYROLL		\$ 16,097,468.52
TOTAL EXPENDITURES		\$ 22,529,041.85

The Undersigned do hereby certify that the Accounts Payable and Payroll Expenditures in the amount of \$22,529,041.85 approved for payment at the Lyons Township High School District 204 Board of Education Meeting, Cook County, Illinois held on June 16, 2025.

Tim Albores, President

Gioia Giannotti Frye, Secretary

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
SUMMARY OF REVENUES - FISCAL YEAR 2024-25
FOR THE MONTH MAY 2025**

	BUDGET	MONTHLY REVENUES	FISCAL YTD REVENUES	TRANSFERS	BUDGET BALANCE	% REALIZED
<u>OPERATING FUNDS</u>						
EDUCATION - 10	\$ 82,175,910.00	\$ 1,844,911.17	\$ 84,557,872.69		\$ (2,381,962.69)	102.90%
OPERATIONS & MAINTENANCE - 20	\$ 10,269,815.00	\$ 42,641.45	\$ 12,453,450.63		\$ (2,183,635.63)	121.26%
TRANSPORTATION - 40	\$ 3,465,215.00	\$ 9,025.40	\$ 2,478,089.91		\$ 987,125.09	71.51%
IMRF/SOCIAL SECURITY - 50/51	\$ 3,461,337.00	\$ 8,578.97	\$ 3,354,741.38		\$ 106,595.62	96.92%
TOTAL	\$ 99,372,277.00	\$ 1,905,156.99	\$ 102,844,154.61	\$ -	\$ (3,471,877.61)	103.49%
<u>NON OPERATING FUNDS</u>						
DEBIT SERVICE - 30	\$ 3,024,075.00	\$ 7,346.35	\$ 2,960,760.42		\$ 63,314.58	97.91%
CAPITAL PROJECTS - 60/61	\$ 282,830.00	\$ 34,459.69	\$ 765,242.70		\$ (482,412.70)	0.00%
TOTAL	\$ 3,306,905.00	\$ 41,806.04	\$ 3,726,003.12	\$ -	\$ (419,098.12)	97.91%
<u>WORKING CASH</u>						
WORKING CASH - 70/71	\$ 145,266.00	\$ 8,986.72	\$ 160,847.83	\$ -	\$ (15,581.83)	110.73%
TOTAL	\$ 145,266.00	\$ 8,986.72	\$ 160,847.83	\$ -	\$ (15,581.83)	110.73%
TOTAL	\$ 102,824,448.00	\$ 1,955,949.75	\$ 106,731,005.56	\$ -	\$ (3,906,557.56)	103.80%

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
SUMMARY OF EXPENSES - FISCAL YEAR 2024-25
FOR THE MONTH OF MAY 2025**

	BUDGET	MONTHLY EXPENSES	FISCAL YTD EXPENSES	TRANSFERS	BUDGET BALANCE	% REALIZED
<u>OPERATING FUNDS</u>						
EDUCATION - 10	\$ 79,841,662.00	\$ 16,553,889.30	\$ 78,460,717.62		\$ 1,380,944.38	98.27%
OPERATIONS & MAINTENANCE - 20	\$ 12,022,824.00	\$ 783,355.17	\$ 9,229,701.85		\$ 2,793,122.15	76.77%
TRANSPORTATION - 40	\$ 3,592,000.00	\$ 247,493.02	\$ 3,234,669.04		\$ 357,330.96	90.05%
IMRF/SOCIAL SECURITY - 50/51	\$ 3,449,907.00	\$ 501,669.34	\$ 3,009,768.36		\$ 440,138.64	87.24%
TOTAL	\$ 98,906,393.00	\$ 18,086,406.83	\$ 93,934,856.87	\$ -	\$ 4,971,536.13	94.97%
<u>NON OPERATING FUNDS</u>						
DEBIT SERVICE - 30	\$ 2,775,000.00	\$ -	\$ 2,197,250.00	\$ -	\$ 577,750.00	79.18%
CAPITAL PROJECTS - 60/61	\$ 31,018,148.00	\$ 4,166,920.35	\$ 22,916,314.34	\$ -	\$ 8,101,833.66	73.88%
TOTAL	\$ 33,793,148.00	\$ 4,166,920.35	\$ 25,113,564.34	\$ -	\$ 8,679,583.66	74.32%
<u>WORKING CASH</u>						
WORKING CASH - 70/71	\$ -	\$ -	\$ -		\$ -	0.00%
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 132,699,541.00	\$ 22,253,327.18	\$ 119,048,421.21	\$ -	\$ 13,651,119.79	89.71%

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
FUND BALANCE FINANCIAL REPORT - FISCAL YEAR 2024-25
FOR THE MONTH OF MAY 2025

	FUND BALANCE JULY 1, 2024	FISCAL YTD REVENUES	FISCAL YTD EXPENSES	TRANSFERS	FUND BALANCE
<u>OPERATING FUNDS</u>					
EDUCATION - 10	\$ 41,557,947.62	\$ 84,557,872.69	\$ 78,460,717.62	\$ -	\$ 47,655,102.69
OPERATIONS & MAINTENANCE - 20	\$ 13,927,468.08	\$ 12,453,450.63	\$ 9,229,701.85	\$ -	\$ 17,151,216.86
TRANSPORTATION - 40	\$ 5,583,820.09	\$ 2,478,089.91	\$ 3,234,669.04	\$ -	\$ 4,827,240.96
IMRF/SOCIAL SECURITY - 50/51	\$ 2,025,880.32	\$ 3,354,741.38	\$ 3,009,768.36	\$ -	\$ 2,370,853.34
TOTAL	\$ 63,095,116.11	\$ 102,844,154.61	\$ 93,934,856.87	\$ -	\$ 72,004,413.85
<u>NON OPERATING FUNDS</u>					
DEBIT SERVICE - 30	\$ 896,899.83	\$ 2,960,760.42	\$ 2,197,250.00	\$ -	\$ 1,660,410.25
CAPITAL PROJECTS - 60/61	\$ 25,681,559.43	\$ 765,242.70	\$ 22,916,314.34	\$ -	\$ 3,530,487.79
TOTAL	\$ 26,578,459.26	\$ 3,726,003.12	\$ 25,113,564.34	\$ -	\$ 5,190,898.04
<u>WORKING CASH</u>					
WORKING CASH - 70/71	\$ 4,709,104.74	\$ 160,847.83	\$ -	\$ -	\$ 4,869,952.57
TOTAL	\$ 4,709,104.74	\$ 160,847.83	\$ -	\$ -	\$ 4,869,952.57
TOTAL	\$ 94,382,680.11	\$ 106,731,005.56	\$ 119,048,421.21	\$ -	\$ 82,065,264.46

LA GRANGE AREA DEPARTMENT OF SPECIAL EDUCATION

SUMMARY OF BILLS AND PAYROLLS

May 2025

Presented

June 16, 2025



SUMMARY FINANCIAL REPORT OF REVENUE - May 2025

OPERATING FUNDS	BUDGET	TRANSFERS	CURRENT REVENUES	YTD REVENUES	BALANCE	PERCENT REALIZED
EDUCATION FUND	\$ 32,896,201	\$ -	\$ 492,880	\$ 29,264,048	\$ 3,632,153	88.96%
VOCATIONAL ACTIVITY FUND	\$ -	\$ -	\$ 18	\$ 1,144		0.00%
O&M FUND	\$ -	\$ -	\$ -	\$ 9,693		0.00%
TOTAL	\$ 32,896,201	\$ -	\$ 492,898	\$ 29,274,885	\$ 3,632,153	88.99%

SUMMARY FINANCIAL REPORT OF EXPENSE - May 2025

OPERATING FUNDS	BUDGET	TRANSFERS	CURRENT EXPENDITURES	YTD EXPENDITURES	UNENCUMBERED BALANCE	PERCENT ENCUMBERED
EDUCATION FUND	\$ 32,896,201	\$ -	\$ 3,167,357	\$ 26,980,194	\$ 5,916,007	82.02%
VOCATIONAL ACTIVITY FUND	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
O&M FUND	\$ -	\$ -	\$ -	\$ 33,616	\$ (33,616)	0.00%
TOTAL	\$ 32,896,201	\$ -	\$ 3,167,357	\$ 27,013,810	\$ 5,882,391	82.12%

MONTHLY FUND BALANCE REPORT - May 2025

OPERATING FUNDS	JULY 1ST EQUITY	YEAR TO DATE RECEIPTS	YEAR TO DATE DISBURSEMENTS	BALANCE
EDUCATION FUND	\$ 2,950,033	\$ 29,264,048	\$ 26,980,194	\$ 5,233,887
VOCATIONAL ACTIVITY FUND	\$ 15,764	\$ 1,144	\$ -	\$ 16,908
O&M FUND	\$ 64,980	\$ 9,693	\$ 33,616	\$ 41,057
TOTAL	\$ 3,030,777	\$ 29,274,885	\$ 27,013,810	\$ 5,291,852



SUMMARY OF EXPENSES FOR MAY 2025 BOARD OF EDUCATION APPROVAL ON JUNE 16, 2025

	EXPENSES	EXPENSES FROM REVENUE	TOTAL
EDUCATION FUND	\$ 697,086.01		\$ 697,086.01
VOCATIONAL ACTIVITY FUND	\$ -	\$ -	\$ -
TOTAL A/P	\$ 697,086.01	\$ -	\$ 697,086.01

PAYROLL

EDUCATION FUND	\$ 1,956,506.44
BOARD SHARE EXPENSES	\$ 513,764.44
TOTAL PAYROLL	\$ 2,470,270.88

VOCATIONAL FUND	-
BOARD SHARE EXPENSES	-
	-

TOTAL PAYROLL \$ 3,167,356.89

THE UNDERSIGNED DO HEREBY CERTIFY THAT ACCOUNTS PAYABLE LISTINGS AND PAYROLLS IN THE AMOUNT OF \$3,167,356.89 WERE APPROVED FOR PAYMENT AT THE MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT #204, COOK COUNTY, ILLINOIS HELD ON JUNE 16, 2025 AND AUTHORIZE THE SCHOOL TRUSTEES OF TOWNSHIP 38, RANGE 12 TO PAY THE SAME.

PRESIDENT

SECRETARY

LaGrange Area Dept. of Special Education

Fund Balances

Fiscal Year: 2024-2025

Month: May

Year: 2025

Fund Type: All Funds

☐ Include Cash Balance

☐ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
10	EDUCATION	\$2,950,033.12	\$29,264,048.33	(\$26,980,194.06)	\$0.00	\$5,233,887.39
15	DEAF AND HARD OF HEARING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	OPERATIONS & MAINTENANCE	\$64,979.73	\$9,692.97	(\$33,616.06)	\$0.00	\$41,056.64
99	ACTIVITY FUND - SHREDDER WORKS	\$15,763.93	\$1,144.39	\$0.00	\$0.00	\$16,908.32
Grand Total:		\$3,030,776.78	\$29,274,885.69	(\$27,013,810.12)	\$0.00	\$5,291,852.35

End of Report

LAGRANGE AREA DEPT. OF SPECIAL EDUCATION VOUCHER

Voucher No: 1211

Voucher Date: 05/12/2025

Prepared By:

Printed: 05/07/2025 12:42:05 PM

LAGRANGE AREA DEPT. OF SPECIAL EDUCATION is hereby authorized to draw warrants against LAGRANGE AREA DEPT. OF SPECIAL EDUCATION funds for the sum of \$28,684.24 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Nicholas Peranich 5-7-2025
Nicholas Peranich Director of Business Services

LAGRANGE AREA DEPT. OF SPECIAL
EDUCATION

Fund	Amount
10 EDUCATION	\$28,684.24
	<u>\$28,684.24</u>

LaGrange Area Dept. of Special Education

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING 2045 184641

From Date:
From Voucher: 1211

To Date:
To Voucher:

Account: 184641

05/12/2025	ProCare Therapy	\$13,282.87	1211	Posted to G/L AP	☐
05/12/2025	Holy Guardian Angels Parish	\$3,132.55	1211	Posted to G/L AP	☐
05/12/2025	Holy Guardian Angels Parish	\$1,044.19	1211	Posted to G/L AP	☐
05/12/2025	ProCare Therapy	\$11,224.63	1211	Posted to G/L AP	☐

Total for Fund:

4

Total Amount: \$28,684.24

Total Amount: \$28,684.24

End of Report

LAGRANGE AREA DEPT. OF SPECIAL EDUCATION VOUCHER

Voucher No: 1212

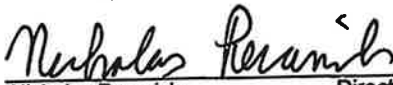
Voucher Date: 05/12/2025

Prepared By: 

Printed: 05/07/2025 01:04:17 PM

LAGRANGE AREA DEPT. OF SPECIAL EDUCATION is hereby authorized to draw warrants against LAGRANGE AREA DEPT. OF SPECIAL EDUCATION funds for the sum of \$31,178.89 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

 5-7-2025
Nicholas Peranich Director of Business Services

LAGRANGE AREA DEPT. OF SPECIAL
EDUCATION

Fund	Amount
10 EDUCATION	\$31,178.89
	\$31,178.89

LaGrange Area Dept. of Special Education

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING 2045 184641

From Date: 5/12/2025

To Date: 5/12/2025

From Check: 245813815

To Check: 245813870

From Voucher: 1212

To Voucher: 1212

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
245813815	05/12/2025	Accurate Biometrics	\$414.00	1212	Printed	Expense	☐		
245813816	05/12/2025	Amazon Capital Services	\$508.85	1212	Printed	Expense	☐		
245813817	05/12/2025	Apple Computer	\$1,456.00	1212	Printed	Expense	☐		
245813818	05/12/2025	At & T	\$1,301.65	1212	Printed	Expense	☐		
245813819	05/12/2025	Bonistalli, Carolyn	\$195.30	1212	Printed	Expense	☐		
245813820	05/12/2025	Brancheau, Haley W	\$114.71	1212	Printed	Expense	☐		
245813821	05/12/2025	BrightStar Care	\$4,104.00	1212	Printed	Expense	☐		
245813822	05/12/2025	Brookfield Zoo Chicago	\$25.00	1212	Printed	Expense	☐		
245813823	05/12/2025	Brunswick, Wendy S	\$110.60	1212	Printed	Expense	☐		
245813824	05/12/2025	Buckingham, Colleen M	\$15.12	1212	Printed	Expense	☐		
245813825	05/12/2025	Burke, Jennifer L	\$24.08	1212	Printed	Expense	☐		
245813826	05/12/2025	Bylsma, Karen	\$58.10	1212	Printed	Expense	☐		
245813827	05/12/2025	Carberry, Catherine	\$38.22	1212	Printed	Expense	☐		
245813828	05/12/2025	Carey, Veronica	\$39.35	1212	Printed	Expense	☐		
245813829	05/12/2025	Chappell, Barbara A	\$12.88	1212	Printed	Expense	☐		
245813830	05/12/2025	Clemens, Marlene M	\$60.34	1212	Printed	Expense	☐		
245813831	05/12/2025	Cleveland, Jenelle	\$74.55	1212	Printed	Expense	☐		
245813832	05/12/2025	Comcast	\$406.85	1212	Printed	Expense	☐		
245813833	05/12/2025	ComEd	\$3,297.18	1212	Printed	Expense	☐		
245813834	05/12/2025	Current Technologies Corp	\$3,648.00	1212	Printed	Expense	☐		
245813835	05/12/2025	Dmochowski, Kathy	\$36.62	1212	Printed	Expense	☐		
245813836	05/12/2025	Duvall, Danika R	\$4.90	1212	Printed	Expense	☐		
245813837	05/12/2025	Elana Carron	\$357.50	1212	Printed	Expense	☐		
245813838	05/12/2025	Emergent Learning Press	\$1,940.00	1212	Printed	Expense	☐		

366

LaGrange Area Dept. of Special Education

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING 2045 184641

From Date: 5/12/2025
From Check: 245813815
From Voucher: 1212

To Date: 5/12/2025
To Check: 245813870
To Voucher: 1212

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
245813839	05/12/2025	Favela Mata, Isabel	\$390.39	1212	Printed	Expense	☐		
245813840	05/12/2025	Focht, Ruthanne E	\$100.41	1212	Printed	Expense	☐		
245813841	05/12/2025	Frontline Technologies Group, Inc	\$1,291.94	1212	Printed	Expense	☐		
245813842	05/12/2025	Garlinger, Amy	\$28.70	1212	Printed	Expense	☐		
245813843	05/12/2025	Granite Telecommunications, LLC	\$86.29	1212	Printed	Expense	☐		
245813844	05/12/2025	Guzman, Ivonne J	\$46.50	1212	Printed	Expense	☐		
245813845	05/12/2025	Hagar, Kimberly S	\$45.50	1212	Printed	Expense	☐		
245813846	05/12/2025	Horton'S Of La Grange	\$63.19	1212	Printed	Expense	☐		
245813847	05/12/2025	Illinois Association of School Boards	\$2,157.50	1212	Printed	Expense	☐		
245813848	05/12/2025	Irby, Stefanie J	\$76.30	1212	Printed	Expense	☐		
245813849	05/12/2025	Jelinek, Katelyn	\$73.22	1212	Printed	Expense	☐		
245813850	05/12/2025	JTC Technologies, LLC	\$3,579.04	1212	Printed	Expense	☐		
245813851	05/12/2025	Laurie Waldeck	\$728.75	1212	Printed	Expense	☐		
245813852	05/12/2025	Maruyama, Blythe J	\$199.70	1212	Printed	Expense	☐		
245813853	05/12/2025	McDermott, Callan P	\$102.20	1212	Printed	Expense	☐		
245813854	05/12/2025	Melody, Nicole R	\$96.74	1212	Printed	Expense	☐		
245813855	05/12/2025	Morfoot, Carrie A	\$86.97	1212	Printed	Expense	☐		
245813856	05/12/2025	Mott, Monica A	\$14.70	1212	Printed	Expense	☐		
245813857	05/12/2025	Murphy, Donna	\$209.93	1212	Printed	Expense	☐		
245813858	05/12/2025	Mussallem, Ashley R	\$58.80	1212	Printed	Expense	☐		
245813859	05/12/2025	Omni Group (The)	\$21.50	1212	Printed	Expense	☐		
245813860	05/12/2025	Orizaba, Dania J	\$52.08	1212	Printed	Expense	☐		
245813861	05/12/2025	Pace Van Pool	\$300.00	1212	Printed	Expense	☐		
245813862	05/12/2025	Rcm Data Corp.	\$577.64	1212	Printed	Expense	☐		

367

LaGrange Area Dept. of Special Education

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING 2045 184641

From Date: 5/12/2025

To Date: 5/12/2025

From Check: 245813815

To Check: 245813870

From Voucher: 1212

To Voucher: 1212

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
245813863	05/12/2025	Searcy Medical Solutions, Inc	\$648.00	1212	Printed	Expense	☐		
245813864	05/12/2025	Signore , Gina	\$38.43	1212	Printed	Expense	☐		
245813865	05/12/2025	Sypkens, Maureen B	\$221.76	1212	Printed	Expense	☐		
245813866	05/12/2025	Urso, Jacquelyn S	\$577.50	1212	Printed	Expense	☐		
245813867	05/12/2025	Vance, Rebecca E	\$686.00	1212	Printed	Expense	☐		
245813868	05/12/2025	Warehouse Direct, Inc.	\$135.15	1212	Printed	Expense	☐		
245813869	05/12/2025	WEX Bank	\$12.00	1212	Printed	Expense	☐		
245813870	05/12/2025	WM Corporate Services, Inc	\$228.26	1212	Printed	Expense	☐		

Total Amount: \$31,178.89

End of Report

LAGRANGE AREA DEPT. OF SPECIAL EDUCATION VOUCHER

Voucher No: 1213

Voucher Date: 05/12/2025

Prepared By:

Printed: 05/07/2025 01:05:57 PM

LAGRANGE AREA DEPT. OF SPECIAL EDUCATION is hereby authorized to draw warrants against LAGRANGE AREA DEPT. OF SPECIAL EDUCATION funds for the sum of \$25.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Nicholas Peranich 5-7-2025
Nicholas Peranich Director of Business Services

LAGRANGE AREA DEPT. OF SPECIAL
EDUCATION

Fund	Amount
10 EDUCATION	\$25.00
	<u>\$25.00</u>

LaGrange Area Dept. of Special Education

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING 2045 184641

From Date: 5/12/2025 To Date: 5/12/2025
From Check: 245813871 To Check: 245813871
From Voucher: 1213 To Voucher: 1213

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
245813871	05/12/2025	Brookfield Zoo Chicago	\$25 00	1213	Printed	Expense	☐		
Total Amount:			\$25 00						
End of Report									

LAGRANGE AREA DEPT. OF SPECIAL EDUCATION VOUCHER

Voucher No: 1214

Voucher Date: 05/12/2025

Prepared By:

Printed: 05/07/2025 04:07:35 PM

LAGRANGE AREA DEPT. OF SPECIAL EDUCATION is hereby authorized to draw warrants against LAGRANGE AREA DEPT. OF SPECIAL EDUCATION funds for the sum of \$25.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

 5-7-2025
Nicholas Peranich Director of Business Services

LAGRANGE AREA DEPT. OF SPECIAL
EDUCATION

Fund	Amount
10 EDUCATION	\$25.00
	\$25.00

LaGrange Area Dept. of Special Education

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING 2045 184641

From Date: 5/12/2025 To Date: 5/12/2025
From Check: 245813872 To Check: 245813872
From Voucher: 1214 To Voucher: 1214

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
245813872	05/12/2025	Brookfield Zoo Chicago	\$25.00	1214	Printed	Expense	☐		
Total Amount:			\$25.00						
End of Report									

LAGRANGE AREA DEPT. OF SPECIAL EDUCATION VOUCHER

Voucher No: 1215

Voucher Date: 05/16/2025

Prepared By:

Printed: 05/14/2025 08:02:23 AM

LAGRANGE AREA DEPT. OF SPECIAL EDUCATION is hereby authorized to draw warrants against LAGRANGE AREA DEPT. OF SPECIAL EDUCATION funds for the sum of \$12,789.38 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



5-14-2025

Nicholas Peranich

Director of Business Services

LAGRANGE AREA DEPT. OF SPECIAL
EDUCATION

Fund	Amount
10 EDUCATION	\$12,789.38
	\$12,789.38

LaGrange Area Dept. of Special Education

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING 2045 184641

From Date:
From Voucher: 1215

To Date:
To Voucher:

Account: 184641

05/16/2025 ProCare Therapy

\$12,789.38 1215

Posted to G/L AP



Total for Fund:

1

Total Amount:

\$12,789.38

Total Amount:

\$12,789.38

End of Report

LAGRANGE AREA DEPT. OF SPECIAL EDUCATION VOUCHER

Voucher No: 1216

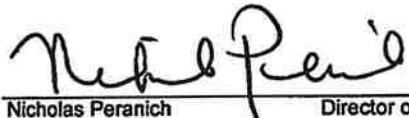
Voucher Date: 05/16/2025

Prepared By:

Printed: 05/14/2025 08:02:47 AM

LAGRANGE AREA DEPT. OF SPECIAL EDUCATION is hereby authorized to draw warrants against LAGRANGE AREA DEPT. OF SPECIAL EDUCATION funds for the sum of \$384,328.36 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

 5-14-2025
Nicholas Peranich Director of Business Services

LAGRANGE AREA DEPT. OF SPECIAL
EDUCATION

Fund	Amount
10 EDUCATION	\$384,328.36
	\$384,328.36

LaGrange Area Dept. of Special Education

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING 2045 184641

From Date: 5/16/2025
From Check: 245813873
From Voucher: 1216

To Date: 5/16/2025
To Check: 245813902
To Voucher: 1216

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
245813873	05/16/2025	Albertsons Safeway	\$25.95	1216	Printed	Expense	☐		
245813874	05/16/2025	Amazon Capital Services	\$448.97	1216	Printed	Expense	☐		
245813875	05/16/2025	Bd Of Ed #102	\$19,750.00	1216	Printed	Expense	☐		
245813876	05/16/2025	Bd Of Ed #103	\$67,560.00	1216	Printed	Expense	☐		
245813877	05/16/2025	Bd Of Ed #106	\$38,850.00	1216	Printed	Expense	☐		
245813878	05/16/2025	Bd Of Ed #61 Darien	\$52,100.00	1216	Printed	Expense	☐		
245813879	05/16/2025	Bd Of Ed #92.5	\$57,430.00	1216	Printed	Expense	☐		
245813880	05/16/2025	Bd Of Ed #94	\$18,320.00	1216	Printed	Expense	☐		
245813881	05/16/2025	Bd Of Ed #95	\$60,810.00	1216	Printed	Expense	☐		
245813882	05/16/2025	Bd Of Ed Dist#105	\$19,100.00	1216	Printed	Expense	☐		
245813883	05/16/2025	Bd Of Ed Dist#96	\$20,400.00	1216	Printed	Expense	☐		
245813884	05/16/2025	Bmo Corporate Mastercard	\$19,936.22	1216	Printed	Expense	☐		
245813885	05/16/2025	Brancheau, Haley W	\$600.00	1216	Printed	Expense	☐		
245813886	05/16/2025	Chappell, Barbara A	\$2,350.00	1216	Printed	Expense	☐		
245813887	05/16/2025	Crumrine, Diane M	\$36.54	1216	Printed	Expense	☐		
245813888	05/16/2025	First Communications LLC	\$309.75	1216	Printed	Expense	☐		
245813889	05/16/2025	Frontline Technologies Group, Inc	\$2,872.13	1216	Printed	Expense	☐		
245813890	05/16/2025	Gough, Kari	\$64.61	1216	Printed	Expense	☐		
245813891	05/16/2025	Helping Hand	\$125.00	1216	Printed	Expense	☐		
245813892	05/16/2025	Kriha Law LLC	\$59.00	1216	Printed	Expense	☐		
245813893	05/16/2025	Kuehn, Angela	\$335.00	1216	Printed	Expense	☐		
245813894	05/16/2025	Laurie Waldeck	\$770.00	1216	Printed	Expense	☐		
245813895	05/16/2025	Learning A-Z	\$248.00	1216	Printed	Expense	☐		
245813896	05/16/2025	Lopez, Gabriela	\$18.97	1216	Printed	Expense	☐		

376

LaGrange Area Dept. of Special Education

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING 2045 184641

From Date: 5/16/2025
From Check: 245813873
From Voucher: 1216

To Date: 5/16/2025
To Check: 245813902
To Voucher: 1216

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
245813897	05/16/2025	Michal Stoklosa	\$200.00	1216	Printed	Expense	☐		
245813898	05/16/2025	Morfoot, Carrie A	\$195.00	1216	Printed	Expense	☐		
245813899	05/16/2025	Pavone, Adriana M	\$1,200.00	1216	Printed	Expense	☐		
245813900	05/16/2025	Pearson Assessments	\$124.04	1216	Printed	Expense	☐		
245813901	05/16/2025	Rice, Carolanne M	\$21.91	1216	Printed	Expense	☐		
245813902	05/16/2025	Rickelman, Donna	\$67.27	1216	Printed	Expense	☐		

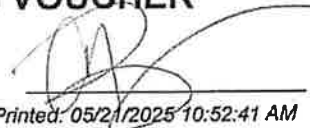
Total Amount: \$384,328.36

End of Report

LAGRANGE AREA DEPT. OF SPECIAL EDUCATION VOUCHER

Voucher No: 1227

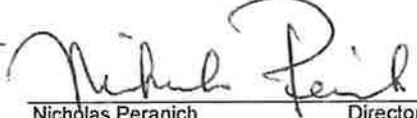
Voucher Date: 05/23/2025

Prepared By: 

Printed: 05/21/2025 10:52:41 AM

LAGRANGE AREA DEPT. OF SPECIAL EDUCATION is hereby authorized to draw warrants against LAGRANGE AREA DEPT. OF SPECIAL EDUCATION funds for the sum of \$35,502.94 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

 5-21-2025
Nicholas Peranich Director of Business Services

LAGRANGE AREA DEPT. OF SPECIAL
EDUCATION

Fund	Amount
10 EDUCATION	\$35,502.94
	\$35,502.94

LaGrange Area Dept. of Special Education

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING 2045 184641

From Date: 05/23/2025
From Voucher:

To Date:
To Voucher:

Account: 184641

05/23/2025	Burcor Properties	\$2,530.00	1227	Posted to G/L AP	☐
05/23/2025	ProCare Therapy	\$14,824.32	1227	Posted to G/L AP	☐
05/23/2025	Holy Guardian Angels Parish	\$13,611.47	1227	Posted to G/L AP	☐
05/23/2025	Holy Guardian Angels Parish	\$4,537.15	1227	Posted to G/L AP	☐

Total for Fund:	4	Total Amount:	\$35,502.94
		Total Amount:	\$35,502.94

End of Report

LAGRANGE AREA DEPT. OF SPECIAL EDUCATION VOUCHER

Voucher No: 1228

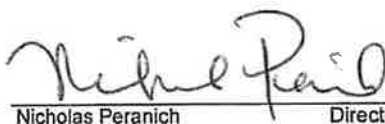
Voucher Date: 05/23/2025

Prepared By:

Printed: 05/21/2025 10:53:11 AM

LAGRANGE AREA DEPT. OF SPECIAL EDUCATION is hereby authorized to draw warrants against LAGRANGE AREA DEPT. OF SPECIAL EDUCATION funds for the sum of \$266,661.76 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

 5-21-2025
Nicholas Peranich Director of Business Services

LAGRANGE AREA DEPT. OF SPECIAL
EDUCATION

Fund	Amount
10 EDUCATION	\$266,661.76
	\$266,661.76

LaGrange Area Dept. of Special Education

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING 2045 184641

From Date: 5/23/2025
From Check: 245813903
From Voucher: 1228

To Date: 5/23/2025
To Check: 245813928
To Voucher: 1228

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
245813903	05/23/2025	2axend, LLC	\$1,100.80	1228	Printed	Expense	☐		
245813904	05/23/2025	Amazon Capital Services	\$377.02	1228	Printed	Expense	☐		
245813905	05/23/2025	Bd Of Ed #106	\$34,851.86	1228	Printed	Expense	☐		
245813906	05/23/2025	Bd Of Ed #61 Darien	\$69,406.80	1228	Printed	Expense	☐		
245813907	05/23/2025	Bd Of Ed #95	\$77,668.60	1228	Printed	Expense	☐		
245813908	05/23/2025	Brancheau, Haley W	\$96.74	1228	Printed	Expense	☐		
245813909	05/23/2025	BrightStar Care	\$1,728.00	1228	Printed	Expense	☐		
245813910	05/23/2025	Butler, Madeleine M	\$128.38	1228	Printed	Expense	☐		
245813911	05/23/2025	Canon Solutions America	\$1,494.60	1228	Printed	Expense	☐		
245813912	05/23/2025	Cebular, Victoria J	\$15.40	1228	Printed	Expense	☐		
245813913	05/23/2025	Crisis Prevention Institute	\$600.00	1228	Printed	Expense	☐		
245813914	05/23/2025	Crotty, Emily A	\$1,200.00	1228	Printed	Expense	☐		
245813915	05/23/2025	Grand Prairie Transit	\$3,423.96	1228	Printed	Expense	☐		
245813916	05/23/2025	Holiday Inn Countryside	\$1,845.00	1228	Printed	Expense	☐		
245813917	05/23/2025	Indian Prairie 204	\$57,481.22	1228	Printed	Expense	☐		
245813918	05/23/2025	Mary, Mother of Divine Grace	\$6,900.00	1228	Printed	Expense	☐		
245813919	05/23/2025	Maxim Healthcare Services	\$2,440.35	1228	Printed	Expense	☐		
245813920	05/23/2025	Morfoot, Carrie A	\$164.16	1228	Printed	Expense	☐		
245813921	05/23/2025	NobleTec	\$3,000.00	1228	Printed	Expense	☐		
245813922	05/23/2025	Quench USA, Inc	\$250.20	1228	Printed	Expense	☐		
245813923	05/23/2025	Rcm Data Corp.	\$90.30	1228	Printed	Expense	☐		
245813924	05/23/2025	Safeguard Self Storage	\$1,632.00	1228	Printed	Expense	☐		
245813925	05/23/2025	Smart, Katherine H	\$53.55	1228	Printed	Expense	☐		
245813926	05/23/2025	Walsh, Suzanne M	\$57.82	1228	Printed	Expense	☐		

391

LaGrange Area Dept. of Special Education

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING 2045 184641

From Date: 5/23/2025 To Date: 5/23/2025
From Check: 245813903 To Check: 245813928
From Voucher: 1228 To Voucher: 1228

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
245813927	05/23/2025	Ward, Megan	\$280.00	1228	Printed	Expense	☐		
245813928	05/23/2025	Zeller and Associates, LLC	\$375.00	1228	Printed	Expense	☐		
Total Amount:			\$266,661.76						
End of Report									

LaGrange Area Dept. of Special Education

Function Summary - Revenues

From Date: 5/1/2025

To Date: 5/31/2025

Fiscal Year: 2024-2025

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.4.0000.0000.000.0000	UNDESIGNATED	\$0.00	\$0.00	(\$11,136.50)	\$11,136.50	\$0.00	\$11,136.50	0.00%
10.4.1300.0000.000.0000	UNDESIGNATED	\$0.00	(\$319,577.41)	(\$25,647,490.75)	\$25,647,490.75	\$0.00	\$25,647,490.75	0.00%
10.4.1400.0000.000.0000	UNDESIGNATED	\$0.00	\$0.00	(\$223,794.74)	\$223,794.74	\$0.00	\$223,794.74	0.00%
10.4.1500.0000.000.0000	UNDESIGNATED	\$0.00	\$0.00	(\$183,060.38)	\$183,060.38	\$0.00	\$183,060.38	0.00%
10.4.1900.0000.000.0000	UNDESIGNATED	\$0.00	\$0.00	\$3.85	(\$3.85)	\$0.00	(\$3.85)	0.00%
10.4.2200.0000.000.0000	UNDESIGNATED	\$0.00	\$0.00	(\$280.00)	\$280.00	\$0.00	\$280.00	0.00%
10.4.3100.0000.000.0000	UNDESIGNATED	\$0.00	(\$75,005.00)	(\$1,425,095.00)	\$1,425,095.00	\$0.00	\$1,425,095.00	0.00%
10.4.3500.0000.000.0000	UNDESIGNATED	\$0.00	\$0.00	(\$58,680.74)	\$58,680.74	\$0.00	\$58,680.74	0.00%
10.4.3700.0000.000.0000	UNDESIGNATED	\$0.00	\$0.00	(\$491,660.00)	\$491,660.00	\$0.00	\$491,660.00	0.00%
10.4.4500.0000.000.0000	UNDESIGNATED	\$0.00	(\$98,297.93)	(\$482,286.78)	\$482,286.78	\$0.00	\$482,286.78	0.00%
10.4.4900.0000.000.0000	UNDESIGNATED	\$0.00	\$0.00	(\$740,567.29)	\$740,567.29	\$0.00	\$740,567.29	0.00%
	FUND: EDUCATION - 10	\$0.00	(\$492,880.34)	(\$29,264,048.33)	\$29,264,048.33	\$0.00	\$29,264,048.33	0.00%
20.4.1500.0000.000.0000	UNDESIGNATED	\$0.00	\$0.00	(\$692.97)	\$692.97	\$0.00	\$692.97	0.00%
20.4.3900.0000.000.0000	UNDESIGNATED	\$0.00	\$0.00	(\$9,000.00)	\$9,000.00	\$0.00	\$9,000.00	0.00%
	FUND: OPERATIONS & MAINTENANCE - 20	\$0.00	\$0.00	(\$9,692.97)	\$9,692.97	\$0.00	\$9,692.97	0.00%
99.4.1300.0000.000.0000	UNDESIGNATED	\$0.00	(\$17.60)	(\$598.26)	\$598.26	\$0.00	\$598.26	0.00%
99.4.1500.0000.000.0000	UNDESIGNATED	\$0.00	\$0.00	(\$546.13)	\$546.13	\$0.00	\$546.13	0.00%
	FUND: ACTIVITY FUND - SHREDDER WORKS - 99	\$0.00	(\$17.60)	(\$1,144.39)	\$1,144.39	\$0.00	\$1,144.39	0.00%
Grand Total:		\$0.00	(\$492,897.94)	(\$29,274,885.69)	\$29,274,885.69	\$0.00	\$29,274,885.69	0.00%

End of Report

LaGrange Area Dept. of Special Education

Monthly Revenues

From Date: 5/1/2025

To Date: 5/31/2025

Fiscal Year: 2024-2025

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.4.0000.0000.000.1000	UNDESIGNATED	\$0.00	\$0.00	(\$220.00)	\$220.00	\$0.00	\$220.00	0.00%
10.4.0000.0000.000.4000	UNDESIGNATED	\$0.00	\$0.00	(\$10,916.50)	\$10,916.50	\$0.00	\$10,916.50	0.00%
10.4.1993.0000.000.4000	E-Rate	\$0.00	\$0.00	\$5,458.25	(\$5,458.25)	\$0.00	(\$5,458.25)	0.00%
10.4.4950.0000.000.6110	DHS STEP	\$0.00	\$0.00	(\$295,800.00)	\$295,800.00	\$0.00	\$295,800.00	0.00%
10.4.4998.0000.000.4993	FEDERAL OTHER	\$0.00	\$0.00	(\$120,293.00)	\$120,293.00	\$0.00	\$120,293.00	0.00%
10.4.1342.0000.100.1000	SCHOOL TUITION	\$0.00	\$0.00	(\$1,729,013.86)	\$1,729,013.86	\$0.00	\$1,729,013.86	0.00%
10.4.1510.0000.100.1000	INTEREST	\$0.00	\$0.00	(\$183,060.38)	\$183,060.38	\$0.00	\$183,060.38	0.00%
10.4.3110.0000.100.2000	PERSONNEL REIMBURSEMENT	\$0.00	(\$75,005.00)	(\$1,425,095.00)	\$1,425,095.00	\$0.00	\$1,425,095.00	0.00%
10.4.3510.0000.100.2000	TRANSPORTION REIMBURSEMENT	\$0.00	\$0.00	(\$28,166.76)	\$28,166.76	\$0.00	\$28,166.76	0.00%
10.4.4900.0000.100.4000	MEDICAID OUTREACH	\$0.00	\$0.00	(\$324,474.29)	\$324,474.29	\$0.00	\$324,474.29	0.00%
10.4.1342.0000.300.1000	SCHOOL TUITION	\$0.00	(\$36,818.44)	(\$11,061,280.07)	\$11,061,280.07	\$0.00	\$11,061,280.07	0.00%
10.4.1342.0000.300.1020	SCHOOL TUITION	\$0.00	\$0.00	\$539.96	(\$539.96)	\$0.00	(\$539.96)	0.00%
10.4.1999.0000.300.1000	MISC REVENUES	\$0.00	\$0.00	(\$5,454.40)	\$5,454.40	\$0.00	\$5,454.40	0.00%
10.4.1342.0000.430.1000	SCHOOL TUITION	\$0.00	\$0.00	(\$40,471.20)	\$40,471.20	\$0.00	\$40,471.20	0.00%
10.4.1342.0000.436.1000	SCHOOL TUITION	\$0.00	\$6,341.72	(\$6,219,369.07)	\$6,219,369.07	\$0.00	\$6,219,369.07	0.00%
10.4.1342.0000.440.1000	ECE Classroom	\$0.00	\$0.00	(\$143,174.74)	\$143,174.74	\$0.00	\$143,174.74	0.00%
10.4.1342.0000.445.1000	SCHOOL TUITION	\$0.00	(\$5,671.05)	(\$125,822.22)	\$125,822.22	\$0.00	\$125,822.22	0.00%
10.4.1342.0000.453.1000	SCHOOL TUITION	\$0.00	(\$40,212.48)	(\$2,096,778.00)	\$2,096,778.00	\$0.00	\$2,096,778.00	0.00%
10.4.1342.0000.454.1000	SCHOOL TUITION	\$0.00	(\$154,545.01)	(\$278,759.13)	\$278,759.13	\$0.00	\$278,759.13	0.00%
10.4.1342.0000.454.1020	SCHOOL TUITION	\$0.00	\$0.00	\$3,293.72	(\$3,293.72)	\$0.00	(\$3,293.72)	0.00%
10.4.1342.0000.455.1000	ED HS	\$0.00	(\$85,373.08)	(\$835,173.66)	\$835,173.66	\$0.00	\$835,173.66	0.00%
10.4.1322.0000.470.1000	SUMMER TUITION	\$0.00	(\$19,889.60)	(\$512,187.50)	\$512,187.50	\$0.00	\$512,187.50	0.00%
10.4.1342.0000.542.1000	SCHOOL TUITION	\$0.00	\$18,090.53	(\$2,516,232.84)	\$2,516,232.84	\$0.00	\$2,516,232.84	0.00%
10.4.1342.0000.542.1020	SCHOOL TUITION	\$0.00	\$0.00	(\$14,365.65)	\$14,365.65	\$0.00	\$14,365.65	0.00%
10.4.3510.0000.542.2000	TRANSPORTION REIMBURSEMENT	\$0.00	\$0.00	(\$30,513.98)	\$30,513.98	\$0.00	\$30,513.98	0.00%
10.4.1342.0000.571.1000	SCHOOL TUITION	\$0.00	(\$1,500.00)	(\$76,656.49)	\$76,656.49	\$0.00	\$76,656.49	0.00%
10.4.1342.0000.571.1020	SCHOOL TUITION	\$0.00	\$0.00	(\$2,040.00)	\$2,040.00	\$0.00	\$2,040.00	0.00%
10.4.3705.0000.704.2000	PRESCHOOL FOR ALL	\$0.00	\$0.00	(\$491,660.00)	\$491,660.00	\$0.00	\$491,660.00	0.00%
10.4.2210.4100.901.1100	TRAINING	\$0.00	\$0.00	(\$280.00)	\$280.00	\$0.00	\$280.00	0.00%
10.4.4505.0000.903.6220	UNDESIGNATED	\$0.00	(\$98,297.93)	(\$482,286.78)	\$482,286.78	\$0.00	\$482,286.78	0.00%
10.4.1400.3141.903.6100	VOC SPEC PRG	\$0.00	\$0.00	(\$223,594.74)	\$223,594.74	\$0.00	\$223,594.74	0.00%
10.4.1400.3141.903.6110	STUDENT STIPENDS	\$0.00	\$0.00	(\$200.00)	\$200.00	\$0.00	\$200.00	0.00%
20.4.1510.0000.000.0000	INTEREST	\$0.00	\$0.00	(\$692.97)	\$692.97	\$0.00	\$692.97	0.00%
20.4.3999.0000.000.2000	SMPG	\$0.00	\$0.00	(\$9,000.00)	\$9,000.00	\$0.00	\$9,000.00	0.00%
99.4.1510.0000.000.0000	INTEREST	\$0.00	\$0.00	(\$546.13)	\$546.13	\$0.00	\$546.13	0.00%
99.4.1342.0000.259.1000	UNDESIGNATED	\$0.00	(\$17.60)	(\$598.26)	\$598.26	\$0.00	\$598.26	0.00%
Grand Total:		\$0.00	(\$492,897.94)	(\$29,274,885.69)	\$29,274,885.69	\$0.00	\$29,274,885.69	0.00%

End of Report

LaGrange Area Dept. of Special Education

Function Summary - Expenses

From Date: 5/1/2025

To Date: 5/31/2025

Fiscal Year: 2024-2025

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.0400.0000.000.0000	UNDESIGNATED	\$0.00	\$0.00	(\$2,655.98)	\$2,655.98	\$0.00	\$2,655.98	0.00%
10.5.1000.0000.000.0000	UNDESIGNATED	\$0.00	\$14,567.08	\$129,273.35	(\$129,273.35)	\$38,252.86	(\$167,526.21)	0.00%
10.5.1200.0000.000.0000	UNDESIGNATED	\$9,826,858.79	\$783,709.24	\$7,975,474.76	\$1,851,384.03	\$1,457,554.80	\$393,829.23	4.01%
10.5.1300.0000.000.0000	UNDESIGNATED	\$0.00	\$135.15	\$311,677.81	(\$311,677.81)	\$2,444.11	(\$314,121.92)	0.00%
10.5.1400.0000.000.0000	UNDESIGNATED	\$805,816.10	\$77,712.62	\$852,085.23	(\$46,269.13)	\$89,770.06	(\$136,039.19)	-16.88%
10.5.2100.0000.000.0000	UNDESIGNATED	\$15,941,311.67	\$1,428,333.97	\$12,815,508.21	\$3,125,803.46	\$2,792,885.67	\$332,917.79	2.09%
10.5.2200.0000.000.0000	UNDESIGNATED	\$355,012.32	\$33,672.39	\$224,318.71	\$130,693.61	\$3,846.36	\$126,847.25	35.73%
10.5.2300.0000.000.0000	UNDESIGNATED	\$783,255.75	\$28,983.49	\$656,117.42	\$127,138.33	\$33,317.03	\$93,821.30	11.98%
10.5.2400.0000.000.0000	UNDESIGNATED	\$2,031,650.55	\$106,015.27	\$1,079,666.89	\$951,983.66	\$132,964.75	\$819,018.91	40.31%
10.5.2500.0000.000.0000	UNDESIGNATED	\$1,524,346.17	\$408,647.31	\$1,194,662.53	\$329,683.64	\$22,989.74	\$306,693.90	20.12%
10.5.2600.0000.000.0000	UNDESIGNATED	\$1,053,949.49	\$101,171.91	\$1,091,346.29	(\$37,396.80)	\$98,711.90	(\$136,108.70)	-12.91%
10.5.3000.0000.000.0000	UNDESIGNATED	\$0.00	\$0.00	(\$207.05)	\$207.05	\$0.00	\$207.05	0.00%
10.5.3700.0000.000.0000	UNDESIGNATED	\$574,000.00	\$181,975.98	\$488,114.74	\$85,885.26	\$0.00	\$85,885.26	14.96%
10.5.4900.0000.000.0000	UNDESIGNATED	\$0.00	\$2,432.48	\$164,811.15	(\$164,811.15)	\$0.00	(\$164,811.15)	0.00%
	FUND: EDUCATION - 10	\$32,896,200.84	\$3,167,356.89	\$26,980,194.06	\$5,916,006.78	\$4,672,737.28	\$1,243,269.50	3.78%
20.5.2500.0000.000.0000	UNDESIGNATED	\$0.00	\$0.00	\$33,616.06	(\$33,616.06)	\$0.00	(\$33,616.06)	0.00%
	FUND: OPERATIONS & MAINTENANCE - 20	\$0.00	\$0.00	\$33,616.06	(\$33,616.06)	\$0.00	(\$33,616.06)	0.00%
Grand Total:		\$32,896,200.84	\$3,167,356.89	\$27,013,810.12	\$5,882,390.72	\$4,672,737.28	\$1,209,653.44	3.68%

End of Report

LaGrange Area Dept. of Special Education

Expenditures by Object

Fiscal Year: 2024-2025

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

From Date: 5/1/2025

To Date: 5/31/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.0.0000.0000.000.0000	UNDESIGNATED	\$0.00	\$0.00	(\$2,655.98)	\$2,655.98	\$0.00	\$2,655.98	0.00%
10.0.0000.1000.000.0000	SALARIES, CERTIFIED STAFF	\$11,688,427.15	\$997,968.95	\$9,099,389.89	\$2,589,037.26	\$2,468,916.00	\$120,121.26	1.03%
10.0.0000.1100.000.0000	SALARIES, NON CERTIFIED STAFF	\$11,238,447.82	\$958,537.49	\$9,028,056.51	\$2,210,391.31	\$1,948,086.63	\$262,304.68	2.33%
10.0.0000.1170.000.0000	SALARY-STUDENT	\$15,675.00	\$0.00	\$0.00	\$15,675.00	\$0.00	\$15,675.00	100.00%
10.0.0000.2110.000.0000	TEACHER'S RETIREMENT (TRS)	\$235,614.06	\$16,949.50	\$161,161.65	\$74,452.41	\$8,357.72	\$66,094.69	28.05%
10.0.0000.2120.000.0000	MUNICIPAL RETIREMENT	\$388,169.35	\$7,120.62	\$69,573.42	\$318,595.93	\$3,622.34	\$314,973.59	81.14%
10.0.0000.2130.000.0000	FICA	\$668,087.89	\$54,507.19	\$516,044.29	\$152,043.60	\$27,781.77	\$124,261.83	18.60%
10.0.0000.2140.000.0000	MEDICARE	\$328,108.77	\$26,723.81	\$249,356.65	\$78,752.12	\$13,352.21	\$65,399.91	19.93%
10.0.0000.2210.000.0000	LIFE INSURANCE	\$67,439.00	\$2,695.36	\$36,334.97	\$31,104.03	\$1,344.46	\$29,759.57	44.13%
10.0.0000.2220.000.0000	MEDICAL INSURANCE	\$4,165,915.28	\$379,290.81	\$3,508,563.10	\$657,352.18	\$181,305.12	\$476,047.06	11.43%
10.0.0000.2230.000.0000	DENTAL INSURANCE	\$260,700.53	\$23,477.15	\$210,076.83	\$50,623.70	\$11,795.77	\$38,827.93	14.89%
10.0.0000.2240.000.0000	LONGTERM CARE	\$0.00	\$0.00	\$5,894.64	(\$5,894.64)	\$0.00	(\$5,894.64)	0.00%
10.0.0000.2300.000.0000	TUITION REIMBURSEMENT	\$20,000.00	\$3,000.00	\$13,800.00	\$6,200.00	\$0.00	\$6,200.00	31.00%
10.0.0000.3050.000.0000	APPS AND SOFTWARE	\$57,850.00	\$12,731.49	\$76,676.80	(\$18,826.80)	\$0.00	(\$18,826.80)	-32.54%
10.0.0000.3090.000.0000	Undesignated	\$15,800.00	\$0.00	\$16,516.46	(\$716.46)	\$0.00	(\$716.46)	-4.53%
10.0.0000.3100.000.0000	PROFESSIONAL TECHNICAL SERVICE	\$220,301.70	\$75,372.77	\$774,017.78	(\$553,716.08)	\$0.00	(\$553,716.08)	-251.34%
10.0.0000.3120.000.0000	INSERVICE TRAINING-CONSULTANTS	\$36,350.00	\$0.00	\$34,635.50	\$1,714.50	\$0.00	\$1,714.50	4.72%
10.0.0000.3140.000.0000	Undesignated	\$20,671.05	\$0.00	\$18,834.05	\$1,837.00	\$0.00	\$1,837.00	8.89%
10.0.0000.3150.000.0000	LOW INCIDENT DIAGNOSTIC TESTIN	\$1,800.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	100.00%
10.0.0000.3160.000.0000	Undesignated	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
10.0.0000.3170.000.0000	AUDIT FEE-FINANCIAL	\$155,600.00	\$0.00	\$39,345.00	\$116,255.00	\$0.00	\$116,255.00	74.71%
10.0.0000.3180.000.0000	LEGAL FEE-CONTRACTUAL	\$17,000.00	\$59.00	\$4,971.50	\$12,028.50	\$0.00	\$12,028.50	70.76%
10.0.0000.3190.000.0000	OTHER PROFESSIONAL/TECHNICAL (	\$31,500.00	\$250.20	\$89,974.92	(\$58,474.92)	\$0.00	(\$58,474.92)	-185.63%
10.0.0000.3210.000.0000	PROPERTY SERVICES-DISPOSAL	\$25,500.00	\$228.26	\$12,195.64	\$13,304.36	\$0.00	\$13,304.36	52.17%
10.0.0000.3220.000.0000	CUSTODIAL/CLEANING SERVICES	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
10.0.0000.3230.000.0000	REPAIRS AND MAINTENANCE SERVIC	\$53,050.00	\$1,127.63	\$35,285.54	\$17,764.46	\$0.00	\$17,764.46	33.49%
10.0.0000.3250.000.0000	ROOM RENTALS	\$1,495,217.00	\$389,184.90	\$1,433,548.14	\$61,668.86	\$0.00	\$61,668.86	4.12%
10.0.0000.3310.000.0000	PUPIL TRANSPORTATION	\$52,149.00	\$3,735.96	\$31,275.50	\$20,873.50	\$0.00	\$20,873.50	40.03%
10.0.0000.3320.000.0000	Undesignated	\$92,400.00	\$6,604.46	\$72,502.93	\$19,897.07	\$0.00	\$19,897.07	21.53%
10.0.0000.3390.000.0000	Undesignated	\$80,426.98	\$4,965.13	\$54,219.95	\$26,207.03	\$1,760.38	\$24,446.65	30.40%
10.0.0000.3400.000.0000	COMMUNICATION-TELEPHONE	\$50,160.00	\$2,867.53	\$40,966.89	\$9,193.11	\$1,129.75	\$8,063.36	16.08%
10.0.0000.3500.000.0000	MARKETING	\$14,362.50	\$1,757.63	\$20,063.90	(\$5,701.40)	\$0.00	(\$5,701.40)	-39.70%
10.0.0000.3600.000.0000	PRINTING AND BINDING	\$1,757.50	\$0.00	\$0.00	\$1,757.50	\$0.00	\$1,757.50	100.00%
10.0.0000.3700.000.0000	PROPERTY SERVICES-WATER SERVIC	\$3,000.00	\$0.00	\$2,098.73	\$901.27	\$0.00	\$901.27	30.04%
10.0.0000.3800.000.0000	UNEMPLOYMENT	\$950.00	\$0.00	\$1,950.00	(\$1,000.00)	\$0.00	(\$1,000.00)	-105.26%
10.0.0000.3820.000.0000	SCHOOL BOARD LIABILITY	\$220,500.00	\$0.00	\$219,562.00	\$938.00	\$0.00	\$938.00	0.43%
10.0.0000.3900.000.0000	SOFTWARE LICENSES	\$7,500.00	\$158.04	\$8,820.77	(\$1,320.77)	\$0.00	(\$1,320.77)	-17.61%
10.0.0000.4100.000.0000	OFFICE SUPPLIES LESS \$499	\$197,220.00	\$3,508.79	\$127,729.47	\$69,490.53	\$3,644.10	\$65,846.43	33.39%
10.0.0000.4110.000.0000	Undesignated	\$75,800.00	\$2,531.14	\$63,961.12	\$11,838.88	\$456.84	\$11,382.04	15.02%
10.0.0000.4120.000.0000	CLASSROOM MATERIALS 1	\$16,700.00	\$366.52	\$20,083.10	(\$3,383.10)	\$557.11	(\$3,940.21)	-23.59%
10.0.0000.4130.000.0000	CLASSROOM MATERIALS 11	\$20,000.00	\$300.93	\$15,735.92	\$4,264.08	\$260.72	\$4,003.36	20.02%
10.0.0000.4190.000.0000	Undesignated	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	100.00%
10.0.0000.4300.000.0000	LIBRARY BOOKS	\$3,750.00	\$0.00	\$722.16	\$3,027.84	\$137.42	\$2,890.42	77.08%
10.0.0000.4600.000.0000	ELECTRICITY	\$34,206.26	\$3,297.18	\$34,164.31	\$41.95	\$0.00	\$41.95	0.12%
10.0.0000.4700.000.0000	SYSTEMS SOFTWARE	\$2,250.00	\$0.00	\$5,278.75	(\$3,028.75)	\$0.00	(\$3,028.75)	-134.61%
10.0.0000.5400.000.0000	EQUIPMENT OVER \$5,000	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.00%
10.0.0000.6400.000.0000	DUES AND FEES	\$38,834.00	\$2,981.50	\$35,318.08	\$3,515.92	\$0.00	\$3,515.92	9.05%
10.0.0000.6600.000.0000	FLOW THOUGH	\$566,000.00	\$181,927.26	\$623,098.75	(\$57,098.75)	\$0.00	(\$57,098.75)	-10.09%
10.0.0000.7000.000.0000	EQUIPMENT \$500 TO \$4999	\$175,910.00	\$3,129.69	\$171,044.43	\$4,865.57	\$228.94	\$4,636.63	2.64%
	FUND: EDUCATION - 10	\$32,896,200.84	\$3,167,356.89	\$26,980,194.06	\$5,916,006.78	\$4,672,737.28	\$1,243,269.50	3.78%

LaGrange Area Dept. of Special Education

Expenditures by Object

Fiscal Year: 2024-2025

- ☐ Subtotal by Collapse Mask
- ☐ Include pre encumbrance
- ☐ Print accounts with zero balance
- ☒ Filter Encumbrance Detail by Date Range
- ☐ Exclude Inactive Accounts with zero balance

From Date: 5/1/2025 To Date: 5/31/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
20.0.0000.3190.000.0000	OTHER PROFESSIONAL/TECHNICAL (	\$0.00	\$0.00	\$32,659.50	(\$32,659.50)	\$0.00	(\$32,659.50)	0.00%
20.0.0000.3230.000.0000	REPAIRS AND MAINTENANCE SERVIC	\$0.00	\$0.00	\$956.56	(\$956.56)	\$0.00	(\$956.56)	0.00%
	FUND: OPERATIONS & MAINTENANCE - 20	\$0.00	\$0.00	\$33,616.06	(\$33,616.06)	\$0.00	(\$33,616.06)	0.00%
Grand Total:		\$32,896,200.84	\$3,167,356.89	\$27,013,810.12	\$5,882,390.72	\$4,672,737.28	\$1,209,653.44	3.68%

End of Report

LaGrange Area Dept. of Special Education

Monthly Expenditures

Fiscal Year: 2024-2025

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

From Date: 5/1/2025

To Date: 5/31/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.0454.0000.000.1100	UNDESIGNATED	\$0.00	\$0.00	(\$2,655.98)	\$2,655.98	\$0.00	\$2,655.98	0.00%
10.5.4900.6600.000.1100	FLOW THOUGH	\$0.00	\$0.00	\$147,735.43	(\$147,735.43)	\$0.00	(\$147,735.43)	0.00%
10.5.2210.3098.236.1120	INFINITEC FLOW-THRU	\$0.00	\$0.00	\$30.00	(\$30.00)	\$0.00	(\$30.00)	0.00%
10.5.1200.4100.236.1100	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$9.99	(\$9.99)	\$0.00	(\$9.99)	0.00%
10.5.1200.4118.301.1100	CURRICULUM	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
10.5.2630.7000.301.1100	EQUIPMENT \$500 TO \$4999	\$850.00	\$0.00	\$0.00	\$850.00	\$0.00	\$850.00	100.00%
10.5.2110.3100.302.1100	PROFESSIONAL TECHNICAL SERVICE	\$0.00	\$0.00	\$1,233.09	(\$1,233.09)	\$0.00	(\$1,233.09)	0.00%
10.5.2410.3100.302.1100	PROFESSIONAL TECHNICAL SERVICE	\$1,451.70	\$0.00	\$639.60	\$812.10	\$0.00	\$812.10	55.94%
10.5.2630.3230.302.1100	REPAIRS AND MAINTENANCE SERVIC	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.5.1200.3399.302.1100	TRAVEL LOCAL MILEAGE	\$56.98	\$0.00	\$0.00	\$56.98	\$0.00	\$56.98	100.00%
10.5.1200.4100.302.1100	OFFICE SUPPLIES LESS \$499	\$500.00	\$13.75	\$259.97	\$240.03	\$0.00	\$240.03	48.01%
10.5.2630.7000.302.1100	EQUIPMENT \$500 TO \$4999	\$2,400.00	\$0.00	\$2,697.00	(\$297.00)	\$0.00	(\$297.00)	-12.38%
10.5.1322.1000.318.1110	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$16,390.00	(\$16,390.00)	\$0.00	(\$16,390.00)	0.00%
10.5.1322.1000.318.1111	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$10,300.00	(\$10,300.00)	\$0.00	(\$10,300.00)	0.00%
10.5.1322.1100.318.1110	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$2,750.00	(\$2,750.00)	\$0.00	(\$2,750.00)	0.00%
10.5.1322.1100.318.1111	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$7,920.00	(\$7,920.00)	\$0.00	(\$7,920.00)	0.00%
10.5.1322.2110.318.1110	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$204.88	(\$204.88)	\$0.00	(\$204.88)	0.00%
10.5.1322.2110.318.1111	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$83.38	(\$83.38)	\$0.00	(\$83.38)	0.00%
10.5.1322.2120.318.1110	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$46.83	(\$46.83)	\$0.00	(\$46.83)	0.00%
10.5.1322.2120.318.1111	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$82.90	(\$82.90)	\$0.00	(\$82.90)	0.00%
10.5.1322.2130.318.1110	FICA	\$0.00	\$0.00	\$170.50	(\$170.50)	\$0.00	(\$170.50)	0.00%
10.5.1322.2130.318.1111	FICA	\$0.00	\$0.00	\$491.04	(\$491.04)	\$0.00	(\$491.04)	0.00%
10.5.1322.2140.318.1110	MEDICARE	\$0.00	\$0.00	\$277.55	(\$277.55)	\$0.00	(\$277.55)	0.00%
10.5.1322.2140.318.1111	MEDICARE	\$0.00	\$0.00	\$264.21	(\$264.21)	\$0.00	(\$264.21)	0.00%
10.5.2130.2140.320.1100	MEDICARE	\$0.00	\$0.00	\$0.74	(\$0.74)	\$0.00	(\$0.74)	0.00%
10.5.2130.3100.320.1100	PROFESSIONAL TECHNICAL SERVICE	\$500.00	\$2,440.35	\$14,560.35	(\$14,060.35)	\$0.00	(\$14,060.35)	-2812.07%
10.5.2130.3107.320.1020	CONTRACTUAL SERVICES	\$0.00	\$0.00	\$1,728.00	(\$1,728.00)	\$0.00	(\$1,728.00)	0.00%
10.5.2130.3107.320.1100	CONTRACTUAL SERVICES	\$0.00	\$57,953.20	\$479,813.43	(\$479,813.43)	\$0.00	(\$479,813.43)	0.00%
10.5.2130.3400.320.1100	COMMUNICATION-TELEPHONE	\$0.00	\$0.00	\$51.08	(\$51.08)	\$0.00	(\$51.08)	0.00%
10.5.2130.4100.320.1020	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$32.40	(\$32.40)	\$0.00	(\$32.40)	0.00%
10.5.2130.4100.320.1100	OFFICE SUPPLIES LESS \$499	\$5,000.00	\$0.00	\$1,330.84	\$3,669.16	\$0.00	\$3,669.16	73.38%
10.5.2630.7000.320.1100	EQUIPMENT \$500 TO \$4999	\$3,000.00	\$0.00	\$2,096.00	\$904.00	\$0.00	\$904.00	30.13%
10.5.2630.3050.321.1100	APPS AND SOFTWARE	\$400.00	\$0.00	\$99.45	\$300.55	\$0.00	\$300.55	75.14%
10.5.2131.3100.321.1100	PROFESSIONAL TECHNICAL SERVICE	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
10.5.2131.3107.321.1100	CONTRACTUAL SERVICES	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
10.5.2630.3230.321.1100	REPAIRS AND MAINTENANCE SERVIC	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
10.5.2570.3250.321.1100	ROOM RENTALS	\$2,250.00	\$1,305.60	\$8,546.36	(\$6,296.36)	\$0.00	(\$6,296.36)	-279.84%
10.5.2131.3399.321.1100	TRAVEL LOCAL MILEAGE	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
10.5.1200.4100.321.4993	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$29.96	(\$29.96)	\$0.00	(\$29.96)	0.00%
10.5.2131.4100.321.1020	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$64.99	(\$64.99)	\$0.00	(\$64.99)	0.00%
10.5.2131.4100.321.1100	OFFICE SUPPLIES LESS \$499	\$5,500.00	\$1,380.75	\$5,272.55	\$227.45	\$0.00	\$227.45	4.14%
10.5.2630.7000.321.1100	EQUIPMENT \$500 TO \$4999	\$14,000.00	\$0.00	\$14,192.00	(\$192.00)	\$0.00	(\$192.00)	-1.37%
10.5.2140.3100.323.1100	PROFESSIONAL TECHNICAL SERVICE	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.5.2630.3230.323.1100	REPAIRS AND MAINTENANCE SERVIC	\$0.00	\$0.00	\$71.97	(\$71.97)	\$0.00	(\$71.97)	0.00%
10.5.2140.4100.323.1020	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$808.85	(\$808.85)	\$0.00	(\$808.85)	0.00%
10.5.2140.4100.323.1100	OFFICE SUPPLIES LESS \$499	\$18,000.00	\$2,644.04	\$20,565.20	(\$2,565.20)	\$0.00	(\$2,565.20)	-14.25%
10.5.2140.7000.323.1100	EQUIPMENT \$500 TO \$4999	\$10,000.00	\$0.00	\$1,936.55	\$8,063.45	\$0.00	\$8,063.45	80.63%
10.5.2630.7000.323.1100	EQUIPMENT \$500 TO \$4999	\$5,400.00	\$0.00	\$6,799.49	(\$1,399.49)	\$0.00	(\$1,399.49)	-25.92%
10.5.2630.3050.324.1100	APPS AND SOFTWARE	\$150.00	\$0.00	\$318.40	(\$168.40)	\$0.00	(\$168.40)	-112.27%
10.5.2132.3100.324.1100	PROFESSIONAL TECHNICAL SERVICE	\$10,250.00	388 \$0.00	\$0.00	\$10,250.00	\$0.00	\$10,250.00	100.00%

LaGrange Area Dept. of Special Education

Monthly Expenditures

Fiscal Year: 2024-2025

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

From Date: 5/1/2025

To Date: 5/31/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2630.3230.324.1100	REPAIRS AND MAINTENANCE SERVIC	\$2,000.00	\$0.00	\$1,792.75	\$207.25	\$0.00	\$207.25	10.36%
10.5.2570.3250.324.1100	ROOM RENTALS	\$6,000.00	\$0.00	\$4,936.44	\$1,063.56	\$0.00	\$1,063.56	17.73%
10.5.2132.3399.324.1100	TRAVEL LOCAL MILEAGE	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
10.5.2132.4100.324.1100	OFFICE SUPPLIES LESS \$499	\$4,500.00	\$3,232.97	\$4,829.85	(\$329.85)	\$0.00	(\$329.85)	-7.33%
10.5.2210.6400.324.1100	DUES AND FEES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.5.2132.7000.324.1100	EQUIPMENT \$500 TO \$4999	\$4,880.00	\$0.00	\$0.00	\$4,880.00	\$0.00	\$4,880.00	100.00%
10.5.2630.7000.324.1100	EQUIPMENT \$500 TO \$4999	\$0.00	\$0.00	\$3,564.00	(\$3,564.00)	\$0.00	(\$3,564.00)	0.00%
10.5.2630.3050.326.1100	APPS AND SOFTWARE	\$1,000.00	\$0.00	\$1,318.40	(\$318.40)	\$0.00	(\$318.40)	-31.84%
10.5.2150.3107.326.1100	CONTRACTUAL SERVICES	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
10.5.2630.3230.326.1020	REPAIRS AND MAINTENANCE SERVIC	\$0.00	\$0.00	\$259.00	(\$259.00)	\$0.00	(\$259.00)	0.00%
10.5.2630.3230.326.1100	REPAIRS AND MAINTENANCE SERVIC	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.5.2150.3399.326.1100	TRAVEL LOCAL MILEAGE	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.5.2150.4100.326.1100	OFFICE SUPPLIES LESS \$499	\$2,500.00	\$19.99	\$226.25	\$2,273.75	\$8.99	\$2,264.76	90.59%
10.5.2150.4118.326.1100	CURRICULUM	\$5,000.00	\$121.25	\$5,322.52	(\$322.52)	\$456.84	(\$779.36)	-15.59%
10.5.2630.7000.326.1100	EQUIPMENT \$500 TO \$4999	\$17,500.00	\$0.00	\$19,693.50	(\$2,193.50)	\$0.00	(\$2,193.50)	-12.53%
10.5.1200.1105.333.1100	STIPENDS- NON CERTIFIED	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$0.00	\$7,000.00	100.00%
10.5.1020.1000.360.1100	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$2,541.00	(\$2,541.00)	\$0.00	(\$2,541.00)	0.00%
10.5.1020.2140.360.1100	MEDICARE	\$0.00	\$0.00	\$36.86	(\$36.86)	\$0.00	(\$36.86)	0.00%
10.5.1020.3399.360.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$0.00	\$120.18	(\$120.18)	\$0.00	(\$120.18)	0.00%
10.5.1200.3100.430.4993	PROFESSIONAL TECHNICAL SERVICE	\$0.00	\$0.00	\$10,090.00	(\$10,090.00)	\$0.00	(\$10,090.00)	0.00%
10.5.2550.3100.430.1100	PROFESSIONAL TECHNICAL SERVICE	\$0.00	\$0.00	\$140.00	(\$140.00)	\$0.00	(\$140.00)	0.00%
10.5.2630.3150.430.1100	LOW INCIDENT DIAGNOSTIC TESTIN	\$1,800.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	100.00%
10.5.1200.3196.430.1100	CONTRACTUAL RELATED SERVICES	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	0.00%
10.5.2630.3230.430.1100	REPAIRS AND MAINTENANCE SERVIC	\$1,350.00	\$87.92	\$1,256.42	\$93.58	\$0.00	\$93.58	6.93%
10.5.2570.3250.430.1100	ROOM RENTALS	\$286,800.00	\$214,435.00	\$255,928.74	\$30,871.26	\$0.00	\$30,871.26	10.76%
10.5.2570.3251.430.1100	COPIER RENTAL	\$0.00	\$340.07	\$2,021.09	(\$2,021.09)	\$0.00	(\$2,021.09)	0.00%
10.5.2550.3310.430.1100	PUPIL TRANSPORTATION	\$9,050.00	\$489.72	\$3,834.68	\$5,215.32	\$0.00	\$5,215.32	57.63%
10.5.1200.3399.430.1100	TRAVEL LOCAL MILEAGE	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
10.5.1200.4100.430.1100	OFFICE SUPPLIES LESS \$499	\$11,800.00	\$251.02	\$6,982.89	\$4,817.11	\$0.00	\$4,817.11	40.82%
10.5.1200.4104.430.1100	INK	\$5,000.00	\$74.23	\$2,646.33	\$2,353.67	\$474.91	\$1,878.76	37.58%
10.5.1200.4118.430.1100	CURRICULUM	\$37,000.00	\$0.00	\$31,956.90	\$5,043.10	\$0.00	\$5,043.10	13.63%
10.5.1200.4120.430.1100	CLASSROOM MATERIALS 1	\$800.00	\$0.00	\$848.24	(\$48.24)	\$0.00	(\$48.24)	-6.03%
10.5.1200.4121.430.1100	CLASSROOM MATERIALS 2	\$800.00	\$0.00	\$802.44	(\$2.44)	\$0.00	(\$2.44)	-0.31%
10.5.1200.4122.430.1100	CLASSROOM MATERIALS 3	\$800.00	\$0.00	\$518.18	\$281.82	\$0.00	\$281.82	35.23%
10.5.1200.4123.430.1100	CLASSROOM MATERIALS 4	\$800.00	\$0.00	\$759.07	\$40.93	\$0.00	\$40.93	5.12%
10.5.1200.4124.430.1100	CLASSROOM MATERIALS 5	\$800.00	\$0.00	\$597.47	\$202.53	\$0.00	\$202.53	25.32%
10.5.1200.4125.430.1100	CLASSROOM MATERIALS 6	\$800.00	\$0.00	\$781.69	\$18.31	\$96.20	(\$77.89)	-9.74%
10.5.1200.4126.430.1100	CLASSROOM MATERIALS 7	\$800.00	\$0.00	\$713.89	\$86.11	\$0.00	\$86.11	10.76%
10.5.1200.4127.430.1100	CLASSROOM MATERIALS 8	\$800.00	\$0.00	\$470.14	\$329.86	\$231.91	\$97.95	12.24%
10.5.1200.4128.430.1100	CLASSROOM MATERIALS 9	\$1,000.00	\$0.00	\$643.50	\$356.50	\$0.00	\$356.50	35.65%
10.5.1200.4129.430.1100	CLASSROOM MATERIALS 10	\$800.00	\$0.00	\$623.15	\$176.85	\$0.00	\$176.85	22.11%
10.5.1200.4130.430.1100	CLASSROOM MATERIALS 11	\$5,000.00	\$120.21	\$4,635.42	\$364.58	\$260.72	\$103.86	2.08%
10.5.1200.4131.430.1100	CLASSROOM MATERIALS 12	\$5,000.00	\$0.00	\$4,982.12	\$17.88	\$0.00	\$17.88	0.36%
10.5.1200.4132.430.1100	CLASSROOM MATERIALS 13	\$5,000.00	\$180.72	\$5,526.12	(\$526.12)	\$0.00	(\$526.12)	-10.52%
10.5.1200.4133.430.1100	CLASSROOM MATERIALS 14	\$5,000.00	\$0.00	\$534.36	\$4,465.64	\$0.00	\$4,465.64	89.31%
10.5.2630.7000.430.1020	EQUIPMENT \$500 TO \$4999	\$0.00	\$0.00	\$799.99	(\$799.99)	\$0.00	(\$799.99)	0.00%
10.5.2630.7000.430.1100	EQUIPMENT \$500 TO \$4999	\$27,000.00	\$68.34	\$26,933.49	\$66.51	\$0.00	\$66.51	0.25%
10.5.2630.3050.436.1100	APPS AND SOFTWARE	\$2,000.00	\$0.00	\$2,092.00	(\$92.00)	\$0.00	(\$92.00)	-4.60%
10.5.1200.3107.436.1100	CONTRACTUAL SERVICES	\$0.00	\$0.00	\$155.57	(\$155.57)	\$0.00	(\$155.57)	0.00%
10.5.1200.3230.436.1100	REPAIRS AND MAINTENANCE SERVIC	\$2,500.00	389 \$109.00	\$1,597.73	\$902.27	\$0.00	\$902.27	36.09%

LaGrange Area Dept. of Special Education

Monthly Expenditures

Fiscal Year: 2024-2025

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

From Date: 5/1/2025

To Date: 5/31/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2570.3250.436.1020	ROOM RENTALS	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)	\$0.00	(\$10,000.00)	0.00%
10.5.2570.3250.436.1100	ROOM RENTALS	\$220,000.00	\$123,785.00	\$151,478.74	\$68,521.26	\$0.00	\$68,521.26	31.15%
10.5.2570.3251.436.1100	COPIER RENTAL	\$1,500.00	\$237.57	\$2,512.95	(\$1,012.95)	\$0.00	(\$1,012.95)	-67.53%
10.5.2550.3310.436.1100	PUPIL TRANSPORTATION	\$6,600.00	\$285.67	\$1,591.59	\$5,008.41	\$0.00	\$5,008.41	75.89%
10.5.1200.3399.436.1100	TRAVEL LOCAL MILEAGE	\$2,250.00	\$14.70	\$61.73	\$2,188.27	\$0.00	\$2,188.27	97.26%
10.5.2570.3400.436.1100	COMMUNICATION-TELEPHONE	\$3,000.00	\$118.06	\$1,498.76	\$1,501.24	\$0.00	\$1,501.24	50.04%
10.5.1200.4100.436.1020	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$409.50	(\$409.50)	\$0.00	(\$409.50)	0.00%
10.5.1200.4100.436.1100	OFFICE SUPPLIES LESS \$499	\$7,000.00	\$908.93	\$5,504.09	\$1,495.91	\$0.00	\$1,495.91	21.37%
10.5.1200.4100.436.4993	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$103.90	(\$103.90)	\$0.00	(\$103.90)	0.00%
10.5.1200.4103.436.1100	MEDICAL SUPPLIES	\$2,500.00	\$0.00	\$1,091.12	\$1,408.88	\$0.00	\$1,408.88	56.36%
10.5.1200.4104.436.1020	INK	\$0.00	\$0.00	\$272.49	(\$272.49)	\$0.00	(\$272.49)	0.00%
10.5.1200.4104.436.1100	INK	\$4,000.00	\$0.00	\$2,933.88	\$1,066.12	\$59.59	\$1,006.53	25.16%
10.5.1200.4118.436.1100	CURRICULUM	\$17,000.00	\$0.00	\$12,995.79	\$4,004.21	\$0.00	\$4,004.21	23.55%
10.5.1200.4120.436.1100	CLASSROOM MATERIALS 1	\$800.00	\$28.50	\$702.23	\$97.77	\$0.00	\$97.77	12.22%
10.5.1200.4121.436.1100	CLASSROOM MATERIALS 2	\$800.00	\$0.00	\$813.75	(\$13.75)	\$0.00	(\$13.75)	-1.72%
10.5.1200.4122.436.1100	CLASSROOM MATERIALS 3	\$800.00	\$0.00	\$682.48	\$117.52	\$0.00	\$117.52	14.69%
10.5.1200.4123.436.1100	CLASSROOM MATERIALS 4	\$800.00	\$0.00	\$659.22	\$140.78	\$0.00	\$140.78	17.60%
10.5.1200.4124.436.1100	CLASSROOM MATERIALS 5	\$800.00	\$0.00	\$762.09	\$37.91	\$0.00	\$37.91	4.74%
10.5.1200.4125.436.1100	CLASSROOM MATERIALS 6	\$800.00	\$0.00	\$954.72	(\$154.72)	\$0.00	(\$154.72)	-19.34%
10.5.1200.4126.436.1100	CLASSROOM MATERIALS 7	\$800.00	\$0.00	\$560.20	\$239.80	\$0.00	\$239.80	29.98%
10.5.1200.4127.436.1100	CLASSROOM MATERIALS 8	\$800.00	\$47.50	\$700.01	\$99.99	\$0.00	\$99.99	12.50%
10.5.1200.4128.436.1100	CLASSROOM MATERIALS 9	\$800.00	\$290.52	\$893.77	(\$93.77)	\$0.00	(\$93.77)	-11.72%
10.5.1200.4129.436.1100	CLASSROOM MATERIALS 10	\$800.00	\$0.00	\$293.79	\$506.21	\$0.00	\$506.21	63.28%
10.5.2210.6400.436.1100	DUES AND FEES	\$425.00	\$0.00	\$0.00	\$425.00	\$0.00	\$425.00	100.00%
10.5.1200.7000.436.1100	EQUIPMENT \$500 TO \$4999	\$8,400.00	\$0.00	\$2,882.74	\$5,517.26	\$0.00	\$5,517.26	65.68%
10.5.1200.7000.436.4993	EQUIPMENT \$500 TO \$4999	\$0.00	\$0.00	\$13,485.56	(\$13,485.56)	\$0.00	(\$13,485.56)	0.00%
10.5.2630.7000.436.1100	EQUIPMENT \$500 TO \$4999	\$9,300.00	\$0.00	\$9,756.03	(\$456.03)	\$0.00	(\$456.03)	-4.90%
10.5.2210.2110.440.4993	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$9.74	(\$9.74)	\$0.00	(\$9.74)	0.00%
10.5.2210.2140.440.4993	MEDICARE	\$0.00	\$0.00	\$11.31	(\$11.31)	\$0.00	(\$11.31)	0.00%
10.5.2210.3120.440.4993	INSERVICE TRAINING-CONSULTANTS	\$0.00	\$0.00	\$780.00	(\$780.00)	\$0.00	(\$780.00)	0.00%
10.5.2630.3230.440.1100	REPAIRS AND MAINTENANCE SERVIC	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
10.5.2570.3250.440.1100	ROOM RENTALS	\$25,000.00	\$23,000.00	\$23,000.00	\$2,000.00	\$0.00	\$2,000.00	8.00%
10.5.1200.3399.440.1100	TRAVEL LOCAL MILEAGE	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
10.5.1200.4100.440.1100	OFFICE SUPPLIES LESS \$499	\$700.00	\$25.28	\$471.57	\$228.43	\$0.00	\$228.43	32.63%
10.5.1200.4104.440.1100	INK	\$500.00	\$0.00	\$73.77	\$426.23	\$0.00	\$426.23	85.25%
10.5.1200.4118.440.1100	CURRICULUM	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.5.1200.4120.440.1100	CLASSROOM MATERIALS 1	\$500.00	\$0.00	\$303.07	\$196.93	\$229.00	(\$32.07)	-6.41%
10.5.1200.4199.440.1100	PPE/Covid Supplies	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	100.00%
10.5.2630.7000.440.1100	EQUIPMENT \$500 TO \$4999	\$1,000.00	\$0.00	\$1,397.86	(\$397.86)	\$0.00	(\$397.86)	-39.79%
10.5.2630.3230.445.1100	REPAIRS AND MAINTENANCE SERVIC	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
10.5.2570.3250.445.1100	ROOM RENTALS	\$27,000.00	\$0.00	\$15,000.00	\$12,000.00	\$0.00	\$12,000.00	44.44%
10.5.2150.3399.445.1100	TRAVEL LOCAL MILEAGE	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
10.5.1200.4100.445.1100	OFFICE SUPPLIES LESS \$499	\$2,300.00	\$25.95	\$5,650.83	(\$3,350.83)	\$415.63	(\$3,766.46)	-163.76%
10.5.2150.4118.445.1100	CURRICULUM	\$0.00	\$0.00	\$69.75	(\$69.75)	\$0.00	(\$69.75)	0.00%
10.5.2630.7000.445.1100	EQUIPMENT \$500 TO \$4999	\$1,600.00	\$0.00	\$0.00	\$1,600.00	\$0.00	\$1,600.00	100.00%
10.5.1200.3196.453.1100	CONTRACTUAL RELATED SERVICES	\$0.00	\$0.00	\$31,266.02	(\$31,266.02)	\$0.00	(\$31,266.02)	0.00%
10.5.2630.3230.453.1100	REPAIRS AND MAINTENANCE SERVIC	\$2,000.00	\$0.00	\$39.92	\$1,960.08	\$0.00	\$1,960.08	98.00%
10.5.2570.3250.453.1100	ROOM RENTALS	\$170,000.00	\$16,744.02	\$205,156.42	(\$35,156.42)	\$0.00	(\$35,156.42)	-20.68%
10.5.2570.3251.453.1100	COPIER RENTAL	\$0.00	\$525.45	\$6,317.78	(\$6,317.78)	\$0.00	(\$6,317.78)	0.00%
10.5.2550.3310.453.1100	PUPIL TRANSPORTATION	\$7,200.00	\$1,877.26	\$8,688.45	(\$1,488.45)	\$0.00	(\$1,488.45)	-20.67%

LaGrange Area Dept. of Special Education

Monthly Expenditures

Fiscal Year: 2024-2025

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

From Date: 5/1/2025

To Date: 5/31/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2210.3325.453.1020	CONFERENCE REGISTRATION	\$0.00	\$0.00	\$225.93	(\$225.93)	\$0.00	(\$225.93)	0.00%
10.5.1200.3399.453.1100	TRAVEL LOCAL MILEAGE	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.5.2540.3400.453.1100	COMMUNICATION-TELEPHONE	\$0.00	\$64.72	\$449.98	(\$449.98)	\$0.00	(\$449.98)	0.00%
10.5.2570.3400.453.1100	COMMUNICATION-TELEPHONE	\$2,100.00	\$235.02	\$1,816.26	\$283.74	\$0.00	\$283.74	13.51%
10.5.2630.3900.453.1020	SOFTWARE LICENSES	\$0.00	\$0.00	\$56.80	(\$56.80)	\$0.00	(\$56.80)	0.00%
10.5.2630.3900.453.1100	SOFTWARE LICENSES	\$3,000.00	\$158.04	\$2,841.47	\$158.53	\$0.00	\$158.53	5.28%
10.5.1200.4100.453.1020	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$88.41	(\$88.41)	\$0.00	(\$88.41)	0.00%
10.5.1200.4100.453.1100	OFFICE SUPPLIES LESS \$499	\$15,000.00	\$407.73	\$16,967.27	(\$1,967.27)	\$0.00	(\$1,967.27)	-13.12%
10.5.1200.4104.453.1100	INK	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
10.5.1200.4105.453.1100	STUDENT INCENTIVES	\$4,000.00	\$1,677.51	\$2,438.64	\$1,561.36	\$0.00	\$1,561.36	39.03%
10.5.1200.4106.453.1100	STUDENT FOOD/SUPPLIES	\$1,000.00	\$0.00	\$2,270.27	(\$1,270.27)	\$0.00	(\$1,270.27)	-127.03%
10.5.1200.4118.453.1100	CURRICULUM	\$8,000.00	\$2,192.99	\$10,262.40	(\$2,262.40)	\$0.00	(\$2,262.40)	-28.28%
10.5.1200.6400.453.1100	DUES AND FEES	\$6,000.00	\$0.00	\$5,600.00	\$400.00	\$0.00	\$400.00	6.67%
10.5.2630.7000.453.1020	EQUIPMENT \$500 TO \$4999	\$0.00	\$0.00	\$494.46	(\$494.46)	\$0.00	(\$494.46)	0.00%
10.5.2630.7000.453.1100	EQUIPMENT \$500 TO \$4999	\$16,000.00	\$61.35	\$17,027.62	(\$1,027.62)	\$0.00	(\$1,027.62)	-6.42%
10.5.1322.1000.454.1111	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$18,999.49	(\$18,999.49)	\$2,316.00	(\$21,315.49)	0.00%
10.5.1322.2110.454.1111	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$237.52	(\$237.52)	\$0.00	(\$237.52)	0.00%
10.5.1322.2140.454.1111	MEDICARE	\$0.00	\$0.00	\$270.12	(\$270.12)	\$0.00	(\$270.12)	0.00%
10.5.2410.3100.454.1020	PROFESSIONAL TECHNICAL SERVICE	\$0.00	\$0.00	\$176.09	(\$176.09)	\$0.00	(\$176.09)	0.00%
10.5.2410.3100.454.1100	PROFESSIONAL TECHNICAL SERVICE	\$100.00	\$26.91	\$44.94	\$55.06	\$0.00	\$55.06	55.06%
10.5.1200.3399.454.1100	TRAVEL LOCAL MILEAGE	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
10.5.2570.3400.454.1100	COMMUNICATION-TELEPHONE	\$2,100.00	\$82.63	\$1,058.32	\$1,041.68	\$0.00	\$1,041.68	49.60%
10.5.1200.4100.454.1100	OFFICE SUPPLIES LESS \$499	\$1,500.00	\$200.00	\$397.68	\$1,102.32	\$0.00	\$1,102.32	73.49%
10.5.2630.7000.454.1100	EQUIPMENT \$500 TO \$4999	\$3,600.00	\$0.00	\$4,112.00	(\$512.00)	\$0.00	(\$512.00)	-14.22%
10.5.2630.3050.455.1100	APPS AND SOFTWARE	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
10.5.2540.3104.455.1100	MIS SERVICES	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.5.1200.3196.455.1100	CONTRACTUAL RELATED SERVICES	\$0.00	\$0.00	\$27,726.48	(\$27,726.48)	\$0.00	(\$27,726.48)	0.00%
10.5.2540.3210.455.1100	PROPERTY SERVICES-DISPOSAL	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.5.2630.3230.455.1020	REPAIRS AND MAINTENANCE SERVIC	\$0.00	\$0.00	\$440.00	(\$440.00)	\$0.00	(\$440.00)	0.00%
10.5.2630.3230.455.1100	REPAIRS AND MAINTENANCE SERVIC	\$1,500.00	\$0.00	\$1,213.34	\$286.66	\$0.00	\$286.66	19.11%
10.5.2570.3250.455.1100	ROOM RENTALS	\$72,000.00	\$5,581.34	\$68,385.40	\$3,614.60	\$0.00	\$3,614.60	5.02%
10.5.2570.3251.455.1100	COPIER RENTAL	\$0.00	\$175.15	\$2,132.91	(\$2,132.91)	\$0.00	(\$2,132.91)	0.00%
10.5.2550.3310.455.1100	PUPIL TRANSPORTATION	\$4,000.00	\$771.31	\$6,521.44	(\$2,521.44)	\$0.00	(\$2,521.44)	-63.04%
10.5.2210.3325.455.1020	CONFERENCE REGISTRATION	\$0.00	\$0.00	\$200.00	(\$200.00)	\$0.00	(\$200.00)	0.00%
10.5.1200.3399.455.1100	TRAVEL LOCAL MILEAGE	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.5.2540.3400.455.1100	COMMUNICATION-TELEPHONE	\$500.00	\$92.04	\$1,010.50	(\$510.50)	\$0.00	(\$510.50)	-102.10%
10.5.2540.3401.455.1100	COMMUNICATION-POSTAGE	\$500.00	\$0.00	\$827.66	(\$327.66)	\$0.00	(\$327.66)	-65.53%
10.5.2540.3700.455.1100	PROPERTY SERVICES-WATER SERVIC	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.5.1200.4100.455.1020	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$729.02	(\$729.02)	\$0.00	(\$729.02)	0.00%
10.5.1200.4100.455.1100	OFFICE SUPPLIES LESS \$499	\$6,000.00	\$464.59	\$2,667.44	\$3,332.56	\$0.00	\$3,332.56	55.54%
10.5.2630.4100.455.1100	OFFICE SUPPLIES LESS \$499	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	100.00%
10.5.1200.4104.455.1100	INK	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
10.5.1200.4105.455.1100	STUDENT INCENTIVES	\$1,000.00	\$476.85	\$870.66	\$129.34	\$0.00	\$129.34	12.93%
10.5.1200.4118.455.1000	CURRICULUM	\$0.00	\$0.00	\$199.61	(\$199.61)	\$0.00	(\$199.61)	0.00%
10.5.1200.4118.455.1100	CURRICULUM	\$3,000.00	\$180.28	\$2,758.53	\$241.47	\$0.00	\$241.47	8.05%
10.5.1200.6400.455.1100	DUES AND FEES	\$2,200.00	\$0.00	\$1,400.00	\$800.00	\$0.00	\$800.00	36.36%
10.5.2630.7000.455.1100	EQUIPMENT \$500 TO \$4999	\$6,000.00	\$0.00	\$7,914.74	(\$1,914.74)	\$0.00	(\$1,914.74)	-31.91%
10.5.1400.1100.459.6220	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$10,979.17	(\$10,979.17)	\$0.00	(\$10,979.17)	0.00%
10.5.1400.2120.459.6220	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$83.96	(\$83.96)	\$0.00	(\$83.96)	0.00%
10.5.1400.2130.459.6220	FICA	\$0.00	\$0.00	\$621.36	(\$621.36)	\$0.00	(\$621.36)	0.00%

LaGrange Area Dept. of Special Education

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From Date: 5/1/2025

To Date: 5/31/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.1400.2140.459.6220	MEDICARE	\$0.00	\$0.00	\$145.32	(\$145.32)	\$0.00	(\$145.32)	0.00%
10.5.1400.2210.459.6220	LIFE INSURANCE	\$0.00	\$0.00	\$14.49	(\$14.49)	\$0.00	(\$14.49)	0.00%
10.5.1400.2220.459.6220	MEDICAL INSURANCE	\$0.00	\$0.00	\$3,283.34	(\$3,283.34)	\$0.00	(\$3,283.34)	0.00%
10.5.1400.2230.459.6220	DENTAL INSURANCE	\$0.00	\$0.00	\$209.34	(\$209.34)	\$0.00	(\$209.34)	0.00%
10.5.1400.3230.459.1100	REPAIRS AND MAINTENANCE SERVIC	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.5.2570.3251.459.1100	COPIER RENTAL	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.5.1400.3310.459.1100	PUPIL TRANSPORTATION	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
10.5.1400.4100.459.1100	OFFICE SUPPLIES LESS \$499	\$4,000.00	\$0.00	\$121.82	\$3,878.18	\$0.00	\$3,878.18	96.95%
10.5.1400.4100.459.6100	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	(\$1,000.00)	\$1,000.00	\$0.00	\$1,000.00	0.00%
10.5.1400.7000.459.1100	EQUIPMENT \$500 TO \$4999	\$7,600.00	\$0.00	\$4,054.99	\$3,545.01	\$0.00	\$3,545.01	46.64%
10.5.1400.7000.459.6220	EQUIPMENT \$500 TO \$4999	\$0.00	\$0.00	\$3,968.50	(\$3,968.50)	\$0.00	(\$3,968.50)	0.00%
10.5.2110.1000.470.1111	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$330.00	(\$330.00)	\$0.00	(\$330.00)	0.00%
10.5.2140.1000.470.1100	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$330.00	(\$330.00)	\$0.00	(\$330.00)	0.00%
10.5.2140.1000.470.1111	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$4,344.00	(\$4,344.00)	\$0.00	(\$4,344.00)	0.00%
10.5.2150.1000.470.1111	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$2,670.00	(\$2,670.00)	\$0.00	(\$2,670.00)	0.00%
10.5.2410.1000.470.1110	SALARIES, CERTIFIED STAFF	\$170,000.00	\$0.00	\$0.00	\$170,000.00	\$0.00	\$170,000.00	100.00%
10.5.1200.1005.470.1110	STIPENDS-CERTIFIED	\$21,000.00	\$0.00	\$0.00	\$21,000.00	\$0.00	\$21,000.00	100.00%
10.5.1200.1100.470.1110	SALARIES, NON CERTIFIED STAFF	\$105,000.00	\$0.00	\$0.00	\$105,000.00	\$0.00	\$105,000.00	100.00%
10.5.2130.1100.470.1111	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$4,500.00	(\$4,500.00)	\$0.00	(\$4,500.00)	0.00%
10.5.2131.1100.470.1111	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$2,110.00	(\$2,110.00)	\$0.00	(\$2,110.00)	0.00%
10.5.2132.1100.470.1111	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$1,160.00	(\$1,160.00)	\$0.00	(\$1,160.00)	0.00%
10.5.2540.1100.470.1111	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$45.00	(\$45.00)	\$0.00	(\$45.00)	0.00%
10.5.2610.1100.470.1110	SALARIES, NON CERTIFIED STAFF	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$0.00	\$7,000.00	100.00%
10.5.1200.2110.470.1110	TEACHER'S RETIREMENT (TRS)	\$275.00	\$0.00	\$0.00	\$275.00	\$0.00	\$275.00	100.00%
10.5.2110.2110.470.1111	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$4.12	(\$4.12)	\$0.00	(\$4.12)	0.00%
10.5.2140.2110.470.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$4.12	(\$4.12)	\$0.00	(\$4.12)	0.00%
10.5.2140.2110.470.1111	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$54.31	(\$54.31)	\$0.00	(\$54.31)	0.00%
10.5.2150.2110.470.1111	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$33.38	(\$33.38)	\$0.00	(\$33.38)	0.00%
10.5.2410.2110.470.1110	TEACHER'S RETIREMENT (TRS)	\$27,000.00	\$0.00	\$0.00	\$27,000.00	\$0.00	\$27,000.00	100.00%
10.5.1200.2120.470.1110	MUNICIPAL RETIREMENT	\$27,000.00	\$0.00	\$0.00	\$27,000.00	\$0.00	\$27,000.00	100.00%
10.5.2130.2120.470.1111	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$101.25	(\$101.25)	\$0.00	(\$101.25)	0.00%
10.5.2131.2120.470.1111	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$39.12	(\$39.12)	\$0.00	(\$39.12)	0.00%
10.5.2132.2120.470.1111	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$26.10	(\$26.10)	\$0.00	(\$26.10)	0.00%
10.5.2540.2120.470.1111	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$1.01	(\$1.01)	\$0.00	(\$1.01)	0.00%
10.5.2610.2120.470.1110	MUNICIPAL RETIREMENT	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00	100.00%
10.5.1200.2130.470.1110	FICA	\$105.00	\$0.00	\$0.00	\$105.00	\$0.00	\$105.00	100.00%
10.5.2130.2130.470.1111	FICA	\$0.00	\$0.00	\$279.00	(\$279.00)	\$0.00	(\$279.00)	0.00%
10.5.2131.2130.470.1111	FICA	\$0.00	\$0.00	\$130.15	(\$130.15)	\$0.00	(\$130.15)	0.00%
10.5.2132.2130.470.1111	FICA	\$0.00	\$0.00	\$71.92	(\$71.92)	\$0.00	(\$71.92)	0.00%
10.5.2540.2130.470.1111	FICA	\$0.00	\$0.00	\$2.79	(\$2.79)	\$0.00	(\$2.79)	0.00%
10.5.2610.2130.470.1110	FICA	\$525.00	\$0.00	\$0.00	\$525.00	\$0.00	\$525.00	100.00%
10.5.1200.2140.470.1110	MEDICARE	\$315.00	\$0.00	\$0.00	\$315.00	\$0.00	\$315.00	100.00%
10.5.2110.2140.470.1111	MEDICARE	\$0.00	\$0.00	\$4.79	(\$4.79)	\$0.00	(\$4.79)	0.00%
10.5.2130.2140.470.1111	MEDICARE	\$0.00	\$0.00	\$65.25	(\$65.25)	\$0.00	(\$65.25)	0.00%
10.5.2131.2140.470.1111	MEDICARE	\$0.00	\$0.00	\$30.44	(\$30.44)	\$0.00	(\$30.44)	0.00%
10.5.2132.2140.470.1111	MEDICARE	\$0.00	\$0.00	\$16.82	(\$16.82)	\$0.00	(\$16.82)	0.00%
10.5.2140.2140.470.1100	MEDICARE	\$0.00	\$0.00	\$4.79	(\$4.79)	\$0.00	(\$4.79)	0.00%
10.5.2140.2140.470.1111	MEDICARE	\$0.00	\$0.00	\$62.66	(\$62.66)	\$0.00	(\$62.66)	0.00%
10.5.2150.2140.470.1111	MEDICARE	\$0.00	\$0.00	\$37.24	(\$37.24)	\$0.00	(\$37.24)	0.00%
10.5.2410.2140.470.1110	MEDICARE	\$130.00	392 \$0.00	\$0.00	\$130.00	\$0.00	\$130.00	100.00%

LaGrange Area Dept. of Special Education

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From Date: 5/1/2025

To Date: 5/31/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2540.2140.470.1111	MEDICARE	\$0.00	\$0.00	\$0.65	(\$0.65)	\$0.00	(\$0.65)	0.00%
10.5.2610.2140.470.1110	MEDICARE	\$140.00	\$0.00	\$0.00	\$140.00	\$0.00	\$140.00	100.00%
10.5.2410.2210.470.1110	LIFE INSURANCE	\$25.00	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00	100.00%
10.5.2610.2210.470.1110	LIFE INSURANCE	\$30.00	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00	100.00%
10.5.2410.2220.470.1110	MEDICAL INSURANCE	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
10.5.2610.2220.470.1110	MEDICAL INSURANCE	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00	100.00%
10.5.2410.2230.470.1110	DENTAL INSURANCE	\$210.00	\$0.00	\$0.00	\$210.00	\$0.00	\$210.00	100.00%
10.5.2610.2230.470.1110	DENTAL INSURANCE	\$530.00	\$0.00	\$0.00	\$530.00	\$0.00	\$530.00	100.00%
10.5.1200.3250.470.1110	ROOM RENTALS	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
10.5.2570.3250.470.1020	ROOM RENTALS	\$0.00	\$0.00	\$59,427.66	(\$59,427.66)	\$0.00	(\$59,427.66)	0.00%
10.5.2570.3250.470.1100	ROOM RENTALS	\$0.00	\$326.40	\$2,764.40	(\$2,764.40)	\$0.00	(\$2,764.40)	0.00%
10.5.2570.3250.470.1110	ROOM RENTALS	\$80,000.00	\$0.00	\$0.00	\$80,000.00	\$0.00	\$80,000.00	100.00%
10.5.1200.3399.470.1110	TRAVEL LOCAL MILEAGE	\$550.00	\$0.00	\$0.00	\$550.00	\$0.00	\$550.00	100.00%
10.5.1200.4100.470.1020	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$13.75	(\$13.75)	\$0.00	(\$13.75)	0.00%
10.5.1200.4100.470.1100	OFFICE SUPPLIES LESS \$499	\$0.00	\$448.97	\$448.97	(\$448.97)	\$0.00	(\$448.97)	0.00%
10.5.1200.4100.470.1110	OFFICE SUPPLIES LESS \$499	\$3,000.00	\$377.02	\$2,035.78	\$964.22	\$0.00	\$964.22	32.14%
10.5.1200.4100.470.1111	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$153.59	(\$153.59)	\$0.00	(\$153.59)	0.00%
10.5.1322.4100.470.1020	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$1,937.42	(\$1,937.42)	\$0.00	(\$1,937.42)	0.00%
10.5.1322.4100.470.1111	OFFICE SUPPLIES LESS \$499	\$0.00	\$135.15	\$590.78	(\$590.78)	\$0.00	(\$590.78)	0.00%
10.5.1322.1000.480.1110	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$760.00	(\$760.00)	\$0.00	(\$760.00)	0.00%
10.5.1322.1000.480.1111	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$89,854.00	(\$89,854.00)	\$0.00	(\$89,854.00)	0.00%
10.5.1322.1100.480.1110	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$2,670.00	(\$2,670.00)	\$0.00	(\$2,670.00)	0.00%
10.5.1322.1100.480.1111	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$31,259.50	(\$31,259.50)	\$0.00	(\$31,259.50)	0.00%
10.5.2131.1100.480.1111	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$1,290.00	(\$1,290.00)	\$0.00	(\$1,290.00)	0.00%
10.5.1322.1104.480.1111	AIDE SALARIES	\$0.00	\$0.00	\$106,012.75	(\$106,012.75)	\$119.00	(\$106,131.75)	0.00%
10.5.1322.2110.480.1110	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$9.50	(\$9.50)	\$0.00	(\$9.50)	0.00%
10.5.1322.2110.480.1111	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$881.75	(\$881.75)	\$0.00	(\$881.75)	0.00%
10.5.1322.2120.480.1110	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$53.24	(\$53.24)	\$0.00	(\$53.24)	0.00%
10.5.1322.2120.480.1111	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$1,236.81	(\$1,236.81)	\$0.00	(\$1,236.81)	0.00%
10.5.2131.2120.480.1111	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$29.03	(\$29.03)	\$0.00	(\$29.03)	0.00%
10.5.1322.2130.480.1110	FICA	\$0.00	\$0.00	\$165.54	(\$165.54)	\$0.00	(\$165.54)	0.00%
10.5.1322.2130.480.1111	FICA	\$0.00	\$0.00	\$9,573.16	(\$9,573.16)	\$7.38	(\$9,580.54)	0.00%
10.5.2131.2130.480.1111	FICA	\$0.00	\$0.00	\$79.98	(\$79.98)	\$0.00	(\$79.98)	0.00%
10.5.1322.2140.480.1110	MEDICARE	\$0.00	\$0.00	\$49.74	(\$49.74)	\$0.00	(\$49.74)	0.00%
10.5.1322.2140.480.1111	MEDICARE	\$0.00	\$0.00	\$3,293.35	(\$3,293.35)	\$1.73	(\$3,295.08)	0.00%
10.5.2131.2140.480.1111	MEDICARE	\$0.00	\$0.00	\$18.71	(\$18.71)	\$0.00	(\$18.71)	0.00%
10.5.1322.1100.535.1111	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$472.23	(\$472.23)	\$0.00	(\$472.23)	0.00%
10.5.1322.2120.535.1111	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$10.63	(\$10.63)	\$0.00	(\$10.63)	0.00%
10.5.1322.2130.535.1111	FICA	\$0.00	\$0.00	\$29.28	(\$29.28)	\$0.00	(\$29.28)	0.00%
10.5.1322.2140.535.1111	MEDICARE	\$0.00	\$0.00	\$6.85	(\$6.85)	\$0.00	(\$6.85)	0.00%
10.5.1207.1100.542.1100	SALARIES, NON CERTIFIED STAFF	\$0.00	\$100.00	\$300.00	(\$300.00)	\$100.00	(\$400.00)	0.00%
10.5.1207.2120.542.1100	MUNICIPAL RETIREMENT	\$0.00	\$0.73	\$2.26	(\$2.26)	\$0.73	(\$2.99)	0.00%
10.5.1207.2130.542.1100	FICA	\$0.00	\$5.51	\$16.75	(\$16.75)	\$5.54	(\$22.29)	0.00%
10.5.1207.2140.542.1100	MEDICARE	\$0.00	\$1.29	\$3.91	(\$3.91)	\$1.30	(\$5.21)	0.00%
10.5.1207.3100.542.1020	PROFESSIONAL TECHNICAL SERVICE	\$0.00	\$0.00	\$892.25	(\$892.25)	\$0.00	(\$892.25)	0.00%
10.5.1207.3100.542.1100	PROFESSIONAL TECHNICAL SERVICE	\$30,000.00	\$3,534.55	\$23,902.70	\$6,097.30	\$0.00	\$6,097.30	20.32%
10.5.1207.3102.542.1100	ADMINSTRATIVE FEES/BUILDING	\$35,000.00	\$2,530.00	\$26,980.00	\$8,020.00	\$0.00	\$8,020.00	22.91%
10.5.1207.3120.542.1100	INSERVICE TRAINING-CONSULTANTS	\$1,350.00	\$0.00	\$0.00	\$1,350.00	\$0.00	\$1,350.00	100.00%
10.5.1207.3230.542.1100	REPAIRS AND MAINTENANCE SERVIC	\$3,000.00	\$0.00	\$194.14	\$2,805.86	\$0.00	\$2,805.86	93.53%
10.5.1207.3250.542.1100	ROOM RENTALS	\$570,000.00	393 \$0.00	\$596,135.10	(\$26,135.10)	\$0.00	(\$26,135.10)	-4.59%

LaGrange Area Dept. of Special Education

Monthly Expenditures

Fiscal Year: 2024-2025

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

From Date: 5/1/2025

To Date: 5/31/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2570.3251.542.1100	COPIER RENTAL	\$2,500.00	\$90.30	\$682.64	\$1,817.36	\$0.00	\$1,817.36	72.69%
10.5.2550.3310.542.1020	PUPIL TRANSPORTATION	\$0.00	\$0.00	\$1,162.48	(\$1,162.48)	\$0.00	(\$1,162.48)	0.00%
10.5.2550.3310.542.1100	PUPIL TRANSPORTATION	\$20,000.00	\$312.00	\$7,505.97	\$12,494.03	\$0.00	\$12,494.03	62.47%
10.5.1207.3322.542.1100	EXPENSE REIMBURSEMENT	\$450.00	\$0.00	\$0.00	\$450.00	\$0.00	\$450.00	100.00%
10.5.1207.3325.542.1100	CONFERENCE REGISTRATION	\$1,150.00	\$180.00	\$1,065.00	\$85.00	\$0.00	\$85.00	7.39%
10.5.1207.3395.542.1100	CONFERENCE EXPENSE	\$1,500.00	\$0.00	\$1,135.61	\$364.39	\$0.00	\$364.39	24.29%
10.5.1207.3399.542.1100	TRAVEL LOCAL MILEAGE	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
10.5.2570.3400.542.1100	COMMUNICATION-TELEPHONE	\$3,500.00	\$137.72	\$1,748.53	\$1,751.47	\$0.00	\$1,751.47	50.04%
10.5.1207.3900.542.1100	SOFTWARE LICENSES	\$4,500.00	\$0.00	\$5,922.50	(\$1,422.50)	\$0.00	(\$1,422.50)	-31.61%
10.5.1207.4100.542.1100	OFFICE SUPPLIES LESS \$499	\$3,000.00	\$19.98	\$3,273.47	(\$273.47)	\$0.00	(\$273.47)	-9.12%
10.5.2630.4100.542.1100	OFFICE SUPPLIES LESS \$499	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	100.00%
10.5.1207.4101.542.1020	SUPPLIES-MEETINGS	\$0.00	\$0.00	\$206.38	(\$206.38)	\$0.00	(\$206.38)	0.00%
10.5.1207.4101.542.1100	Supplies (DHH community based	\$0.00	\$434.16	\$3,189.46	(\$3,189.46)	\$0.00	(\$3,189.46)	0.00%
10.5.1207.4102.542.1100	DHH SCHOLARSHIPS	\$0.00	(\$2,000.00)	(\$4,000.00)	\$4,000.00	\$0.00	\$4,000.00	0.00%
10.5.1207.4118.542.1100	CURRICULUM	\$800.00	\$36.62	\$395.62	\$404.38	\$0.00	\$404.38	50.55%
10.5.1207.6400.542.1100	DUES AND FEES	\$12,000.00	\$0.00	\$17,007.72	(\$5,007.72)	\$0.00	(\$5,007.72)	-41.73%
10.5.1207.7000.542.1100	EQUIPMENT \$500 TO \$4999	\$10,000.00	\$0.00	\$2,056.92	\$7,943.08	\$0.00	\$7,943.08	79.43%
10.5.2630.7000.542.1100	EQUIPMENT \$500 TO \$4999	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$228.94	\$1,771.06	88.55%
10.5.1207.1000.571.1110	SALARIES, CERTIFIED STAFF	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$0.00	\$17,000.00	100.00%
10.5.1322.1000.571.1111	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$1,600.00	(\$1,600.00)	\$0.00	(\$1,600.00)	0.00%
10.5.1322.1100.571.1111	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$289.00	(\$289.00)	\$0.00	(\$289.00)	0.00%
10.5.1207.1104.571.1110	AIDE SALARIES	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
10.5.1322.1104.571.1111	AIDE SALARIES	\$0.00	\$0.00	\$2,155.18	(\$2,155.18)	\$0.00	(\$2,155.18)	0.00%
10.5.1207.2110.571.1110	TEACHER'S RETIREMENT (TRS)	\$234.00	\$0.00	\$0.00	\$234.00	\$0.00	\$234.00	100.00%
10.5.1322.2110.571.1111	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$20.00	(\$20.00)	\$0.00	(\$20.00)	0.00%
10.5.1207.2120.571.1110	MUNICIPAL RETIREMENT	\$333.00	\$0.00	\$0.00	\$333.00	\$0.00	\$333.00	100.00%
10.5.1322.2120.571.1111	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$48.49	(\$48.49)	\$0.00	(\$48.49)	0.00%
10.5.1207.2130.571.1110	FICA	\$188.00	\$0.00	\$0.00	\$188.00	\$0.00	\$188.00	100.00%
10.5.1322.2130.571.1111	FICA	\$0.00	\$0.00	\$151.55	(\$151.55)	\$0.00	(\$151.55)	0.00%
10.5.1207.2140.571.1110	MEDICARE	\$286.00	\$0.00	\$0.00	\$286.00	\$0.00	\$286.00	100.00%
10.5.1322.2140.571.1111	MEDICARE	\$0.00	\$0.00	\$58.64	(\$58.64)	\$0.00	(\$58.64)	0.00%
10.5.1207.2210.571.1110	LIFE INSURANCE	\$14.00	\$0.00	\$0.00	\$14.00	\$0.00	\$14.00	100.00%
10.5.1207.2220.571.1110	MEDICAL INSURANCE	\$3,691.00	\$0.00	\$0.00	\$3,691.00	\$0.00	\$3,691.00	100.00%
10.5.1207.2230.571.1110	DENTAL INSURANCE	\$154.00	\$0.00	\$0.00	\$154.00	\$0.00	\$154.00	100.00%
10.5.1207.3399.571.1110	TRAVEL LOCAL MILEAGE	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
10.5.1207.4100.571.1110	OFFICE SUPPLIES LESS \$499	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
10.5.1207.4101.571.1020	SUPPLIES-MEETINGS	\$0.00	\$0.00	\$888.90	(\$888.90)	\$0.00	(\$888.90)	0.00%
10.5.3705.3050.704.2100	APPS AND SOFTWARE	\$0.00	\$0.00	\$11,330.28	(\$11,330.28)	\$0.00	(\$11,330.28)	0.00%
10.5.3705.3100.704.2100	PROFESSIONAL TECHNICAL SERVICE	\$2,000.00	\$0.00	\$950.00	\$1,050.00	\$0.00	\$1,050.00	52.50%
10.5.3000.3120.704.2100	INSERVICE TRAINING-CONSULTANTS	\$0.00	\$0.00	(\$207.05)	\$207.05	\$0.00	\$207.05	0.00%
10.5.3705.4100.704.2100	OFFICE SUPPLIES LESS \$499	\$6,000.00	\$48.72	\$471.14	\$5,528.86	\$0.00	\$5,528.86	92.15%
10.5.3705.6600.704.2100	FLOW THOUGH	\$566,000.00	\$181,927.26	\$475,363.32	\$90,636.68	\$0.00	\$90,636.68	16.01%
10.5.2510.4100.900.1100	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$64.48	(\$64.48)	\$0.00	(\$64.48)	0.00%
10.5.2210.4300.900.1100	LIBRARY BOOKS	\$0.00	\$0.00	\$75.00	(\$75.00)	\$0.00	(\$75.00)	0.00%
10.5.2210.1005.901.1100	STIPENDS-CERTIFIED	\$25,000.00	\$16,381.00	\$26,948.00	(\$1,948.00)	\$866.00	(\$2,814.00)	-11.26%
10.5.2210.1105.901.1100	STIPENDS- NON CERTIFIED	\$0.00	\$0.00	\$1,473.00	(\$1,473.00)	\$0.00	(\$1,473.00)	0.00%
10.5.2210.2110.901.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$160.80	\$360.36	(\$360.36)	\$10.82	(\$371.18)	0.00%
10.5.2210.2110.901.4993	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$151.54	(\$151.54)	\$0.00	(\$151.54)	0.00%
10.5.2210.2120.901.1100	MUNICIPAL RETIREMENT	\$0.00	\$25.71	\$40.05	(\$40.05)	\$0.00	(\$40.05)	0.00%
10.5.2210.2120.901.4993	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$7.01	(\$7.01)	\$0.00	(\$7.01)	0.00%

394

LaGrange Area Dept. of Special Education

Monthly Expenditures

Fiscal Year: 2024-2025

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

From Date: 5/1/2025

To Date: 5/31/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2210.2130.901.1100	FICA	\$0.00	\$208.38	\$397.10	(\$397.10)	\$0.00	(\$397.10)	0.00%
10.5.2210.2130.901.4993	FICA	\$0.00	\$0.00	\$59.52	(\$59.52)	\$0.00	(\$59.52)	0.00%
10.5.2130.2140.901.1100	MEDICARE	\$0.00	\$0.00	\$0.56	(\$0.56)	\$0.00	(\$0.56)	0.00%
10.5.2210.2140.901.1100	MEDICARE	\$0.00	\$222.27	\$472.07	(\$472.07)	\$11.50	(\$483.57)	0.00%
10.5.2210.2140.901.4993	MEDICARE	\$0.00	\$0.00	\$185.66	(\$185.66)	\$0.00	(\$185.66)	0.00%
10.5.2510.2210.901.1100	LIFE INSURANCE	\$0.00	\$0.00	\$5,760.00	(\$5,760.00)	\$0.00	(\$5,760.00)	0.00%
10.5.2410.2240.901.1100	LONGTERM CARE	\$0.00	\$0.00	\$1,178.92	(\$1,178.92)	\$0.00	(\$1,178.92)	0.00%
10.5.2210.2300.901.1100	TUITION REIMBURSEMENT	\$20,000.00	\$3,000.00	\$13,800.00	\$6,200.00	\$0.00	\$6,200.00	31.00%
10.5.2210.3050.901.1020	APPS AND SOFTWARE	\$0.00	\$0.00	\$100.00	(\$100.00)	\$0.00	(\$100.00)	0.00%
10.5.2210.3050.901.1100	APPS AND SOFTWARE	\$0.00	\$0.00	\$200.00	(\$200.00)	\$0.00	(\$200.00)	0.00%
10.5.2630.3050.901.1020	APPS AND SOFTWARE	\$0.00	\$0.00	\$79.17	(\$79.17)	\$0.00	(\$79.17)	0.00%
10.5.2630.3050.901.1100	APPS AND SOFTWARE	\$13,000.00	\$100.89	\$14,105.87	(\$1,105.87)	\$0.00	(\$1,105.87)	-8.51%
10.5.2215.3099.901.1100	INFINITEC FLOW-FEE	\$10,800.00	\$0.00	\$11,486.46	(\$686.46)	\$0.00	(\$686.46)	-6.36%
10.5.2210.3100.901.1020	PROFESSIONAL TECHNICAL SERVICE	\$0.00	\$0.00	\$1,549.50	(\$1,549.50)	\$0.00	(\$1,549.50)	0.00%
10.5.2210.3100.901.1100	PROFESSIONAL TECHNICAL SERVICE	\$9,000.00	\$4,173.54	\$10,060.58	(\$1,060.58)	\$0.00	(\$1,060.58)	-11.78%
10.5.2215.3100.901.1100	PROFESSIONAL TECHNICAL SERVICE	\$0.00	\$0.00	\$261.95	(\$261.95)	\$0.00	(\$261.95)	0.00%
10.5.2320.3100.901.1100	PROFESSIONAL TECHNICAL SERVICE	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
10.5.2610.3100.901.1020	PROFESSIONAL TECHNICAL SERVICE	\$0.00	\$0.00	\$23,817.11	(\$23,817.11)	\$0.00	(\$23,817.11)	0.00%
10.5.2320.3101.901.1020	ADMINISTRATIVE FEES	\$0.00	\$0.00	\$44,021.07	(\$44,021.07)	\$0.00	(\$44,021.07)	0.00%
10.5.2320.3101.901.1100	ADMINISTRATIVE FEES	\$12,000.00	\$0.00	\$16,249.72	(\$4,249.72)	\$0.00	(\$4,249.72)	-35.41%
10.5.2510.3101.901.1020	ADMINISTRATIVE FEES	\$0.00	\$0.00	\$18.40	(\$18.40)	\$0.00	(\$18.40)	0.00%
10.5.2510.3101.901.1100	ADMINISTRATIVE FEES	\$0.00	\$17.20	\$747.50	(\$747.50)	\$0.00	(\$747.50)	0.00%
10.5.2630.3104.901.1100	MIS SERVICES	\$5,500.00	\$1,456.00	\$5,497.88	\$2.12	\$0.00	\$2.12	0.04%
10.5.2510.3107.901.1100	CONTRACTUAL SERVICES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	0.00%
10.5.2540.3107.901.1100	CONTRACTUAL SERVICES	\$6,500.00	\$0.00	\$0.00	\$6,500.00	\$0.00	\$6,500.00	100.00%
10.5.2210.3120.901.1100	INSERVICE TRAINING-CONSULTANTS	\$35,000.00	\$0.00	\$20,018.55	\$14,981.45	\$0.00	\$14,981.45	42.80%
10.5.2210.3120.901.4993	INSERVICE TRAINING-CONSULTANTS	\$0.00	\$0.00	\$14,044.00	(\$14,044.00)	\$0.00	(\$14,044.00)	0.00%
10.5.2320.3170.901.1100	AUDIT FEE-FINANCIAL	\$15,000.00	\$0.00	\$18,545.00	(\$3,545.00)	\$0.00	(\$3,545.00)	-23.63%
10.5.2320.3172.901.1100	TREASURER'S FEE	\$21,600.00	\$0.00	\$0.00	\$21,600.00	\$0.00	\$21,600.00	100.00%
10.5.2320.3180.901.1100	LEGAL FEE-CONTRACTUAL	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
10.5.2320.3194.901.1100	ARCHITECT FEES	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
10.5.2540.3196.901.1100	CONTRACTUAL RELATED SERVICES	\$0.00	\$250.20	\$982.42	(\$982.42)	\$0.00	(\$982.42)	0.00%
10.5.2540.3210.901.1100	PROPERTY SERVICES-DISPOSAL	\$25,000.00	\$228.26	\$12,195.64	\$12,804.36	\$0.00	\$12,804.36	51.22%
10.5.2540.3220.901.1100	CUSTODIAL/CLEANING SERVICES	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
10.5.2215.3230.901.1100	REPAIRS AND MAINTENANCE SERVICE	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	100.00%
10.5.2540.3230.901.1020	REPAIRS AND MAINTENANCE SERVICE	\$0.00	\$0.00	\$2,353.95	(\$2,353.95)	\$0.00	(\$2,353.95)	0.00%
10.5.2540.3230.901.1100	REPAIRS AND MAINTENANCE SERVICE	\$30,000.00	\$945.91	\$24,347.53	\$5,652.47	\$0.00	\$5,652.47	18.84%
10.5.2630.3230.901.1020	REPAIRS AND MAINTENANCE SERVICE	\$0.00	\$0.00	\$91.40	(\$91.40)	\$0.00	(\$91.40)	0.00%
10.5.2630.3230.901.1100	REPAIRS AND MAINTENANCE SERVICE	\$2,000.00	(\$15.20)	\$1,222.79	\$777.21	\$0.00	\$777.21	38.86%
10.5.2210.3250.901.1100	ROOM RENTALS	\$10,500.00	\$1,845.00	\$10,555.86	(\$55.86)	\$0.00	(\$55.86)	-0.53%
10.5.2215.3251.901.1100	COPIER RENTAL	\$148.00	\$0.00	\$0.00	\$148.00	\$0.00	\$148.00	100.00%
10.5.2570.3251.901.1100	COPIER RENTAL	\$5,000.00	\$198.50	\$2,317.65	\$2,682.35	\$0.00	\$2,682.35	53.65%
10.5.2210.3322.901.1100	EXPENSE REIMBURSEMENT	\$15,550.00	\$2,452.95	\$9,345.70	\$6,204.30	\$0.00	\$6,204.30	39.90%
10.5.2320.3322.901.1100	EXPENSE REIMBURSEMENT	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	100.00%
10.5.2210.3325.901.1020	CONFERENCE REGISTRATION	\$0.00	\$0.00	\$209.00	(\$209.00)	\$0.00	(\$209.00)	0.00%
10.5.2210.3325.901.1100	CONFERENCE REGISTRATION	\$75,000.00	\$3,971.51	\$56,971.31	\$18,028.69	\$0.00	\$18,028.69	24.04%
10.5.2210.3325.901.4993	CONFERENCE REGISTRATION	\$0.00	\$0.00	\$4,405.99	(\$4,405.99)	\$0.00	(\$4,405.99)	0.00%
10.5.2210.3395.901.1020	CONFERENCE EXPENSE	\$0.00	\$0.00	\$1,944.68	(\$1,944.68)	\$0.00	(\$1,944.68)	0.00%
10.5.2210.3395.901.1100	CONFERENCE EXPENSE	\$46,200.00	\$209.53	\$5,728.88	\$40,471.12	\$0.00	\$40,471.12	87.60%
10.5.1200.3399.901.1100	TRAVEL LOCAL MILEAGE	\$1,070.00	\$0.00	\$0.00	\$1,070.00	\$0.00	\$1,070.00	100.00%

LaGrange Area Dept. of Special Education

Monthly Expenditures

Fiscal Year: 2024-2025

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

From Date: 5/1/2025

To Date: 5/31/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2210.3399.901.1100	TRAVEL LOCAL MILEAGE	\$500.00	\$64.61	\$1,389.79	(\$889.79)	\$0.00	(\$889.79)	-177.96%
10.5.2215.3399.901.1100	TRAVEL LOCAL MILEAGE	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
10.5.2320.3399.901.1100	TRAVEL LOCAL MILEAGE	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	100.00%
10.5.2510.3399.901.1100	TRAVEL LOCAL MILEAGE	\$400.00	\$0.00	\$10.18	\$389.82	\$0.00	\$389.82	97.46%
10.5.2630.3399.901.1020	TRAVEL LOCAL MILEAGE	\$0.00	\$0.00	\$31.34	(\$31.34)	\$0.00	(\$31.34)	0.00%
10.5.2630.3399.901.1100	TRAVEL LOCAL MILEAGE	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
10.5.2130.3400.901.1100	COMMUNICATION-TELEPHONE	\$0.00	\$0.00	\$38.32	(\$38.32)	\$0.00	(\$38.32)	0.00%
10.5.2570.3400.901.1100	COMMUNICATION-TELEPHONE	\$7,000.00	\$275.46	\$3,330.00	\$3,670.00	\$0.00	\$3,670.00	52.43%
10.5.2630.3400.901.1020	COMMUNICATION-TELEPHONE	\$0.00	\$0.00	\$687.84	(\$687.84)	\$0.00	(\$687.84)	0.00%
10.5.2630.3400.901.1100	COMMUNICATION-TELEPHONE	\$1,600.00	\$62.97	\$799.38	\$800.62	\$0.00	\$800.62	50.04%
10.5.2570.3401.901.1100	COMMUNICATION-POSTAGE	\$500.00	\$9.85	\$1,202.51	(\$702.51)	\$0.00	(\$702.51)	-140.50%
10.5.2630.3502.901.1020	RECRUITING ADDS	\$0.00	\$0.00	\$114.52	(\$114.52)	\$0.00	(\$114.52)	0.00%
10.5.2640.3502.901.1020	RECRUITING ADDS	\$0.00	\$0.00	\$720.50	(\$720.50)	\$0.00	(\$720.50)	0.00%
10.5.2640.3502.901.1100	RECRUITING ADDS	\$3,000.00	\$270.12	\$1,699.17	\$1,300.83	\$0.00	\$1,300.83	43.36%
10.5.2540.3700.901.1100	PROPERTY SERVICES-WATER SERVIC	\$2,000.00	\$0.00	\$2,098.73	(\$98.73)	\$0.00	(\$98.73)	-4.94%
10.5.2640.3801.901.1100	UNEMPLOYMENT SERVICE	\$0.00	\$0.00	\$390.00	(\$390.00)	\$0.00	(\$390.00)	0.00%
10.5.2540.3820.901.1100	SCHOOL BOARD LIABILITY	\$23,500.00	\$0.00	\$0.00	\$23,500.00	\$0.00	\$23,500.00	100.00%
10.5.2320.3822.901.1100	INSURANCE	\$127,000.00	\$0.00	\$149,562.00	(\$22,562.00)	\$0.00	(\$22,562.00)	-17.77%
10.5.2210.4100.901.1020	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$1,211.78	(\$1,211.78)	\$0.00	(\$1,211.78)	0.00%
10.5.2210.4100.901.1100	OFFICE SUPPLIES LESS \$499	\$10,000.00	\$0.00	\$639.94	\$9,360.06	\$45.98	\$9,314.08	93.14%
10.5.2215.4100.901.1100	OFFICE SUPPLIES LESS \$499	\$3,200.00	\$36.89	\$4,751.26	(\$1,551.26)	\$2,639.00	(\$4,190.26)	-130.95%
10.5.2320.4100.901.1020	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$61.76	(\$61.76)	\$0.00	(\$61.76)	0.00%
10.5.2320.4100.901.1100	OFFICE SUPPLIES LESS \$499	\$1,000.00	\$15.66	\$200.08	\$799.92	\$0.00	\$799.92	79.99%
10.5.2510.4100.901.1100	OFFICE SUPPLIES LESS \$499	\$1,000.00	\$74.85	\$2,222.68	(\$1,222.68)	\$0.00	(\$1,222.68)	-122.27%
10.5.2520.4100.901.1100	OFFICE SUPPLIES LESS \$499	\$0.00	(\$9,464.17)	\$11,020.42	(\$11,020.42)	\$0.00	(\$11,020.42)	0.00%
10.5.2540.4100.901.1020	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	(\$17,826.34)	\$17,826.34	\$0.00	\$17,826.34	0.00%
10.5.2540.4100.901.1100	OFFICE SUPPLIES LESS \$499	\$20,000.00	\$716.65	\$22,320.70	(\$2,320.70)	\$0.00	(\$2,320.70)	-11.60%
10.5.2630.4100.901.1020	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$30.65	(\$30.65)	\$0.00	(\$30.65)	0.00%
10.5.2630.4100.901.1100	OFFICE SUPPLIES LESS \$499	\$400.00	\$169.99	\$169.99	\$230.01	\$0.00	\$230.01	57.50%
10.5.1200.4130.901.1100	CLASSROOM MATERIALS 11	\$0.00	\$0.00	\$57.90	(\$57.90)	\$0.00	(\$57.90)	0.00%
10.5.2210.4300.901.1020	LIBRARY BOOKS	\$0.00	\$0.00	\$44.00	(\$44.00)	\$0.00	(\$44.00)	0.00%
10.5.2210.4300.901.1100	LIBRARY BOOKS	\$3,750.00	\$0.00	\$603.16	\$3,146.84	\$137.42	\$3,009.42	80.25%
10.5.2540.4600.901.1100	ELECTRICITY	\$34,206.26	\$3,297.18	\$34,164.31	\$41.95	\$0.00	\$41.95	0.12%
10.5.2215.4700.901.1100	SYSTEMS SOFTWARE	\$2,000.00	\$0.00	\$5,278.75	(\$3,278.75)	\$0.00	(\$3,278.75)	-163.94%
10.5.2540.5400.901.1100	EQUIPMENT OVER \$5,000	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.00%
10.5.2210.6400.901.1020	DUES AND FEES	\$0.00	\$0.00	\$230.00	(\$230.00)	\$0.00	(\$230.00)	0.00%
10.5.2210.6400.901.1100	DUES AND FEES	\$10,409.00	\$824.00	\$2,354.00	\$8,055.00	\$0.00	\$8,055.00	77.38%
10.5.2320.6400.901.1100	DUES AND FEES	\$1,800.00	\$2,157.50	\$5,461.10	(\$3,661.10)	\$0.00	(\$3,661.10)	-203.39%
10.5.2630.6400.901.1100	DUES AND FEES	\$0.00	\$0.00	\$549.00	(\$549.00)	\$0.00	(\$549.00)	0.00%
10.5.2215.7000.901.1100	EQUIPMENT \$500 TO \$4999	\$2,400.00	\$0.00	\$5,781.10	(\$3,381.10)	\$0.00	(\$3,381.10)	-140.88%
10.5.2510.7000.901.1100	EQUIPMENT \$500 TO \$4999	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
10.5.2540.7000.901.1100	EQUIPMENT \$500 TO \$4999	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
10.5.2630.7000.901.1100	EQUIPMENT \$500 TO \$4999	\$5,000.00	\$3,000.00	\$5,668.99	(\$668.99)	\$0.00	(\$668.99)	-13.38%
10.5.1200.2130.902.1100	FICA	\$0.00	\$0.14	\$1.40	(\$1.40)	\$0.07	(\$1.47)	0.00%
10.5.1200.2130.902.6100	FICA	\$0.00	\$0.14	\$1.34	(\$1.34)	\$0.07	(\$1.41)	0.00%
10.5.1200.2140.902.1100	MEDICARE	\$0.00	\$0.04	\$0.40	(\$0.40)	\$0.02	(\$0.42)	0.00%
10.5.1200.2140.902.6100	MEDICARE	\$0.00	\$0.02	\$0.24	(\$0.24)	\$0.01	(\$0.25)	0.00%
10.5.2130.2140.902.1100	MEDICARE	\$0.00	\$0.00	\$0.56	(\$0.56)	\$0.00	(\$0.56)	0.00%
10.5.2410.2240.902.1100	LONGTERM CARE	\$0.00	\$0.00	\$4,715.72	(\$4,715.72)	\$0.00	(\$4,715.72)	0.00%
10.5.2630.3050.902.1020	APPS AND SOFTWARE	\$0.00	396 \$0.00	\$60.77	(\$60.77)	\$0.00	(\$60.77)	0.00%

LaGrange Area Dept. of Special Education

Monthly Expenditures

Fiscal Year: 2024-2025

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

From Date: 5/1/2025

To Date: 5/31/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2630.3050.902.1100	APPS AND SOFTWARE	\$38,000.00	\$12,460.31	\$46,802.17	(\$8,802.17)	\$0.00	(\$8,802.17)	-23.16%
10.5.2215.3099.902.1100	INFINITEC FLOW-FEE	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	0.00%
10.5.1400.3100.902.1100	PROFESSIONAL TECHNICAL SERVICE	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	100.00%
10.5.1400.3100.902.6100	PROFESSIONAL TECHNICAL SERVICE	\$0.00	\$0.00	\$1,360.00	(\$1,360.00)	\$0.00	(\$1,360.00)	0.00%
10.5.2210.3100.902.1100	PROFESSIONAL TECHNICAL SERVICE	\$0.00	\$0.00	\$900.00	(\$900.00)	\$0.00	(\$900.00)	0.00%
10.5.2320.3100.902.1100	PROFESSIONAL TECHNICAL SERVICE	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
10.5.2320.3101.902.1020	ADMINISTRATIVE FEES	\$0.00	\$0.00	\$11,005.27	(\$11,005.27)	\$0.00	(\$11,005.27)	0.00%
10.5.2320.3101.902.1100	ADMINISTRATIVE FEES	\$46,000.00	\$0.00	\$42,745.53	\$3,254.47	\$0.00	\$3,254.47	7.07%
10.5.2510.3101.902.1020	ADMINISTRATIVE FEES	\$0.00	\$0.00	\$4.60	(\$4.60)	\$0.00	(\$4.60)	0.00%
10.5.2510.3101.902.1100	ADMINISTRATIVE FEES	\$0.00	\$4.30	\$169.40	(\$169.40)	\$0.00	(\$169.40)	0.00%
10.5.2630.3104.902.1100	MIS SERVICES	\$10,000.00	\$375.00	\$10,365.13	(\$365.13)	\$0.00	(\$365.13)	-3.65%
10.5.2510.3107.902.1100	CONTRACTUAL SERVICES	\$800.00	\$0.00	\$600.86	\$199.14	\$0.00	\$199.14	24.89%
10.5.2640.3107.902.1100	CONTRACTUAL SERVICES	\$2,400.00	\$414.00	\$6,422.50	(\$4,022.50)	\$0.00	(\$4,022.50)	-167.60%
10.5.2630.3161.902.1100	COMPUTER LINE	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
10.5.2320.3170.902.1100	AUDIT FEE-FINANCIAL	\$29,000.00	\$0.00	\$20,800.00	\$8,200.00	\$0.00	\$8,200.00	28.28%
10.5.2320.3172.902.1100	TREASURER'S FEE	\$90,000.00	\$0.00	\$0.00	\$90,000.00	\$0.00	\$90,000.00	100.00%
10.5.2320.3180.902.1100	LEGAL FEE-CONTRACTUAL	\$12,000.00	\$59.00	\$4,971.50	\$7,028.50	\$0.00	\$7,028.50	58.57%
10.5.1400.3230.902.1100	REPAIRS AND MAINTENANCE SERVIC	\$25.00	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00	100.00%
10.5.1400.3230.902.6110	REPAIRS AND MAINTENANCE SERVIC	\$15.00	\$0.00	\$0.00	\$15.00	\$0.00	\$15.00	100.00%
10.5.1400.3230.902.6111	REPAIRS AND MAINTENANCE SERVIC	\$0.00	\$0.00	\$1.95	(\$1.95)	\$0.00	(\$1.95)	0.00%
10.5.2215.3230.902.1100	REPAIRS AND MAINTENANCE SERVIC	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
10.5.2630.3230.902.1020	REPAIRS AND MAINTENANCE SERVIC	\$0.00	\$0.00	\$365.60	(\$365.60)	\$0.00	(\$365.60)	0.00%
10.5.2630.3230.902.1100	REPAIRS AND MAINTENANCE SERVIC	\$1,600.00	\$0.00	\$0.00	\$1,600.00	\$0.00	\$1,600.00	100.00%
10.5.2215.3251.902.1100	COPIER RENTAL	\$19.00	\$0.00	\$0.00	\$19.00	\$0.00	\$19.00	100.00%
10.5.2570.3251.902.1100	COPIER RENTAL	\$13,000.00	\$595.50	\$6,248.00	\$6,752.00	\$0.00	\$6,752.00	51.94%
10.5.2320.3322.902.1100	EXPENSE REIMBURSEMENT	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
10.5.2210.3325.902.6100	CONFERENCE REGISTRATION	\$0.00	\$0.00	\$80.00	(\$80.00)	\$0.00	(\$80.00)	0.00%
10.5.1200.3399.902.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$2.34	\$23.40	(\$23.40)	\$3.51	(\$26.91)	0.00%
10.5.1200.3399.902.6100	TRAVEL LOCAL MILEAGE	\$0.00	\$2.34	\$23.40	(\$23.40)	\$3.51	(\$26.91)	0.00%
10.5.1400.3399.902.1100	TRAVEL LOCAL MILEAGE	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00	100.00%
10.5.2215.3399.902.1100	TRAVEL LOCAL MILEAGE	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
10.5.2320.3399.902.1100	TRAVEL LOCAL MILEAGE	\$3,200.00	\$0.00	\$0.00	\$3,200.00	\$0.00	\$3,200.00	100.00%
10.5.2510.3399.902.1100	TRAVEL LOCAL MILEAGE	\$1,600.00	\$0.00	\$0.00	\$1,600.00	\$0.00	\$1,600.00	100.00%
10.5.2630.3399.902.1020	TRAVEL LOCAL MILEAGE	\$0.00	\$0.00	\$15.43	(\$15.43)	\$0.00	(\$15.43)	0.00%
10.5.1400.3400.902.6110	COMMUNICATION-TELEPHONE	\$110.00	\$4.33	\$54.96	\$55.04	\$0.00	\$55.04	50.04%
10.5.2130.3400.902.1100	COMMUNICATION-TELEPHONE	\$0.00	\$0.00	\$38.32	(\$38.32)	\$0.00	(\$38.32)	0.00%
10.5.2215.3400.902.1100	COMMUNICATION-TELEPHONE	\$125.00	\$4.92	\$62.46	\$62.54	\$0.00	\$62.54	50.03%
10.5.2570.3400.902.1100	COMMUNICATION-TELEPHONE	\$24,000.00	\$944.42	\$12,353.74	\$11,646.26	\$0.00	\$11,646.26	48.53%
10.5.2215.3401.902.1100	COMMUNICATION-POSTAGE	\$35.00	\$0.00	\$57.94	(\$22.94)	\$0.00	(\$22.94)	-65.54%
10.5.2570.3401.902.1100	COMMUNICATION-POSTAGE	\$3,000.00	\$0.00	\$4,965.98	(\$1,965.98)	\$0.00	(\$1,965.98)	-65.53%
10.5.2630.3502.902.1020	RECRUITING ADDS	\$0.00	\$0.00	\$458.05	(\$458.05)	\$0.00	(\$458.05)	0.00%
10.5.2640.3502.902.1020	RECRUITING ADDS	\$0.00	\$0.00	\$2,881.90	(\$2,881.90)	\$0.00	(\$2,881.90)	0.00%
10.5.2640.3502.902.1100	RECRUITING ADDS	\$4,000.00	\$1,080.44	\$5,740.53	(\$1,740.53)	\$0.00	(\$1,740.53)	-43.51%
10.5.2640.3801.902.1100	UNEMPLOYMENT SERVICE	\$0.00	\$0.00	\$1,560.00	(\$1,560.00)	\$0.00	(\$1,560.00)	0.00%
10.5.2320.3822.902.1100	INSURANCE	\$70,000.00	\$0.00	\$70,000.00	\$0.00	\$0.00	\$0.00	0.00%
10.5.1400.4100.902.1100	OFFICE SUPPLIES LESS \$499	\$65.00	\$0.00	\$0.00	\$65.00	\$0.00	\$65.00	100.00%
10.5.1400.4100.902.6110	OFFICE SUPPLIES LESS \$499	\$225.00	\$19.98	\$353.97	(\$128.97)	\$0.00	(\$128.97)	-57.32%
10.5.1400.4100.902.6220	OFFICE SUPPLIES LESS \$499	\$450.00	\$0.00	\$0.00	\$450.00	\$0.00	\$450.00	100.00%
10.5.2130.4100.902.1100	OFFICE SUPPLIES LESS \$499	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
10.5.2215.4100.902.1100	OFFICE SUPPLIES LESS \$499	\$400.00	397	\$0.00	\$0.00	\$0.00	\$400.00	100.00%

LYONS TOWNSHIP HIGH SCHOOL

DISTRICT 204 OFFICES 100 S. Brainard Ave., LaGrange, IL 60525-2101
• Tel: (708) 579-6462 • Fax: (708) 579-6454 • Email: bstachacz@lths.net • Website: www.lths.net



Brian Stachacz
Director of Business Services

Memorandum

To: Dr. Brian Waterman, Board of Education

From: Brian Stachacz

Date: 6/11/2025

Re: FY26 Depositories/Signers

Information: Attached, you will find a list of bank accounts (Depositories) currently utilized by the District, along with the names of the current signers on those accounts. We are required to have these approved on an annual basis by the Board of Education. We are not recommending any changes to the accounts or the signers at this time for the upcoming year.

Recommendation: The Board of Education approve the Depositories/Signers as presented for the 2026 Fiscal Year.

Lyons Township High School Bank Account
Signers and Depositories for FY26

DISTRICT BANK ACCOUNTS

PMA

ISDLAF General Fund	15132-101
ISDLAF Payroll	15132-102
ISDLAF Accounts Payable	15132-103

Bank Signers: Brian Stachacz
 Brian Waterman

BMO Harris

ISDLAF General Fund	15132-101	2972503
ISDLAF Payroll	15132-102	2956753
ISDLAF Accounts Payable	15132-103	2956761

Bank Signers: Brian Stachacz
 Brian Waterman

Hinsdale Bank & Trust Company

Softball Money Market 2895134626

Bank Signers: Brian Stachacz
 Brian Waterman

STUDENT ACTIVITY/SCHOLARSHIP ACCOUNTS

FNBC Bank & Trust

620 W Burlington Ave
LaGrange, IL 60525-0190

Student Activity	144401
Scholarship	144428
Student Exchange	172517

Bank Signers: Brian Waterman
 Brian Stachacz

Hinsdale Bank & Trust Company

Maxsafe Money Market 2892908108

Bank Signers: Brian Stachacz
 Brian Waterman

Lyons Township High School District 204

To: Board of Education

From: Kathryn Moran, Purchasing and Accounting Manager

Date: June 10, 2025

Subject: Disposal of Surplus Equipment

RECOMMENDED MOTION:

... that the Board of Education approve the disposal of the following surplus property:

The disposal list below includes a laser cutter from the Applied Tech classroom and a MFSAB white bus purchased in 2006 which was traded in with the purchase of a new MFSAB white bus.

DESCRIPTION	CAMPUS	QTY	MFG	LTHS TAG
40W Laser	NC 174	1	Full Spectrum	7851
2006 Chevy White Bus	South	1	1GBJG31U961152675	M158087

DESCRIPTION	CAMPUS	ROOM	QTY	LTHS TAG
2014 Chevy Express Van	NC		1	1GNZGZBASE1117210
Chemical Cabinets	NC	228	1	1933
Chemical Cabinets	NC	228	1	1934
Chemical Cabinets	NC	228	1	1935
Brake Lathe	NC	175	1	8384
Brake Lathe	NC	175	1	2957
Brake Lathe Stand	NC	175	1	2955
Bench Press	NC	WGHT	1	8257
Overhead Press	NC	WGHT	1	8260
Abdonimal Machine	NC	WGHT	1	8389
Abdonimal Machine	NC	WGHT	1	8390
Leg Curl	NC	WGHT	1	8396
Low Row	NC	WGHT	1	8399
Lateral Pulldown	NC	WGHT	1	8400
Leg Curl	NC	WGHT	1	9507
Exercise Bike	NC	WGHT	1	4586
Exercise Bike	NC	WGHT	1	4587
Lateral Pulldown	SC	WGHT	1	8871
ISO Low Row	SC	WGHT	1	8872
Shoulder Press	SC	WGHT	1	9624
Shoulder Press	SC	WGHT	1	9625
Shoulder Press	SC	WGHT	1	9626
Shoulder Press	SC	WGHT	1	9627
Shoulder Press	SC	WGHT	1	9628
Bench Dip	SC	WGHT	1	9629
Lateral Pulldown	SC	WGHT	1	9630
Lateral Raise	SC	WGHT	1	9631
Lateral Raise	SC	WGHT	1	9632
Exercise Bike	SC	WGHT	1	8850

May 8, 2025

PTC
Attn: Tony Holmes
100 S. Brainard Ave.
La Grange, IL 60525

Dear Tony Holmes,

On behalf of Lyons Township High School District 204 & the Incubator program. We want to extend our sincerest gratitude for your support of the Incubator program. Your \$1,000 donation will go directly to support our program. Your commitment to investing in the education and future success of our students is truly commendable and deeply appreciated.

Your donation will have a significant impact on our business program, providing resources and opportunities that will enrich the learning experiences of our students in countless ways. With your support, we will be able to make sure every budding entrepreneur has an opportunity to continue on in their journey.

Your belief in the importance of education and your willingness to partner with us in preparing the next generation of business leaders is inspiring. Your donation not only demonstrates your generosity but also serves as a powerful example of how individuals can make a meaningful difference in the lives of others.

We are committed to ensuring that your investment yields significant returns, both for our students and for the community as a whole. Your support will enable us to continue fostering a culture of excellence, innovation, and entrepreneurship within our school district.

Once again, thank you for your generosity and for believing in the potential of our students. We are deeply grateful for your partnership and look forward to keeping you updated on the impact of your contribution.

With heartfelt thanks,

Michael Archbold
Business Education Teacher

May 8, 2025

FNBC Bank & Trust
Amy Grace & Joe Kroc
620 W Burlington Ave.
La Grange, IL 60525

Dear Amy & Joe,

On behalf of Lyons Township High School District 204, I want to express our deepest gratitude for your generous \$2,000 donation to support our young entrepreneurs.

Your support directly funds seed money for student-run ventures and plays a vital role in making our Final Pitch Night a meaningful, real-world experience. Thanks to FNBC's investment, students gain hands-on business experience, mentorship, and the confidence to pursue bold ideas—skills that will last a lifetime.

We would be honored to recognize FNBC at our **Final Pitch Night on May 12th at 6:00 PM** in the North Campus Auditorium, and we hope you'll join us to see firsthand how your donation is creating real opportunities for our students.

Looking ahead, we're excited about your continued interest in supporting our program next year. We'd love to invite a representative from FNBC to serve on our advisory board next school year to help guide and grow this initiative further.

Thank you again for believing in our students and for being a champion of youth innovation in our community.

With sincere appreciation,

Michael Archbold
Business Education Teacher



MEMORANDUM

TO: Brian Waterman, Superintendent
Board of Education

FROM: Jen Tyrrell

DATE: June 2, 2025

RE: Donations (Monetary & Gift Cards)

Please accept this memorandum in recognition of receipt of donations from members of our community in support of the LT Care Space. The monetary donations were deposited within the Care Space account. Gift card donations will be distributed in support of students. The funds are being used to purchase gift cards for students and supplies for the Care Space. The donors will be sent an acknowledgement of our sincere appreciation for this donation.

Anonymous	\$30.00
Susan Fagan	\$100.00
Kristen Gale	\$100.00
Kristen Mshar	\$50.00
Julie Wildman	\$500.00
Jeffrey Wixted	\$20.00